

**EAST TENNESSEE STATE UNIVERSITY  
QUILLEN COLLEGE OF MEDICINE  
Medical Student Education Committee  
Minutes  
August 21, 2012**

The Medical Student Education Committee of the Quillen College of Medicine  
met on Tuesday, August 21, 2012 at 4:15 p.m.  
in the Academic Affairs Conference Room, Stanton-Gerber Hall.

**Voting Members  
Present:**

Caroline Abercrombie, MD  
Reid Blackwelder, MD  
Howard Herrell, MD  
Dave Johnson, PhD  
Ramsey McGowen, PhD  
Paul Monaco, PhD  
Jessica White, M3  
Jeremy Brooks, M2

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

Earl Brown, MD  
Tom Kwasigroch, PhD  
Theresa Lura, MD  
Mitch Robinson, PhD  
Cindy Lybrand, MEd  
Cathy Peeples, MPH  
Lisa Myers, BA

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**1. Approval of Minutes**

The minutes from the 8-7-12 meeting were approved as distributed.

**2. Topics**

**a. [ED-1, 13, 33, 35, 37] Curriculum Management Program Demonstration**

Dr. Earl Brown

- Designed a software program for his Pathology course sessions that can be applied to all course offerings; runs on D2L or on personal computer
- Shared his work setting up a searchable course breakdown primarily for his students to reference, but can be expanded to enable information sharing among course directors and could assist in the determination and implementation of an electronic curriculum management / mapping system
- Demonstrated how all course, plus Quillen and LCME-related information – text, images, other – that is contained in files (e.g., PowerPoint) within a single folder can be searched
- Described various ways searches can be done and information extracted for reports, which can be saved in different formats
- Noted that reports can link items such as who taught what content, when and how it was assessed

Dr. Brown previously demonstrated this program to Dr. Olive and Academic Affairs administrators; another demonstration is planned for the quarterly M1&2 course directors meeting to take place next week.

By January 2013, Dr. Brown expects to have finished documenting his Pathology lectures / sessions and will make that accessible, and the program available, to the other course directors.

Dr. Monaco and Dr. Mitch Robinson plan to similarly set up their course files for Cell & Tissue Biology and Cellular and Molecular Medicine and further beta test the program. *For this test, MSEC will establish the session-level categories to be populated; e.g., in PowerPoint, creating a slide deck of metadata for every session.*

#### **b. Updates**

*Quillen list of clinical presentations / diseases / conditions and the M1&2 Mid-Course Assessment Form and related faculty development are in progress.*

**3. Recent documents / topics** {Linked or on file in Academic Affairs – contact [myers@etsu.edu](mailto:myers@etsu.edu)}

*[ED-13, ED-33] Faculty Drafts (Drs. Herrell, McGowen & Olive): Quillen List of Clinical Presentations*

*[ED-2] M1&2 Mid-Course Assessment Form with MSEC's 8/7 modifications and subsequent revisions*

#### **4. Announcements**

*Reminder: (T:) > Curriculum Database > Objectives M1M2, Objectives M3, Objectives M4*

*The next MSEC meeting will be on September 4, 2012.*

#### **5. Adjournment**

The meeting adjourned at 5:24 p.m.