Curriculum and Instruction Committee
Meeting Minutes
Thursday, August 4, 2011

Attendees:
Grady Carter, MD
Robert Donner, MD
Wayne Glasgow, PhD
Carolyn Klatt, MLIS
Edward Klatt, MD
Blanca Lopez, MD
Ashley Horner, PhD
Steve Williams, MD
Michael Smith, PhD
Tina Thompson, PhD, Chair
Jerry Tift, PhD
Dr. Bina (Guest)

Absent:
Marie Dent, PhD
Wade Fletcher, MD
David Burtner, MD
Jeff Ignatoff, MD
Roberta Weintraut
Erin Meehan, MSII
Erin Meehan, MSIII
McKinley Thomas, EdD
Klugh Kennedy, PharmD
Joseph Harmon, MSI
Umangi Patel, MSIV

Call to order

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

Approval of Minutes

The minutes of the July 21, 2011 meeting were presented for the approval of the committee. It was noted by Dr. Klatt that he needed to make some revisions to one item and then it was also noted that Anna Walker’s name was misspelled. Once these changes have been made the minutes will be approved.

*The minutes were approved by acclamation.*

The first order of business was for Dr. Bina to charge the committee. Dr. Thompson turned the meeting over to him. He began by telling everyone that he appreciated all of them being a member of the committee and that it is an important committee to the school. He emphasized that members come from different disciplines and areas of expertise and need to focus discussion on what is best for the education program, not just the particular discipline. Dr. Bina presented a list of tasks for the coming year:

1. Radiology Associates in Macon has expressed interest in participating in the medical student curriculum. He would like the CIC to come up with a wish list for what they could do from 1st through 4th years. Dr. Bina asked Dr. Thompson to take this on as a short term task. She asked if we knew how much time Radiology Associates was willing to give to the school and also how many of the faculty were willing to participate? Dr. Bina responded that maybe 3-4 doctors
He also noted that this wish list needs to be the same for both campuses and we could use the template of radiology here at Memorial. Radiology Associates is also willing to have a quarterly conference. Dr. Bina stated that he would like for this to start out small.

2. Dr. Bina would like the CIC to look at current competencies and make sure that they are current and appropriate. He asked that members make any revisions if necessary.

3. He noted that the goal at the end of the year is to have the 3rd and 4th year curriculum finalized for implementation.

4. Dr. Bina then discussed long term goals for the school: After the LCME visit and self-study, he would like to get the CIC to look at the 1st and 2nd year curriculum.

After he finished charging the committee, it was noted that a chair needed to be elected. The committee moved to re-elect Dr. Thompson and the motion was unanimously approved.

New Business

The first order of new business was the approval of 5 SGE’s. Dr. Thompson introduced Dr. Steve Williams who is the new 4th year director and by virtue of that title he is also a full member of the CIC. Dr. Williams is already starting to work on SGE’s and Sub-I’s.

1. SGE for Casey Spivey—We need to clarify who Dr. Woo is since he is doing the evaluation and it was also discussed that we need to have a better evaluation so we are going to require the current 4th year evaluation be filled out. Dr. Williams will take care of both of these items and the SGE was approved by the committee.

2. SGE Richard Marks (Cardiology)—we will require the standard 4th year evaluation by used and this was approved

3. SGE Richard Marks (Pulmonary Medicine)—we will require the standard 4th year evaluation by used and this was approved

4. SGE Jeremy Mock—approved

5. SGE Blake Windsor—Dr. Lopez expressed some concern that he had a lot of goals to achieve in just a two week period. It was noted that Blake has requested a third week be added to this SGE. This was approved as a two or three week SGE.

Old Business

Dr. Thompson wanted to bring the committee up to date on the Curriculum Review Calendar. Dr. Smith has agreed to review Microbiology. Dr. Lopez has agreed to review Cardiology. There has not been a time set for this review yet, we will wait for her calendar to clear up. Dr. Thomas agreed to review Behavioral Science. We still need to fill PEDS. Other components are the OSCE’s and also OB/GYN. Dr. Ed Klatt will be the chair of the OB/GYN committee and the reports from Savannah and Macon were sent to him today. Dr. Carolyn Klatt is the chair of Host Defense. Dr. Horner has agreed to review Neurology and this will not take place until after the first of the year.
Adjournment

There being no further business to discuss, the meeting was adjourned at 5:18PM

Minutes recorded by:
Leigh Anne Kirkland