Curriculum and Instruction Committee
Meeting Minutes
Thursday May 19, 2016

Attendees
Carolyn Klatt, MLIS
Steve Williams, MD
David Baxter, MD
Susan Cline, PhD
Edward Klatt, MD
Ed Grimsley, MD
Michael Smith, PhD
Zachary McGalliard, MSI
Blanca Lopez, MD
Alice House, MD
Tina Thompson, PhD, Chair
Marshall Angle, PhD
Roberta Weintraut, MD
Jeff Ignatoff, MD
Bob Visalli, PhD
Kristjan Thompson, PhD
David Parrish, MD
Kirby Chisholm, MSII

Absent
Carol Pryby, MD
Mahesh Patel, MD
Jacob Beltz, MSIII
Dominique Broccoli, PhD
Grady Carter, MD
John Buckholtz, MD
Joshua Masdon, MSII
Butch Wolff, MD
Roy Russ, PhD

Guest
Robert Donner, MD
Larry Nichol, MD

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

Approval of Minutes
Dr. Thompson apologized to the committee for not having the minutes from the April 28th meeting. She explained that the recorder did not record. However, she is working on producing those minutes and getting them out to committee members.

New Business

I. Three Year Review of the Clerkship Form

Dr. T. Thompson stated that Dr. Marshall Angel was tasked with re-evaluating the CIC evaluation forms and that he would be giving an overview of the draft copy of the form. Dr. Angle mentioned that he worked with Dr. Baxter, Dr. T. Thompson and Dr. Whipple while
working on this new form. He stated that the form that he would be sharing with the committee is an overall review of the third year and that the form would be completed once every three years by the Clerkship Directors. Dr. Angle stated that his goal for the Clerkship review form is to have an effective and efficient review that promotes continuous improvement of the clerkships. He stated that when he reviewed the old form there appeared to be a lot of questions that were descriptive in nature and that there were items on the form that were already published elsewhere (i.e. the Clerkship Handbooks).

Dr. Angel mentioned that his goal is to make this a more interpretative endeavor than a descriptive endeavor. He proceeded to pose some questions and suggestions to the Committee and Clerkship Directors: (1) rather or not they prefer that this form be on-line as oppose to a Microsoft document that invites cutting and pasting of information? and (2) he suggested that Clerkship Directors do a review of their Clerkship Manuals to ensure that information is accurate and easy for students to understand.

Dr. Angle spoke about the competencies and objectives from the old form and how they are imperative and that some links needs to be established between those competencies, objectives and assessments. His recommendation would be insert instruction in the midst of that as curriculum maps are being done. He also recommended with regards to patient encounters, not just counting the numbers and kinds, but qualify them with student responsibilities. Another recommendation was to review clerkship surveys and update those as well.

Dr. T. Thompson mentioned that because of New Faculty Reporting Requirements being initiated at Mercer, Dr. Angle took some of those initiatives and included them in the new form. This will provide Clerkship Directors and Faculty with specific information concerning their teaching. Dr. Angle concluded his presentation by stating that he will forward the form to the Clerkship Directors for feedback and have something ready for the new academic year in August.

II. CDSC Annual Meeting Review

1. Dr. Baxter mentioned that the face-to-face Clerkship Directors and Coordinators meeting was held in Macon and that each discipline reviewed their clerkship in a style of what was done well and what can be done better. He mentioned that Dr. T. Thompson reviewed the IPE and how they did not come out as well as they should have been. As a result, Pediatrics and Psychiatry have been tasked with working on a process that is campus specific so that they can be used consistently across rotations.

Dr. Baxter also shared that one of the areas that he brought before the clerkship was the shelf scores that were rolled out in August of last year by the National Board of Medical Examiners, and that in the past year due to the academic overlap the new scores were taken and corrected to the scoring system that was previously used, which did affect some disciplines. He then stated that this year the new scoring system will be used to help improve some of the disciplines with regards to scores and that each clerkship was asked to review how they were going to utilize the new shelf scores. He stated that he will present recommendations rather he has heard from all of the clerkships or not.

Dr. Baxter also gave highlights on other topics that were discussed at the meeting such as:

- Clerkship Coordinators separate meeting with One45 and that One45 now has an app available.
• Match data was discussed.
• A discussion concerning the Dean’s Letter from a Department Director’s perspective.
• Specific wording that Clerkship Directors and Faculty can use to enhance the quality of students Dean’s Letters.
• A review of the ACT program.
• Individual discipline meetings.

Dr. Baxter concluded by stating that all clerkships must submit changes for their Clerkship manuals by July 1st.

Curriculum Revision:

1. **Foundation Block Update** - Dr. Klatt provided an update stating that the Committee has been working diligently and that Dr. T. Thompson provided a deadline by the end of the month for them to turn in documents so that they could be distributed to the CIC Committee. He also stated that he has contacted multiple individuals in order to get the process completed and meet the deadline. This is in effort so that the CIC can see what the Foundation Block Committee has accomplished and where they are going in the future.

2. **Assessment Committee Update** – Dr. Smith stated that at the last meeting the Assessment Subcommittee recommended to the Curriculum Redesign Subcommittee to include an explicit Wellness Curriculum. He also mentioned about setting up a Portfolio system in which Portfolio Managers would serve as mentors to a small assigned group of students, and would have access to all data concerning that student. He mentioned that there is a proposal for such a portfolio system that is near completion and should be ready by the next CIC meeting. Dr. Smith proceeded to ask Susan to provide an update on the Medical Practice Reasoning Assessment.

Dr. Smith stated that he would be putting together a report of what the Assessment Committee has accomplished over the years. He will present the report at the next Assessment Committee meeting and then to the CIC Committee, and this would complete his tenure as chair of the Assessment Committee. Dr. Smith also presented a motion from the Assessment Subcommittee. “The Assessment Subcommittee recommends that the needs of the new curriculum should be supported by dedicated faculty with ‘medical educator’ expertise in assessment strategies to ensure the success of the curriculum, either by hiring new faculty or reassigning current faculty duties. These needs will be in addition to the current needs of the MUSM’s extant curricula and can be considered to be increasing in scope with the anticipated increase in class size, full development of the Y1-2 new curriculum, and subsequent revisions of the curriculum. Medical education support of the curriculum should be reassessed yearly to determine the need for increased administrative support in this area to insure long-term quality in our MD Program.” The motion was seconded. Vote: six (6) for and four (4) against. The motion carried.
III. Campus Specific Curricular Issues:

Macon – Dr. Williams did not have anything report.

Savannah – Dr. T. Thompson did not have anything campus specific to report, however, she gave an update about the Accelerated Track Program. She stated that the state wanted them to get at least six and that there are seven students in the program between the Savannah and Macon campus.

Columbus - Dr. House did not have anything to report.

IV: Subcommittee Reports

1. BMP – Dr. Klatt stated that they are continuing to meet and review their curriculum by phase both looking at what has occurred with those phases and moving forward as well as how they will transition with the new curriculum. He stated that an issue that continues to rise in meetings is the state of the DLRs and the technical systems in those rooms.

2. CS – Dr. Lopez had nothing to report.

3. CM- Dr. Parrish had nothing to report.

4. Year 3 - Dr. Baxter had nothing else to report.

5. Year 4 – Dr. Williams had nothing to report

Other Business:

- Zachary mentioned that he was asked by his class if he could ask the committee for suggestions on ways their class can help the upcoming class with the new curriculum. It was suggested that he wait until he receives the proper documents and move forward from there.

- Dr. Cline communicated that a majority of the Division of Basic Medical Sciences faculty in Macon drafted and voted in favor of a proposal to delay new curriculum implementation until August 2017. Dr. Thompson stated that the faculty would have the opportunity to review and comment to the CIC on Block 1. Dr. Cline asked when the information would be distributed, how the comments from faculty would be received, and whether the CIC would vote on curriculum implementation. Dr. T. Thompson stated that faculty could comment to any CIC member and that the CIC will not be voting in total on everything. The CIC will be voting with regard to its comfort level with the Block 1 documents for launch in August. All CIC Committee members and Faculty will receive copies of the documentation.

- Adjournment: There being no further business to discuss, the meeting was adjourned.

Minutes transcribed by Karla Riley