



QUILLEN
COLLEGE of MEDICINE

EAST TENNESSEE STATE UNIVERSITY

The Medical Student Education Committee (MSEC) of the Quillen College of Medicine met for a Retreat Meeting on Tuesday, January 17, 2023 in the Medical Library Basement Classroom.

ATTENDANCE

<u>FACULTY MEMBERS</u>	<u>EX OFFICIO NON-VOTING MEMBERS</u>
Ivy Click, EdD, MSEC Chair	Beth Anne Fox, MD, Vice Dean for Academic Affairs
Caroline Abercrombie, MD	Ken Olive, MD, Assoc Dean for Accreditation Compliance
Martha Bird, MD	
Jean Daniels, PhD	<u>SUBCOMMITTEE CHAIRS</u>
Thomas Ecay, PhD	Robert Acuff, PhD (former M1/M2 Review Subcom Chair)
Jennifer Hall, PhD	Michael Kruppa, PhD (new M1/M2 Review Subcom Chair)
Russell Hayman, PhD	
Paul Monaco, PhD	<u>ACADEMIC AFFAIRS STAFF</u>
Jason Moore, MD	Chelsea Gilbert
Antonio Rusinol, PhD	Mariela McCandless, MPH, Staff
Amanda Stoltz, MD	Aneida Skeens, MPS, Staff
<u>STUDENT MEMBERS</u>	<u>GUESTS</u>
Andrew Hicks, M3	Earl Brown, MD
Michael Jacobs, M1	Michelle Chandley, PhD, MPH
RJ Leach, M4	Amy Johnson, EdD
Helen Mistler, M2	Kelly Karpa, PhD
	Tom Kwasigroch
<u>EX OFFICIO VOTING MEMBERS</u>	Tory Street, Assistant Dean
Melissa Robinson, MD	Doug Thewke, PhD
Robert Schoborg, PhD	
Rachel Walden, MLIS	

Meeting Minutes

1. Approval of Minutes and Announcements

Approve: Minutes from the MSEC Meeting – December 13, 2022.

Dr. Click opened the retreat meeting at 12:40 p.m. and asked for comments/updates to the December 13, 2022 meeting minutes, which were distributed to MSEC members via email on Friday, January 13, 2023.

A motion was made to accept the December 13, 2022 meeting minutes and seconded. MSEC approved the motion.

The MSEC meeting minutes for December 13, 2022 are shared with MSEC Members via Microsoft Teams document storage.

Announcements:

- Faculty Development
 - Writing Grants for Foundations with Karen Smith, Dept. of Family Medicine Grants Administrator – Postponed until February
 - New Active Learning Seminar Series coming soon – look for an announcement from Dr. Amy Johnson
- Faculty Book Club
 - January 25, 2023 – 4:30-5:30 pm
 - *Inclusive Teaching: Strategies for Promoting Equity in the College Classroom* by Kelly A. Hogan and Viji Sathy
 - March 22, 2023 – 4:30-6:00 pm
 - *You're the Only One I've Told* by Meera Shah
- Meeting with NBME CAS representative
 - January 18, 2023 – 1:30 pm via Zoom

2. Approval: TRAILS Pre-Clerkship Attendance Policy Update

Dr. Click presented the updated TRAILS Pre-Clerkship Attendance Policy for MSEC review and approval. Dr. Click noted that language was added for: (1) a Pre-Clerkship Absence Request Form being added to the Forms page on the Academic Affairs website and will take the place of previous forms, (2) describing the definitions of absence, approved absence, and unapproved absence, (3) clarification for unanticipated absences, (4) clarification of making up missed activities/assignments, and (4) clarification of consequences of policy violations. MSEC discussed the changes and felt the first sentence (Approved absences shall not be included in the calculation of participation or attendance grades.) under the heading of Make-up of Missed Activities/Assignments should be deleted.

A motion was made to approve the TRAILS Pre-Clerkship Attendance Policy as presented with the exception of deleting the first sentence under Make-Up of Missed Activities/Assignments and seconded. MSEC discussed and approved the motion.

The presented TRAILS Pre-Clerkship Attendance Policy document is shared with MSEC Members via Microsoft Teams document storage.

3. Report: Lessons Learned – Immunology/Hematology

Please see Dr. Hayman's presentation slides for specific details.

Dr. Hayman presented a report on the Immunology/Hematology course that completed on December 13, 2022. This was the first iteration of the course in the new TRAILS curriculum that began this academic year for the first-year medical students. Dr. Hayman discussed the outcomes, challenges, and improvements of the course as well as the needs for moving forward and noted that these are already being addressed. Overall, Dr. Hayman felt the course went well.

No voting action required.

The presented Immunology/Hematology presentation slides are shared with MSEC Members via Microsoft Teams document storage.

4. Report: IQ Cases Update

Please see Dr. Monaco's presentation slides for specific details.

Dr. Monaco presented a report on the IQ Cases following the first iteration during the fall 2022 semester. IQ Cases were developed for the new TRAILS curriculum, which began this academic year for the first-year medical students. IQ Cases covered content from the Foundations of Medical Knowledge, Immunology/Hematology, CPR, and GI/Nutrition courses. Dr. Monaco feels the IQ Cases got off to a good start.

No voting action required.

The presented IQ Case Update presentation slides are shared with MSEC Members via Microsoft Teams document storage.

5. Report: Foundations of Medical Knowledge/Anatomy

Please see Dr. Rusinol's presentation slides for specific details.

Dr. Rusinol gave a report on the Foundations of Medical Knowledge course after completing its first iteration during the fall 2022 and receiving the evaluation data from students. Students rated teaching quality as 95%, course organization as 90%, and overall quality as 94%. Student comments were overall positive with some students noting the need for more consistency among faculty-assigned prework and ways in which they would like to see improvements to course organization in anatomy and pharmacology.

Dr. Rusinol and Dr. Chandley presented a proposal to MSEC for them to consider the feasibility of splitting the Foundations of Medical Knowledge course into two courses called Foundations of Medical Knowledge I and Foundations of Medical Knowledge II for the academic year 2023-24.

Short description of proposed courses:

Foundations of Medical Knowledge I: Organization and Structure of the Human Body.

This course will provide fundamental knowledge of human structure and function and human development at a gross and microscopic level, and the ability to apply that knowledge to recognize and solve clinical problems. This course will provide basic knowledge of normal anatomy, embryology, histology, and radiologic imaging of the human body. This course could provide the anatomical foundations to the course Physical Exam.

Foundations of Medical Knowledge II: Molecules to Mechanism.

will provide a foundation in five fundamental areas of biomedicine (cell biology and molecular mechanisms, cell signaling and homeostatic control, microbiology/immunology, autonomic nervous system, and general principles of pharmacology) as well as important concepts of social and behavior science, including clinical epidemiology. This course could be paired with clinical communications (clinical skills for gathering information through the medical interview).

MSEC discussed the requested changes. Dr. Click stated that a proposal with more details including scheduling, faculty involved, and learning objectives would need to be brought back to MSEC for discussion and approval no later than the March 21, 2023 MSEC meeting. Dr. Rusinol commented that they will plan on bringing a proposal back to MSEC for the February 21, 2023 MSEC meeting.

A motion was made for Dr. Rusinol and Dr. Chandley to bring back a proposal detailing scheduling, faculty involvement, and learning objectives for MSEC's review and approval and seconded. MSEC discussed and approved the motion.

The presented Foundations of Medical Knowledge/Anatomy presentation slides are shared with MSEC members via Microsoft Teams document storage.

6. Presentation: Learning – Facts and Myths

Dr. Amy Johnson asked MSEC members to participate in a group activity where statements were given regarding student learning and asked MSEC members to select whether they were a fact or myth. Following the group activity, Dr. Johnson discussed with MSEC members on how to integrate active learning in the classroom.

No voting action required.

The presented Facts and Myths presentation slides are shared with MSEC members via Microsoft Teams document storage.

7. Pre-Clerkship Workload Workshop

A workshop focusing on pre-clerkship workload was presented by Dr. Click and Dr. Johnson. Prior to beginning the workshop, Dr. Click noted that the workshop was a reminder that we are required by LCME to monitor student time. Per LCME Element 8.8, the curriculum committee is to ensure the development and implementation of effective policies and procedures regarding the amount of time medical students spend in required activities, including the total number of hours medical students are required to spend in clinical and educational activities throughout the curriculum. Dr. Click shared the DCI questions in Element 8.8 regarding the amount of unscheduled time, required activities outside of regularly scheduled class time, and the policies/guidelines covering the amount of time per week that students spend in required activities.

Dr. Click stated that the workshop activity will focus on how much required out-of-class time there is versus the in-class time. MSEC members were divided into groups and given a worksheet asking “Pre-clerkship Student Time: As a group, determine how many hours a student should spend in the following areas: (1) preparing for class (out-of-class), (2) in-class learning, (3) devoted to self-directed learning, and (4) everything else?” Members were brought back together to discuss their answers. MSEC members determined that preparing for class was from 18 hours to 30 hours, in-class was 18 hours to 25 hours, self-directed learning was 10 hours to 30 hours, and everything else was 32 hours to 62 hours. Dr. Click noted that she would take the information received from the workshop and update the current policy related to student workload. The current policy states pre-clerkship scheduled time should not exceed 28 hours per week. Dr. Click noted that we are under 28 hours scheduled time, but we are not accounting for how much out-of-class activity hours are required. Dr. Click stated she had sent a prework guideline to course directors to help them determine the number of hours of out-of-class activity students may have.

No voting action required.

The presented Pre-Clerkship Workload presentation slides are shared with MSEC members via Microsoft Teams document storage.

8. Report: M1/M2 Contact Hours

Dr. Click presented the M1/M2 contact hours for the academic years of 2019-20, 2020-21, and 2021-22 for MSEC’s review. As discussed during the workshop, Dr. Click noted that the Pre-Clerkship Medical Student Time and Workload policy states that scheduled time should not exceed 28 hours per week. In addition, on average no more than four hours per day should be based in classroom lecture. Dr. Click noted if you look at the M1/M2 academic years presented, we were in the range of 18.6 to

24.3 hours per week. Dr. Click stated that she believes we have not done a good job in estimating how much prework (out-of-class work) is being done and need to do a better job of estimating this in the future as was just discussed in the workshop. Dr. Olive commented that this makes a point of following Dr. Rusinol’s suggestion of polling the students to see how much time they are actually spending on out-of-class prework. Dr. Click stated that they are contemplating having the course directors report on the self-studies about the number of hours required for out-of-class time and workload.

No voting action required.

The presented M1/M2 Contact Hours presentation slides are shared with MSEC members via Microsoft Teams document storage.

The MSEC retreat meeting adjourned at 4:20 p.m.

MSEC Meeting Documents

MSEC Members have access to the meeting documents identified above through the shared Microsoft Teams document storage option made available with their ETSU Email account and login.

If you are unable to access Microsoft Teams MSEC Team please contact: Aneida Skeens at: skeensal@etsu.edu. Telephone contact is: 423-439-6233.

MSEC Meeting Dates 2022-2023: (Zoom meetings unless noted)

- July 19, **2022** – 3:30 – 6:00 pm
- August 16 – 3:30-6:00 pm
- September 20 – 3:30-6:00 pm
- January 17, **2023 Retreat** – 11:30 am-5:00 pm (**in-person**)
- February 21 – 3:30-6:00 pm
- March 21 – 3:30-6:00 pm
- April 18 – 3:30-6:00 pm
- May 16 – 3:30-6:00 pm
- June 20 - **Retreat** -11:30 am-3:00 pm (**in-person**)
- June 20 - **Annual Meeting** - 3:30-5:00 pm (**in-person**)