Attendees

Tina Thompson, PhD, Chair
Marshall Angle, PhD
Michael Arrington, PhD
Jacob Beltz, MSIII
John Buckholtz, MD
Frank Carlton, MD
Bobby Donner, MD
Ed Grimsley, MD
Alice House, MD
Jeff Ignatoff, MD
Carolyn Klatt, MLIS
Edward Klatt, MD
Joshua Masdon, MSII
Zachary McGalliard, MSI
Larry Nichols, MD
Anna Spelts, MSIII
Kristjan Thompson, PhD
Kelly Tipton MSI
Bob Visalli, PhD
Roberta Weintraut, MD

Absent

Kirby Chisholm, MSIII
Blanca Lopez, MD
Mahesh Patel, MD
Butch Wolff, MD
Steve Williams, MD, Vice Chair
David Baxter, MD

Susan Cline, PhD

Call to Order:

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

Approval of Minutes:

Dr. Thompson asked for approval of the minutes for 10/20 & 11/17. No changes we noted. Meeting minutes were approved for both 10/20 & 11/17.

New Business:

Changes to the standing committee bylaws of the CIC – Dr. Tina Thompson

Dr. Sumner asked the Bylaws Committee to do a comprehensive review of the bylaws. They are studying the different elements of that process as they go along and Dr. Thompson wanted to review the proposed changes with the CIC.

There are two elements and issues:

The bylaws must accurately describe the scope and authority of the committee. The dean has asked that membership of all committees be reviewed with special attention to ensure that membership reflects the scope and authority of the committee. Student membership must be included but number of students should be reconsidered.
The implication of the bylaws with respect to compliance with LCME standards – It is essential that what is stated in the bylaws is what we are actually doing. It is very important that the bylaws reflect reality. With the implementation of the new curriculum, representation on the committee is impacted. There will be no changes this year due to the transition; however, changes will need to be made next year when the curriculum is fully implemented.

**Article 6.2.1**

**Currently**

- 4 faculty from clinical departments
- 4 faculty from basic sciences
- 1 faculty from community medicine
- 1 faculty from library
- 2 faculty community based

**Faculty representing curricular programs:**

- Community Medicine director
- Year 3 program director
- Year 4 program director

**5 student representatives**

- 2 from Macon
- 2 from Savannah
- 1 from Columbus

*Associate and Assistant Deans for Academic Affairs without vote

*Each program has a director and an assistant director on the CIC but only the director has a vote. Assistant director may vote if the director is absent.

**Proposed changes:**

- Ranking Academic affairs dean with vote.
- Reduce the student representation to 1 student from each campus (2 year appointment).
  - Additional student representation is accomplished through participation on sub-committees.

**Curricular Organization Chart**

Due to the curricular changes beginning with the class of 2020 the Curricular Organization Chart will need to be updated to reflect those changes.

*Attached is the current organization chart and the new origination chart.*

After the discussion, Dr. Thompson proposed bringing forward the following recommendations to the bylaws committee:

Reduce student representation on CIC.
1. As a faculty member with vote has been included for the Columbus campus, the continued attendance of Drs. Wolf and Bucholtz should not be required.
2. Include a position for a faculty leader from the Primary Care Accelerated Track Program as a standing member with vote.
3. Include the PGD program director as a member with vote
4. Consider increasing the number of elected clinical/basic science members to balance the increase in appointment members. Total committee number and quorum must be taken into consideration by the bylaws committee.

**Campus Specific Curricular Issues:**

- **Columbus** – They have increased their space to the suite next door. The now have a student lounge space and an extra small classroom.
- **Macon** – None
- **Savannah** - None

**Subcommittee Reports:**

- **BMP/PBL** – BMP is reviewing the Brain & Behavior and Cardiology phases of the second year program.
- **Clinical Skills** – No Report
- **Community Med** – No Report
- **Year 3** – No Report
- **Year 4** – No Report

Dr. Thompson tasked the current subcommittee with defining the membership of each. She wanted each director to define the structure of his or her subcommittee and how to add student representation to the committees that currently have none.

Meeting adjured