



**Medical Student Education Committee
Meeting Minutes
November 18, 2014**

The Medical Student Education Committee of the Quillen College of Medicine met on Tuesday, November 18, 2014 at 4:15 p.m. in the Academic Affairs Conference Room, Stanton-Gerber Hall.

Voting Members Present:

Ramsey McGowen, PhD, Chair
Caroline Abercrombie, MD
Michelle Duffourc, PhD
Jennifer Hall, PhD
Howard Herrell, MD
Dave Johnson, PhD
Paul Monaco, PhD
Ken Olive, MD
Rebekah Rollston, M3
Jessica English, M2
Omar McCarty, M1

Ex officio / Non-Voting Members & Others Present:

Theresa Lura, MD
Cindy Lybrand, MEd
Cathy Peebles, MPH
Laura Allen, M2 Class President
Luis Mejia, M1 Class President
Robert Acuff, PhD, co-chair M1/M2 review subcommittee

Shading denotes or references MSEC ACTION ITEMS

1. Approval of Minutes

A minor change was made in section 10 of the minutes related to the AAMC Curriculum Inventory Upload related to the specifics of how data is reported to the AAMC. Otherwise the minutes from the 10-21-14 retreat were approved as distributed.

2. M2 Spring Semester Schedule – Preparation for Step 1

Jessica English, Class of 2017 MSEC representative, and Laura Allen, Class of 2017 president, made a presentation on M2 concerns about the spring semester schedule. Concern centers on the impact of the semester schedule on the dedicated time to study for USMLE Step 1 prior to the beginning of the Transitions to Clerkships course. Due to a combination of unintended factors, the unscheduled time between the end of the MS2 spring semester and the beginning of the Transitions course has decreased from 6 to 4 weeks over the past three years. This places Quillen at the low end of the range of such preparation time among U.S. medical schools. The students have discussed concerns and options with the pathology and pharmacology course directors and identified possible schedule alterations at the end of the semester to allow for some additional study time. Three requests were made by the students: 1. Alter the end of the spring semester exam schedule. 2. Arrange for a USMLE review course. 3. Adopt a policy to insure a minimum study time is established

between the end of second year courses and the beginning of the third year curriculum.

Discussion included:

- Appreciation to Ms. English and Ms. Allen for a well-organized presentation and for presenting a potential solution.
- How much study time is needed.
- The importance of studying throughout the year.
- The value of vacation time.
- The pathology and pharmacology course directors have both agreed with the proposed schedule changes.

Actions: Motions by Abercrombie, Second by Herrell, unanimously approved

1. MSEC endorsed the proposed schedule changes.
2. Future schedules will include five weeks of unscheduled time between the end of the M2 spring semester and the beginning of the Transitions course.
3. Endorsement of proposal for the College of Medicine to coordinate a review course.

3. Report of M1/M2 Review Subcommittee – presented by Dr. David Johnson

Comprehensive Review of M1 Physiology; Tom Ecay PhD, Course Director

No specific actions regarding the course are required by MSEC. Suggestions included:

- Increasing the use of clinical vignettes and higher order questions on exams.
- Monitoring NBME subject exam performance over time as faculty changes.
- Providing faculty development on effective teaching and evaluation.

Concerns were raised about:

- Faculty attrition as it impacts the faculty available to teach in this course.
- Whether the current 14 weeks allowed for the course allows sufficient time for students to consolidate the material.

Opportunities identified:

- Inclusion of ultrasound as a method to enhance teaching.
- The possibility of completely merging physiology and the cell and tissue biology course.

Discussion included:

- Academic Affairs current work on a comprehensive institutional exam policy.
- Discussion of schedule compression to occur in the fourth year comprehensive review of the curriculum.

Action: Motion by Herrell, Second by Blackwelder, unanimously approved

Accept the report with no specific further action needed by MSEC at this time.

4. Update: LCME Letter re Status Report

A copy of the October letter from the LCME was distributed to MSEC members with the agenda. Dr. Olive briefly reviewed this. No further action is required by the LCME before the next full site visit in 2019-2020. The importance of insuring that our current curricular processes are functioning effectively was emphasized.

5. Review of LCME element 7.1 Biomedical, Behavioral, Social Sciences:

To educate MSEC members about new accreditation standards and prepare them for fully overseeing the curriculum, fulfilling requirements for curriculum review and understanding accreditation standards, Dr. Olive reviewed LCME element 7.1: *The faculty of a medical school ensure that the medical curriculum includes content from the biomedical, behavioral, and socioeconomic sciences to support medical students' mastery of contemporary scientific knowledge and concepts and the methods fundamental to applying them to the health of individuals and populations.*

The standard and the items related to the standard from the LCME Data Collection Instrument (DCI) were discussed. The responses for the DCI were shown as they would be reported today. The overlap between the topic areas examined in the DCI and curriculum content reports from the past two years was discussed.

6. Update: Curriculum Content Report: Patient Safety and Quality Improvement

The updated curriculum content report was presented by Dr. McGowen. A less complete version of this report was presented at the August 19, 2014 MSEC meeting.

Discussion:

- In general the content seems adequate.

- Question was raised regarding how effectively is the content is integrated and evaluated. As this was discussed it was observed that this is true for other curricular threads that do not belong to any one course.

- Institutional educational objectives are adequate for this content area.

Actions: Motion by Herrell, Second by Abercrombie, Unanimous approval

1. The Curriculum Integration Framework working group be tasked with drafting a proposal for evaluating the content of curricular threads.
2. The Curriculum Integration Framework working group be tasked with the systematic development of objectives and a mechanism of oversight for curricular threads.

The Curriculum Integration Framework working group will report at the December MSEC meeting on their progress on these tasks.

7. Update: Schedule for review of the curriculum as a whole

Dr. McGowen updated the committee on issues related to the timing of the course review processes and the Year 4 review of the curriculum as a whole:

At last month's MSEC discussion of the Year 4 review of the curriculum as a whole, a problem with the planned date of implementation was identified (AY 2015-16, starting in July). This projected start date did not allow for the full sequence of comprehensive reviews to be completed before starting the review of the curriculum as a whole. On October 31, Drs. Johnson, Acuff, Mullersman, Olive and McGowen met to discuss how to handle this concern. Options explored included postponing the review of the curriculum as a whole, beginning the process without all comprehensive reviews being completed and/or adjusting the schedule of comprehensive course/clerkship reviews so that they would all be complete prior to initiating the review of the curriculum as a whole. It was determined that a combination of these options would be the most effective.

Drs. Johnson, Acuff and Mullersman agreed to accelerate the schedule of comprehensive reviews so that they all will all have been completed sometime in the fall of 2015. This will allow us to begin the review of the curriculum as a whole in the academic year identified in our planned overall review cycle, although beginning later in that academic year (late fall, early spring 2015-16). MSEC will continue the planning process for the review of the curriculum as a whole in the interim and we expect to be able to complete all aspects of the Periodic and Comprehensive Review of the Curriculum policy as written.

8. Taxonomy for Tagging +Source Files for Tagging

Dr. Olive presented a brief summary of an effort to use USMLE content outline terminology for labeling curriculum content. An example using the Male Genitourinary system was presented. The data available at the meeting was inadvertently an incomplete early version. A subsequent more complete version with content from six pre-clinical courses will be distributed to MSEC for review.

9. Report: AAMC Annual Meeting

Dr. Olive presented a summary of topics discussed at the AAMC 2014 meeting

Adjournment

The meeting adjourned at 6:15 p.m.

Recorded by Kenneth E. Olive, MD.