

Medical Curriculum Committee Meeting Minutes – Additional Meeting
SMHS
Wednesday, May 25th 2016- 4:30 PM, Room 1917, via telecomm, and video

In attendance: Gene DeLorme, Ted Fogarty, Charlie Christianson, Heidi Philpot, Pat Carr, Shae Samuelson, Jyotika Sharma, Sarah Meyers, Ken Ruit, Deve Pant, Joy Dorscher, Bryon Grove, Dawn Hackman, John Shabb, Steve Tinguely

Minutes Submitted by: Shae Samuelson

Minutes Reviewed by: Rick Van Eck June 17, 2016

Minutes Approved by: Thad Rosenberger/Bryon Grove 7.1.16

AGENDA ITEM	SUMMARY	ACTION/FOLLOW-UP
1. Welcome/call to order	Dr. Carr called the meeting to order at 4:32 pm in room 1917	
2. Standing Agenda Items	<p>a.) Approval of Minutes of 4.27.16 & 5.11.16</p> <p>b.) Subcommittee Reports & Action Requests</p> <p>i. Biomedical Sciences Curriculum Subcommittee Report (J Shabb)</p> <p>Last meeting was on May 10th. Updates/Issues: Immunology still in progress, issues from Block directors for reporting of standard 6 but was resolved by forming a team to help sort out the CQI moving forward, nutrition curriculum mapping was given in response to the step exam scores on the topic area of nutrition, for AY2016-2017 in Blocks 1 and 5, there is a deficiency of 33 lecture hours due to retirement of faculty which includes the shortage of facilitators and continued debate on lecture capture. MCC discussed the shortage of facilitators and whether there was a mandated policy requiring all faculty to facilitate. It was decided that such a policy would have ramifications which could make it impractical due to time constraints of some faculty.</p>	<p>MSC to approve the 4.27.16 meeting minutes - Sarah Meyers/Heidi Philpot. All in favor, with 1 abstention – Bryon Grove.</p> <p>MSC to approve the 5.11.16 meeting minutes - Sarah Meyers/Heidi Philpot. All in favor, with 1 abstention – Bryon Grove.</p> <p>Informational.</p>

	<p>ii. Clinical Sciences Curriculum Subcommittee Report (S. Zelewski)</p> <p>iii. Educational Accreditation Standards Review Subcommittee Report (S. Tinguely) The committee wrapped up the work on standard 6.</p>	<p>Tabled.</p> <p>Informational.</p>
	<p>c.) Policies Update</p> <p>i. Policy 1 Conflict of Interest Assessment (FYI) This is a School-wide policy that includes a special clause for the medical students to meet the LCME requirements. It will be going to FAC. There will be a 2 week comment period during that time.</p> <p>ii. Policy 2 Elective Days Third-year medical students may request elective days for exploration of medical specialties that are not part of core clerkship. A student must obtain approval from the campus dean, the clerkship director, the clerkship preceptor and the subspecialty preceptor in order to schedule elective days. Students may not schedule elective days during the two weeks of adult neurology and may schedule only a single day during psychiatry since it is only six weeks in length. In all other clerkships, the students may request up to two elective days. Committee commented if there was oversight to monitor it being utilized – campus offices will keep track. Committee requested to have the title changed to be “Third Year Elective Days” instead of the current “Elective days.” If told no on another clerkship but request to do it on another clerkship, the case will be handled by the campus dean on a case by case. There was no prior policy to accomplish the issue of students exploring specialties in the third year.</p> <p>iii. Policy 3 Specialty Electives CSCS made changes prior to coming to MCC. After review, MCC requested the following changes: Policy -> add “excluding required courses Under Procedures 2c-> change nephrology to internal medicine. Als are not stated in the document.</p> <p>iv. Policy 4 Promotion-Graduation There was currently no policy in place that described the process and criteria for promotion from one educational level of the curriculum to the next and for graduation. This policy is proposed to address this gap. Under the proposed policy, promotion would be based on a student satisfactorily meeting the academic performance standards for the previous level. Graduation from the program with the granting of the M.D. degree is based on a student satisfactorily</p>	<p>Informational.</p> <p>MSC to approve the policy “Elective Days” with the recommendation to change the title of the policy to “Third Year Elective Days.” Charlie Christianson/Bryon Grove – all in favor, carried unanimously.</p> <p>MSC to approve the policy “Specialty Electives” with the corrections discussed. Sarah Meyers/Bryon Grove – all in favor, carried unanimously.</p> <p>MSC to approve the policy “Promotion-Graduation” including the step exam plan form. Charlie Christianson/Sarah Meyers – all in favor, carried unanimously.</p>

meeting the academic performance standards established by the faculty of the SMHS and passing of the USMLE Step examinations. Satisfactory performance in individual courses does not guarantee that the student's performance, when viewed as a whole, meets the expectations necessary for awarding the M.D. degree. Each student in the M.D. degree program has the responsibility of meeting the standards of academic performance.

Comments and discussion on the policy form the committee: This is our current practice however, this policy makes it formal. The performance is reviewed by Dr. Dorscher's office and MSAPC is for a due process. The policy is important to healthcare, the communities they serve and the institution that they represent. In order for a student to reach this point, there needs to be a formal complaint. It was noted that #6 also covers professionalism and outside behaviors and has been tried in a ND court and passed successfully.

Step Exam Failure Form - This is to ensure everyone knows what is going on. It will provide directions and how they will proceed.

v. Policy 5 Teacher Learner

This is an FYI policy that will be going to FAC which will include a 2 week policy for comment. It is designed to address the expectations of each party. For example, the learner can expect that the teacher will provide instruction, guidance and leadership in learning. The teacher can expect the learner to make an appropriate investment of energy, time and intellect to acquire the knowledge and skills necessary to become an effective professional practitioner. Both parties can expect the other to prepare appropriately for the educational interaction and to discharge their responsibilities. The teacher-learner relationship should be based on mutual trust, respect and responsibility. This relationship should be carried out in a professional manner in a learning environment that places strong focus on education, high quality patient care and ethical conduct" (the AMA section on Medical Schools in cooperation with the AMA Student and Resident Sections and reflects the policy of the SMHS).

Informational.

d.) LCME Update

The two strikes policy (Rick) and will be discussed at FAC including the policies Dr. Dorscher is presenting later in this meeting. The elements are being addressed and there is a timeline for addressing the responses to LCME.

- **November 28:** Final edits to letter completed and letter sent to LCME
- **November 21:** Letter writing completed and sent to Dean for final review
- **November 1:** Letter writing begins and circulated for comments and edits]

Informational.

	<ul style="list-style-type: none"> • October 31: All study plans and action items completed and responses to LCME approved by leadership and Dean • October 15: Analysis of additional data requested from self-study completed and final response actions defined • October 1: Collect additional data required from self-study • September 1: Implement action items from self-study • August 30: Data Analysis and self-study completed and action items formulated • August 16: Data Analysis and self-study commences • August 15: Data collection ends • July 1: Data collection to answer LCME questions for Elements 6.2, 8.3 and 8.4 starts • June 30: Report from EASRS regarding Standard 6 sent received by the Dean and MCC • May 1: Assignments given to designated leaderships primarily responsible for addressing LCME questions regarding 6.2, 8.3 and 8.4 • April 25: LCME Prep Team Meeting. Timeline reviewed and approved with modifications 	
	<p>e.) Electives (S. Zelewski)</p> <p>i. NE Campus Internal Medicine – Gastroenterology, Altru (NEW) An elective for Gastroenterology was proposed and presented. In practice, Dr. Hack looks at his own histology and that would be something the student would be exposed to.</p> <p>ii. SE Campus Family Medicine – Sports Medicine, Sanford Orthopedic Center (New) A sports medicine elective was proposed for the SE campus and presented. The committee commented that going forward electives should be mapped to the EPA's.</p>	<p>MSC to approve the New NE Campus elective, IMED Gastroenterology at Altru with no recommendations on changes. Bryon Grove /Sarah Meyers, all in favor, carried unanimously.</p> <p>MSC to approve the New SE Campus elective, Family Medicine, Sports Medicine at Sanford Orthopedic Center with no changes. Charlie Christianson/Bryon Grove, all in favor, carried unanimously.</p>
	<p>f.) Follow up on Action Items—See Table</p> <p>i. Subcommittee Activities Calendar (Van Eck) reference email In progress. Email sent to subcommittee Chair's to fill out and it will be merged into one document. Purpose is to plan more effectively for the upcoming year. Prior to this process, the</p>	<p>Informational. *Noted in action table.</p>

	MCC chair set the guidelines for all subcommittees regarding activities. Due in June.	
3. New Business	<p>a.) Medical Program Council Preview (Hill/Ruit/Tinguely) – will return to MCC again on 6/8 Dr. Tinguely gave the concept behind the Medical Program Council. There has been a need over the several years. This council will provide a way for committees to have ways to communicate and collaborate and coordinate the work that is done. The medical curriculum is the only program who has FAC (which is comprised of many disciplines) make approvals. This will provide the oversight and help accountability with in the medical program. No other disciplines have FAC make curriculum approvals.</p> <p>The committee had a long discussion on the documents. Highlights included:</p> <ul style="list-style-type: none"> • Suggestion terms & conditions. MPC should meet more frequent to help being nimble. “At least quarterly is the wording” • Why is the resident nonvoting member? • Discuss #3 better. The purpose is to not to change things that are working, it is to improve coordination. Committee cautioned the 3rd Level may slow down things. Might be reasonable to remove #3. • Maybe GMEC needs some assistance and this could take a by-laws change. • Talk with the Health Sciences. 	Informational. Will return to June 8 th MCC Agenda for further discussion.
	<p>b.) AI Proposal Form Template & Routing (Zelewski) Until recently students had to choose 2 of the 3 acting internships to take in their 4th year. CSCS formed a task force and used national curriculum as guides to decided how to proceed with our processing our requirement and standard of acting internships.</p> <p>In this proposal, each learning objectives has an evaluation component with an assessment tool approved by CSCS. Now, any subject area that wants an AI can make a proposal. All the current acting internships are suspended and the disciplines will now use this method to designing their acting internships.</p> <p>The 10 objectives are the base requirement however you can add more. The committee commented if in the 4 weeks there is enough time to meet all the objectives. After discussion it was concluded the objectives are basic critical care, EPA’s. It was noted in the template to include a hyper link to the objectives and EPAs.</p>	MSC to approve the AI proposal form template and routing with the recommendation to hyperlink the objectives and EPA’s. Charlie Christianson/Bryon Grove – all in favor, unanimously carried.
4. Reminder	Annual Curriculum Retreat June 3 ,2016 - 8a to 4:30p @ Grand Forks EERC	Informational.
5. Next MCC Meeting	Next Regular Meeting – June 22, 2016 – 4:30 PM, Room 1917 & Video Bismarck/Fargo Next Clerkship Report/Special Meeting – June 8, 2016 – 4:30 PM, Room 1917	Informational.
6. Adjournment	Meeting was adjourned at 6:07p	Informational.

APPROVED