Curriculum and Instruction Committee  
Meeting Minutes  
Thursday, March 20, 2014  

Attendees:

Jeff Ignatoff, MD  
Edward Klatt, MD  
Michael Smith, PhD  
Wayne Glasgow, PhD  
Susan Cline, PhD  
Roy Russ, PhD  
Blanca Lopez, MD  
Robert Donner, MD  

Tina Thompson, PhD, Chair  
Grady Carter, MD  
Jacob Beltz, MSI  
Alec Ridley, MSIII  
Steve Williams, MD  
Roberta Weintraut, MD  
Butch Wolff, MD  
W. Patrick Roche, MD

Absent:

Phillip Lunsford, MSIV  
Dominique Broccoli, PhD  
Carolyn Klatt, MLIS  
David Mathis, MD  
Chelsea Bayer, MSII  

Dina Linfoot, MD  
John Buckholtz, MD  
McKinley Thomas, EdD  
David Baxter, MD

Call to order

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

The minutes from the March 20, 2014 meeting were presented for approval of the committee.

The minutes were approved by acclamation.

New Business

1. The first order of new business was for Dr. Carter to review the Capstone Course objectives. He presented the objectives as they were stated last year, and then discussed the ones that were going to be changed. The floor was opened for discussion. A motion was made by Dr. Klatt to vote to approve the changes and it was seconded by Dr. Glasgow. The vote was approved unanimously.

2. The second order of new business was for Dr. Thompson to discuss the need to develop criteria and benchmarks to measure comparability in clinical clerkships across campuses. Some examples of these comparisons would be the shelf tests, final clerkship grades and the OSCE’s. The CIC never set criteria to assess comparability across all campuses, what measurements would be used to compare or what trigger points would cause concern. She told the committee that a sub group needed to be formed to get together to draft such a policy. Dr. Roche agreed to take on this task and to bring a policy back for approval to the CIC by June 14th.

Old Business

1. The only order of old business was for Dr. Donner to give an update on the task force that is meeting regarding 1st and 2nd year curricular review. Dr. Donner informed the CIC that the task force has established principles for the curricular review. There are a total of 26. 18 of these are specific principles and 18 of them are general principles. 11 out of 18 general principles have been approved either as written, or with minimal changes and 5 out of 18 specific principles have been approved in the same manner. The task force will complete approval of the principles with 2-3 more meetings. These principles will create the framework for the curriculum review. Dr. Donner will present the final principles to the CIC for approval in 2 months.

Campus Specific Curricular Issues

1. Savannah- Dr. Thompson informed the CIC that the Savannah Campus is having some problems getting the 3rd year clerkship schedule together for the Class of 2016. This is due to having late starters from the Class of 2015 who either had to remediate or delayed Step 1. She also mentioned that we are having trouble finding rooms in Savannah because of all the other people who book our rooms.

2. Macon-Dr. Carter did not have any issues

3. Columbus-Dr. Wolff informed the CIC that the search for the Dean in Columbus should be complete by June.
Subcommittee Reports

1. BMP—Dr. Klatt informed the CIC that the BMP met on the 4th of this month and they reviewed the Cardiology and Pulmonology Phases. Based on feedback from the Phase Coordinators, minor changes will be made to both phases.

2. CS—N/A

3. CM—N/A

4. Year 3—N/A

5. Year 4—The 4th year committee had a meeting last month. The students have been turning in their schedules for their 4th year. Savannah has all of their schedules, Macon has about half of the class and LaQuanta has 5 so far. We will allow students to pick electives on other campuses starting May 1st.

Adjournment

There being no further business to discuss, the meeting was adjourned at 5:15PM

Minutes recorded by:
Leigh Anne Kirkland