

Curriculum and Evaluation Committee Meeting Minutes

August 25, 2009

3:00pm

Hugh Gloster Building Board Room – 205

Members Present: Dr. N. Anachebe, Ms. A. Baker(M2), Ms. F. Balmir(M4), Dr. M. Elks, A. Elmoselhi, S. Garrison, Mr. C. Ghee(M 2), Dr. D. Harp, Ms. C. Henderson, M. Hosseini(M4), Drs. Levine (chair), W. Lo, Dr. F. Omole, Mr. B. Pitts(), Drs. M. Powell, W. Roth, Ms. R. Sealand, Dr. Q. Smith

Members Absent: Drs. L. Caplan(E), R. Kelsey-Harris, C. Phillips(E)

Dr. Levine welcomed the returning and new committee members. He gave a brief overview of the purpose of the committee and reviewed the charge given to the committee by the Academic Policy Committee (APC).

Quorum

A quorum will be achieved when there are seven committee members present. Ad hoc members serve as voting members.

Open Items From 2008-2009

Dr. Levine prepared a handout that contained information regarding open items from the 2008-09 committee year. The CEC briefly discussed some of these items prior to the subcommittees beginning their work:

There was discussion regarding the proposal to increase the Research elective to 8 weeks. Following discussion, Ms. Henderson moved that students who are currently financed by ACTSI will be allowed two fourth year research elective opportunities as the CEC assesses if this is feasible for other medical students. The motion was seconded and passed. The Subcommittee for the Review of Clinical Courses will continue their discussions of this issue.

Dr. Levine stated that there is currently an approved international elective in Ghana (offered through the NIM Fellowship). There is a proposal for a Uganda international elective that is offered at approximately the same time as the Ghana elective. The course director has been asked to provide information regarding the proposed Uganda experience for review by the subcommittee.

Veronica Abegunde(M4) has requested the United for Sight international elective be granted credit through MSM similar to Child Family Health International. Dr. Levine has given Ms. Abegunde a guide for structuring the proposed elective.

There will be continued discussion regarding requiring a subinternship experience in the 4th year. While we can accommodate all students, we can not provide a Sub-I in all of the specialities that are of interests to the students. What is needed to meet our requirement is an intensive experience that requires patient responsibility. Continued discussions will occur.

The committee has discussed adjusting adult ambulatory health or substituting it with medical subspecialties training. There is an interest in diversifying the experience, but there are challenges related to insufficient numbers of faculty, adjusting the yearly schedule, etc.. There will be continued discussions.

Dr. Levine asked if there were other open items. Dr. Elmoselhi stated that the Pharmacology course is to be reviewed by the Subcommittee for the Review of Preclinical Courses.

June 23, 2009 Meeting Minutes

Library Update – Ms. Henderson noted that the final sentences should read: “The display panels highlight the past and present achievements of women in medical education. (The word “education” was added.)

IT – The first sentence should read: “Ms. Sealand stated that the migration of *Blackboard* to Enterprise is complete.” Also the word “Turing” should read “Turning” in paragraph two. Ms. C. Henderson moved and Dr. G. Garrison seconded that the minutes be accepted as amended. The motion carried.

Curriculum Updates

Dr. Elks reminded the committee of the upcoming visit by the Southern Association of Colleges and Schools (SACS). Our required Quality Enhancement Plan topic will focus on mentoring. Some needs assessments have identified our need for stronger mentoring in all education programs and at the faculty level.

Our third year students did not have as high a success rate as we are accustomed on the Step I. Dr. Elks has met with faculty for assessment. Correlation analysis, internal predictors, etc. were discussed. An integrative review proposal will be brought to the CEC for review for students who choose/are encouraged to participate in the 5-Year Program. A Student Performance Work Group has been developed to review all aspects of performance issues. Dr Levine noted that already in place are quality assurance efforts that afford each student a basic sciences and a clinical advisor; more clinicians had been requested to teach in the basic sciences. There were student comments suggesting that there might not have been enough assistance to the students from the 4th year class; there was recommendation that a meeting be held with the current second year to relieve their anxieties.

Library

Ms. Henderson is waiting to receive information regarding her fiscal year budget. Once that information is received, she will report on resources that the library will provide.

IT

Ms. Sealand informed the committee that IT is working diligently to get the students' laptops working optimally. A few software configurations seem to attribute to the problems.

Subcommittee Memberships:

Subcommittee for the Review of Preclinical Courses - Adel Elmoselhi, Chair

Lee Caplan
Cynthia Henderson
Woo-Kuen Lo
William Roth
Djana Harp
Michael Powell
Ayanna Baker (M2)
Charles Ghee(M2)

Subcommittee for the Review of Clinical Courses - Shawn Garrison, Chair

Riba Kelsey-Harris (co-chair)
Folashade Omole
Christopher Phillips
Quentin Smith
Fabiolo Balmir (M4)
Maryam Hosseini(M4)
Byron Pitts(M4)

September Committee Meeting

Dr. Levine stated that he will be working with the National Board during the time of the next committee meeting. The committee agreed that the committee will meet September 22, 2009.

There being no additional business, the committee adjourned at 4:15pm.

Curriculum and Evaluation Committee Meeting Minutes
September 22, 2009
3:00pm
Hugh Gloster Board Room

Members Present: Ms. A. Baker(M2), Ms. F. Balmir(M4), Dr. M. Elks, A. Elmoselhi, S. Garrison, Mr. C. Ghee(M 2), Dr. D. Harp, Ms. C. Henderson, Drs. Levine (chair), Dr. F. Omole, Drs. C. Phillips, M. Powell, W. Roth, Ms. R. Sealand, Dr. Q. Smith

Excused Absence: Drs. L. Caplan, W. Lo, R. Kelsey-Harris

August Meeting Minutes

Ms. C. Henderson moved, and Dr. Q. Smith seconded that the minutes be accepted as presented. The motion carried.

Information Technology

There were no issues of concern and no new/updated information to be shared.

Subcommittee for the Review of Pre-clinical Courses

Dr. Elmoselhi reported that the subcommittee discussed the course review process for the current academic year. It was determined that each course within the integrated curriculum will be reviewed separately. Students' evaluations of the microbiology have been increasingly positive. The subcommittee will revisit the course to discuss remaining student concerns. Contact will also be made with the pharmacology course director to discuss course concerns expressed by students.

The subcommittee will prepare a survey for second year students that will be used to evaluate their first year curriculum.

NBME Update

Dr. Levine stated that while he was at the National Boards working on Step 2 CS he was informed that there will be more case vignettes in the Step 1. Relevant basic sciences principles will be incorporated into the Step 2 and Step 3.

The proposal to have a single comprehensive exam is on hold. Should the single comprehensive be implemented, the NBME will provide an achievement test for medical schools to certify a student's readiness for clinical even if it is not a part of the USMLE.

Library

Ms. Henderson stated that a review of current Step resources is being performed. Committee members were asked to please forward to Ms. Henderson specific resources they would like to see available in the Library. Dr. Elks requested data on the usage of Exam Master. Ms. Henderson informed the committee that the e-lab in

the Library is available to students. There was a request that USME World be placed on the e-lab computers.

Subcommittee for the Review of Clinical Courses

Dr. Garrison gave an overview of the actions of the committee. The subcommittee meeting minutes reflected the status of seven elective currently being reviewed. The subcommittee agreed that a standardized approach is needed for the review of the various international electives. Dr. Kelsey-Harris will prepare a form that will be distributed to the course director for completion when submitting a request for elective approval. There was question regarding liability/insurance/safety for the international electives. Dr. Elks stated that students should purchase travel insurance for health and evacuation purposes. Students should refer to the Student Handbook.

Comments were received from students regarding the structure of the third year. An early optional elective clinical experience was discussed. We don't have the manpower nor the clinical space that would be required, and the move would not give students sufficient prep time for Step I prior to entering clerkship training.

There was student concern regarding neurology/Step 2 preparation. Dr. Elks encouraged students to contact Dr. Patrick Griffith and ask if he would meet with a group(s) of students to assist with Board prep.

ICU experience was discussed. Spending one 24hr period when on night call.

Student Concerns

There was a need for the pharmacology drug list to be updated. The course director will update the list.

Curriculum Updates

Step I performance is continuing to be reviewed. Dr. Anachebe surveyed and received responses from students who had taken Step 1. Dr. Elks noted the correlation between students completing the question banks having higher scores than those who did not complete the banks.

Further discussion will be held as to whether courses will be strongly encouraged to have a policy of an overall average of 70 and a 340 on NBME.

Dr. Elks distributed a draft of the proposed Integrative Review tutorial courses. The Subcommittee for the Review of Pre-clinical Courses will review the draft and report to the full committee.

Dr. Elks noted that a Step II subject exam predictor analysis needs to be performed.

There being no additional business, the meeting adjourned at 4:25pm.

Curriculum and Evaluation Committee Meeting Minutes
October 20, 2009
3:00pm
Hugh Gloster Building Board Room

Members Present: Dr. N. Anachebe, Ms. A. Baker(M2), Drs. M. Elks, A. Elmoselhi, S. Garrison, R. Kelsey-Harris, Ms. C. Henderson, Drs. D. Levine, W. Lo, F. Omole, Mr. N. Pitts(M4), Drs. M. Powell, W. Roth, Ms. R. Sealand

Excused Absence: Drs. L. Caplan, A. Elmoselhi, D. Harp, C. Phillips, Q. Smith

September 2009 Committee Meeting Minutes

The following revisions were made to the meeting minutes: Library – change USME to USMLE; page 4 paragraph four—second sentence should read: “it is desirable to have one 24 hour period when on night call.”—(related to the ICU experience discussion). Ms. C. Henderson moved, and Dr. Omole seconded that the minutes be accepted as revised.

Information Technology

Ms. Sealand informed the committee of procedures that will be implemented in the event there is loss of power/servers down for an extended period during an on-line exam. If there is an available sufficient sized room in the NCPC, the exam will be continued in NCPC space. A universal code will be used to permit all students to simultaneously resume the on-line exam. Dr. Elks stated that students were unable to complete the exam during a recent electrical fire that affected power to the Gloster Building. A make-up exam date will be scheduled.

Dr. Elks stated there have been suboptimal student professionalism behaviors relating to on-line exams. There have also been suboptimal behaviors with respect to use of social networking sites by students. Dr. Anachebe commented that there is a plan to have a standing committee to review professionalism issues and to make recommendations to SAPP. Dr. Levine informed the committee that he will be leading a workshop for the pediatrics clerkship directors organization that will assist directors in developing social networking policies.

Dr. Elks stated that there is a need for a student honor court. It is hopeful that the SGA will lead in this development.

Ms. Sealand informed the committee that IT will use a “lunch-and-learn” to resolve any remaining HP issues. Driver and Java Script updates will also occur.

Student Affairs Updates

Dr. Anachebe stated that there has been discussion to have a session during student orientation to educate students on professionalism issues. Dr. Omole felt there is a need to have immediate discussions with students regarding professionalism. Mr. Pitts stated that he will contact with the SGA president to see if there can be student discussions regarding social networking. Dr. Elks asked Dr. Levine to prepare a teaching academy presentation for faculty and students to discuss social networking.

Student Issues

Mr. Pitts stated that third year students are interested in having a mini board review session at the end of each clerkship. Dr. Anachebe suggested that students contact the director and request the review session. There was students concern regarding the lack of exposure to intensive care patients. There are ICU-related questions on the Step 2. Dr. Elks stated that student contact be made with Dr. Crawford to inform him of the concern. Drs. Foreman and/or Flenaugh should be asked to provide lectures. There are remaining student requests for various speciality experiences. Dr. Elks stated that the fourth year neurology elective is forthcoming.

Ms. Baker stated that the second year students are still asking for a consistent presentation of drugs in Pharmacology. Students would also like for the Pharmacology faculty to use a question review book as a teaching guide. Dr. Levine stated that it takes time for lectures to be altered. Dr. Williams is receptive to students' requests and to having a consistent teaching format in the course.

Subcommittee for the Review of Pre-clinical Courses

Dr. Elmoselhi, committee chair, was absent due to a family emergency. Dr. Roth reported that the results of a survey of current third year students regarding how prepared they felt for the Step 1, resulted in some students feeling unprepared in the areas of Microbiology and Pharmacology. The subcommittee reviewed the Microbiology course last year. During the time that Dr. Powell has directed the course, students have commented that the course has improved, yet there were a few students who questioned whether all topics were "adequately covered". More clinical correlation is recommended.

The analysis performed on the Step I showed that performance on the mini board strongly correlates with good performance on the Step I. Last year a policy was implemented in the first year curriculum to require a new performance score on each mini board. Students not meeting the score were required to re-take the mini board. The subcommittee felt that all pre-clinical course directors should consider establishing a similar policy. Dr. Elks encouraged the full committee to consider a statement that the pre-clinical course directors be strongly encouraged to adopt a minimum mini board score (such as 340) for passing. There will be further subcommittee discussion regarding this issue. As part of the review process, Dr. Levine asked that the subcommittee review the proposed integrative review tutorial courses.

Subcommittee for the Review of Clinical Courses

Dr. Garrison stated that the subcommittee reviewed and approved the Law and Medicine elective. She moved that this new elective be approved. Dr. Kelsey-Harris seconded the motion. The motion carried. The Medical Acupuncture and the Maternal Child Health electives were approved to continue. The CTSA Research Elective is a 12 week experience performed during the 4th year. The subcommittee approved student credit for 8 of the 12 weeks as elective credit (2 elective credits). Dr. Elks moved that students receive eight weeks of elective credit for successful participation in the funded 12 week CTSA program. Dr. Garrison seconded the motion. The motion carried.

The subcommittee will develop a specific format that will be used by persons wanting to take an international elective from a non-LCME approved institution. Dr. Elks noted that the full committee voted to regard all Child Health Family International experience as a LCME approved experience. Contact will be made with the student who expressed a desire to experience the United for Sight international elective to see if there is still an interest.

The subcommittee will continue to prioritize a “wish list” of additions to the clinical years.

Library

Ms. Henderson informed the committee that review books are being ordered. A USMLE World link will be placed on the library home page.

Curriculum Updates

Dr. Elks stated that there will be revisions to the MCAT. Responses are being requested from faculty, students, residents regarding what biological, physical sciences, etc., were relevant for their medical school experiences and/or teaching experiences (relevant topic revisions).

SACS requires our engagement in a quality enhancement plan that impacts student learning. There has been discussion to divide the classes into learning communities (West End Medical Center, for example). Students would have a clinician and a mentor for the four years. Discussion regarding the learning communities will be continued.

There being no further business, the meeting adjourned at 4:15pm.

Curriculum and Evaluation Committee Meeting Minutes
November 17, 2009
3:30pm
Hugh Gloster 208

Members Present: Ms. A. Baker, Drs. M. Elks, A. Elmoselhi, Mr. C. Ghee, R. Kelsey-Harris, Ms. C. Henderson, Drs. D. Levine, W. Lo, C. Phillips, M. Powell, W. Roth, Ms. R. Sealand, Dr. Q. Smith

Excused Absences: Drs. L. N. Anachebe, Caplan, S. Garrison, F. Omole

October 20, 2009 Meeting Minutes

The minutes were revised as follows: SRPC – 2nd paragraph, 2nd sentence reworded to read: “Last year a policy was implemented in the first year curriculum to require at least a minimum score on each mini board.” Dr. Powell moved and Mr. Ghee seconded that the minutes be accepted as revised.

Library Updates

Ms. Henderson reported that all Steps of the USMLE are in the library and are available for check out. The books are reserved but can be checked out for up to three hours. Dr. Levine asked that the GME office is made aware of this resource for the residents. Ms. Henderson will check to insure that there is a USMLE World link at each library public work station. Committee members were invited to The Author’s Tea is December 1.

Information Technology Updates

Ms. Sealand reported that the IT group met with the first year MD students to resolve the patch issues. The Tablets are not compatible with some of the IT software. Our current operating system is fragile and when an attempt was made to upgrade, the system crashed. The system has been repaired. A question was asked about a date for the next Technology Fair. Ms. Henderson said that the fair will occur in February 2010. Another question was asked about the status of the new MSM web page. Ms Henderson reported that at the last leadership meeting, the target date for the BETA site is November 30. A new public web site is to be functioning by March 31, 2010.

Subcommittee for the Review of Preclinical Subcommittee

Dr. Elmoselhi reported on the actions of the subcommittee. The committee continued the review of the Community Health Course covering items listed. The committee discussed the significance and uniqueness of the course as a community service based learning experience. The large size of the group (~ 14 students) was discussed and short number of team leaderships which affect the opportunity for the students to be directly involved in the experiences. The committee also discussed new organization strategies for next year classes in which the classes are grouped into learning communities (longitudinal

communities) and also the groups are sub divided (for same day/time) to give each student an opportunity to lead the group (rotating team leadership). The subcommittee minutes reflect the recommendations of the subcommittee. Students commented that they completed electronic faculty evaluations for the course last year. (This evaluation was sent through the course director). For more completeness of the evaluation of this course, the CEC decided to defer the final recommendation of the course until a representative sample of evaluations have been received from Dr. McNeal and reviewed.

After the final review of the course, Dr. Elmoselhi will prepare a draft letter of the findings of the subcommittee. Dr. Levine will review the draft prior and Dr. Elmoselhi sending recommendations of the subcommittee to Dr. McNeal.

Student Issues

Ms. Heather Whitlow(M4) brought to the attention of the committee requests coming from the fourth year students: (1) more subspecialty exposure; (2) need for more phlebotomy/exposure to IV line starts; (3) need for enhanced focus on evidence-based medicine—journal reviews, clubs prior to away electives and/or intern year. Dr. Kelsey-Harris noted that Family Medicine holds weekly noon journal club meetings on Wednesdays. Dr. Levine described what occurs in the Pediatrics journal club. He will discuss this needed exposure at the monthly meeting of the clerkship directors. Dr. Phillips stated that Dr. Crawford and Medicine faculty are exploring ways to integrate clinical and didactic learning processes via a case based approach or PML approach. Dr. Elks added that regarding previously discussed Step 2 ICU exposure needs, Medicine is meeting with 3rd and 4th year students to improve that exposure.

Mr. Ghee stated that it is desirable to have the last of the Cardio/Pharmacology lectures prior to the Pathophysiology exam where students are tested on drugs. Mr. Ghee stated that his class had just finished Human Values. He stated that it would have been desirable for the course to have focused more on clinical aspects. Dr. Levine stated that he will address the concern with Dr. Garrison if there is a desire from the students. He suggested that students get the course schedule and indicate which sessions should be more clinical. There was a concern as to whether students would have input on the order of their third year. Dr. Elks stated that students will have input, but students will be unable to set the absolute order. It is mathematically untenable with the class size.

Subcommittee for the Review of Pre-clinical Courses

Dr. Kelsey-Harris reported that the committee is continuing its review of various electives. She outlined the following regarding their discussions of the structure of the clinical years:

Most Common Student Requests:

1. Decrease length of Family Medicine Clerkship
2. Remove Rural Primary Care Clerkship from 4th year

3. Provide experiences in specialties/medical subspecialties
-Most frequently requested: Emergency Medicine, Radiology, Neurology
4. Include a subinternship experience for 4th year students
5. 4th year Ambulatory medicine experience in areas other than general internal medicine

Present curricular response to requests:

1. The RPCC is in its final year as a 4th year course.
2. The rural requirement is being fulfilled as part of the Family Medicine and Rural Health clerkship
3. The eight week Family Medicine Clerkship no longer exists in its previous format

Suggestions for addressing other clinical needs/requests:

1. A selective during the 4th year
2. Fourth year subinternship in Internal Medicine, Surgery, OB, FM
3. Ambulatory experience in 4th year: Medicine, Peds, OB/Gyn, FM depending on student interest
4. Neurology clerkship

Curriculum Updates

Dr. Elks reminded the committee of the farewell reception for Dr. Higginbotham on December 10.

The first and second year course directors are discussing the importance of measures of professionalism in the pre-clinical students. An ad hoc committee has been identified to outline standards for professionalism and whether professionalism should be linked to the courses.

Dr. Elks announced that Dr. Jacqueline Powell will depart MSM in February. She is core to ICE and support will be needed to transition students.

There being no additional agenda item, the committee adjourned at 3:55pm.

Curriculum and Evaluation Committee Meeting Minutes
December 15, 2009
3:00pm
Hugh Gloster Board Room 205

Members Present: Drs. N. Anachebe, M. Elks, A. Elmoselhi, S. Garrison, Ms. C. Henderson, Drs. R. Kelsey-Harris, W. Lo, M. Powell, D. Levine, W. Roth, Ms. R. Sealand, Dr. Q. Smith

November 17, 2009 Meeting Minutes

The minutes were revised to add the words “assessment of” to the Curriculum Updates section of the minutes relating to measures of professionalism in pre-clinical years: An ad hoc committee has been identified to outline standards of professionalism and whether *assessment of* professionalism should be linked to the courses. The third sentence in the Information Technology Updates section of the minutes was revised to read: Our current *e-mail* operating system is fragile, and when an attempt was made to upgrade, the system crashed. Student Issues – the words “if there is a desire from the students” were deleted from the fourth sentence of the second paragraph: Dr. Levine stated that he will address the concern with Dr. Garrison. Dr. Smith moved, and Dr. Powell seconded that the minutes be accepted as revised. The motion carried.

IT Updates

Ms. Seland stated that IT has begun the process to purchase student computers for the new academic year. Plans are to have a few students and faculty test the laptops in January. There will be separate images for each education program (MD, GEBS, MPH). Student software needs will be evaluated prior to installation. Dr. Levine stated that the clerkships are looking to begin using I-Touch in August 2010. There will be a need for IT support. There is also agreement by the clerkship directors and the Guest W-Lan services continue.

Subcommittee for the Review of Clinical Courses

The subcommittee did not formally meet but committee members received documents in preparation for the evaluation of the courses. Each member was assigned tasks.

Subcommittee for the Review of Pre-Clinical Courses

Dr. Elmoselhi stated that the subcommittee reviewed the FOM 2 course. He commended Drs. Elks and Smith on the management of the course. The subcommittee is concerned, however, about the high demand on key faculty teaching time, the low number of Grady patients available to the students, the lack of a back up plan (partners) for teaching in the event of an emergency closing of the Grady wards, and the number of clinical preceptors available to oversee patients. These issues will multiply as the

class expansion occurs. Dr. Elks stated that we are engaging students on the Medicine service (peer mentors) to assist with patient selections for the FOM 2 students. Dr. Garrison moved and Dr. Smith seconded the recommendation of the subcommittee to approve the continuation of the FOM2 course and to send to the directors the subcommittee's recommendations for the course (see December 10, 2009 subcommittee minutes). The motion carried.

Curriculum Updates

Dr. Elks stated that the development of our QEP (required by SACS) is continuing. The QEP theme is "mentoring at MSM". Student committee representation is being solicited. The QEP will be discussed with the various academic programs. Actual learning communities will be developed first for the MD program (for mentoring/service). Communities for the remaining programs will also be developed.— track specific for MPH; lab specific/other for the GEBS program. Mentoring to students by alumni and faculty needed. Mentoring for staff needed.

The Facilities Planning Committee has developed the following *plans* for the second floor of the Hugh Gloster Building: (1) the Path Lab will be re-developed as the new Gross lab; (2) the Gross lab will be re-developed as the GEBS teaching lab; (3) the GEBS offices will re-locate to the Financial Aid office; (4) Financial Aid will re-locate; (5) there will be an additional GEBS classroom area/carroll area; (6) the Histo Lab will be re-developed into a 70 person/student MDL 1; (7) the HG 205 board room will remain; (8) the Medical Education office will re-developed to a MDL 2. Class size growth can not move forward without these and other changes. Estimated cost is six million dollars; estimated completion date – 2012. The Atlanta Life Building is being considered for the re-location of the offices at 75 Piedmont Avenue. Dr. Elks also shared other visions for facility changes not directly related to academics.

Internal Medicine Clerkship

Dr. Levine was invited to attend a meeting to discuss concerns from a fourth year students regarding multiple questions on Step 2 CK in ICU Medicine. There was suggestion that perhaps students could spend more time in the ICU. The department met and felt that they were at a disadvantage since there are fewer IM weeks of instruction at Morehouse in comparison with the National average – 8 vs 10/11 weeks. The department felt, however, that each student should have an ICU experience prior to graduating and would advocate a required experience in the fourth year. Dr. Levine spoke to what would have to occur for each student to experience ICU. Further long term plan discussions will occur by the CEC. Dr. Levine shared with the committee updates occurring in the department that are enhance teaching.

Library Updates/Academic Informatics

Ms. Henderson stated that IT will distribute to the community guidelines for computer purchases. Computers that will be recommended will be displayed for “try out” in January.

Student Affairs Updates

Dr. Anachebe stated that the Military Match date is December 15. She is waiting word on the match results. She informed the committee that (1) Ms. Donna Brazile will be the Commencement speaker. (2) Mrs. Daisy Harris, President and CEO of the West End Medical Center will receive the honorary degree; (3) There are five potential 2009 graduates; (4) all MD students are mandated to get the influenza vaccinations and/or sign a declination form; (5) direct deposit has been instituted for student refunds; (6) an external review of our Student Fiscal Affairs Office is occurring; (7) discussions regarding school-wide recognition of our preceptors are taking place; (8) Match Day ceremony specifics are being discussed; (9) the SGS is organizing the Winter Formal and the Faculty Appreciation activities; (10) there are three students who have failed the Step 2 CK; (11) There are 20 passing results for the CS; (12) Five students have successfully re-taken the Step 1. One student will sit for the third time. There was one student who had not taken the Step 1 and has passed.

Conflict of Interest Policy

Dr. Elks stated that conflicts of interest have to be documented. Vendor may leave their materials and speak to students in the hallway, but not in a formal classroom setting. It was the feeling by some committee members that educational products and technology should be exempt from the policy. Another felt that as long as there is a faculty member in the classroom insuring that an unbiased opinion is presented by the vendors, students benefit by having several vendors visit the school as they prepare for the Step 1.

There being no additional business, the committee meeting adjourned at 4:40pm.

Curriculum and Evaluation Committee Meeting Minutes
January 19, 2010
3:00pm
Hugh Glister Board Room 205

Members Present: Drs. N. Anachebe, L. Caplan, M. Elks, Ms. C. Henderson, Drs. D. Levine, F. Omole, M. Powell, W. Roth, Ms. R. Sealand, Dr. Q. Smith.

Excused Absences: Drs. A. Elmoselhi, R. Kelsey-Harris, W. Lo, C. Phillips

December 16, 2009 Meeting Minutes

The final sentence under IT Updates was amended to read: "There is also agreement by the clerkship directors that the guest *WLAN* services continue." Minor typographical changes were noted. Ms. Henderson moved and Dr. Smith seconded that the minutes be accepted as amended.

Student Affairs Updates

Dr. Anachebe distributed a handout that summarized her updates to the committee. She commented that the second year course directors and SAPP are concerned that nearly one third of the class is not performing well. This has many implications for both students and the efficient flow of the academic program. There is concern that students do not attend class and there is no cohesion.

Dr. Anachebe requested committee members who interact with third year student to encourage these students to abide by the December deadline for the taking of their Step 2, CK, and especially the CS exams. This deadline allows students' scores to be received in time for residency program rankings and/or the retaking of an exam and the timely receipt of the exam score if a student is unsuccessful in passing an exam.

Four delayed fourth year students who took the combined Family Medicine/Rural Health clerkship have been approved by SAPP to receive credit for the Rural Primary Care Clerkship for their work in this third year clerkship.

Subcommittee for the Review of Preclinical Courses

In the absence of Dr. Elmoselhi, subcommittee chair, Dr. Roth reported the actions of the subcommittee. The subcommittee will focus on the integrated portion of the first year curriculum and will review the Basic Principals and the Organ Systems 1 courses.

Information Technology

Ms. Sealand stated that Blackboard was moved to SunGuard. She also noted that IT recently sponsored a technology fair that showcased standardized computers at MSM. Ms. Sealand responded to a question regarding the software for laptops for the incoming class. She stated CDWG will image the laptops. They are aware of the problems we have incurred this year. There will be a separate image for each education program.

Dr. Elks stated that the completion of the on-line courses evaluations by students is less than optimal. She welcomed suggestions from the committee that would enhance student participation.

Subcommittee for the Review of Clinical Courses

In the absence of Dr. Garrison, Dr. Omole reported the actions of the subcommittee. Dr. Omole stated that committee is still working on developing a standard format for students wanting to register for international electives. There are two students interested in taking a Uganda elective in March. The elective needs to be submitted to Students Affairs in order for students to register. The interested students have requested that this elective be assigned two credits since it is an eight week experience. Following discussion by the committee, it was agreed to tentatively approve the Uganda elective. It was decided that for students in the 2010 academic year who want to take the Uganda or the Ghana electives, the following will occur: (1) students have to specifically request whether they want the one or the two credit option; (2) students who chose the two credit option must be informed of the additional course work (a substantial written product) to fulfill the requirements of the elective. Dr. Omole moved and Ms. Henderson seconded that the decision of the committee be accepted. A final proposal will be presented at the February meeting.

The subcommittee is continuing the review of the Advanced GYN and the Advanced Prenatal electives.

Library

Ms. Henderson stated that the library will interview two candidates to replace the division head for information services position. The applicants will present "The Future of Information Services" in the e-lab on January 26 and 29, 2010. There was interest among the committee regarding the candidates' 20 year projections for information services. Committee members were invited to the presentations.

Curriculum Updates

Dr. Elks reminded the committee that SACS will visit our campus in approximately one year. Information will be gained from subgroups to support our QEP mentoring.

MSM will move to the Banner database which will support the needs of students, faculty/researchers, administration and staff.

Dr. Elks stated that Dr. Jacqueline Powell is departing MSM. Dr. Powell has been our lead in the in course enrichment and will be missed.

There are second year students who would like to have an integrated second year. Students have met with Pharmacology and the department is trying to get the Pharm topics better coordinated with Pathology and Pathophysiology.

There being no additional agenda, the meeting adjourned at 4:20pm.

Curriculum and Evaluation Committee Meeting Minutes
February 16, 2010
Hugh Gloster Board Room (HG 205)
3:00pm

Members Attending: Ms. Ayanna Baker(M2), Drs. M. Elks, A. Elmoselhi, S. Garrison, Mr. Charles Gee(M2), Dr. D Harp, Ms. C. Henderson, Ms. Maryam Hosseini(M4), Ms. Opeyemi Lamikanra, Drs. D. Levine, F. Omole, C. Phillips, M. Powell, W. Roth, Ms.. R. Sealand, Dr. Q. Smith

Excused Absences: Drs. N. Anachebe L. Caplan

January 19, 2010 Meeting Minutes

The meeting minutes were approved with the following correction: Subcommittee for the Review of Preclinical Courses , line 3 – the word “Principles” is to be used. Dr. Smith moved and Dr. Roth seconded that the minutes be accepted as corrected.

Subcommittee for the Review of Clinical Courses

Dr. Garrison stated that the CEC vote in January to approve the Advanced Gynecology and Obstetrics elective did not show that the elective as being a new elective. Dr. Garrison moved and Dr. Smith seconded that the new Advanced Gynecology and Obstetrics elective be approved pending the submission of the recommended changes by the course director. The motion carried.

Dr. Levine briefly reviewed for the students the committee activities regarding “generalizing” the international elective (creating a model).

Library Update

Ms. Henderson stated that a request was made by the first year class that the library hours be extended by two hours during the week prior to exams and the week of exams. Ms. Henderson stated that Friday and Saturday night library hours are extended during the requested time periods until 12:00am. She asked student committee members if it would be feasible to maintain library hours until 2:00am. Students felt that with the various other rooms available for student study, it would not be feasible to extend library hours. Dr. Levine asked Ms. Henderson to prepare a list of opportunities for after hour study and share that information with the first year class president and to also ask if the request for extended hours would require library staff support.

Ms. Henderson has begun to place material in the library folder located under the faculty development site on Blackboard.

IT Updates

Ms. Sealand informed the committee that the Exchange update is continuing and is anticipated to be completed that the end of February. The EPS server batteries will be changed during the upcoming weekend. There was brief discussion regarding the cost to the clerkships for the use of computer assisted learning cases. There is a fee to access the cases. All clerkships are not using the cases. Discussion among the clerkship directors is needed to determine whether the cases or another program (Up-to-Date) will be used.

Subcommittee for the Review of Preclinical Courses

Dr. Elmoselhi discussed the actions of the subcommittee regarding their review of Basic Principles:

Drs. Roth and Hibbert were commended on their efforts in the Basic Principles course. The average mini board score has improved from 460 in the previous year to 496.

There is a need acquaint students with problem solving aspects (the introduction to clinical applications related to medical genetics) that are found on Step 1. Timely reinforcement is needed. Dr. Powell will present related problem solving in Microbiology to further prepare students. Dr. Phillips is participating in a genetics and personalized medicine project/curriculum of the department of medicine and emphasized the need for students to be well grounded in genetics.

Student evaluation of instruction - Subcommittee recommended that a picture of the faculty member be included with the evaluation. Ms. Sealand stated that a picture can be provided. The subcommittee recommended that an appropriate incentive be used to motivate students to complete the evaluations.

The first year course directors will review lecture sequences to improve the flow of instruction.

The subcommittee recommends the use of active learning experiences and also encourages faculty to place portions of their lectures on Blackboard.

The subcommittee requested feedback from students on ways to use class time more efficiently. The students suggested that the length of time used for basic information be shortened and to include more workshops and pre-tests and add information lectures on Blackboard.

Dr. Elmoselhi moved that the Basic Principles course be approved for continuation with the noted recommendations. The motion was seconded by Ms. Henderson. The motion carried. (All recommendations are found in the February 11, 2010 subcommittee meeting minutes.)

Dr. Elmoselhi stated that student discussions will be held to present to Dr. Anachebe suggested modifications to the new year orientation processes.

Student Concerns

Second year students would like to have support similar to ICE for pathology and pathophysiology. There was also a request for one-on-one or group support from fourth year students. Dr Garrison stated that there is a need for small group meetings to discuss study methods when students shift from first to second year. Dr. Garrison will seek tutors and funds to support the needs of the second year students.

Fourth year students had a concern that often there is not a sufficient volume of patients in the ambulatory medicine course. Dr. Levine will speak with the director of the Grady Neighborhood Health Centers to see if MSM students can enter the centers. Students were encouraged to contact Dr. Crawford for permission to perform alternative learning activities. Students should present a plan where students take responsibility for actions generated as well as for the tracking of the user. Stated in the plan should be (1) the specific deficit, (2) how the deficit will be addressed, and (3) how it will be evaluated.

Curriculum Updates

Dr. Elks stated that SAC will visit MSM April 12-14, 2011. SACS requires schools to determine a quality enhance plan that will improve student learning. The MSM theme is "Mentoring at Morehouse". MD classes will be divided into actual learning communities (example: Buggy Works, the nearby Grady outpatient center, Westend, Southside, etc.). Students will have a clinical and a non-clinical mentor across the four years who will be accessible to teach IPC basic clinical skills, tutoring, life issues, etc.. The projected date for implementation is the entering 2011 class.

There being no further business, the meeting adjourned at 4:20pm.

Curriculum and Evaluation Committee Meeting Minutes
March 16, 2010
3:00pm
Hugh Gloster Board Room, 205

Members Present: Ms. A. Baker, Drs. M. Elks, Ms. C. Henderson, Drs. D. Levine, M. Powell, W. Roth, R. Sealand, Q. Smith

Excused Absences: Dr. Elmoselhi, W. Lo

February 16, 2010 Meeting Minutes

The following revisions were made to the minutes related to two instances where the word “feasible” was used in the **Library Updates** portion of the minutes. In the following sentence, the word feasible was replaced with the words “a priority”: “She (*Ms. Henderson*) asked student committee members if it would be a priority to maintain library hours until 2:00am. In the following sentence, the word feasible was replaced with the word “necessary”: “Students felt that with the various other rooms available for student study, it would not be necessary to extend library hours.” Under **IT Updates**, EPS should read UPS. The final sentence in this sections was revised to read: “Discussion among the clerkship directors is needed to determine whether the cases will be used. There continues to be a desire for the Up-to-Date program.” In the **SRPC** section of the minutes the word “biochemistry” was added to the sentence: “The average biochemistry miniboard score has improved from 460 in the previous year to 496.” Ms. Henderson moved, and Dr. Smith seconded that the minutes be accepted as amended.

Research Elective

Dr. Levine stated that a graduating senior has asked to extend credit for a research elective from one to two months. The current position is that if there is a funding source/fellowship, then two months credit would be granted (as has occurred with the Atlanta Clinical Translational Institute). The student is in a research program but not in a fellowship. The preceptor has stated that the elective is rigorous and that two months would be appropriate. An IRB proposal and a systematic review of the literature will be performed. Following brief discussion, Dr. Q. Smith moved and Dr. M. Powell seconded that the student receive two months credit for the experience. The motion carried.

Time Change for the NBME

Notification has been received from the National Boards that the amount of time (hours) given for students to complete their end of clerkship miniboards has been extended. There are two MSM positions on this, one being that it is important to have consistency across the year, evaluating all students so that all receive the same benefit to complete the exam. The second position is that the Board’s change is a good idea and should be extended immediately to assist the current exam candidates. There were comments among committee members that the exam should remain as is until the first rotation of

the next academic year. Dr. Elks stated that all students are advantaged by the additional time, but they are advantaged in different courses. Following committee discussion, Ms. Henderson moved and Dr. Roth seconded that this issue be referred to the clerkship directors and that their decision be supported by the CEC. Should there be a tie vote among the clerkship directors, the change will not occur this academic year. The motion carried.

IT Updates

Ms. Sealand stated the pod casting building block for Blackboard has been downloaded. Dr. Powell will perform the first podcast of 3 to 5 minutes. Dr. Elks stated that it is our vision for departments to develop a “tree” of concepts consisting of information that has been asked by student multiple times. A request has been made to obtain for a room for the podcasting. Ms. Henderson stated that a room in the library might be available. Ms. Sealand informed the committee that a Soft Chalk software demonstration will occur in the library and invited interested committee to view the demonstration. Soft Chalk is a tool to author course content. Committee members were reminded to adhere to the IT communication regarding Postini.

Library Updates

Ms. Henderson stated that she contact has been made with the student who requested extended 2:00am library hours. The student replied that the hours currently available are adequate. The library is open 105 hours a week. The library will address, as needed, continued discussions regarding extending hours. There was brief discussion regarding students accessing USMLE World. Ms. Henderson will inquire of the cost for USMLE World as well as the per student cost of Up-to-Date.

Subcommittee for the Review of Pre-Clinical Courses

Dr. Elmoselhi was unable to attend the meeting. Dr. Roth reported that the subcommittee began the review of Organ Systems I. Subcommittee meeting minutes were distributed that included detailed committee discussions and recommendations. The subcommittee found the course presentation to be well organized and effective. The course director indicated that there is a need for additional instructors in the laboratory portion of the course, and there is need to obtain student evaluations in a timely manner. There was a request for future development of peer faculty evaluations. The first year class is to be commended on the excellent miniboard scores – Physiology 502 (same as previous year), and Histology/Cell Biology – 536 (highest we have had).

Subcommittee for the Review of Clinical Courses

This subcommittee did not meet. There was question whether the subcommittee had received and presented to the CEC The National Medical Foundation in Uganda elective for approval. Dr. Elks moved and Ms. Henderson seconded that students participating in the elective for 2010 receive credit. The motion carried.

Student Affairs Update

Dr. Anachebe stated that the scramble is complete. Students should be advised that they should not wait until the scramble to know if they have a residency spot. Dr. Anachebe invited committee members to attend the Careers in Medicine day. Ms. M. Reed will serve as the interim Student Coordinator while Ms. A. Wyatt serves as the interim Registrar. There is a need for students to check/empty their e-mail. Dr. Elks stated that it has been proposed that students be deleted from the MSM community e-mail. The Dean's Office, Students Affairs, and individual programs would send e-mails to students. These offices would filter the Marketing and Communications and other e-mails to determine which e-mails would be forwarded to students. There was no concern from the CEC regarding the restriction e-mail access through the programmatic portals.

Curriculum Updates

Dr. Elks stated that the first year is progressing better. We don't have a "lite" Organs Systems, and the ICE is on hold until someone is hired. There is a plan to develop a collegiate level Organ Systems that might be suitable for a postbac program or decelerated students. There are concerns from the second year regarding how the first year has impacted their readiness for the second year. Rural in the 3rd year is going very well. There have been a few clinical experience scheduling challenges. Fourth year students are anxiously awaiting Match Day. Dr. Elks stated that Dr. Epps visited to discuss the SACS process and the progress of our QEP.

Student Issues

Ms. Baker stated that the 4th year tutoring has been very successful. All students are using their services. She stated that the service should be continued as it will be very helpful to the students next year. Ms. Baker stated that perhaps "mini" town hall meetings would be appropriate. Drs. Anachebe and Elks asked that students contact them regarding issues, and they will appropriately handle the issues at their levels. All issues can be discussed during class meetings with Dr. Anachebe.

There being no additional agenda items, the meeting adjourned at 4:15pm

Curriculum and Evaluation Committee Meeting Minutes

April 20, 2010

3:00pm

Hugh Gloster Building Board Room 205

Members Present: Ms. F. Balmir(M4), Drs. L. Caplan, A. Elmoselhi, S. Garrison, D. Harp, Ms. C. Henderson, Drs. R. Kelsey-Harris, D. Levine, W. Lo, W. Roth

Guest: Ms. Delano Cigdem , Chief Information Officer

March 16, 2010 Meeting Minutes

The Student Affairs section of the minutes was amended to read: "Students should be advised that they should *never* wait until the scramble to know if they have a residency spot." The following sentence was amended: "Dr. Elks stated that it has been proposed that students be deleted from the MSM community e-mail *list*." Dr. S. Garrison moved and Dr. A. Elmoselhi seconded that the minutes be accepted as amended. The motion carried.

Subcommittee for the Review of Clinical Courses

The subcommittee reviewed the new General Gynecology and Urogynecology senior elective submitted by Dr. Fung. The subcommittee found the elective to be well organized but requested from the course director additional information regarding defined schedule times, required reading materials, methods of evaluations, and remediation. Ms. Henderson moved, and Dr. Kelsey-Harris seconded that the elective be accepted pending receipt of requested information. The motion carried. The new Sub-Internship in Obstetrics, also submitted by Dr. Fung, was reviewed. The subcommittee found this elective to be well organized, but also requested additional information/clarifications-. Ms. Henderson moved that the new Sub-Internship in Obstetrics be approved pending receipt of the additional information requested by the subcommittee. Dr. Roth seconded the motion. The motion carried.

The subcommittee discussed a recommendation coming from a former student regarding the requirement of a sub-internship in the fourth year. The subcommittee agreed that currently the administrative and logistical requirements are too demanding. There was also concern if the department would be able to accommodate the number of requests from students.

There was discussion regarding the duration of the third year clerkships. Medicine is requesting an additional week. The subcommittee agreed that the clerkship directors should consider options for willingly making changes rather than being mandated.

There was subcommittee discussion regarding the fourth year beginning earlier in order to give some of the students opportunities to take competitive electives earlier.

Subcommittee for the Review of Preclinical Courses

Dr. Elmoselhi gave an overview of the subcommittee's review of Organ Systems III, Dr. John Patrickson, course director. The strengths and weaknesses of the course content, presentation, faculty, student performance, and institutional

support were presented. (See meeting minutes for complete details). Gross Anatomy and Neurobiology reflected higher scores and mean values than in previous years. As the class size has increased, the hiring of additional faculty has not. There is a need for tutors for the first three weeks of the course. It is suggested that Dr. Patrickson meet with IT to discuss the best technology for his instructional cd. Following brief full committee discussion, Dr. R. Kelsey-Harris moved, and Dr. Harp seconded that Organ Systems III be accepted and the recommendations of the subcommittee be forwarded to the course director.

There continues to be low student participation related to students' evaluations of courses. Dr. Elmoselhi stated and demonstrated how students have to click in excess when evaluating faculty. Dr. Kelsey-Harris suggested a design/grid for the instrument. It was suggested that the number of questions be reduced. Following discussion, Dr. Levine suggested that the subcommittee develop a smorgasbord of suggestions that will enhance the evaluation process. This information will be sent to course directors for consideration.

Formulating a Policy on Course Evaluation

Dr. Levine stated that there is a need to formulate a policy that states the expectation of students to participate in the evaluation process. This policy will be given to students during their first year orientation. Dr. Harp stated that emphasizing what is done with the evaluation information and providing discrete examples of the changes is empowering to the student.

IT Update

Ms. Cigdem was present and stated she is meeting with department/groups to see if there were current and/or future requests of IT. Requests that require funding will have to be factored into the IT budget. She stated that several students are testing the new tablets that will be distributed to in-coming students. There will be continued discussions regarding the distribution process of e-mails to students.

Library

Ms. Henderson announced that she will be departing MSM on April 30 to direct the health sciences library at Howard University. Ms. Henderson stated that an interim director will be named. She informed the committee that the new USMLE materials are available in the library; electronic back files and journals will be purchased; preparations are being made for summer library renovations; Ms. Tera Williams is the new division head for information services. Dr. Levine thanked Ms. Henderson for her contributions to the committee and asked that the interim director be informed of the committee meetings.

The meeting adjourned at 4:0pm.

Curriculum and Evaluation Committee Meeting Minutes
May 20, 2010
3:00pm
Hugh Gloster Board Room – 203

Members Present: Dr. N. Anachebe, Ms. A. Baker(M2), Drs. M. Elks, A. Elmoselhi, D. Harp, D. Levine, W. Lo, C. Phillips, Q. Smith, Mr. J. Swanson

April 20, 2010 Meeting Minutes

The minutes were revised as follows: SRCC – 3rd paragraph revised to read: There was discussion regarding the duration of the third year clerkships. Medicine is requesting an additional week. The subcommittee agreed that the clerkship directors should *discuss making changes and report back to the Curriculum and Evaluation Committee*. Dr. Q. Smith moved, and Dr. D. Harp seconded that the minutes be approved as revised. The motion carried.

Subcommittee for the Review of Pre-clinical Courses

Dr. Elmoselhi stated that the subcommittee reviewed the third component of the first year curriculum – Organ Systems 2. All students are passing the course and performed well on the miniboard with the class average above 500. Dr. Elmoselhi referred to the minutes of the subcommittee regarding weaknesses in the course -- there is a need for more integration of teaching materials and integration of exam questions, additional active-learning sessions and reduction in didactic lectures, increased independent study time, number of physiology and anatomy faculty with a large teaching responsibility; absence of tutoring/educational support for marginal and failing students, need for a structured faculty development program (beyond that offered by Dr. Rust), need to train faculty to use new technologies. The subcommittee recommended that students be oriented at the beginning of each academic regarding the importance of their participation in the evaluation process. The subcommittee recommended that the current student evaluation policy be revised to require student participation in a timely manner. Following brief discussion, Dr. Elmoselhi moved and Dr. Q. Smith seconded that the Organ Systems 2 be continued. The motion carried.

Subcommittee for the Review of Clinical Courses

Reporting for the subcommittee in the absence of the chair, Dr. Smith referred to the subcommittee meeting minutes. The Ambulatory Peds elective and Cardiology electives are in the review process. Recommendations regarding these and other electives/required courses will be brought to the June CEC meeting.

Library

Mr. Joe Swanson, interim library director, reported that a meeting has occurred with the project director in charge of library renovations. Renovations are scheduled to begin in August. Storage during the renovations and temporary placement of staff are of major importance. There will be limited student study space. The library reserve collection will be maintained as well as an essential collection for basic science student needs.

Up-to-Date will not be available after May 31. Mr. Swanson was asked to inquire of Up-to-Date regarding both the institutional rate and department rate. Trials licenses are for Dynamed and Essentials Evidence Plus are available for faculty.

IT Updates

Ms. Sealand was unable to attend the meeting. IT updates were provided. A budget has been reserved to acquire a handheld device pilot for use in the Pediatric rotation. There are four evaluation laptops currently being tested. IT is considering the purchase of a few versions of SoftChalk, a software program that has been integrated with Blackboard to allow on-line interactive learning sessions. Licenses will be available for course directors who are interested in SoftChalk.

Clerkship Directors' Discussions Relevant to the Curriculum and Evaluation Committee

Notification was received from the National Boards that the amount of time (hours) given for students to complete their end of clerkship miniboards has been extended. During the March CEC meeting the committee voted that clerkship directors be allowed to decide whether MSM will implement this change immediately or later. The clerkship directors voted to allow the July 2010 administration to be two and one-half hours. This would give the maximum benefit on performance for the last group of students as they approach residency application. Dr. Q. Smith moved and Dr. A. Elmoselhi seconded that the Curriculum affirm the decision of the clerkship directors. The motion carried.

The structure of the third year was discussed. Medicine believes that the current eight week rotation is too short and would like additional time for subspecialty experiences. The clerkship director will formally present how the current eight weeks are being utilized and the utilization of the additional requested time.

An increasing number of students are scheduling fourth year rotations that do not have significant difficulty or time commitment. It was proposed that students be allowed not more than two non-patient or public health related rotations in the fourth year. This matter will be referred to the Subcommittee for the Review of Clinical Courses.

Student Concerns

Ms. Baker reported on concerns coming from students. Clarification was made by Dr. Elks that independent study days in the first year occur prior to exams and not after; first year students are requesting additional exams—timing might be an issue to accomplish this; student suggest placing the shelf exams on Blackboard as a separate course to mark students progress--Contact should be made with Ms. Bland to arrange this; students highly recommend the continuation of the use of fourth year tutors.

Curriculum Updates

Dr. Elks reported that NBME scores for both year one and year two are up. The mean for Anatomy was the highest. There are approximately 10 students who are not passing FOM 2. Steps are being taken to address structural issues. Average miniboard score 515. Micro received the highest miniboard results – 508 mean.

Other

Dr. Levine requested that subcommittee chairs include in their June meeting minutes items that are open. This will assist him as he prepared the annual CEC report.

There being no further business, the committee adjourned at 4:25pm.

Curriculum and Evaluation Committee Meeting Minutes
June 15, 2010
3:00pm
HG 205

Members Present: Drs. N. Anachebe, L. Caplan, M. Elks, A. Elmoselhi, S. Garrison, R. Kelsey-Harris, D. Levine, F. Omole, C. Phillips, W. Roth, Ms. R. Sealand, Dr. Q. Smith, Mr. J. Swanson

Guest – Dr. Rita Finley

Information Technology (IT) Updates

Ms. Sealand informed the committee that group and/or individual training sessions have been offered for Turning Point, Beyond the Basics, Examsoft, and SofText. Brief committee discussion focused on the creation of a process that will make students aware of what constitutes academic dishonesty and their accountability for the consequences. Dr. Elks will lead a group to develop an “honor statement”. The statement will appear on students’ computers, and will require them to accept the statement in order to take an Exam Soft exam. A “seizure and search rights” statement will be included in the student’s Computer Use Agreement. There will also be a statement informing students that if their computer is unable to be repaired by IT, all data can be erased and the computer returned to the student with only the original footprint. Students will be provided with this information during Student Orientation. It was also noted that when students access Blackboard, there should be a statement instructing them not to share Blackboard materials.

May 20, 2010 Meeting Minutes

The minutes were revised as follows: Curriculum Update was revised to read “Micro received the highest miniboard results *for the course.*” Library – the “Up-to-Date” statement was revised to read: “Up-to-Date” will not be available after May 31 *at Grady.* Drs. Q. Smith moved and R. Kelsey-Harris seconded that the minutes be accepted as revised. The motion carried.

Library

Mrs. Swanson stated that the library has performed library resources training for residents; toured with the architects the library/archives; the Southeast Region of the National Network of Libraries sponsored two MSM librarians to demonstrated the National Library Database at the Georgia State Medical Association Conference June 9-12, 2010; is continuing the prepare for the upcoming SACS site visit; data is being gathered for the replacement of Up-to-Date --Essentials Evidence Plus (\$9,900 site license), DynoMed (\$5,790 site license).

Subcommittee for the Review of Pre-Clinical Courses

Dr. Elmoselhi stated that the subcommittee reviewed a draft of the course and faculty evaluation policy. An instrument that will be used by students to assess a course was distributed to the CEC for discussion and review. Two instruments have had to be designed in the event one instrument does not comply with Blackboard requirements. Dr. Rita Finley design the surveys and was present to review them with the CEC. Following brief discussion, Dr. Elmoselhi stated that the Registrar will not receive a student’s grade from the course director until the evaluation has been completed. The Registrar cannot produce

a transcript until the grade is released by the course director. Drs. R. Kelsey-Harris moved and Q. Smith seconded to endorse evaluation policy and instrument proposed. Piloting at the first year will occur. The motion carried.

Subcommittee for the Review of Clinical Courses

Dr. Garrison reported that the Cardiology elective is being reviewed. The subcommittee is awaiting receipt of the suggested revisions from the course director. The custom elective request coming from Leonard Moore was reviewed by the subcommittee. The elective was found to be well organized. There were, however, points of clarification needed by the subcommittee as well as recommendations to the course director. The committee will continue the review upon receipt of the requested information.

The subcommittee discussed a policy regarding fourth year sub-internships. Dr. R. Kelsey made the following motion: Beginning with the class of 2012, fourth year students must perform at least four clinical electives. Dr. Q. Smith seconded the motion. During the motion discussion period there was concern that there might be specific students in the class of 2011 who had already registered for three or more non-clinical electives. The motion was revised to include: For the class of 2011, the student affairs dean is empowered to direct changes for the current class. Dr. S. Garrison seconded the amended motion. The motion carried. Second motion: Exceptions to the policy starting with the class of 2012 will be reviewed by the chair of the CEC committee, the associate dean of education and the associate dean for students and will come back to the full CEC if necessary per the associate dean for student affairs. There was unanimous approval of the motion.

Four students have asked to perform both the research elective and the service learning elective. The students submitted to Dr. Levine their requests. The CEC reviewed each request and the following decisions were made:

- Walkitria Alexander – one elective may start prior to the fourth year as long as it does not interfere with her third year clerkship activities. If she want to perform service learning and research, she must replace academic medicine with a clinical elective. Dr. Q. Smith moved, Dr. Roth seconded. The motion carried.
- Jessica Shantha - either the academic medicine or the business in medicine elective should be replaced by a clinical elective. Dr. Garrison move, Dr. Smith seconded; the motion carried.
- Leonard Moore – Dr. Elks moved and Dr. Smith seconded that this fourth year elective schedule if approved as requested. The motion carried.
- Jenifer Kim – change Business in Medicine to a clinical elective. Dr. Garrison moved and Dr. Roth seconded. The motion carried.

Dr. Elks moved to re-affirm that MSM continues to follow their policy that students who are delayed by one or two clinical clerkship rotations “may” be able to graduate with their class. Students who are delayed by three or more clinical clerkships rotations will not be able to graduate with their class. The motion was seconded by Dr. R. Kelsey-Harris. The motion carried.

Curriculum Updates

Dr. Elks informed the committee that the Annuals of Internal Medicine ranked "Morehouse College"/Morehouse School of Medicine as number 1 as fulfilling the social mission of the institution. Dr. Elks distributed a handout that listed the second year performance issues. She noted that aspects of course clustering, students focusing on review books rather than the original text, non class attendance, lack of student tutoring, etc. have attributed to academic difficulty. Approximately seven students will have an extended educational opportunity.

The establishment of learning communities in the MD program (QEP) will be piloted by Dr. Elks for the incoming second year class. There will be the use of additional clinicians, consistent across the learning sessions, which establishes a learning "community".

Audio lingual medical Spanish will be instituted – linked to the history and physical. Simple aspects of the medical history and physical exam will be taught.

Dr. Elks announced that Dr. Elmoselhi has accepted another position will be departing the institution at the end of August. She thanked him for his years of service to MSM.

Dr. Elks distributed and handout that detailed the teaching sessions (90 minutes) of the physiology faculty and the large number of teaching sessions Drs. Elmoselhi and Jackie Powell taught. Dr. Elmoselhi stated that the department is working on a teaching plan that should be completed by end of June. Speaking to CEC concerns raised regarding teaching faculty, Dr. Elks noted that the medical curriculum is integrated, and the CEC manages the curriculum, therefore, it is the CEC's responsibility to insure a quality education for the students. Dr. Elks is willing to work with Dr. Gibbons to obtain a physiology educator.

It was suggested that a strong letter supporting Dr. Harris-Hooker's sense of urgency to replace physiology faculty be sent by the CEC chair.

The committee meeting adjourned at approximately 4:40pm.