Curriculum and Instruction Committee
Meeting Minutes
Thursday September 3, 2015

Attendees
Carolyn Klatt, MLIS
Steve Williams, MD
David Baxter, MD
Kristjan Thompson, PhD
Susan Cline, PhD
Michael Smith, PhD
Ed Grimsley, MD
Edward Klatt, MD

Tina Thompson, PhD, Chair
Marshall Angle, PhD
Roberta Weintraut, MD
John Buckholtz, MD
Jeff Ignatoff, MD
Robert Donner, MD
Bob Visalli, PhD

Absent
Roy Russ, PhD
Jacob Beltz, MSII
Alice House, MD
Dominique Broccoli, PhD
Grady Carter, MD
Curran Dalal, MSIV

Butch Wolff, MD
Carol Pryby, MD
Blanca Lopez, MD
Joshua Masdon MSI
David Parish, MD
Mahesh Patel, MD

Call to order

Dr. Tina Thompson, Chair of the CIC Committee, called the meeting to order at 4:30 PM.

Approval of Minutes

The minutes from the August 20th, 2015 meeting were presented for approval of the committee. The minutes were approved by acclamation.

New Business

1. Dr. Thompson reviewed the year 1 and year 2 curricular materials. The CIC appointed a number of committees to review and revise the current curriculum. The presentation is an update on where the committees are. The curriculum revision is not just about biomedical sciences and clinical skills. There are many more disciplines that will be incorporated into the curriculum. The key changes are integration of curricular content and assessments across the disciplines, early emphasis on anatomy and the development of clinical skills, to promote professional growth, increased frequency of assessments, continued emphasis on clinic based learning, the curricular calendar has changed and there is no more SOCA.

2. The curricular calendar will start in August of 2016. The curriculum consists of a foundations of medicine block and 3 organ systems blocks. The blocks are divided into a series of 4 week modules as well as a comprehensive assessment week, breaks – 8 weeks at the end of year 1 for vacation, research activities, etc. There are two 3 weeks blocks for students to spend time with clinical faculty preceptors. There are two 3 week blocks for
professional growth and development (PGD) – students will identify an area of focus (community service/service learning; research; mission work, etc.) and have a project/product to complete by the end of their 2nd year. Students will have 6 weeks to study for and take, USMLE Step 1. This date is scheduled to be completed before the last PGD session because – scores need to be back before students can start clerkships. These blocks are then broken down into weeks of curriculum. Each week is Monday – Friday from 8am to 5pm. Within the week is a specific learning activity scheduled for a specific day and time.

3. Assessments for each module will be two formative quizzes 20 points total, one mid module summative quiz 25 points, one end of module summative exam 100 points, one or two practicums with write ups for the medical practices. At the end of the block will be the comprehensive exam and the MPRA. Assessments for the CM visits of professional growth and development will include a preceptor evaluation for the visit and a project/paper to meet the CM program goals. This will be determined by the PGD committee in conjunction with the assessment sub-committee.

4. The administrative structure will consist of a year 1 and year 2 program director who will be responsible for administrative oversight and will report to the dean of academic affairs. There will be a chair for each of the block committees that will report to the program director. The integrated block committees – foundations of medicine block and the 3 organ system blocks, will consist of 7 to 9 basic science and clinical faculty one of who will be the chair of the block. Professional growth and development block will consist of 5 to 7 basic and clinical science faculty members and one member will be appointed as chair. They will meet monthly during the academic year to complete their tasks. The chairs of the block committees (4), the professional growth and development committee (1) and the director of program evaluations will make up the year 1 and year 2 curriculum committee. This committee will report through its chair to the CIC.

5. A faculty needs assessment was put together. Current faculty contact hours was calculated based on 110 current students. The new curriculum is based on 120 students. There is an increase in year 1 and a decrease in year 2 overall about 1000 hours needed in the new curriculum. With this information the new curriculum needs 20 to 28 faculty campus wide to participate on the block committees, 5 to 7 faculty campus wide to participate on the professional growth and development committees, need faculty to serve as PGD mentors and advisors for student projects, faculty to serve as a member of the medical practice assessment team and 22 dedicated clinical faculty to be responsible for all the clinical reasoning assessments for two years – they will meet four times a year. Dr. Thompson will prepare a presentation for the clinical chairs about ways their faculty can contribute to the program.

6. A question was brought up about the new assessments being shorter and how that will impact taking Step 1. The students can take practice exams to help with preparing for the length of time it takes to take Step 1. The CBSE can also be added in the last exam week in the last block or even after first year so that students can get an idea of where they stand in preparation of Step 1. If the CBSE is added, it would count as part of their grade. Another question about the shortening of the groups would decrease reading load. Once topics and learning objectives are presented, the block committees will determine the weight associated with the topics. The schedule will accommodate holidays and the lessons needed during that time. There is a concern that the project in PGD will be spread across a large amount of time and how this will get done, is it realistically what a student can do. Students can focus on their projects during those block times. Throughout the 2 years the project is ongoing.
Should groups be called lectures. The block committees are in charge of what goes on in the large and small groups. The groups do not have to be lecture and can be flexible.

7. What is the next step for the new curriculum. The foundations block is the template and this will be used by the block committees to put the curriculum in place. Invitations to participate on the block committees will go out shortly. A new committee will be formed to create academic standards. There will be two faculty town hall meetings this fall. Waiting for Dr. Bina’s schedule to clear up a bit.

**Campus Specific Curricular Issues**

1. Savannah (Tina Thompson) – Staff and faculty are getting ready to move to the new building in the next 2 weeks.
2. Macon (Steve Williams) – None.
3. Columbus (Alice House) – Not present.

**Subcommittee Reports**

1. BMP (Ed Klatt) – Held their monthly meeting and reviewed the musculoskeletal phase, it went well. Dr. Klatt will post the minutes to the website.
2. CS (Bianca Lopez) – Not present.
3. CM (David Parish) – Not present.
4. Year 3 (David Baxter) – Meeting is coming up – 9/9/2015 @ 12:00 pm. One of the charges by Dean Bina is to resolve the MOM issue. Dr. Baxter will put together a committee to work on that issue.
5. Year 4 (Steve Williams) – Still having issues with GHLO and are continuing to work them out.

**Adjournment**

There being no further business to discuss, the meeting was adjourned at 5:25 PM.

Minutes recorded by Katie Davis