

**EAST TENNESSEE STATE UNIVERSITY
QUILLEN COLLEGE OF MEDICINE
Medical Student Education Committee
Minutes
April 3, 2012**

The Medical Student Education Committee of the Quillen College of Medicine
met on Tuesday, April 3, 2012 at 4:15 p.m.
in the Academic Affairs Conference Room, Stanton-Gerber Hall.

Voting Members

Present:

Ken Olive, MD
Caroline Abercrombie, MD
Reid Blackwelder, MD
Rich Feit, MD
Dave Johnson, PhD
Paul Monaco, PhD
Jamie Reagan, M3
Jessica White, M2
Jeremy Brooks, M1

***Ex officio* / Non-Voting & Others**

Present:

Howard Herrell, MD
Tom Kwasigroch, PhD
Suresh Ponnappa, MSLS
Cindy Lybrand, MEd
Cathy Peeples, MPH
Lisa Myers, BA

1. Approval of Minutes

The minutes from the 3-6-12 & 3-20-12 meetings were approved as distributed.

2. Topics

- a. **STANDARD: ED-35** The objectives, content, and pedagogy of each segment of a medical education program's curriculum, as well as of the curriculum as a whole, must be designed by and subject to periodic review and revision by the program's faculty.

Continued, extensive discussion regarding options for how MSEC will "routinely conduct systematic and comprehensive review of all courses/clerkships" finalized the following:

- MSEC will establish two standing curricular review subcommittees, one to cover M1&2, the other for M3&4
- Subcommittee, and/or other appropriate faculty/students appointed by the subcommittee, will conduct a comprehensive review of each required course/clerkship every three years (sooner, if warranted) – course director will be involved, but not on the committee during this major review of their course
- Course directors will provide annual end-of-course reports to subcommittee
- Subcommittees will report to MSEC, which will follow up as needed
- MSEC will review the curriculum as a whole following the first three year cycle

Work is in progress, discussion continued; final determinations to be made regarding:

- Guidelines for and elements to be included in the comprehensive and annual reviews
- Schedules for both types of review based on the academic calendar

Dr. Olive will draft guidelines for the new course/clerkship review process – information to be reviewed and questions to be asked; and, he will complete an ED-35 Action Grid.

MSEC approval of an overall process and structure for course/clerkship/curriculum review will be on the agenda for the next meeting.

b. STANDARD: ED-33 There must be integrated institutional responsibility in a medical education program for the overall design, management, and evaluation of a coherent and coordinated curriculum.

Work in progress, email correspondence with Dr. Barzansky and/or continued discussion regarded:

- More closely examining our needs before investing in a curriculum mapping product
- Searching medical education literature, looking at examples from Gattton College of Pharmacy and other schools, plus considering members/others' suggestions
- In addition to objectives and methods, capturing content – quantity, level, relevance & sequence – plus, discovering gaps or redundancies
- Realizing that our current commencement objectives were not worded, organized or measureable in a way that would readily translate to the mapping process
 - Administrative working group developed and proposed modifications that do not fundamentally change their substance, but do clarify their intent and express them in a way more conducive to measurement
 - MSEC reviewed in detail each of the proposed changes and made minor edits
 - *On a motion by Dr. Monaco and seconded by Dr. Blackwelder, the committee voted to approve the modified commencement objectives; final version will be distributed.*
- Using the modified commencement objectives in an example of how corresponding developmental milestones can be determined by curricular year
 - Felt that this template would be very useful to course directors for developing their course objectives and assessment methods
 - *Administrative working group will draft a milestone document to be considered at the April 24 called meeting.*

Dr. Olive will complete and distribute an ED-33 Action Grid.

3. Recent documents / topics {Linked or on file in Academic Affairs – contact myers@etsu.edu}

Working document: ED-35 discussion – 3/20/12

[ED-35] Appendix 1 - Curriculum Guidelines for Course Reviews

From "Effecting Curricular Change through Comprehensive Course Assessment: Using Structure and Process to Change Outcomes" [[Acad Med. 2012;87:300–307](#)]

Email: Dr. Olive / Dr. Barzansky input on ED-33

[ED-1&33] Draft: Revised QCOM Commencement Objectives + list of additional curriculum topics

[ED-1&33] Example: Objectives with M1-4 milestones

[ED-46] Example: Assessing Student Competence (from University of Minnesota)

Residency Questionnaire – Program Director & PGY-1 Resident Survey Items

4. Announcements

There will be a called meeting, next Tuesday, April 10 and another April 24 – both 4:15 p.m.

The next regularly scheduled meeting will be on May 1, 2012.

5. Adjournment

The meeting adjourned at 5:54 p.m.