

Phase 1 Committee Meeting Minutes

SMHS

Tuesday, March 15, 2022 – 2pm via Zoom

In attendance: Jon Allen, Marc Basson, Kurt Borg, Xuesong Chen, Megan Denis, Jane Dunlevy, Amanda Haage, Eric Johnson, Minnie Kalyanasundaram, Mark Koponen, Gunjan Manocha, Michelle Montgomery, Jim Porter, Ken Ruit, Rick Van Eck, Min Wu, Susan Zelewski.

Members not in attendance: Pat Carr, Kara Eickman, Dev Pant.

Minutes Submitted by: Alissa Hancock

Minutes Reviewed by: Jane Dunlevy

MSC = motion made, seconded, carried

Minutes Approved by: Kurt Borg and Mark Koponen

AGENDA ITEM	SUMMARY	ACTION/FOLLOW-UP
1. Welcome/call to order	Dr. Dunlevy, chair called the meeting to order at 2:04 pm via Zoom.	Informational
2. Approval of Minutes 2.15.22		MSC to approve the 2.15.22 minutes. Kurt Borg / Mark Koponen // carried.
3. Standing Items		
4. Old Business	Update on Formation of Diversity, Equity and Inclusion Committee by UMEC. At the last UMEC meeting they took our recommendation have started to create a DEI committee that will be overseeing and evaluate the diversity throughout the curriculum. We no longer need to continue working on the TACCT table as this will now be the responsibility of the new DEI committee.	Information / Update
5. New Business	a. Unit 5 Schedule In this unit we are close to the maximum required hours allowable by policy, and it has been challenging with faculty understanding that with the curriculum change that we need to reduce the number of hours by removing the redundancies or changing the order of teaching topics. The students will still learn through standard lectures, independent learning sessions, PCL, laboratories, doctoring skills practice, SIMs, and interactive learning sessions. The focus this unit is neuroscience & psychiatry and includes an opioid and abuse panel. The change for this unit is the weekly feedback from students instead of after each PCL case, but the facilitator meetings are still after each case. This is an 8-week unit and in the last week before the mid-unit	MSC to recommend approval of the Unit 5 schedule. Jon Allen / Mark Koponen // carried.

	<p>exams students are still learning new material, so we have provided a full day of study time prior to the medical sciences exam for this reason. They will also have their first CBSE exam this unit, which is a 5-hour exam. In the review it was suggested to move the last student feedback meeting from Wednesday to Monday, so it will not interfere with their study day. Question about how faculty know the requirements for recorded lectures, and they are provided the expectations and instructions of how to do so. They also have to include the clinical capsules in their PowerPoints just like in a live lecture but they are also given a full 60-minutes instead of the 50-minutes for a live lecture. Dr. Jane Dunlevy does review the length of the recorded lectures to monitor that we are not going over the maximum required hours.</p>	
	<p>b. Student Representative on Committee, when do they switch? With the class of 2024 now in Phase 2 of the curriculum. The question was raised what is the process for rolling off and starting the next student representative. After some good discussion, it was decided to have the year 1 student start the January before the year 2 students transitions to the phase 2 of the curriculum. This would help with carry-over of knowledge and expectations. However, between the students they would only have one vote on the committee.</p>	<p>MSC to recommend to approve the student composition of the Phase 1 Committee to include two phase 1 students with one vote between them and the new term starting in January after beginning medical school. Jon Allen / Mark Koponen // carried.</p>
	<p>b. Curriculum System Whitepaper Training We are going to review the Curriculum System Whitepaper and Governance document which outlines how the committee’s work together and how our curriculum process works. First, we will review the committee’s and their responsibilities. All what committees can recommend items to UMEC, but UMEC is the only committee that can approve changes for the curriculum.</p> <p>In reviewing the curriculum process, we need to know the different ways things we use to evaluation and design the curriculum. The program outcomes also known as domains & competencies are used determine what the student’s overall knowledge and skills will be at the end of the curriculum. They also inform us in our curriculum design.</p> <p>Our curriculum database is Leo, which is also where we get all our reporting information from. Linking connects the objectives to the program outcomes. The design teams used to see gaps in the curriculum after</p>	<p>Information</p>

	<p>they selected the objectives that they were going to use in the unit. Whereas, mapping of objectives is when connected to our controlled vocabulary list to know where certain topics are taught in the curriculum.</p> <p>Then there is the vertical and horizontal mapping which shows the disciplines or a thread across all the phases of the curriculum. Finally, there is the evaluation of the curriculum and the phase committee chairs use the data that is provided by CEMC to write the initial Phase Reports for the committees to review. These reports will show the performance of students across their phase and ensure students are meeting our goals and standards we set for the domains & competencies and ensure we are following policy 4.3 Then UMEC would do the approval of the reports before they are presented at the Annual Curriculum Retreat in September.</p> <p>CEMC is responsible for the Curriculum as a Whole report, which is similar the Phase reports but looks more at the vertical and horizontal integration, student workload, assessment methods and gaps and redundancies.</p>	
	c. Review the 5 Societal Problems	Tabled
	d. Y2Q Review	Tabled
6. Other Business		
	Meeting adjourned the meeting at 3:34pm.	Next meeting March 29, 2022.