

**EAST TENNESSEE STATE UNIVERSITY  
 QUILLEN COLLEGE OF MEDICINE  
 Medical Student Education Committee  
 Minutes  
 Called Meeting  
 May 15, 2012**

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

**Voting Members  
 Present:**

Ken Olive, MD  
 Caroline Abercrombie, MD  
 Ramsey McGowen, PhD  
 Paul Monaco, PhD  
 Jeremy Brooks, M1

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

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

**1. Approval of Minutes**

The minutes from the 4-10-12, 4-24-12 and 5-1-12 meetings were approved as distributed.

**2. STANDARD: ED-46** – A medical education program must collect and use a variety of outcome data, including national norms of accomplishment, to demonstrate the extent to which its educational objectives are being met.

**FINDING:** The college of medicine collects a variety of educational program outcome data. These data have not systematically been used to evaluate the extent to which commencement objectives are being met.

Discussion that began at the 4-10-12 meeting continued in regard to:

- Developing a systematic process for using student assessment data to evaluate whether commencement / milestone / course objectives are being met; specific tools = outcome measures will be used to monitor advancement of particular objectives

Commencement Objective >>	Milestone Objective >>	Course Objective >>	Outcome Measures  <ul style="list-style-type: none"> <li>• Course-level assessments</li> <li>• NBME Subject Exams</li> <li>• M2 OSCE</li> <li>• USMLE Step 1, 2 CK and CS exams</li> </ul>
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Discussion continued in regard to –

- Possibly having students provide program feedback in an evaluation of the entire M1&2 curriculum; other possibilities, including use of institutional milestone exams or the NBME Comprehensive Basic Science Exam (CBSE)
- Defining criteria for outcome results that would indicate institutional accomplishment of objectives
- Identifying additional members for an ad hoc committee to be chaired by Dr. McGowen
- Ad hoc committee’s first task of determining the set of outcome measures from which data for evaluation will be collected; *their recommendation to be reported to MSEC at the July meeting*

**3. Action Grids for Standards – In compliance with monitoring – ED–2, 30, 37 & 38**

As with previous Action Grids, the committee reviewed the content of each grid as submitted by Academic Affairs staff; action plans are sequenced under the headings:

TASKS  (Steps that will lead to the desired outcome)	INDIVIDUAL(S)/GROUP(S) RESPONSIBLE	INDICATORS THAT THE SPECIFIC TASK HAS BEEN ACCOMPLISHED	EXPECTED DATE OF ACCOMPLISHMENT OF THE TASK	DESIRED OUTCOME(S) THAT ILLUSTRATE COMPLIANCE WITH THE STANDARD
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*MSEC modified and approved the plans.*

**STANDARD: ED-2 – Required clinical experiences and monitoring**

- Date of accomplishment postponed to July 2012 for:
  - 1) Development of mid-clerkship review form by Academic Affairs staff / form circulated to clerkship directors for feedback and to MSEC for approval
  - 2) Revision of end-of-clerkship assessment form by Academic Affairs staff to reflect review of patient logs and procedures / form submitted to MSEC for approval
- Discussed how the documentation and reports in New Innovations’ will insure patient types and procedures’ requirements have been met

**STANDARD: ED-30 – Formative and summative assessment**

- Plan is on target for directors to submit and Academic Affairs to monitor clerkship assessments/grades in New Innovations
- Turnaround time has greatly improved for the summative assessments, which are to be submitted in New Innovations within three weeks of clerkship completion

## **STANDARD: ED-37 – Monitoring curriculum content**

- Before transition to an electronic database, Academic Affairs staff and course directors will coordinate their efforts to systematically use, update and review the current content spreadsheet
- Quillen has been invited to collaborate with New Innovations in their attempt to develop a mapping system

## **STANDARD: ED-38 – Monitoring duty hours**

- Since Period 2, 2010-2011, our “Student Evaluation of Clerkship” in New Innovations has included the item: “During this rotation, my duty hours were *less* than 80 hours per week. [Time in hospital or clinic/office; in didactic education (lectures, conferences); in any mandatory educational activity]”
- Every period, students’ evaluations of clerkships are to be reviewed by a Medical Education coordinator and compliance with the work hour policy reported to clerkship directors and coordinators; this information will be reported to MSEC each semester; *recently compiled data will be presented at the June meeting*
- Dr. Olive commended Surgery for their communication and stringency in regard to this policy; students are held personally responsible for their professional duties and hours

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

*[ED-33] Handouts / Links for [LCME Faculty Development Workshops](#)*

*[ED-33] Example of curricular mapping from Boonshoft School of Medicine/Wright State University: <http://www.med.wright.edu/curriculum/courses/CATOS>*

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

*[ED-46] Action Grid*

*Action Grids for LCME Standards “In compliance with monitoring” – ED-2, 30, 37 & 38*

## **4. Announcements**

*Dr. Olive outlined the schedule for the Accreditation Consultation Visit with Dr. Barbara Barzansky and Dr. Dan Hunt*

*The next MSEC meeting will be the regularly scheduled one on June 5, 2012.*

## **5. Adjournment**

The meeting adjourned at 5:10 p.m.