Dr. Williams charged the Curriculum & Instruction Committee (CIC) Subcommittee for Continuous Quality Improvement & Assessment (CQI&A). As charged by the CIC, the CQI&A supports the development, continuous quality improvement (CQI), and monitoring of assessment and evaluation strategies for preclinical and clinical curricula. Specifically, the CQI&A supports development, CQI, and monitoring for: data collection and analysis, psychometric review, and standard setting; formative and summative feedback; fair and timely assessment; reliability and valid inferences from assessment data; and systematic evaluation of competency-based outcomes. Moreover, the CQI&A monitors MUSM’s
efforts to ensure curricular alignment between assessments, instruction, learning objectives and MUSM competencies.

Discussion followed regarding the proposed Academic Year 2017-2018 Charges. After discussion, they are:

1. Review the inventory of competency-based MUSM assessments, evaluation instruments, and protocols for prompting review of preclinical and clinical curricula.
2. Review and update MUSM’s schedule for competency-based curricular review and continuous quality improvement.
3. Update/ determine MUSM’s processes for monitoring CQI and “closing the loop” for annual and cyclical review in the preclinical curriculum. Are data and review processes adequate for supporting a substantive program of CQI?
4. Update/ determine MUSM’s processes for monitoring CQI and “closing the loop” for annual and cyclical review in the clinical curriculum. Are data and review processes adequate for supporting a substantive program of CQI?
5. Review End-of-Block reports from AY2016-2017 (blocks 1, 2 and PGD).
6. Review End-of-Block reports from AY2017-2018 (blocks 1, 2, 3, 4 and PGD). Confirm closure, re Ay16 and Ay17 action plans.
7. Review annual reports from Year 3 and Year 4 curricula.
8. Review MUSM’s Angoff modification for calculating final pass scores of preclinical MCQ assessments.
9. Other charges, as assigned by the CIC during the academic year.

Scott Robertson from Kaplan Medical provided information and a demonstration of the Kaplan Qbank for Step 1 for institutions. He then left to return to Tennessee. Discussion followed. An article in Academic Medicine indicated that students who used a commercial question bank did better on Step 1, especially students with low MCAT scores. A small ad hoc committee reviewed a variety of Step 1 question banks, including the Kaplan Step 1 Qbank. The Medical Libraries are paying for USMLE Easy, which includes Step 1, Step 2 CK, and Step 3. 246 students are currently registered to use it. The CIC unanimously approved the Kaplan Step 1 Qbank as a supplemental resource. It will not be a required part of the curriculum, but will be available to those who would like to make use of it. The Medical Libraries have agreed to license and pay for it, as well as USMLE Easy. It will be available to the Class of 2020 ASAP and for the Class of 2021 in January, so as to coincide with the Step 1 test in July of the second year.

Dr. Klatt summarized key points to keep in mind for the blocks: an integrated curriculum that incorporates multiple competencies; providing the appropriate depth and breadth of content for preclinical students; assessments that test at the level of the learners; expectations for achievement appropriate to the level of the learners. Block 1 assessment performances have been slightly above last year with fewer students in academic difficulty at this point and those in difficulty have been referred for academic counseling. The Block 2 co-chairs are different from last year and have begun their work.
Block 4 is making good progress. Block 3 has met on multiple occasions to meet challenges. All blocks are moving forward and making progress.

Dr. Dent said that PGD is getting ready to implement the second year population health project which will be the end of November. PGD is gearing up for a repeat of the scholarly concentration block and evaluating last year.

Dr. Baxter said that the CDSC met on Wednesday. Dr. House reviewed the new format of the Deans’ Letters. Dr. Grimsley reviewed LCME work hours documentation requirements. Using the One45 logging feature is being investigated. The interprofessional teams were reviewed. The Family Medicine Clerkship would like to use the assessment provided by the board as a formative assessment tool.

Dr. Williams reported that the Year 4 Committee has met. Evaluations from other schools were discussed. A motion was made to accept other LCME evaluations as long as the MUSM goals and objectives were met. Discussion followed. A proposal was made that student generated electives be approved by the chair and the co chair of the Year 4 Committee. Should there be a rejection, the SGE would then be brought before the Year 4 Committee for consideration and vote either at a regularly scheduled meeting or via email. This will help expedite the process for students. All 4th year SGEs were administratively approved and are up to date. Subinternship requirements will be reviewed to make sure they coincide with AAMC requirements.

The meeting was adjourned 6:00 p.m.

Minutes by: Carolyn Klatt, MLIS