

Undergraduate Medical Education Committee Meeting Minutes

SMHS

Wednesday, April 7, 2021 - 4:30 PM, via Zoom

In attendance: Pat Carr, Dinesh Bande, Marc Basson, Jim Beal, Jane Dunlevy, Megan Denis, Bryon Grove, Rhome Hughes, Eric Johnson, Scott Knutson, Mark Koponen, Saobo Lei, Jim Porter, Ken Ruit, Adrienne Salentiny, David Schmitz, Chernet Tessema, Steve Tinguely, Chris Tiongson, Nadia Toumeh, Rick Van Eck, Don Warne, Susan Zelewski.

Guests: Kurt Borg, Natisha Corum, Chase Gauthier, Liana Haven, Alexandria McLearn, Jodi Rathjen, Drew Thompson.

Minutes Submitted by: Alissa Hancock

Minutes Reviewed by: Patrick Carr

Minutes Approved by: Kara Eickman and Jane Dunlevy

AGENDA ITEM	SUMMARY	ACTION/FOLLOW-UP
1. Welcome/call to order	Chair Dr. Patrick Carr called the meeting to order at 4:30 pm via Zoom. If no objections proposing time of adjournment at 6:00pm.	Informational
2. Approval of Minutes	March 24, 2021	MSC to approve the 3.24.21 minutes Bryon Grove / Rhome Hughes // carried.
3. Consent Agenda	a. CEMC 2.22.21 minutes	MSC to accept consent agenda. Bryon Grove / Susan Zelewski // carried.
3. New Business	<p>a. Committee Reports</p> <p>i. Subcommittees</p> <p>a. CSCC</p> <p>1. Clinical Rotation Scheduling Guideline.</p> <p>Several request to have the scheduling guideline by staff and students and is a recommendation from CSCC. We have added in specific steps so that campus administrative staff would forward any schedule to the department chair when they cannot find a spot for them before denying the students schedule request. There seems to be more of an issue with preceptors limiting the number of students they take but we feel the chairs will be able to help with this. We have also reinstated the need for a 30-day notice for a request to change a schedule. Also, clearly outlined the priority order in which schedules will be approved.</p>	<p>MSC to approve the recommendation of the changes with the Clinical Rotation Scheduling Guideline. Bryon Grove / Jim Beal // carried.</p> <p>ACTION ITEM: This will be put in the correct format and posted with the procedures on the website.</p>

	<p>b. CEMC Continue to gather data and work out the process in which to get reports completed.</p> <p>c. BSCC We meet yesterday and discussed the students request to alter the passing score for the CBSE Gateway exam, which will be discussed today also. The committee did vote on a motion to change the passing score to 165 and the committee was split 3/3 with 1 abstention.</p> <p>d. DQIP - Office of Medical Accreditation: EASRC/SASRC/FASRC No report</p> <p>e. Ad hoc Committees</p>	
<p>4. Special Orders</p>	<p>a. Standard 2 review Dr. Kara Eickman did review standard 2 but was unable to attend tonight’s meeting, but Dr. Pat Carr will present her comments.</p> <p><u>Element 2.1</u> The only comment was how is the Dean of the Medical School appointed? Which we are sure can be clearly answered by the Dean himself or others in the Dean’s office.</p> <p><u>Element 2.2</u> Noted that the Deans CV was not included in the standard, but was also noted that the supporting documents like that have not all been pulled together yet for the appendix of the standards. Just wanted to make sure that it will be included.</p> <p><u>Element 2.3</u> There were some editorial comments regarding the advisory committee name and again checking for supporting documentation.</p> <p><u>Element 2.6</u> There was just a question about supporting documentation to support our response.</p> <p>Overall the standard was well done and Dr. Eickman feels that a survey team would be able to gather all the information they needed based on our responses to the questions.</p>	<p>MSC to accept the review of the four elements presented on Standard 2. Bryon Grove / Jim Beal // carried.</p>
	<p>b. Policy 4.21 (Clinical Supervision) We have updated the policy to clearly outline what procedures students are allowed to do and at what</p>	<p>MSC to approve the recommended changes to</p>

	<p>level. If a procedure is not listed in the policy, it should be assumed that students are not allowed to do that procedure. The policy will continue to be monitored and updated as needed. There will also be a lot of education done around this policy for both faculty and students because of the significant amount of changes that were made.</p>	<p>policy 4.21 (Clinical Supervision). Jane Dunlevy / Bryon Grove // carried.</p>
	<p>c. ISA Report – 5.1.2 / 5.1.3 / 5.1.4 / 5.1.5</p>	<p>Tabled</p>
	<p>d. Request to Alter Passing score for CBSE Gateway exam - Chase After yesterday’s productive discussion at BSCC, a motion to make a recommendation to UMEC to change the passing score to 165 did not pass by majority vote. The student proposal brought to UMEC (by Chase Gauthier; Class of 2023) recommends that the CBSE exam “Gateway to Phase 2” score be lowered by 5% (from the 194 original Gateway score). Lowering the Gateway score 5% from 194 would set the new Gateway to Phase 2 score to 184 (students would still be required to obtain a CBSE score of 194 prior to taking Step 1). An alternate student proposal was to use the USMLE provided Standard Error of the Estimate (+/- 8 points) to adjust the Gateway to Phase 2 score to 186.</p> <p>Discussion followed regarding pros and cons of scores, passing and not passing the CBSE. Those students that do not obtain a CBSE score of 184 or above on the Block 7, Block 8 or 5th CBSE exam (May 11, 2021) will be placed on probation and meet with the MSAPC to discuss options (leave of absence, a study course or dismissal from medical school). An additional issue was raised regarding the timing of a 6th CBSE exam for those students that do not obtain a 194 score on the fourth or fifth CBSE exam (a 194 score on the CBSE exam remains a requirement prior to taking Step 1). The class of 2023 knows and agrees the importance of this requirement.</p> <p>ACTION ITEM: Dr. Pat Carr will work with the students in communication the decision with the class of 2023 and also with Drs. Susan Zelewski and Jim Porter on the policy so that this is no confusion for the class of 2024 and the decision made for the class of 2023.</p>	<p>MSC to change the CBSE gateway exam score to 184 to be promoted to phase 2 of the curriculum, but they still need to score 194 on a CBSE exam before they can take the STEP 1 exam at their designated time within the curriculum. Susan Zelewski / Jim Beal // carried.</p>
	<p>e. Policy 4.12 (Admissions Requirements)</p>	<p>Tabled</p>
	<p>f. Governance Document with approved revisions</p>	<p>Tabled</p>
5. Unfinished Business	<p>a. Review of action item table</p>	<p>Tabled</p>
	<p>b. Curriculum renewal update</p>	<p>Tabled</p>

	c. Curriculum 1.5 in action update	Information
	d. Leo Update	Tabled
6. New Business		
7. Other Business		
8. Adjournment	Meeting was adjourned at 6:13 pm Next Meeting – April 28, 2021 – 4:30 PM, Zoom	Information