

**EAST TENNESSEE STATE UNIVERSITY
QUILLEN COLLEGE OF MEDICINE
Medical Student Education Committee
Minutes
December 17, 2013**

The Medical Student Education Committee of the Quillen College of Medicine
met on Tuesday, December 17, 2013 at 4:15 p.m.
in the Academic Affairs Conference Room, Stanton-Gerber Hall.

**Voting Members
Present:**

Ramsey McGowen, PhD
Caroline Abercrombie, MD
Michelle Duffourc, PhD
Jennifer Hall, PhD
Howard Herrell, MD
Dave Johnson, PhD
Paul Monaco, PhD
Rebekah Rollston, M2

***Ex officio* / Non-Voting & Others
Present:**

Theresa Lura, MD
Cathy Peeples, MPH
Lisa Myers, BA

Shading denotes or references MSEC ACTION ITEMS

Noted: MSEC's [12-3-13](#) approval of the M4 2014-2015 calendar in which Selectives are not offered in Blocks 5 & 6 was affirmed by additional Quillen and national data (provided by Cathy Peeples) showing November as the busiest month for residency program interviews.

1. Topics

a. Report to MSEC – [M1/M2 Review Subcommittee / Reviewers: Caroline Abercrombie (primary), Rebekah Rollston & Jerry Mullersman] Annual Review of M1 Profession of Medicine: Patients, Physicians & Society (PPS) – Theresa Lura, MD, Course Director

Dr. Johnson, Subcommittee Chair

- Short-term recommendation
 - For this and other applicable ETSU courses, e.g., biostatistics, epidemiology, revisit the concept of providing dual enrollment and credit for course work toward an MD/MPH degree or certification program
- Long-term recommendation
 - Consider developing this course into a “doctoring thread” across all four years of the curriculum, placing content where it may be more applicable to the learner

- Comments to the course director acknowledged that the course had complied with MSEC's [12-4-12](#) mandate to introduce the concept of threads in the curriculum and include an introductory rehabilitation presentation / discussion in the context of chronic illness and the chronic care model

MSEC reviewed the subcommittee's report and discussed the recommendations.

ACTION:

On a motion by Dr. Johnson and seconded by Dr. Abercrombie, MSEC approved the concept of implementing dual credit for course work in Profession of Medicine and other applicable ETSU courses toward an MD/MPH degree or certification program. Dr. Lura will explore the possibility with Drs. Randy Wykoff and Robert Pack in the College of Public Health and report to MSEC in February 2014.

MSEC will consider and bring back for discussion the addition of a "doctoring thread."

b. Planning for August 1, 2014 Report to LCME

- >Policy for Periodic and Comprehensive Review of the Curriculum
- >Subcommittee Review Process

Committee discussion &/or decisions regarded:

- Information to be included in the ED-35 status report as prescribed in LCME's October 15, 2013 letter:
 1. Describe the status of implementation of the course and clerkship review schedule. List the courses and clerkships where reviews have been completed and those still to be done.
 2. Describe the status of planning for the review of the curriculum as a whole. Note the parameters for the review, including what data will be collected and what groups will have input in the review process.
- Comprehensive Review Cycle for MSEC Review Subcommittees
 - Need to look at what has been accomplished and question if future work looks doable in the way it is set up
 - Academic Affairs administrators to revise/rework the schedule and consult with subcommittee chairs about following the schedule
 - *Schedule to be brought back for MSEC endorsement – MSEC will continuously monitor what is being done*
- M1/M2 & M3/M4 Review Subcommittees
 - December 3 meeting of subcommittee chairs, Drs. Johnson and Mullersman, and Dr. McGowen where they discussed the annual and comprehensive course review processes and sought to identify ways to make improvements
 - Examination of the annual and comprehensive review processes up to this point

- Need to determine if current functioning of the subcommittees is consistent with the intent of the review policy
 - Need to distinguish between the intended purposes, information collected and reports generated in the annual versus comprehensive reviews; how much information should be reported to MSEC and in what format (?); retain short and long term recommendations in report (?)
- FORMS for annual and comprehensive reviews
 - *Agreement that the forms' names will be changed to "Course/Clerkship Director Annual (or Comprehensive) Self-Study"*
 - Modified form names felt to more clearly articulate their purpose, including the directors' opportunity for meaningful reflection and continuous improvement
 - Debate on items regarding evaluation of and responsibility for faculty / teaching / development; should be Chair & EAD, not course director; could establish institutional benchmarks as was done in the past
 - *Plan to keep the annual self-study, based on outcomes, the same each year*
 - *Plan to add more questions to the comprehensive self-study; form and subcommittee's comprehensive review to be:*
 - More substantive, big picture; focus on teaching and assessment, content, appropriateness of sequencing, integration, redundancies and omissions
 - Based on previous 2 years of data
 - Consider Dr. Mullersman's draft report template; modify for M1/M2 (?)
 - Report generated to be a collaborative process – consensus among subcommittee, course director & chair = review team reviews, cover with course director, report to MSEC (course director attends(?)) then report back to chair
- Next steps:
 - Clarifying the policy; defining the differences in what M1/M2 & M3/M4 subcommittees need to accomplish and formalizing the flow of information, including with Outcomes subcommittee
 - Improving technological support for subcommittees to more efficiently manage their workflow (both are currently using aspects of D2L, e.g., discussion forums and email)
 - Providing additional tools to collect data; finding answers to questions in regard to how well courses are integrated and sequenced, and how prepared students are for Clerkships
 - ACTION:
On a motion by Dr. Herrell and seconded by Dr. Monaco, MSEC approved development of two new surveys; one to be administered after Step 1, the other near the end of M3.
Dr. Herrell will draft the surveys and bring back to MSEC in January 2014.
It is expected that the survey reports will go to Outcomes & Review Subcommittees, course directors, plus be a general info item.

c. Update: Post-faculty review of Comprehensive Basic Science Exam

[Ref [9-3-13](#)] Faculty review of the Comprehensive Basic Science Exam took place on December 12. Follow-up discussion is on the agenda for the January 14 Quarterly Course Directors Meeting and the January 28 MSEC retreat.

d. MSEC's Pending Projects List

- Discussion regarded a variety of subjects under the headings:
 - Curricular initiatives in progress
 - Major curriculum or academic projects in need of additional development
 - Newly adopted and established ongoing responsibilities
 - New issues to be addressed and projects to be developed

- Topics highlighted:
 - AAMC Curriculum Inventory and Reports ([CIR](#)) one of three new services affiliated with their Medical Academic Performance Services ([MedAPS](#))
 - AAMC Physician Competency Reference Set ([PCRS](#))
 - Quillen curriculum database; continued work to identify gaps and redundancies
 - Curriculum Integration Framework (CIF); clinical correlations with session-level content expected to improve integration and move curriculum toward a more systems-based approach

3. Recent documents / topics

Report: [M1/M2 Review Subcommittee] Annual Review of Profession of Medicine: Patents, Physicians & Society

LCME's October 15, 2013 letter to Dr. Brian Noland, ETSU President and Dr. Ken Olive, Interim Dean of Medicine

Comprehensive Review Cycle for MSEC Subcommittees

12-3-13 Meeting Notes: Curriculum Subcommittee Review Process

Outline: MSEC Initiatives, Projects and Responsibilities

4. Announcements

No MSEC meeting on January 7, 2014; next meeting will be a Retreat on January 28, 2014.

5. Adjournment

The meeting adjourned at 6:07 p.m.