

Undergraduate Medical Education Committee Meeting Minutes

SMHS

Wednesday, May 27, 2020 - 4:30 PM, via Zoom

In attendance: Marc Basson, Jim Beal, Pat Carr, Megan Denis, Jane Dunlevy, Minnie Faith, Donald Hamm, Eric Johnson, Mark Koponen, Scott Knutson, Saobo Lei, Heidi Philpot, Jim Porter, Adrienne Salentiny, David Schmitz, John Shabb, Chernet Tessema, Steve Tinguely, Chris Tiongson, Rick Van Eck, Don Warne, Susan Zelewski.

Minutes Submitted by: Alissa Hancock

Minutes Reviewed by: Patrick Carr

Minutes Approved by: Thad Rosenberger and Mark Koponen

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	April 29, 2020 Minutes May 15, 2020 Minutes	<p>MSC to approve the 4.29.20 minutes. Jane Dunlevy / Mark Koponen // carried.</p> <p>MSC to approve the 5.13.20 minutes. Heidi Philpot / Don Warne // carried.</p>
	<p>STEP 2 CS Exam</p> <p>It was announced today the that the STEP 2 Clinical Skills exam will be suspending for the next 12 to 18 months. According to our current policy students must pass the STEP 2 CS exam before they can graduate. It is recommended that we suspend this requirement until this exam is offered again.</p> <p>We need to address how we can certify that students can perform a physical exam with no CS exam before they graduate. It was thought that CSCS would be the best place to have this discussion.</p>	<p>MSC to waive the STEP 2 CS exam requirement for graduation. Susan Zelewski and Jane Dunlevy // carried.</p> <p>MSC to forward the topic of how we can certify that students can complete a physical exam before they graduate.</p>

		Jane Dunlevy / Susan Zelewski // carried.
3. New Business	<p>a. Committee Reports</p> <p>i. Subcommittees</p> <p>i. CSCS</p> <p>1. Service Learning LCME has changes the element that applies to service and community learning and would like to update the website to reflect the element as service/community learning are in the same location. We would like to add a video explaining what service learning is and a few questions that need to be answered before and after the activity. There are no changes to the objectives.</p> <p>ii. CEMS</p> <p>1. SIMPLE Objectives CEMS recommends the approval of these objectives for the SIMPLE program. There are no changes to the course itself. These objectives will be entered into the curriculum database.</p> <p>2. Phase Objectives Recommendation There has been a question if phase objectives exist in the curriculum and CEMS is recommending that we do have phase objectives in the curriculum. There are already three levels of objectives to map. Currently there are year 3 & 4 objectives and they are not mapped in the database. We are not suggesting that they need to go away but that they need to be called something other than objectives such as milestones or benchmarks. This will be discussed in CSCS to decide they will be renamed or removed all together. Dr. Susan Zelewski will report back what the committee decides.</p> <p>iii. EASRS</p> <p>iv. BSCS Jane Dunlevy will be the new chair of BSCS, effective July 1, 2020. They also approved the recommendations that lectures will be in person or a live zoom with the chat box open to for questions and to be able to answer questions to students after the lecture is done. Also there will be a weekly quiz of 10 questions that a small group of faculty will create, this is in addition to their twice a block assessment that are already scheduled.</p>	<p>MSC to accept the changes to the service learning program and the change on the website. Mark Koponen / Jane Dunlevy // carried.</p> <p>MSC to accept the SIMPLE course objectives and that they be entered into the curriculum database. Susan Zelewski / Don Warne // carried.</p> <p>MSC to approve the recommendation that there be no phase objectives mapped in the curriculum. Jane Dunlevy / Jim Beal // carried; with 1 abstention.</p> <p>MSC to accept these recommendations from BSCS for live zoom lectures with the chat and the weekly quizzes. Jane Dunlevy / Heidi</p>

	<p>v. DQIP</p> <p>1. Curriculum Evaluation and Management and Assessment</p> <p>The DQIP is a group that Dean Wynne started to do a quality review of the curriculum as we prepare for our LCME visit for accreditation. The term ‘system’ is used in elements and many of the elements tie together to create a system.</p> <p>There are 5 systems that we are explaining through the development of whitepapers of the following systems: curriculum management, student assessment, career advising and academic counseling and personal counseling and wellbeing and health care services. Most if not all of these whitepapers will be coming to UMEC for discussion and approval, as the approving body for the curriculum changes.</p>	<p>Philpot // carried.</p> <p>Informational</p>
	<p>ii. Ad hoc committees</p>	
<p>4. Special Orders</p>	<p>a. Policies Procedures: Faculty notification and comment period b. UMEC Governance and MPPRC c. Selecting MCSS and MPPRC members</p> <p>Going through the governance documents and the changes that were made from all the versions that were out there. The line of reporting is inconsistent with the subcommittee and it was decided that is ok for the admissions committee so that UMEC cannot tell them who they can or cannot admit to medical school.</p> <p><u>ACTION ITEM:</u> To remove subcommittee and replace with committee from the document as a whole. That way the document is consistent.</p>	<p>MSC to approve the document and charge Rick Van Eck for making the edits as discussed. Jane Dunlevy / Susan Zelewski // carried.</p>
<p>5. Unfinished Business</p>	<p>a. Review of action item table</p>	<p>Information</p>
	<p>b. Curriculum renewal update</p>	
<p>6. New Business</p>		<p>Information</p>
<p>7. Other Business</p>		

8. Adjournment	Meeting was adjourned at 6:03 pm Next Meeting – June 10, 2020 – 4:30 PM, Zoom	Information
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