

**Medical Curriculum Committee Meeting Minutes – Additional Meeting**  
SMHS

**Wednesday, March 23<sup>rd</sup>, 2016- 4:30 PM, Room 1917, via telecomm, and video**

**In attendance:** Lucas Holkup, Michael Booth, Chris Tiongson, Ted Fogarty, Scott Knutson, Steve Tinguely, Heidi Philpot, Shae Samuelson, Susan Zelewski, Jyotika Sharma, Rick Van Eck, Pat Carr, Joy Dorscher, Gwen Halaas, Dev Pant, Dawn Hackman, Charlie Christianson, Bryon Grove

**Minutes Submitted by:** Shae Samuelson

**Minutes Reviewed by:** 4.8.16 Rick Van Eck

**Minutes Approved by:** 4.27.16 Thad Rosenberger/Heidi Philpot

AGENDA ITEM	SUMMARY	ACTION/FOLLOW-UP
1. Welcome/call to order	Dr. Van Eck called the meeting to order at 4:34p in room 1917	
2. Standing Agenda Items	<p><b>a.) Approval of Minutes of 2/24/16 &amp; 3/9/16</b></p>	MSC to approve the 2.24.16 & 3.9.16 meeting minutes. Bryon Grove/Heidi Philpot – all in favor, carried unanimously.
	<p><b>b.) Subcommittee Reports &amp; Action Requests</b></p> <p><b>i. Biomedical Sciences Curriculum Subcommittee Report (J Shabb)</b></p> <ul style="list-style-type: none"> <li>• Dr. Shabb gave an overview of the two meetings in March. Database maintenance is in progress and it was discovered that archiving of past objectives in the system is not possible, meaning that the database will only show what current objectives are, not which are new, how they changed, etc.; there is only one database that is maintained in any given year, meaning that we cannot keep a “shadow” database of revised objectives and another that is unchanged. It may be possible to add footnotes to items in the database, however, to indicate changes, origins, etc.</li> <li>• Disease outbreak objectives are in progress and the abuse objectives were approved and will be added to the 05PTH objectives.</li> <li>• The committee is looking into immunology instruction revision. There have been a few different considerations however the consensus was to seek more information from the instructors.</li> <li>• Follow up on the step 1 review of nutrition is in place. The nutrition objectives in the curriculum mapping will be followed up on.</li> <li>• The alignment of E*Value dataset and blackboard objectives have been reviewed.</li> </ul>	Informational.

	<p>The findings and recommendations will be forwarded to the Goals and Objectives task force. A single source of objectives needs to be identified as the official list, ideally E*Value. Also the orphan objectives need to be evaluated and resolved.</p> <p><b>ii. Clinical Sciences Curriculum Subcommittee Report (S. Zelewski)</b></p> <ul style="list-style-type: none"> <li>• Items approved at last meeting and coming forward to MCC: Neurology Clerkship Report (2 months), New (rural) location of Pediatrics elective,</li> <li>• Long discussion on letters being uploaded to EASRS that included concerns and feedback. Faculty cannot handle the letters themselves, and people on the campuses are being identified who can do the upload for that campus. The process is in the works on who can upload. If a letter is received and are unsure who can upload, contact Dr. Dorscher and she will find someone who can. Discussion was wrapped up by aiming it to take place in CSCS.</li> </ul> <p><b>iii. Educational Accreditation Standards Review Subcommittee Report (S. Tinguely)</b></p> <ul style="list-style-type: none"> <li>• Discussion on LCME and the letter, actions that need attention must take place by December 1st 2016. There are 3 elements that need continued attention and a status update; 6.2 required clinical experiences, 8.3 curricular design and 8.4 program evaluation. For 6.2, clerkships have been notified to start recording all types of clinical experiences. For 8.3, MCC minutes will show the demonstration/monitoring of the curriculum as a whole. And for 8.4, the survey for the program directors is ready. This includes the student's permission, which was received at the Dean's Colloquium last year. The questions are EPA related. This survey is expected to go out soon because the program directors will have their incoming students soon.</li> <li>• The committee forwarded the creation of independent study policy/rationale (element 6.3) to BSCS. Dr. Sukalski and Dr. Hill are in process to bring a draft to BSCS.</li> <li>• Currently reviewing a new governance structure, which will be forwarded to MCC and By-Laws for advice before moving to FAC.</li> </ul>	<p>Informational.</p> <p>Informational.</p>
	<p><b>c.) Policies Update</b></p>	<p>No Policies to update at this time.</p>
	<p><b>d.) LCME Update/Check in</b></p>	<p>Update in EASRS section.</p>

	<p><b>e.) Follow up on Action Items</b></p> <p><b>i. EASRS Reporting to MCC Suggestion from 2.24.16 MCC Meeting</b></p> <ul style="list-style-type: none"> <li>• Reporting will be made once a month verbally. In addition, MCC will receive the 6-month LCME standard review written report for oversight. This is the same report that will go to the Dean. Committee agreed to this structure of reporting.</li> </ul>	Informational.
	<p><b>f.) Electives</b></p>	No electives at this time.
<p><b>3. New Business</b></p>	<p><b>a.) AI Proposal – Passed at CSCS 3.8.16 (Dr. Zelewski) -15 Minutes</b></p> <p>Discussion on the proposal was had and the proposal included:</p> <ul style="list-style-type: none"> <li>• There will currently be no courses called AIs because AI has a specific definition that is not met currently by most activities proposed as AIs currently. Sub-Is are an appropriate term for experiences that are currently possible.</li> <li>• The 4<sup>th</sup> year students for 2016-2017 will be required to keep a 4 week surgery rotation entitled 4<sup>th</sup> year surgery experience. This was previously the surgery AI.</li> <li>• The 4<sup>th</sup> year students are welcome to continue to take their Pediatrics or Internal medicine rotations, but these are no longer required. If they take the pediatrics rotation (formerly AI), it will be titled pediatrics 4<sup>th</sup> year experience and the IM rotations (formerly AIs) will revert to their same description electives.</li> <li>• Any department wishing to propose an AI for approval may do so. These will be approved as soon as possible and may be available for the 2016-2017 academic year (some rotations like the current pediatrics AI may change titles twice). <ul style="list-style-type: none"> <li>○ A New AI must meet the requirements approved by CSCS and MCC: the 10 stated AI objectives and an assessment method built around an entrustability scale.</li> <li>○ New AI courses only offered on limited campuses will allow students from all campuses equal opportunity to schedule them.</li> </ul> </li> </ul> <p>Campus Deans and or Staff, please communicate these changes with your incoming 4<sup>th</sup> years. Committee recommendation of approval of proposal with the addition of adding the rationale (the problem and what is being fixed).</p>	<p>MSC to approve the AI proposal with amendment, add/create a rationale to include in the proposal. Charlie Christianson/Bryon Grove - all in favor, motion carried unanimously.</p>
	<p><b>c.) AY2016-17 Calendar for Meeting Dates – 5 Minutes</b></p> <p>Calendar for the next year was reviewed with no concerns. It is virtually the same as last year. Next step plug in the dates with the activities calendar.</p>	Informational.

	<p><b>d.) Media Site Results (pending time available)</b></p> <p>Method to sort to make the data more presentable for live streams data: click session type&gt;by presentation&gt;by username. A summary of the findings and the question, how important is this data going forward. It was noted that students from year 3 are even viewing the lectures. This can tie into the student learning time in/out of classroom. This closes the loop of obtain the statistics but if anyone wants to further look at the statistics and bring back, let Shae/Dr. Van Eck know and it can be added to the agenda.</p>	Informational.
<b>4. Next MCC Meeting</b>	<p>Next Regular Meeting – April 27, 2016 – 4:30 PM, Room 1917 &amp; Video Bismarck/Fargo</p> <p>Next Clerkship Report/Special Meeting – May 11, 2016 – 4:30 PM, Room 1917</p>	
<b>5. Adjournment</b>	<p>Current 3<sup>rd</sup> year representation of the 4<sup>th</sup> year needed and needs to be contacted. April 18<sup>th</sup> is the meeting. Meeting was adjourned at 5:59pm.</p>	<p>Motion to adjourn. Gene DeLorme/Charlie Christianson</p>

APPROVED