Curriculum and Instruction Committee
Meeting Minutes
Thursday, December 19, 2013

Attendees:

Carolyn Klatt, MLIS
Edward Klatt, MD
John Buckholtz, MD
Susan Cline, PhD
Wayne Glasgow, PhD
Blanca Lopez, MD
David Baxter, MD
Jeff Ignatoff, MD
Roy Russ, PhD

Tina Thompson, PhD, Chair
Grady Carter, MD
McKinley Thomas, EdD
Steve Williams, MD
Alec Ridley, MSIII
Roberta Weintraut, MD
Robert Donner, MD
Michael Smith, PhD

Absent:

Phillip Lunsford, MSIV
Dominique Broccoli, PhD
Jacob Beltz, MSI
W. Patrick Roche, MD

Dina Linfoot, MD
David Mathis, MD
Butch Wolff, MD
Chelsea Bayer, MSII

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 December 5, 2013 meeting were presented for approval of the committee.

*The minutes were approved by acclamation.*
Old Business

1. The first order of old business was for Dr. Ignatoff to review the action items from the CPEX review at the last meeting. These actions were all brought as motions before the CIC.
   a. The first item presented to the committee was to agree that the goals of the CPEX are the following: 1) to evaluate the third year curriculum, particularly the communication skills of students after completion of the core clerkships and 2) to inform students of their strengths and weaknesses in the clinical skills, prior to USMLE step 2 CS exam and the fourth year. The floor was opened for discussion. Goal #2 is achieved by having a face to face meeting with the lower 15% of the class and also by having a general debriefing for all of the students after the CPEX is over. Exercises that require written notes are graded and the grades are given to the students. After discussion, the vote was called: 12 for; 0 against
   b. The next two items brought as motions to the CIC were: 1) whether or not to keep the interstation exercises and 2) whether or not to keep the case of delivering bad news as one of the interstations. After discussion on both of these items, it was decided that there needed to be input by the clerkship directors on what they feel students need to know after completion of the third year. Dr. Baxter was charged with working with the clerkship directors committee and the CPEX directors to develop a methodology that will provide student performance data through the CPEX that will be useful in the evaluation of the third year curriculum. In addition, Dr. Baxter and the clerkship directors are to determine whether the interstation exercises (non-patient encounter activities) provide an effective opportunity to collect additional program evaluation data. If not, these interstations will be removed from the CPEX. After discussion, the vote was called: 12 for; 0 against
   c. The next item brought as a motion was that students should not be given the checklists after the CPEX encounter. The floor was opened for discussion. Currently there are multiple ways for the student to review their assessment: 1) looking at the grades on Websp and/or 2) meeting individually with faculty. Providing that the CPEX faculty make these options clearly available to the students, the checklist provides no additional information. After discussion, the vote was called: 12 for; 0 against
   d. The last item brought as a motion was the following: to task the CPEX program directors with increasing the number of cases in the pool, to allow a rotation of cases through the years. After discussion, the floor was opened for discussion. The motion was approved: 11 for; 1 abstention

2. The second order of old business was for Dr. Carter to give an update on the Psychiatry clerkship grade disparity. When the Psychiatry clerkship was reviewed, it was discovered that the clinical scores in Savannah were higher than on either the Macon or Columbus campus. Dr. Carter spoke with the clerkship director about the grading rubric and things now seem to be improving and the grades are being monitored.

3. The third order of old business was for Dr. Thompson to give an update on the histology primary reference vote. The request by Dr. Zalups to add a power point as a primary reference was approved: 6 yes, 5 no and 2 abstentions. Dr. Thompson read comments that she received by email to all of the members of the committee. Dr. Thompson will now inform Dr. Zalups of the following action plan: 1) The Ross text and the power point will serve as the primary references for the histology material 2) the study guide is to be reviewed and the objectives are to be revised
as necessary to insure that they are answerable from the primary references 3) the histology questions are to be reviewed and revised to insure that they are linked to study guide objectives, answerable from the primary references and assess concepts that are medically relevant. To facilitate this process, Dr. Zalups is to provide a copy of the peer-reviewed questions to the PC (Jeff Ignatoff) no later than February 14, 2014. 4) if Dr. Zalups is not planning on providing a new resource session, he is to review the old session for clarity, quality of recording and most importantly to insure that the material covered is consistent with material presented in the Ross and Pawlina text or the power point and addresses the learning objectives identified for the phase.

4. The last item of old business was for Dr. Thompson to give an update on delayed grade reporting. She let the committee know that there is an issue on the Columbus campus getting the final grades for Internal Medicine and Pediatrics posted within the 4 week requirement. Neither of these clerkships have had any grades posted. The problem is being addressed administratively.

**Campus Specific Curricular Issues**

1. Savannah- Dr. Thompson did not any issues
2. Macon-Dr. Carter did not have any issues
3. Columbus-Dr. Bucholtz confirmed that a plan was being created to address the grading issue.

**Subcommittee Reports**

1. BMP—has not met since the last CIC meeting
2. CS—N/A
3. CM—Community medicine is planning CM1 in February. The goals of the committee have been re-written and have been submitted to the faculty for approval. Dr. Thomas will have an update at the next meeting.
4. Year 3—The CDSC met and addressed two main topics. 1) all of the evaluations in One45 that are filled out by the attendings will now have a space for summative comments as well as formative comments. Currently there is not a way to separate them and the clerkship director makes the final decision about which comments go on the Dean’s letter. 2) it was decided that students will only be allowed to see the final grade/comment sheet for the clerkship. They will not be allowed to see all of the individual comments of the faculty.
5. Year 4—The number of faculty in Columbus with faculty appointments has been reduced from 19-9 and those 9 only have minor issues that need to be taken care of to finish their process. There are 6 faculty left in Macon that still need faculty appointments. There was a meeting with the Class of 2016 to try and help take away some worries about 4th year and give the students a general idea about requirements for 4th year.
Adjournment

There being no further business to discuss, the meeting was adjourned at 5:45PM

Minutes recorded by:
Leigh Anne Kirkland