

**EAST TENNESSEE STATE UNIVERSITY
QUILLEN COLLEGE OF MEDICINE
Medical Student Education Committee
Minutes
Called Meeting
April 24, 2012**

The Medical Student Education Committee of the Quillen College of Medicine
met on Tuesday, April 24, 2012 at 4:15 p.m.
in the Academic Affairs Conference Room, Stanton-Gerber Hall.

**Voting Members
Present:**

Ken Olive, MD
Rich Feit, MD
Ramsey McGowen, PhD
Paul Monaco, PhD
Dawn Tuell, MD
Jamie Reagan, M3
Jeremy Brooks, M1

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

Joe Florence, MD
Howard Herrell, MD
Tom Kwasigroch, PhD
Tiffany Lasky, MD
Theresa Lura, MD
Cindy Lybrand, MEd
Cathy Peeples, MPH
Lisa Myers, BA

1. Approval of Minutes

4-10-12 minutes draft will be submitted to the committee along with today's at the May 1 meeting.

2. STANDARD: ED-35:

Brought back to MSEC as edited and approved at the 4-10-12 meeting: Final curricular review structure and process, including Comprehensive Review format and the Annual Course Report and Annual Clerkship Report forms

3. 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.

Today's meeting focused on the administrative working group's 33 page draft of developmental milestones = year-specific objectives based on the competencies prescribed under the Quillen Commencement Objectives' domains:

- 1.0 Medical Knowledge
- 2.0 Patient Care
- 3.0 Practice-Based Learning and Improvement
- 4.0 Interpersonal Communication Skills
- 5.0 Professionalism
- 6.0 Systems-Based Practice

MSEC members, having previously reviewed the milestones document, began work to finalize and approve it.

When approved, course/clerkship/selective directors will rewrite and align their objectives and instructional & assessment methods based on the established milestones; if gaps are discovered, milestones can be added.

Discussion, challenges and suggestions, beginning with the First Year milestones for Medical Knowledge, regarded:

- Milestones to be added or felt to be redundant
- Wording that best describes a particular concept or steps in the educational process
- Wording (verbs) that link objectives with assessment methods

To more effectively complete the development of the milestones, small groups of MSEC / other faculty and students according to their expertise or experience, agreed to work on particular domains and bring the results to the May 1 meeting. Cindy will provided groups with curriculum verbs and other resources as found in Curriculum Development Tables by Kern Thomas Hughes.

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

Standard & LCME Findings: ED–33 & 35

Dr. Olive's working document of ED–35 discussion, 4-10-12 / 4-24-12 with Comprehensive Review format

Annual Course Review & Annual Clerkship Review forms

Quillen Milestones for Student Achievement draft, 4-24-12

4. Announcements

Quillen's 2012 Caduceus Awards Dinner is today at 5:30 p.m.

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

5. Adjournment

The meeting adjourned at 5:18 p.m.