

**Biomedical Sciences Curriculum Committee Meeting Minutes**

SMHS

**Tuesday, May 25, 2021 – 2pm via Zoom**

**In attendance:** Marc Basson, Pat Carr, Xuesong Chen, Jane Dunlevy, Amanda Haage, Minnie Kalyanasundaram, Mark Koponen, Bibhuti Mishra, Jim Porter, Susan Zelewski.

**Members not in attendance:** Jon Allen, Kurt Borg, Megan Denis, Dev Pant, Ken Ruit, Rick Van Eck.

**Minutes Submitted by:** Alissa Hancock

**Minutes Reviewed by:** Jane Dunlevy

MSC = motion made, seconded, carried

**Minutes Approved by:** Jane Dunlevy and Amanda Haage

AGENDA ITEM	SUMMARY	ACTION/FOLLOW-UP
<b>1. Welcome/call to order</b>	Dr. Dunlevy, chair called the meeting to order at 2:03 pm via Zoom.	Informational
<b>2. Approval of Minutes 5.25.21</b>	FYI: Governance Changes were approved and this committee is now called Phase 1 Committee.	<b>MSC to approve the 5.25.21 minutes. Mark Koponen / Xuesong Chen // carried.</b>
<b>3. Standing Items</b>		
<b>4. Old Business</b>	a. Y2Q	Tabled
<b>5. New Business</b>	<p><b>a. Committee Chair for AY2021-22</b> Pat Carr nominated Jane Dunlevy to continue as chair for the AY 2021-22.</p>	<b>MSC the nomination of Jane Dunlevy as chair of the Phase 1 Committee for the AY2021-22. Patrick Carr / Bibhuti Mishra // carried.</b>
	<p><b>b. Unit 2 Schedule</b> Reviewed the schedule for Unit 2 which will focus on Tissues and Metabolism and noted that the organ developments will be covered in later units for which those organs will be covered. We are covering metabolism and nutritional diseases, doctoring skills will focus on vital signs and HEENT and the nerve core and medicine and society will focus on the social determinants of health. Dr. Minnie Faith will continue to have session on integrate the clinical sciences with the basic sciences that the students learned that week. There are also some Dean’s Hours throughout the unit and five designated ACHIEVE session times, and six</p>	<b>MSC to approve the Unit 2 schedule. Mark Koponen / Xuesong Chen // carried.</b>

	<p>PCL cases and half will be two-days to start the transition to one presentation a week. Dr. Bryon Grove is going to assist with finding vignettes for the new ‘Development Disorders’ lecture. It is important that students attend the ‘Internment Service’ even though they will not start anatomy until unit 4. We have also provided a wellness day prior to exams and followed by two days of vacation the next week, which we found out it critically important to students last year.</p>	
	<p><b>c. Mid-Unit Evaluation Proposal</b></p> <p>With the reduction in the number of cases being covered in a unit. A proposal to change mid-unit evaluation of students that is completed by facilitators, so that the student would meet with the facilitator and receive formal written feedback but they facilitator would not have to complete the entire iSPIRAL form, just to answer the conflict of interest question and input summary comments at the end. However, facilitators would still complete the entire iSPIRAL form for the end of unit student evaluation. It was also noted the summary comments at the end of the form are used in the Dean’s Letter for students to apply to residencies.</p>	<p><b>MSC to approve the proposal to the mid-unit facilitator evaluation to be a one-on-one meeting with the student with written feedback. And to complete the entire iSPIRAL form at the end of the unit. Mark Koponen / Susan Zelewski // carried.</b></p>
	<p><b>d. Student Remediation Suggestion</b></p> <p>This year there was a student that failed a doctoring skills and needed to remediate and missed an elective period. It was felt that it was unfair for the reason of the failure was lack of time and a full 4-weeks was not needed to remediate. The student requested that we revisit the remediation policy for doctoring skills exams.</p> <p>With some lengthy discussion about what would be considered to need a shorter or longer length of time to remediate and if they would also be allowed to take a non-clinical based elective while remediating. It was thought that Dr. Jon Allen would be the best person to make individual remediation plans based on the reason for the failure. Discussed also if we could put in place some standard guidelines to help support Dr. Allen with his decision. Dr. Jane Dunlevy will talk with Dr. Allen about the committee’s discussion and perfect the recommendation to UMEC.</p>	<p><b>MSC to allow Dr. Jane Dunlevy perfect the recommendation to UMEC to allow Dr. Jon Allen to make individualized remediation plans for doctoring skills failures and if there should be defined remediation length of time. Mark Koponen / Xuesong Chen // carried.</b></p>
<p><b>6. Other Business</b></p>		
	<p>Meeting adjourned the meeting at 2:57 p.m.</p>	<p>Next meeting July 20, 2021.</p>

