

**The Medical Student Education Committee (MSEC) of the Quillen College of Medicine met for a Called Meeting on Tuesday, June 7, 2022 via Zoom meeting.**

**Attendance**

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| **FACULTY MEMBERS** | **EX OFFICIO NON-VOTING MEMBERS** |
| **Caroline Abercrombie, MD** | **Beth Anne Fox, MD, Vice Dean** |
| **Martha Bird, MD** | **Ken Olive, MD, Assoc Dean for Accreditation Compliance** |
| **Jean Daniels, PhD** |  |
| **Thomas Ecay, PhD** |  |
| **Jennifer Hall, PhD** | **SUBCOMMITTEE CHAIRS** |
| **Russell Hayman, PhD** |  |
| **T.J. Mitchell, MD** |  |
| **Paul Monaco, PhD** | **ACADEMIC AFFAIRS STAFF** |
| **Jason Moore, MD** | **Kortni Dolinger, MS, Staff** |
| **Antonio Rusinol, PhD** | **Mariela McCandless, MPH, Staff** |
|  | **Aneida Skeens, MPS, Staff** |
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| **STUDENT MEMBERS** |  |
| **Helen Mistler, M1** | **GUESTS** |
|  | **Lindsey Henson, MD** |
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| **EX OFFICIO VOTING MEMBERS** |  |
| **Deidre Pierce, MD** |  |
| **Robert Schoborg, PhD** |  |
| **Amanda Stoltz, MD** |  |
| **Rachel Walden, MLIS** |  |

**Called Meeting Minutes**

1. **Discussion/Approval: Policies**

Dr. Fox opened the meeting at 3:37 p.m. Dr. Fox stated that this meeting was called to review and approve several policies related to the curriculum.

Trails Pre-Clerkship Attendance Policy

Dr. Fox presented the Trails Pre-Clerkship Attendance Policy. Dr. Fox reminded MSEC members of their approval to add the requirement of attendance and active participation in all activities as well as adding that two flex days be given per semester at the May 17, 2022 meeting. Dr. Fox stated the policy is being brought back to MSEC for approval as a whole.

**A motion was made to approve the Trails Pre-Clerkship Attendance Policy as presented and seconded. MSEC discussed and approved the motion.**

Dr. Rusinol asked a question regarding the last sentence under Flex Days “Absences other than flex days must be approved by the course director and Vice Dean of Academic Affairs.” Dr. Rusinol noted that in the past, these requests were approved in advance by the course director but not Academic Affairs. MSEC discussed and Dr. Fox noted that this language had already been approved by MSEC and that an amendment would need to be made to the policy in order to change the language. MSEC discussed and agreed to amend the language.

**A motion was made to amend the last sentence in the Trails Pre-Clerkship Attendance Policy under Flex Days to read as “Absences other than flex days must be approved by course directors and communicated to the Vice Dean of Academic Affairs.” The motion was seconded. MSEC discussed and approved the motion.**

*The presented Trails Pre-Clerkship Attendance Policy document is shared with MSEC Members via Microsoft Teams document storage.*

Pre-Clerkship Assessment Policy

Dr. Fox presented the Pre-Clerkship Assessment Policy and noted this was a new policy. Dr. Fox asked for a motion to approve the policy.

**A motion was made to accept the Pre-Clerkship Assessment Policy as presented and seconded. MSEC discussed and approved the motion.**

Dr. Daniels asked for clarification regarding the deductions for professionalism if that will be made unilaterally by the course director, based on feedback, or comes from the Student Promotions Committee. Dr. Abercrombie noted that in her course, she has a point system outlining the points that go towards professionalism and how you achieve those points. MSEC discussion ensued, and it was determined that professionalism needs to be defined more by perhaps being listed in the syllabus with a description of unprofessional behaviors, adding non-negotiable behaviors for IQ cases to the syllabus, or set a percent instead of “up to 10%.”

**A motion was made to amend the language in the Professionalism section of the policy from “up to 10% to 5-10% and seconded. MSEC discussed and approved the motion.**

Dr. Stoltz commented and asked that additional language be added to the Professionalism section of the policy stating “as defined in the course syllabus” after “ongoing inappropriate/unprofessional behaviors.”

**A motion was made to add the language “as defined in the course syllabus” after “ongoing inappropriate/unprofessional behaviors” in the Professionalism section of the policy and seconded. MSEC discussed and approved the motion.**

Dr. Daniels commented and asked that “ongoing” be removed from the Professionalism section of the policy.

**A motion was made to remove the language “ongoing” in the Professionalism section of the policy and seconded with the final version of the Professionalism section reading as “Professionalism: Professional behavior is expected of all students in all interactions throughout the medical education program. Points may be deducted from students’ overall course grade (5-10%) for inappropriate/unprofessional behaviors as defined in the course syllabus.” MSEC discussed and approved the motion.**

*The presented Pre-Clerkship Assessment Policy is shared with MSEC Members via Microsoft Teams document storage.*

Pre-Clerkship Summative Assessment Guidelines

Dr. Fox presented the Pre-Clerkship Summative Assessment Guidelines document. This document was developed to assist course directors with the creation of higher stakes summative exams in the TRAILs curriculum.

Dr. Henson suggested that the guidelines be in a place where they would not become lost.  Dr. Fox asked if the guidelines should be added as an appendix to the Pre-Clerkship Assessment Policy. It was noted that Dr. Click thought changes would likely be made to the guidelines after the first year and did not want to make the guidelines part of the policy at this time.

**A motion was made to accept the Pre-Clerkship Summative Assessment Guidelines document as presented and seconded. MSEC discussed and approved the motion.**

*The presented Pre-Clerkship Summative Assessment Guidelines document is shared with MSEC Members via Microsoft Teams document storage.*

Grading System/Withdrawals/Auditing Courses/Class Rank Policy

Dr. Fox presented the Grading System/Withdrawals/Auditing Courses/Class Rank Policy. Dr. Fox noted that the Honors Grade language was added to the policy and is now brought to MSEC for approval.

**A motion was made to accept the Honors Grade language in the Grading System/Withdrawals/ Auditing Courses/Class Rank Policy as presented and seconded. MSEC discussed and approved the motion.**

*The presented Grading System/Withdrawals/Auditing Courses/Class Rank Policy is shared with MSEC Members via Microsoft Teams document storage.*

M3 Clerkship Grading and Required Clinical Experiences Policy

Dr. Fox presented the M3 Clerkship Grading and Required Clinical Experiences Policy. Dr. Fox noted that this policy is combing two policies (M3 Clerkship Exam and Grading Policy and the Documentation of Clerkship Specific Required Procedures and/or Patient Types), adds an exception for Family Medicine and Rural Primary Care Clerkships to use the NBME Customized Assessment Services (CAS) exam rather than the NBME subject exam or Aquifer in 2023, adds the Honors Grade language, and adds the language of 5% of the student’s total clerkship grade being comprised of completing and logging required clinical experiences.

**A motion was made to accept the M3 Clerkship Grading and Required Clinical Experiences Policy as presented and seconded. MSEC discussed and approved the motion.**

*The presented M3 Clerkship Grading and Required Clinical Experiences Policy is shared with MSEC Members via Microsoft Teams document storage.*

Narrative Assessment Policy

Dr. Fox presented the Narrative Assessment Policy. Dr. Fox noted that additional language has been added to the Narrative Assessment / Description of Medical Student Performance in Pre-Clerkship Courses section of the policy stating Doctoring courses and courses that contain problem-based learning or inquiry cases will include narrative assessments of the students that will be included in each student’s Medical Student Performance Evaluation (MSPE). The at-risk language under the section of Notification of Remediation has been deleted.

**A motion was made to accept the requested changes to the Narrative Assessment Policy as presented. MSEC discussed and approved the motion.**

*The presented Narrative Assessment Policy is shared with MSEC Members via Microsoft Teams document storage.*

NBME Policy for Pre-Clerkship Courses

Dr. Fox presented the NBME Policy for Pre-Clerkship Courses. Dr. Fox noted that an exception to the policy is being requested for the M2 “legacy” courses to be able to use an NBME Customized Assessment Services exam rather than a final NBME subject exam. The policy also notes that the policy is effective for the Class of 2025 and prior classes.

**A motion was made to accept the requested changes to the NBME Policy for Pre-Clerkship Courses and seconded. MSEC discussed and approved the motion.**

*The presented NBME Policy for Pre-Clerkship Courses is shared with MSEC Members via Microsoft Teams document storage.*

Referring to the earlier discussion on professionalism, Dr. Schoborg stated he would like for it to be on record that any course using IQ cases to also include those non-negotiable behaviors as part of the list of what we consider the professional behaviors.

The MSEC meeting adjourned at 4:41 p.m.

# MSEC Meeting Documents

MSEC Members have access to the meeting documents identified above through the shared Microsoft Teams document storage option made available with their ETSU Email account and login.

# If you are unable to access Microsoft Teams MSEC Team please contact: Aneida Skeens at: [skeensal@etsu.edu](mailto:skeensal@etsu.edu). Telephone contact is: 423-439-6233.

**MSEC Meeting Dates 2021-2022: (Zoom meetings unless noted)**

January 18, 2022 Retreat – 12:00-5:00 pm

February 15 – 3:30-6:00 pm

March 15 – 3:30-6:00 pm

April 19 – 3:30-6:00 pm

May 17 – 3:30-6:00 pm

June 7 called meeting – 3:30-5:00 pm

June 21 - Retreat -11:30 am-3:00 pm (In-person meeting)

June 21 - Annual Meeting - 3:30-5:00 pm (In-person meeting)