

Medical Curriculum Committee Meeting Minutes
SMHS

Wednesday, September 26, 2018 - 4:30 PM, Room E226, via telecomm, and video

In attendance: James Beal, Xuesong Chen, Jane Dunlevy, Dawn Hackman, Mark Koponen, Shanalee Mountan, Heidi Philpot, Chernet Tessema, David Schmitz, John Shabb and Susan Zelewski.

Minutes Submitted by: Alissa Hancock

Minutes Reviewed by: Mark Koponen

Minutes Approved by: Thad Rosenberger/Xuesong Chen

AGENDA ITEM	SUMMARY	ACTION/FOLLOW-UP
1. Welcome/call to order	Dr. Koponen called the meeting to order at 4:39 pm in room E226 on the Northeast Campus.	Informational
2. Consent Agenda	a. Approval of Meeting Minutes 8.22.18 & 9.5.18, CSCS 8.14.18, BSCS 8.9.18 & 8.28.18, EASRS 8.15.18 and CEMS 8.8.18 & 8.20.18, Block 7 report, Standard 6 report, Plastic Surgery Elective, Elective scheduling clarification.	Consent agenda approved by chair. All in favor.
3. Old Business	a. 8.3 – Dr. Carr’s addition (Koponen) The section regarding Curriculum Directors looks good and answers the question. Now the Clerkship Director’s paragraph needs to be re-written; Dr. Zelewski will do that for the next meeting.	Action Item: Dr. Zelewski will re-write the paragraph for the Clerkship Directors for next meeting.
	b. Curriculum Review Group Update (Carr, Basson, Van Eck)	Tabled
4. New Business	a. 8.3 questions to prepare for the LCME visit. Dr. Tinguely has sent a few questions from the standard 8.3 to Dr. Koponen for MCC to look at more closely to prepare for LCME’s visit. Most medical school struggle this section with responding to these. Dr. Koponen will bring these questions one at a time to future meetings for the committee to further discuss and flush out more details on that question. The goal is to get through one a month.	Informational Action Item: 8.3 questions will be reviewed one at a time in future meetings to flush out details.
5. Standing Agenda Items	a. Review of action item table (Koponen) No updates. Need to update all green sections to say complete.	Informational

6. Other Business		
7. Next MCC Meeting	Next Clerkship Report Review meeting – November 7, 2018 – 4:30 PM, Room E493 & Video Fargo Next Regular Meeting – October 24, 2018 – 4:30 PM, Room E493 & Video Fargo	Informational
8. Adjournment	Meeting was adjourned at 4:54 pm	Informational

APPROVED