Curriculum and Instruction Committee
Meeting Minutes
Thursday, November 7, 2013

Attendees:

Carolyn Klatt, MLIS
Edward Klatt, MD
John Buckholtz, MD
Susan Cline, PhD
Alec Ridley, MSIII
Michael Smith, PhD
Grady Carter, MD
David Baxter, MD

Tina Thompson, PhD, Chair
David Mathis, MD
Roy Russ, PhD
Steve Williams, MD
Dominique Broccoli, PhD
Chelsea Bayer, MSII
Robert Donner, MD

Absent:

Dina Linfoot, MD
Jeff Ignatoff, MD
McKinley Thomas, EdD
Jacob Beltz, MSII
W. Patrick Roche, MD

Wayne Glasgow, PhD
Butch Wolff, MD
Phillip Lunsford, MSIV
Blanca Lopez, MD
Roberta Weintraut, 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 October 3, 2013 meeting were presented for approval of the committee.

The minutes were approved by acclamation.
Old Business

1. The only order of old business was for Dr. Thompson to remind the members of the CIC that she was still working on the Curriculum Mapping. She is waiting on information from clinical skills.

New Business

1. The first order of new business was for Dr. Williams to present a policy for international electives for 4th year students. This policy is in response to the updated MS-20 LCME standard:

   If a medical student at a medical education program is permitted to take an elective under the auspices of another medical education program, institution, or organization, there should be a centralized system in the dean’s office at the home program to review the proposed extramural elective prior to approval and to ensure the return of a performance assessment of the student and an evaluation of the elective by the student.

   Annotation: (New)
   Information about issues such as the following should be available, as appropriate, to inform the program's review of the learning experience prior to its approval:
   • potential risks to the health and safety of patients, students, and the community;
   • the availability of emergency care;
   • the possibility of natural disasters, political instability, and exposure to disease;
   • the need for additional preparation prior to, support during, and follow-up after the elective;
   • the level and quality of supervision; and any potential challenges to the code of medical ethics adopted by the home institution.

   Rationale:
   This standard was revised and an annotation added to address the medical education program’s responsibility for reviewing medical students’ proposed elective experiences, especially those that will occur in under-resourced areas, to ensure patients’ and students’ health and safety.

   Once the proposal was presented, (see attachment) the floor was opened for discussion. It was recommended that Dr. Williams meet with the University to see what their policies are for international travel, review how other schools address this issue, edit and represent policy proposal to the CIC at a December meeting.

2. The second order of business was for Dr. Thompson to go over the handout that she provided on EPAs. The purpose of the Core Entrustable Professional Activities for entering residency is to identify a set of skills that for all medical school graduates would be prepared to demonstrate on the first day of residency, regardless of the specialty. This is a pilot program. There are 13 EPA’s that are linked to the ACGME and linked to competencies. There is also a vignette describing an entrustable student and one describing an unentrustable student for each EPA. Dr. Thompson asked that the members read over the handout when they have the time and decide whether or not they feel it would be beneficial for Mercer to consider piloting the program. This will be discussed at an upcoming meeting.
3. The third order of business was for Dr. Thompson to present a summary report of the USMLE results for the Class of 2015. 89 students took the test and 83 passed with a 93% pass rate. The national average for pass rate is 96%. Of the 4 who failed the first time, 3 have retaken and passed. There is still one who needs to take the test for the 3rd time.

**Campus Specific Curricular Issues**

1. Savannah - Dr. Thompson did not have any issues
2. Macon - Dr. Carter informed the members that the radiology lectures have begun in Macon. They have already completed one and there is another coming up shortly. Dr. Thompson mentioned that we need to concentrate on coming up with a unified curriculum for radiology in the 3rd year and that it needs to address learning objectives.
3. Columbus - Dr. Mathis let everyone know that they are working on credentialing radiologists and they are several that have faculty appointments. They are trying to come up with a general elective for radiology. They are also looking into being able to use Columbus Regional as an ED site.

**Subcommittee Reports**

1. BMP—They have met twice since the last CIC meeting. Roy Russ mentioned that in one of the meetings it was determined that standardizing of the co-tutors was not needed across all the campuses. In their meeting, it was also determined that there does need to be a certification process for co-tutors and he is working on that.
2. CS—N/A
3. CM—McKinley Thomas was not at the meeting but left notes for Dr. Thompson. CMII will be finishing tomorrow. For the past few years, Dr. Thomas has been the Phase II coordinator for Community Medicine, next year Eric Shaw will take over and in February, Dr. Devareax will be the coordinator for Phase I.
4. Year 3—The meeting for next week is being postponed until December due to the visit from the LCME
5. Year 4—N/A

**Adjournment**

There being no further business to discuss, the meeting was adjourned at 5:20PM

Minutes recorded by:
Leigh Anne Kirkland