

**Medical Curriculum Committee Meeting Minutes**  
SMHS

**Wednesday, June 22, 2016- 4:30 PM, Room 1917, via telecomm, and video**

**In attendance:** Alicia Norby, Gene DeLorme, Mike Booth, Erik Christensen, Pat Carr, Shae Samuelson, Bryon Grove, Dawn Hackman, Jyotika Sharma, Susan Zelewski, Marc Basson, Gwen Halaas

**Minutes Submitted by:** Shae Samuelson

**Minutes Reviewed by:** Rick Van Eck June 2016

**Minutes Approved by:** Thad Rosenberger/James Beal 7.25.16

AGENDA ITEM	SUMMARY	ACTION/FOLLOW-UP
1. Welcome/call to order	Dr. Grove called the meeting to order at 4:34 in room 1917	
2. Standing Agenda Items	a.) Approval of Minutes of 5.25.16 & 6.8.16	<p>Due to no quorum, approval will take place via email</p> <p><b>7/1/16 electronic vote:</b> Thad Rosenberger move to approve to accept both sets of minutes, 5/25/16 &amp; 6/8/16</p> <p>Bryon Grove seconded the motion with the majority of voting members to accept and approve.</p> <p>The following voted in favor for motion:</p> <ol style="list-style-type: none"> <li>1. Charlie Christianson</li> <li>2. Jyotika Sharma</li> <li>3. Gene DeLorme</li> <li>4. Eric Christensen</li> <li>5. Heidi Philpot</li> <li>6. Thad Rosenberger and Bryon Grove (as motion and seconds)</li> </ol> <p>Abstentions</p> <ol style="list-style-type: none"> <li>1. Dev Pant</li> </ol>

	<p><b>b.) Subcommittee Reports &amp; Action Requests</b></p> <p><b>i. Biomedical Sciences Curriculum Subcommittee Report (J Shabb)</b></p> <p><b>ii. Clinical Sciences Curriculum Subcommittee Report (S. Zelewski)</b></p> <p>Changes for the new academic year:</p> <ul style="list-style-type: none"> <li>• Dr. Bande updated the forms for Internal Medicine to standardize preceptor orientation.</li> <li>• Pediatrics will no longer require the clip exam and grading will be 20% professional.</li> </ul> <p>Informational (other changes):</p> <ul style="list-style-type: none"> <li>• Preceptor evaluation timing – a week prior to the end of the evaluations. It is possible to determine the timing by department and was approved by CSCS with caveat that if there is a downward trend in grade submission will go back. Getting evaluations before getting the student.</li> <li>• Interprofessional optional objective for AIs – mentions interprofessional treatment if application. Not a required objective but rather an optional to include.</li> </ul> <p><b>iii. Educational Accreditation Standards Review Subcommittee Report (S. Tinguely)</b></p> <ul style="list-style-type: none"> <li>• Review of standard 6 and the elements is completed and the report will be coming forward to MCC within the next couple of weeks. Currently it is in review for editing with Dr. Ruit.</li> <li>• LCME elements needed by December 1. Timeline focuses on bringing forward the work to MCC in July: <ul style="list-style-type: none"> <li>○ 6.2 2 questions. MCC will need to review and approve the list of required experiences &amp; report when the most recent review took place. This will be added to an MCC agenda. Some data are available via clerkship reports that come yearly. These have included the required clinical experiences, so those dates can be used as review dates. However, this was not done formally nor uniformly. It is also necessary to provide data on the number of students that complete the required experiences and if and when more than 25% of students use an alternative method.</li> </ul> </li> </ul>	<p>Tabled. Informational.</p> <p>Informational.</p> <p><b>Action Item:</b> Request list of required experiences from CSCS and place review item on future MCC agenda under LCME heading.</p> <p><b>Action Item:</b> Request CSCS to identify where completion data reside and when they are available. Place reviews on CSCS/MCC agenda(s) at appropriate times for the next year.</p>
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	<ul style="list-style-type: none"> <li>○ 8.4 program evaluations. Surveys are sent out to residency program directors and 1st year residency. Process of compiling. This committee’s responsibility to review and act on this data. How would we like to act on it? Otherwise Dr. Tinguely will keep in contact to obtain the data.</li> </ul>	<p><b>Action Item:</b> Place on future MCC agenda for discussion/guidelines for what process will be used to meet this requirement.</p>
	<p><b>c.) Policies Update</b> Former policies brought to MCC were approved at FAC. MCC will need to distribute the final policy.</p>	<p><b>Action Item:</b> Email approved 5.25.16 policies in final format approved at FAC.</p>
	<p><b>d.) LCME Update</b> Reference the EASRS section in addition students must sign off on the two strikes policy. It was noted that it is verbally discussed in orientation and they do sign off on it.</p>	<p>Informational.</p>
	<p><b>e.) Electives (S. Zelewski)</b></p> <ul style="list-style-type: none"> <li>i. Sections of FM Elective – Southpoint Sanford &amp; NY Mills New sections of former elective</li> </ul>	<p>Due to no quorum, approval will take place via email.</p> <p><b>7/1/16 electronic vote:</b> Thad Rosenberger moved electronically to approve the two new elective location on the SE Campus, Southpoint Sanford &amp; NY Mills Bryon Grove seconded the motion The following voted in favor for motion:</p> <ol style="list-style-type: none"> <li>1. Charlie Christianson</li> <li>2. Jyotika Sharma</li> <li>3. Gene DeLorme</li> <li>4. Eric Christensen</li> <li>5. Heidi Philpot</li> <li>6. Thad Rosenberger and Bryon Grove (as motion and seconds)</li> </ol> <p>Abstentions</p> <ol style="list-style-type: none"> <li>1. Dev Pant</li> </ol>

	f.) Follow up on Action Items—See Table	Tabled.
3. New Business	<p><b>a.) MILE Clerkship Review 2014-15 – (A. Norby)</b>  Dr. Norby gave an overview of the MILE program. Biggest change year before was increase to students, change in director and a different testing schedule. There were no significant changes/comments from CSCS in approval. Dr. Norby commented on things she learned/found as a challenge that would like to change:</p> <ul style="list-style-type: none"> <li>• Hospitalist experience. The prior experience was to do an evening every other week and it was hit and miss with seeing a patient fully through. Often one admission or no admission. This year the student will follow an admission through ER and STL for the next morning. They will have an ER night and the hospitalist in the morning every other week.</li> <li>• Expanding to 8 3<sup>rd</sup> years this year is a challenge due to a lack of preceptors.</li> <li>• Working on improving sufficient residents contact and students. This year has gone better, one call weekend at the family medicine practice. More contact has been made. Still working on improving this.</li> <li>• Dr. Tinguely hears great feedback from the students and how they value it.</li> </ul> <p><b>b.) Pediatrics AI</b>  First new acting internship proposal and currently have a student signed up to take it.  Comments:</p> <ul style="list-style-type: none"> <li>• Available checklist the students must complete</li> <li>• #7 fits within the call policy</li> <li>• Approved at CSCS in June.</li> <li>• Whether there should be standard grading requirement. Honors get the same for all AIs. To be discussed at CSCS at a later time.</li> <li>• Include the objective link in not only the template but also the internship requests.</li> <li>• The evaluation form is not done yet.</li> </ul>	<p>Due to no quorum, approval will take place via email.</p> <p><b>7/1/16 electronic vote:</b> Thad Rosenberger moved to approve to accept and approve the 2014-15 MILE clerkship report  Bryon Grove seconded the motion  The following voted in favor for motion:</p> <ol style="list-style-type: none"> <li>7. Charlie Christianson</li> <li>8. Jyotika Sharma</li> <li>9. Gene DeLorme</li> <li>10. Eric Christensen</li> <li>11. Heidi Philpot</li> <li>12. Thad Rosenberger and Bryon Grove (as motion and seconds)</li> </ol> <p>Abstentions  1. Dev Pant</p> <p>MSC to approve the Pediatrics AI proposal as presented and discussed. 4 in favor and 4 in favor via proxy.</p> <p>Action Item: request objective link be added to all internship requests.</p>

	<p><b>c.) MPC Proposal for Approval</b>  There was considerable discussion at prior meeting. Changes discussed at the 6.8.16 meeting were added including the rational. This is an important step moving forward with CQI and LCME. Proxy vote were read. After motion was carried and moved. IT was discussed for the strategy and next steps to bring it to FAC. Committee agreed to have the chair discuss it with FAC chair and bring it forward. It was noted that. Tom hill has been in touch with the chairs of MSAPC, Admission, GMEC,</p>	<p>MSC to approve the MPC proposal and move it forward to FAC for discussion. However, as interpreted, implementation would require significant revision of our current Bylaws regarding the Standing committees of the FAC. And, the described charge of the MPC, probably should be the responsibility of the FAC itself or assigned to the MCC. None-the-less we have identified an issue which the FAC needs to address. 4 in favor and 4 in favor proxy, carried unanimously. Action Item: MCC to stay on top of the proposal and how it may change</p>
	<p>d.) Discussion of MCC Chair Eligibility and Transition Plan</p>	<p>Tabled</p>
	<p>e.) Thank you to Drs. Pant, Grove &amp; Meyers for serving!  A special thank you for the 6 years Dr. Grove and the other members' commitment. A special thank you from the committee discussed Dr. Grove's dedication, 100% effort, attendance, demonstration of leadership, thoughtful feedback on considerations and always going above and beyond.</p>	<p>Informational.</p>
<p><b>5. Next MCC Meeting</b></p>	<p>Next Regular Meeting – August 24, 2016 – 4:30 PM, Room TBA &amp; Video Bismarck/Fargo  Next Clerkship Report/Special Meeting – July 13, 2016 – 4:30 PM, Room TBA</p>	
<p><b>5. Adjournment</b></p>	<p>Meeting adjourned at 5:23p</p>	