Curriculum and Instruction Committee  
Meeting Minutes  
Thursday July 16, 2015

**Attendees**  
Carolyn Klatt, MLIS  
Butch Wolff, MD  
Steve Williams, MD  
David Baxter, MD  
Blanca Lopez, MD  
Susan Cline, PhD  
Michael Smith, PhD  
Grady Carter, MD  
Carol Pryby, MD  
Tina Thompson, PhD, Chair  
Dominique Broccoli, PhD  
Marshall Angle, PhD  
Roberta Weintraut, MD  
Kristjan Thompson, PhD  
Jeff Ignatoff, MD  
David Parish, MD  
Robert Donner, MD

**Absent**  
Joshua Masdon MSI  
Mahesh Patel, MD  
Curran Dalal, MS  
Alice House, MD  
Bob Visalli, PhD  
Jacob Beltz, MSII  
John Buckholtz, MD  
Roy Russ, PhD  
Ed Grimsley, MD  
Edward Klatt, MD

**Visitor**  
William Bina, MD  
Lawrence Nichols, MD

**Call to order**

Dr. Tina Thompson, Chair of the CIC Committee, called the meeting to order at 4:30 PM.

**Approval of Minutes**

The minutes from the June 18th, 2015 meeting were presented for approval of the committee. *The minutes were approved by acclamation.*

**New Business**

1. Dr. Bina charged the CIC committee for the coming 2015-2016 academic year. There are 7 charges and most are a continuation of what the committee has been working on. The charges are listed below:  
   - Continue the three year cycle of curricular programmatic reviews  
   - Further develop the Accelerated program to include new and expanded sites plus consideration of new disciplines  
   - Discuss and make a recommendation for expanding the class size to 120 for 2016-2017  
   - Develop Mercer on Mission accommodations for end of YR 3 or early YR 4
40 students showed interest in the program, 14 went – 5 to Honduras & 9 to Cambodia

With more faculty sponsors they would like to add additional programs and take 6 to 8 more students

There are rotation/scheduling issues

With respect to the YR 1 and YR 2 curriculum, implement the plan:

1. Full implementation NLT AY 2016-2017 for the entering class
2. Provide an estimate of required resources for implementation – new and transformative

Consider developing a curricular module or thread for Telehealth -> health in 10 years in cooperation with ITAC as lead and coordinated with Mercer Medicine

Re-consider Geriatrics as a Year 4 selective -- due to limited faculty available for teaching

2. The committee had to nominate a new chair. Dr. Tina Thompson was nominated and elected.

3. The proposal for interprofessional curriculum in the pediatric and psychiatry clerkships was presented. The CIC charged the task force to develop competencies, learning objectives, educational experiences and assessment methodologies for interprofessional education experiences in Year 3. Students will participate in a monthly team meeting consisting of interprofessional practitioners (physicians, nurses, case managers, therapists, pharmacists, social workers,) and learners (medical students, nursing students, physician assistant students, therapy students, and pharmacy students and residents) to discuss and plan the management of a complex patient. At each session, one medical student will take the responsibility of documenting the discussion and management plan including the role of various individuals using the discharge template provided. The team members should be able to identify the patient care needs and develop a progressive plan that meets the best interest of the patient. All team members are expected to actively participate, define roles specific to their area of expertise and encourage opinions of other team members. At the end of the rotation students will be assessed by their ability to create a satisfactory written treatment and management plan of a simulated patient. The student will be guided by lessons learned during the interdisciplinary treatment team meetings with other health care practitioners and learners to create a discharge plan that includes the team members necessary to participate in the discussion, the role each would play in that discussion and the overall discharge plan. Students will be graded P/F for the written assessment. Students who fail to achieve a passing score will be required to complete a second assessment. This proposal is to formalize the team meetings that are already occurring in pediatrics and psychiatry. The committee passed the proposal.

Old Business

1. Dr. Weintraut updated the committee on the family medicine grading rubric. Family medicine changed the standardized patient care assessment to a formative tool and reduced the percentage to 5% instead of 10% of the grade. The 5% went to the clinical encounters grade which is now 40%.

2. Dr. Klatt was not present to present the Curriculum Task Force updates. Dr. Thompson stated that the updates will come to the CIC first for review and then there will be town hall meetings to explain the changes and give the faculty an opportunity to comment.

3. The Assessment Task Force is working on standards for pass/fail in the blocks and the portfolio management system. A subtask force is working on a proposal for the CPR exam.
Campus Specific Curricular Issues

1. Savannah (Tina Thompson) – Academic Affairs is working on a way to collect and document grades in a timely matter.
2. Macon (Steve Williams) – 94 grades have come back from USLME – 4 failures and an average score of 225.
3. Columbus (Alice House) – not present

Subcommittee Reports

1. BMP (Ed Klatt) – not present
2. CS (Bianca Lopez) – none
3. CM (David Parish) – none
4. Year 3 (David Baxter) – The general consensus is not to pursue the honors pass at this time.
5. Year 4 (Steve Williams) – There are some issues with GHLO. GHLO must be accessed with Mercer email and AAMC password. Students who have registered with AAMC with a non-Mercer email address cannot access GHLO.

Adjournment

There being no further business to discuss, the meeting was adjourned at 5:10 PM.

Minutes recorded by Katie Davis