

Undergraduate Medical Education Committee Meeting Minutes

SMHS

Wednesday, November 25, 2020 - 4:30 PM, via Zoom

In attendance: Pat Carr, Marc Basson, Michael Booth, Kara Eickman, Minnie Faith, Bryon Grove, Eric Johnson, Saobo Lei, Jonathan Pacella, Jim Porter, Ken Ruit, Adrienne Salentiny, David Schmitz, Chernet Tessema, Steve Tinguely, Chris Tionson, Nadia Toumeh, Rick Van Eck, Susan Zelewski.

Minutes Submitted by: Alissa Hancock

Minutes Reviewed by: Patrick Carr

Minutes Approved by: Kara Eickman and Bryon Grove

AGENDA ITEM	SUMMARY	ACTION/FOLLOW-UP
1. Welcome/call to order	Chair Dr. Patrick Carr called the meeting to order at 4:34 pm via Zoom. If no objections proposing time of adjournment at 6:00pm.	Informational
2. Approval of Minutes	October 28, 2020	MSC to approve the 10.28.20 minutes. Bryon Grove / Jon Pacella // carried.
3. Consent Agenda	a. CSCC October Minutes, Pediatrics Annual Report, Psych Virtual Elective, IM Virtual elective, IM Sanford elective, FM Telemedicine elective, AI grading procedure b. BSCC 10.20.20 Minutes c. CEMC 10.12.20 & 10.26.20 Minutes	MSC to accept consent agenda. Bryon Grove / Jon Pacella // carried.
3. New Business	a. Committee Reports i. Subcommittees a. CSCC No Report b. CEMC No Report c. BSCC No Report	

	<p>d.DQIP - Office of Medical Accreditation: EASRC/SASRC/FASRC The student survey (ISA) has been taking place and we are closing in on 100% participation from all four classes. This is an amazing feat that students Ryan Norris and the class presidents have accomplished. We are 14 month away from our visit in April 2022.</p> <p>e.Ad hoc Committees</p>	
<p>4. Special Orders</p>	<p>a. Policy Review</p> <p>i. 4.13 (Third year elective days) We have updated the policy to say what we practice for specialty days for psychiatry; that they must be related to the clerkship. Specialty days will not be applicable in phase 2 of the revised curriculum.</p> <p>ii. 4.7 (Limitations to speciality electives) Updated the 'limitations to specialty electives' to include exception for Emergency Medicine under section Principles 1.b. They be take three electives, but one must be a UND elective.</p> <p>iii. 4.4 (Examination question appeals) Note that the document wording was not changed, but the comments of suggested changes are there for us to discuss. The policy has been updated to be in align with the new curriculum and the new language. The transition period between curriculum is challenging but this will get easier as we get to phase 2.</p> <p>Questions regarding the appeals process and what the markedly substandard means? Also, max of 5 MCQ questions or 5 points on a case exam can be appealed; is this still accurate with the changes being made with assessments. Currently, this doesn't happen very often because it was only applicable after the exam questions are thoroughly reviewed and questions are thrown out.</p> <p>There is also a school-wide grievance policy that students could use. Consideration should be given to the language that is used in this policy so the two policies do not get confused. We will continue the discussion after edits to the policy are made.</p> <p>iv. 4.17 (Excused/Tardy Policy) We have updated the process for the excused/tardiness policies as we have updated the process to be electronic for a smoother process and allows us to track mandatory make-up session more easily. There is now a form online that students will fill out and then they are submitted to Dr. Jim Porter for approval. Then they are sent to the appropriate faculty members through DocuSign for signatures, which has streamline and reduce the stress of the process for everyone. There were no changes done to the process.</p>	<p>MSC to approve the policies 4.13, 4.7 & 4.17 as presented. Bryon Grove / Susan Zelewski // carried.</p> <p>ACTION ITEM: Pat Carr will forward the policies to the Deans office and will bring the discussion on policy 4.4 to Dr. Kurt Borg for further edits based on the discussion.</p>

	Clarification on the Principles 2 on page 4 and students still do sign what is on page 9 of the policy.	
	<p>b. Elements 9.5</p> <p>i. Definition from CEMC</p> <p>When CEMC was discussing this we did not want to box ourselves into a corner with the definition, so it written broadly with an ‘and/or’. The element is requesting the definition or guideline that we follow for feedback. It was agreed that this definition will be part of the DCI and therefore; we have to be ready to show when and where we apply the definition of our feedback to students in the curriculum. What we have written is close to what we already do. We would only have to change how feedback is provided for PCL with a change in iSpiral and clinical forms to show the required narrative feedback.</p>	<p>MSC to approve the definition for Element 9.5. Bryon Grove / Kara Eickman // carried.</p> <p>The procedure will live in iSpiral, the websites policies page and will also be given to Dr. Jon Allen.</p>
	c. Ad hoc group to review subcommittee’s and recommend additional committees or rename current ones	Tabled
	d. Student ideas on how to make PCL better (Mid-year survey (2019-2020): learning objectives in problem-based learning)	Tabled
	e. Step 1 & 2 CK and 2 CS evaluation	Tabled
	<p>f. Taking Step 1 early procedure</p> <p>January 2022 is the tentative date for the STEP 1 exam might go to pass/fail instead of a numeric grade. If approved students would have to meet the criteria and have Campus Dean approval. They would also not have designated time to study, which the students understand. They would then take the study period to study for STEP 2, which students are currently taking vacation to do. After much discussion it was approved.</p> <p>Request to consider the 8-week period to be offered to students that are wanting to take STEP 1 early. This would be more work on Dr. Minnie Faith and the other faculty to fit it in with the other courses they are already teachings. We are already having the STEP Prep course planned for those taking the 8-week study period starting in January 2022, but it would be challenging to try to fit in another session before then. No Action was taken on this.</p>	<p>MSC to allow the class of 2023 to take STEP 1 exam early. Approved.</p> <p>No action was taken with the request for an extra study course to be offered.</p>
	g. Membership for Medical Program Policy Review Committee (MPPRC) – Starts work January 2021	

	h. Formalize Scheduling routing: Jim Achieve (x hrs/week) and Jane non-Achieve (x hrs/week); basic rules, hrs without breaking, etc)	
	i. Mid-year survey (2019-2020); subjective grading	
5. Unfinished Business	a. Review of action item table	Tabled
	b. Curriculum renewal update	Tabled
	c. Curriculum 1.5 in action update	Tabled
	d. Leo Update	Tabled
6. New Business		Information
7. Other Business		
8. Adjournment	Meeting was adjourned at 6:24 pm Next Meeting – November 25, 2020 – 4:30 PM, Zoom	Information