Curriculum and Instruction Committee
Meeting Minutes
Thursday, February 3, 2011

Attendees:

Marie Dent, Ph.D.  Carolyn Klatt, MLIS
Robert Donner, MD  Edward Klatt, MD
Joseph Harmon, MSI  Blanca Lopez, MD
Ashley Horner, PhD  Patrick Roche, MD
Marcia Hutchinson, MD  Michael Smith, PhD
Jeff Ignatoff, MD  Tina Thompson, PhD, Chair
Klugh Kennedy, PharmD

Absent:

David Burtner, MD  Umangi Patel, MSIII
Grady Carter, MD  Abhi Saxena, MSIV
Wade Fletcher, MD  Allison Scheetz, MD
Wayne Glasgow, PhD  McKinley Thomas, EdD
Erin Meehan, MSII  Jerry Tift, PhD

Call to order

Dr. Tina Thompson, Chair of the CIC Committee, called the meeting to order at 4:34 PM. Dr. Thompson introduced the newest CIC member, Dr. Jeff Ignatoff. He is a Community member to the CIC, appointed by Dr. Bina. The Macon attendees introduced themselves to Dr. Ignatoff.

Approval of Minutes

The minutes of the January 20, 2010 meeting were presented for the approval of the committee.

The minutes were approved by acclamation.

Old Business

Year 3/Year 4 Curriculum

The originally planned discussion of Sub-Internships was tabled until the next meeting. The topic for discussion today was the creation of a Capstone Course for the Year 4 curriculum and a Longitudinal
Curriculum for the Year 3 curriculum. The Y3-Y4 Subcommittee recommended the addition of these two courses to help prepare the students for internship.

The Capstone Course

Dr. Donner indicated that many medical schools across the country already have Capstone Courses in their curriculum. The description of Capstone is the crowning achievement or final stroke; the culmination or acne of the curriculum. The Year 3/Year 4 Subcommittee recommended the following two standards (indicates subcommittee vote not CIC):

- An inter-disciplinary Capstone Course will be required during Y4. This course will have high levels of interactivity that include topics such as introduction to practice management, development of leadership skills, medical-legal issues, medical ethics, health-care reform, patient safety and error prevention, quality improvement, socio-economic issues affecting medicine, and emerging disorders. These are potential courses, along with others, that could be created. (Approved 3-15-10) (Modified 4-19-10)

- A Longitudinal Course will be required, that spans Y3 and will contain among others components that are related to emerging medical disorders, conditions, and events; socio-economic issues affecting medicine; development of leadership skills; medical-legal issues; medical ethics, and safety issues affecting patient care. (Approved 3-15-10) (Modified 4-19-10) (Modified and approved 5-3-10)

The Year 3/Year 4 Subcommittee recommended setting up a Capstone Committee whose members would address the following charges:

- Topics to be covered by the course,
- Establish the length of time for each topic to be covered,
- Recommend format for presentation of each topic (i.e. lecture, case based format, etc.),
- Establish goals and objectives for each topic,
- Recommend modes of evaluation,
- Recommend remediation process,
- Recommend mode of course evaluation by the students.

The Capstone Committee would consist of interested parties to address the issues and charges discussed above. The Committee members would possibly consist of a:

- Committee Chair from the CIC,
- Basic Science representative,
- Community Medicine representative,
- Member of the Ethics faculty,
- Clinical faculty member,
- Hospital Administrator member,
- Year 3 student (1),
- Year 4 student (1).

The Committee would also have access to advisors. The advisors would be the persons interested in getting the topics into the curriculum.

Dr. Donner presented the following motion: *That the CIC endorses the concept of implementing a Capstone Course for Year 4 Students. A committee will be formed to address the charges of the CIC. The committee will complete its proposals and submit its report to the CIC by April 2, 2011. The goal of the CIC is to begin implementation of the Capstone Course by the onset of Academic Year 2011-2012 for Class of 2012*.

The floor was opened to discussion of this motion and the implementation of the Capstone course. A question arose as to the similarities in the two courses, are there any fundamental differences between the Capstone Course and the longitudinal course? Dr. Donner noted that the Capstone Course would have practical components to help students transition into their residency years, the longitudinal course would have less of that. Broader topics may be brought up for Year 3, which would be up to the committees.

Several other issues were noted such as what this course would be replacing in the current 4th year curriculum. Where (what time) would it be put into the 4th year and what resources would be required to make it work. Dr. Donner stated that the capstone course could replace 2-4 weeks of electives currently in the catalog. Another reason to make it a mandatory course rather than a student elective would be to bring all students back together towards the end of Year 4 to provide an overview and topics the CIC think are important for the practice of medicine.

Considering that the 4th year schedule is about to be completed, how can we possibly plan to have this established for the Class of 2012?

Dr. Dent recommended changing the date of onset in the motion to academic year 2012-2013 for the Class of 2013.

The recommendation was accepted by Dr. Donner and the amended motion was voted upon with the following recommended changes: *…That the CIC endorses the concept of implementing a Capstone Course for Year 4 Students.*

*A committee will be formed to address the charges of the CIC. The committee will complete its proposals and submit its report to the CIC by June 1, 2011.*

*The goal of the CIC is to begin implementation of the Capstone Course by the onset of Academic Year 2012-2013 for Class of 2013.*

The motion was approved unanimously.
The Longitudinal Course

As decided above, the subcommittee would be responsible for addressing specific topics and timing of the longitudinal course. Dr. Thompson felt it was important to have representation from both campuses in the subcommittee.

The following motion was made: …*That the CIC endorses the concept of implementing a Longitudinal Course for Year 4 Students.*

*A committee will be formed to address the charges of the CIC. The committee will complete its proposals and submit its report to the CIC by Sept. 1, 2011.*

*The goal of the CIC is to begin implementation of the Longitudinal Course by the onset of Academic Year 2012-2013 for Class of 2014.*
The motion was approved (Vote 10 for, 0 against, 2 abstained)

New Business

Incorporating Curriculum on Medical Documentation – Dr. Hutchinson

Dr. Hutchinson discussed a power point containing her suggestions, observations, and review of literature regarding medical students’ documentation in the medical record. Medical education is changing. Recently the ACGME recommended changes in the number of duty hours for interns and residents. How do we expect our students to be residency ready in regards to medical documentation? Students understand SOAP and the basics of medical record documentation, but where are the goals in our curriculum.

Our goal – all students that graduate from Mercer will have the knowledge necessary to complete a timely and legible record.

She suggested the development of a curricular model for proper and legal medical record documentation.

Georgia Rural Medical Scholar Program – Practice Management Rotation

Dr. Thompson presented the above named elective for the committee’s approval. Course slipped thru the cracks, never made it up the approval chain. This course is offered thru The University of Georgia with well-defined goals and objectives. The faculty contact currently has a MUSM appointment but it is unclear whether it is in the Dept. of Community Medicine or Internal Medicine. A few questions were raised: Do the students have to be part of the Rural Georgia Scholars Program in order to participate in this elective? Is there a cost involved with this elective? Is housing available for the students? What department will this be assigned to? Dr. Thompson asked that we treat this as any other MUSM elective, concentrating on educational merits. The faculty advisor has a MUSM appointment.

*A motion was made, seconded and approved unanimously to approve the addition of this elective.*
Adjournment

There being no further business to discuss, a motion was made and seconded to adjourn the meeting at 5:58 PM.

Minutes recorded by:
Debbie Brickner