

**Medical Curriculum Committee Meeting Minutes**  
SMHS

**Wednesday, April 27<sup>th</sup>, 2016- 4:30 PM, Room 1917, via telecomm, and video**

**In attendance:** Mike Booth, Jim Roerig, Lucas Holkup, Ted Fogarty, Steve Tinguely, Dawn Hackman, Erik Christensen, Shae Samuelson, Charlie Christianson, Heidi Philpot, Tracy Uhler, Susan Zelewski, Pat Carr, Thad Rosenberger, Gene DeLorme, Sarah Meyers, Rick Van Eck, John Shabb, Jim Beal, Dev Pant

**Minutes Submitted by:** Shae Samuelson

**Minutes Reviewed by:** Richard Van Eck, May 20, 2016

**Minutes Approved by:** Sarah Meyers & Heidi Philpot 5.25.16

AGENDA ITEM	SUMMARY	ACTION/FOLLOW-UP
<b>1. Welcome/call to order</b>	Dr. Van Eck called the meeting to order at 4:32pm in room 1917.	
<b>2. New Business</b>	<p><b>a. Items from 4.13.16 Cancelled Meeting</b></p> <p><b>i. Psychiatry Clerkship Report 2014-15 (J. Roerig)</b></p> <ul style="list-style-type: none"> <li>• Dr. Roerig gave a summary of the report and the report was reviewed thoroughly by the committee prior to the meeting. Also a discussion was held on the changes that CSCS request before moving to MCC.</li> </ul> <p><b>ii. Review of Student View of Online Lectures (data received &amp; posted)</b></p> <ul style="list-style-type: none"> <li>• 6-7 log in to watch live and a lot watch after the fact.</li> </ul> <p><b>b. Review of Epidemiology Report 2014-15 (J. Beal) – 15 Minutes</b></p> <ul style="list-style-type: none"> <li>• Dr. Beal gave a summary of the report, which is a 3<sup>rd</sup> year requirement by all students. Students are still having difficulty with obtaining hospital IRB approval however UND there is no trouble. Summer REMS does not qualify for credit towards this however you can use the same data if you add to it. There was a discussion held on the changes CSCS requested before moving to MCC.</li> </ul> <p><b>c. Decisions/Motion communication feedback loop (R. Van Eck)</b></p> <p>Example of the loop not being completed: Lecture Recording Policy. The policy didn't get communicated to all that needed to know such as Mario in IR. As motions and action items are created it needs to be noted: who needs to be notified and what action should be taken.</p>	<p>MSC to approve the 2014-15 Psychiatry Clerkship Report with no further recommendation or action. Thad Rosenberger/Sarah Meyers – all in favor, carried unanimously.</p> <p>Informational.</p> <p>MSC to approve the 2014-15 Epidemiology Report with no further recommendation or action. Charlie Christianson/Thad Rosenberger, all in favor – carried unanimously.</p> <p>Informational.</p>

	<p><b>d. Automatic Dismissal Policy Revisit (R. Van Eck)</b>  The LCME working group contacted the secretariat and it was decided to add an appeal process to the automatic dismissal policy. The student will appeal to the Dean. Discussion on this policy hindering the Indian Scholarship. Prior, the student had a leave option before getting dismissed which now causes them to lose the scholarship. Policy is good to have in place but the procedural appeal definition needs to be looked at more closely and it needs to be thought about to put the former policy in place. The discussion was concluded to add this to part of the larger overall discussion.</p> <p>Upcoming meeting agenda – dismissal policy affect on native students and the scholarship</p>	MSC to approve the Automatic Dismissal Policy change as discussed. Charlie Christianson/Thad Rosenberger – all in favor, carried unanimously.
<b>3. Standing Agenda Items</b>	<p><b>a. Approval of Minutes of 3.23.16 &amp; 4.13.16</b></p>	MSC to approve the 3.23.16 & 4.13.16 meeting minutes. Thad Rosenberger/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>• Course objectives completed for Abuse &amp; Disease Outbreak</li> <li>• Scheduling changes for Fridays block 1 &amp; 5 – authorized</li> <li>• Years 1 &amp; 2 mandatory attendance for clinical science lectures from volunteer faculty – authorized. Will looking into a more permanent policy for AY2016-17 this summer.</li> <li>• Revision of Block 2 immunology instruction is in progress and a timeline is TBA. Nutrition objectives mapping is in progress after finding the history of it scoring below national average on step 1 exam consistently.</li> <li>• 2015 Year 2 Questionnaire results were reviewed and there were no obvious divergences from national averages.</li> <li>• E*Value teleconference findings: The program is not designed to do curriculum mapping per se but rather used to generate curriculum mapping reports to satisfy AAMC compliance, does not archive older version of objectives, mapping not available to students and it is not designed to easily generate a report of course objectives that could substitute for current word documents.</li> <li>• Block 3 was reviewed with no major outcomes, Block 7 was reviewed. The</li> </ul>	Informational

	<p>annual report of LCME standard 6 for year 2 was presented however there is more work needed to identify how to report certain data requests.</p> <p><b>ii. Clinical Sciences Curriculum Subcommittee Report (S. Zelewski)</b></p> <ul style="list-style-type: none"> <li>Includes the SIM Update</li> </ul> <p>Discussion held on the new process for uploading letters for EARS letter for students. The Campus can receive them but cannot upload them, however they can get them to the right people. An update was given on the pilot project of interdisciplinary IM with nursing during clerkship on the Bismarck campus. They would like to continue to explore for all campuses and will currently continue it on their campus. MILE report was reviewed and needs editing before coming forward to MCC.</p> <p><b>iii. Educational Accreditation Standards Review Subcommittee Report (S. Tinguely)</b></p> <p>The Standards report template/format will include an executive summary of the work and visualized with a dashboard. MCC will receive the report in June. Keep on the Radar that the requested LCME action items are due by December 1<sup>st</sup>, 2016. CSCS addressed the definition of student responsibility and requested EASRS guidance. The definition of the role including observation and participation and will be brought back to CSCS. The preliminary data was received from the survey of the school and program director. It will be received in time so it can be shown the data is used to make change. The other topic that has been discussed is performance of CQI around education and how to complete this in all aspects including reaching out to other schools.</p>	<p>Informational.</p> <p>Informational.</p>
	<p><b>c. LCME Update (if needed—Steve Tinguely)</b></p>	<p>Update given in EASRS report.</p>
	<p><b>d. Follow up on Action Items in Table</b></p> <ol style="list-style-type: none"> <li><b>Bylaw change for MCC &amp; Subcommittees (Rick Van Eck) – done</b> Updated due to Inconsistent charges and language. The By-Laws Committee approved the requested changes.</li> <li><b>Abuse &amp; Disease Outbreak Objective Update (Shabb) - done</b></li> <li><b>Lecture Attendance Policy for Years 1 &amp; 2 (Shabb/Carr) – phase 1 complete.</b> There was an issue with outside lecturers desire to lecture due to no poor</li> </ol>	<p>Informational. Action items will be updated accordingly on future agendas.</p>

	<p>attendance. A temporary approach was to make all outside lecturers mandatory for the remainder of the year and a final policy will be visited and drafted this summer. There was follow up with the outside lecturers that were upset to inform them of the new change and they seemed pleased. MCC discussed the problem seems to have stemmed from mandatory lecture recordings. Suggestion of putting some limitation on the streaming. That arose a question of what are the students trying to say to us by not attending lectures? There is no correlation of lecture attendance and reexamination. Need to set forth a standard to help train them to be professionals.</p> <p><b>iv. Curriculum Task Force Update</b> Met on April 18<sup>th</sup> and have a second meeting set for May 9<sup>th</sup> where there will be a chair election. Currently are creating a timeline and a process and will come back with an update after next meeting.</p>	
	<b>e. Policies Update (J Dorscher)</b>	No report.
	<p><b>f. Electives (S Zelewski)</b></p> <p>i. (New) FMED 9*** Family Medicine Sub Internship - Willmar, MN</p> <ul style="list-style-type: none"> <li>• Section of the Previous that was previously approved just a different location – Not a sub Internship</li> </ul> <p>ii. (New) PEDS 9*** Pediatrics/Internal Medicine - Park Rapids, MN</p> <ul style="list-style-type: none"> <li>• Completely brand new. Will be a 95.</li> </ul>	MSC to approve the two electives as presented; Family Medicine in Wilmar, MN & Pediatrics/Internal Medicine in Park Rapids without action items or revisions Sarah Meyers/Thad Rosenberger. All in favor, motion carried unanimously.
<b>4. Next MCC Meeting</b>	Next Regular Meeting – May 25, 2016 – 4:30 PM, Room 1917 & Video Bismarck/Fargo Next Clerkship Report/Special Meeting – May 11, 2016 – 4:30 PM, Room 1917	
<b>5. Adjournment</b>	Meeting was adjourned at 5:46p	