Curriculum and Instruction Committee
Meeting Minutes
Thursday, September 16, 2010

Attendees:
Grady Carter, MD
Wade Fletcher, MD
Wayne Glasgow, PhD
Ashley Horner, PhD
Carolyne Klatt
Edward Klatt, MD
Patrick Roche, MD
Allison Sheetz, MD
Tina Thompson, PhD, Chair
Robert Donner, MD
Jerry Tift, PhD
Abhi Saxena, MSIV
Erin Meehan, MSII
Joseph Harmon, MSI
Anna Walker, MD

Absent:
David Burtner, MD
Marie Dent, PhD
Blanca Lopez, MD
Klugh Kennedy, Pharm.
McKinley Thomas, EdD
Umangi Patel, MSIII

Dr. Tina Thompson, Chair of the CIC Committee, called the meeting to order 4:35 PM.

Dr. Thompson introduced Joseph Harmon to the Committee. Joseph is the new 1st year representative from the Savannah campus.

Approval of Minutes

The minutes of the September 2, 2010 meeting were presented for the approval of the committee.

A motion to approve the minutes as presented was made, seconded and approved.

Old Business

Review Calendar

Dr. Thompson indicated that the Histology discipline report has not yet been received. The report was due July 26, 2010. A number of reminder notices have been sent. She will give the discipline two more weeks to complete the report. If the report is not received within those two weeks, she will schedule a meeting with the discipline.
Physiology report is due September 20, 2010. A note was sent to the discipline yesterday (September 15, 2010) offering an additional 2 weeks to complete the report if needed. The discipline has not replied as to whether or not the additional time will be needed.

These two discipline reports will be placed on the review calendar as soon as possible.

At the last CIC meeting, Dr. Thompson recommended sending the remediation task force report to the discipline faculty for comments to be returned in one month. The report was sent to the disciplines on September 3, 2010. She received a message from Dr. Roy Russ (Macon Basic Science) requesting an extension of the 1 month return date in order for him to present the information at his faculty meeting on October 1st. The CIC agreed to give the disciplines until 10/18/10 to return their comments. Dr. Thompson confirmed that this policy is still on tract to be in place by the end of this year.

Update on Year 3-4 Curriculum

Dr. Donner updated the CIC on the progress of the Year 3 -Year 4 curriculum review. The Committee has completed its review and made recommendations for revision of the Year 3 – Year 4 curriculum. These recommendations will be presented to the CIC in a few weeks. Presently the review/recommendations have been presented to the clerkship directors for their review and comments.

New Business

Internal Medicine Review

Dr. Patrick Roche chaired the review subcommittee along with one 4th year Macon student and a third year student from each campus. A second 4th year student was unable to complete the review as he was on an away rotation. Dr. Roche presented a written report (attached).

The recommendations from the review are as follows:

- Address equivalence of time spent “on call” between campuses, as well as the variability between the ambulatory (outpatient) experienced. Efforts to give exposure to sub-specialty fields inside internal medicine should be explored in Savannah.

- Enforce the observed H & P on one occasion for every student.

- Begin a formal series on teaching residents how to teach and evaluate the third year medical student.

- Consider setting deadlines for the final evaluation of student clerks so that ERAS applications will not be adversely affected.
The committee thanked Dr. Roche for his detailed and timely report.

**SGE**

Allison Sheetz, MD presented an SGE for Steven Tanner entitled HIV and Post Exposure Rape Protocol: Assessment of the existence of ER protocols at selected ER’s in the State of Georgia. The CIC confirmed that the 4th year Subcommittee reviewed and approved this SGE and agreed with the approval. The CIC affirmed the approval of the SGE by the Subcommittee.

**Adjournment**

There being no further business to discuss, a motion was made and seconded to adjourn the meeting at 5:05 PM.

Minutes recorded by:
Debbie Brickner