



QUILLEN
COLLEGE of MEDICINE

EAST TENNESSEE STATE UNIVERSITY

The Medical Student Education Committee (MSEC) of the Quillen College of Medicine met on Tuesday, June 16, 2020 via Zoom.

Attendance

<u>Faculty Members</u>	<u>Ex Officio Voting Members</u>
Ivy Click, EdD, Chair	Joe Florence, MD
Caroline Abercrombie, MD	Tom Kwasigroch, PhD
Martha Bird, MD	Theresa Lura, MD
Thomas Ecay, PhD	Rachel Walden, MLIS
Russell Hayman, PhD	
Jon Jones, MD	<u>Ex Officio Non-Voting Member</u>
Paul Monaco, PhD	Ken Olive, MD, EAD
Jason Moore, MD	
Mark Ransom, MD	<u>Academic Affairs Staff</u>
Mitch Robinson, PhD	Lorena Burton, CAP
Antonio Rusinol, PhD	Mariela McCandless, MPH
Robert Schoborg, PhD	Cathy Peeples, MPH
	Dakotah Phillips, BSPH
<u>Student Members</u>	Aneida Skeens, BSIS, CAP-OM
Sarah Allen Ray, M3	
R J Black, M2	<u>Guests</u>
	David Taylor, M4
	Tory Street
	Leon Dumas, MMED
	T. Brad Wood, MD
	Jessica Murphy, MD
	Holly Melendez
	Timothy Canavan, MD
	Beth Fox, MD

Meeting Minutes

1. Approve: Minutes from May 19, 2020 Meeting.

Dr. Click opened the meeting at 1:34 p.m. and asked for comments/updates to the May 19, 2020 meeting minutes, which were distributed with the MSEC meeting reminder. There were no comments or updates.

Dr. Abercrombie made a motion to approve the MSEC minutes as presented. Dr. Moore seconded the motion. MSEC approved the motion.

The MSEC minutes for May 19, 2020 were shared with MSEC Members via OneDrive document storage.

Announcements:

- Faculty book club – Zoom meeting tomorrow, June 17th at 3:00 pm for Black Man in a White Coat by Damon Tweedy. Dr. Click stated that anyone expecting an invite that has not received one to contact her and she would forward the Zoom invitation. Reminder that Fall book club will be:
 - Make It Stick by Peter Brown, Henry Roediger, and Mark McDaniel, September 9th @ 3:00 pm
- Staff Return to Work – Staff are returning to work. Academic Affairs staff are alternating days in the office. Dr. Noland stated campus will open on July 1, meaning buildings will be unlocked and offices will be staffed although it may be low staffing. Dr. Block has encouraged those who can or need to work from home to do so. Signs are prominent across campus asking folks to wear masks when in the buildings unless in a private office.
- Students Re-Entry – Approximately 15 M4 students started rotations yesterday, June 15. These were students who were making up the two weeks from the third year. The rest of these students have been scheduled to make up their two weeks throughout the rest of the year. M3 clerkships will start June 29. Prior to that, there will be an online portion for the Transitions course on June 22, in addition to a skills day on June 29 that Dr. Abercrombie and others have worked very hard on to coordinate for those skills which must be done in person. M1/M2 students will start online in July.
- Changes to Orthopedic content report – No changes were received for the Orthopedic content report. Dr. Click asked if anyone still needed to review the document to let her know quickly of any changes before the document was finalized and put in the reports and on the MSEC website.
- Patient Procedures Skills for 2020-2021 – Sent for electronic vote and all voted to accept.
- MSEC Meetings – There were concerns about going back to in-person meetings so an internal decision was made to continue with Zoom meetings through September. Options for in-person meetings will be reassessed at that point. Dr. Click noted that MSEC was running behind in closing out some items that need to be taken care of and there was a possibility that a called meeting would be needed in July, specifically looking at July 7 and asked for availability on that date by chat. Most people stated in the chat that they were available. An invitation will be sent out if it is determined a called meeting is necessary. Another item that came up in email discussion by Dr. Schoborg was a suggestion of shorter more frequent meetings and this will be considered for the future. This could be a meeting focused on routine approvals for course reviews, elective approvals, etc., perhaps done at lunchtime or early morning or late afternoon to accommodate clinical folks.

2. Update: 2020-2021 M1/M2 Schedules Ready

Mariela McCandless provided an update on the M1/M2 schedules that are now ready and posted online. It was noted that the Doctoring I Professionalism-Ethics component name has changed to Systems, Professional, Ethical, and Community Topics Relevant to Medicine (SPECTRM). Preceptorships may start in September providing willingness of preceptors. Some modifications were made to the 2020-2021 schedule blocks to improve the cohesion and integration of material including the move of Clinical Epidemiology and Biostatistics to the first block of the fall semester, moving Medical Pharmacology to start the same week as the other courses in the M2 year, and changes to individual course content sequencing for better alignment. Additionally, some courses, such as Neuroscience, have made changes to the exam schedule to reduce the amount of material covered per exam. Cellular and Molecular Medicine will come before Gross Anatomy to accommodate COVID-19 needed changes. It was noted that Zoom-D2L training is being provided Thursday, June 18 for faculty needing assistance. Rachel Walden and Matthew Carroll have also discussed doing some additional “tech boot camp” style training. The question was asked if shelf exams were available for review but shelf exams are not available at this time.

No action was necessary on this update.

The 2020-2021 M1/M2 Schedule document was shared with MSEC Members via OneDrive document storage.

3. Report/Approve: 2020-2021 M3 Schedules

Dakotah Phillips discussed the need to manipulate the dates for the M3 schedule to accommodate the rural track students and that the 7-week clerkship periods need to be more congruent with the 5-week clerkships to facilitate cohesion and ensure that the clerkships ended at the same time due to the delayed start date. All M3 students will finish on April 30, 2021 instead of some students going through May 7, 2021. This adjustment means that students will either get a fall break or a spring break. Students who start with a 7-week clerkship will flip over into a 5-week clerkship and those students will get a spring break. Students who start with a 5-week clerkship will flip over into a 7-week clerkship and those students will get a fall break. Dr. Olive pointed out that all of the M3 students also had a break this week.

Dr. Abercrombie made a motion to approve the changes to the M3 schedule as presented. Dr. Monaco seconded the motion. MSEC approved the motion.

The 2020-2021 M3 Schedule Change document was shared with MSEC Members via OneDrive document storage.

4. Discussion/Approve: Jr. COVID-19 Course/Elective

Dr. Abercrombie provided a presentation covering how third- and fourth-year students were getting back into the clinical setting by meeting the COVID-19 guidelines required by the hospitals and clinics such as guidelines for the buildings, types of PPE, dress code, BLS certification, drug screens, and N95 mask fittings. Dr. Click reminded everyone that not all of the M3 students took the COVID-19 elective and one of the questions for discussion is if the students should take it in their senior year if it was not taken in their third year or if there was something else the students could do in another manner that would cover some of the same content. Dr. Olive further explained that when the third-year curriculum was approved, the COVID-19 course was approved as an elective, implying that it was not required, although it was expected that all of the junior students would take it with the exception of those students who were still studying for Step 1, which is about half of the M3 students. That means half of the M3 students have not taken the COVID-19 course. The question was posed "Is this such a core part of knowledge that students need to get this somehow either by taking some alternative abbreviated course or if these students need to take this at the beginning of the fourth year?" Dr. Olive thought it was reasonable to say that everyone needs to take it and if it wasn't taken by this point, that it would count as a fourth-year elective, but it would be required.

Dr. Lura made a motion to require the COVID-19 course for all students prior to graduation. Further discussion ensued as Dr. Moore stated he felt the students need to complete the course before the M4 year if possible. Dr. Schoborg suggested a longitudinal approach over the year and have students sign up for credit after they complete their clerkships. M3 student representative, Sarah Allen Ray, felt that taking the course throughout the year would be very beneficial because it was information that was needed sooner rather than later. The question was then asked if this would apply to current M4 students also because not all of them have taken the COVID-19 course. Also, would it count as part of their 18 weeks of required electives or would it be an additional elective? It was determined the COVID-19 course should be required for the current M4 students and could be done within the available 18 weeks of online electives and not required as an additional elective.

After much discussion, Dr. Click noted there was a motion on the table to require all students take the COVID-19 course before graduation. Dr. Ransom seconded the motion. Dr. Click confirmed with Dr. Ransom that he was still officially a voting MSEC member until June 30, 2020 when he will be stepping down from MSEC. Dr. Olive requested clarification of the requirement for third year students since the motion stated COVID-19 was required before graduation, meaning they have the option of taking the course as seniors, which was not the original discussion. A clarifying motion was made that the M3 students take the COVID-19 course as a longitudinal course this year, giving them the whole third year to complete it.

Dr. Lura made a motion to require the COVID-19 course for all students prior to graduation. Dr. Ransom seconded the motion. Dr. Abercrombie made a clarifying motion to require the M3 students take the COVID-

19 course as a longitudinal course during the M3 year, allowing the whole third year to complete the course. Dr. Schoborg seconded the motion. MSEC approved the motion.

The COVID-19 summary document, M3 Guidelines Transitional Week COVID MSEC PPP, and the Return to the Clinical Learning Environment documents were shared with MSEC Members via OneDrive document storage.

Before moving to the next agenda item, Dr. Click asked Dr. Abercrombie if there was other input she needed from MSEC, to which Dr. Abercrombie stated she needs some time to figure out the other two OSCEs, but this could be tabled until spring. Dr. Click stated this could be put on a future agenda.

5. **Discussion/Approve: Family Medicine/RT Aquifer Exam Grading Component Clarification**

In May of 2020, an exception was made that the NBME would count for 20% of the clerkship grade rather than the regular 35%. Clarification for that exception is needed. In April of 2019, Dr. Moore did a presentation about how Family Medicine had been using the Aquifer exam rather than the NBME and he gave comparative data. The Family Medicine Clerkship and Rural Primary Care Track were given a permanent exemption to use the Aquifer exam in place of the NBME and that was reflected in the M3 Clerkship Exam and Grading Policy. The exception granted in May of 2020 did not clarify the exception to allow Family Medicine and Rural Primary Care Track to continue counting the Aquifer exam as 15% of the clerkship grade in addition to counting the OSCE as 25% of the clerkship grade for a total 40% objective grading component. The policy has now been clarified to indicate this exception to reflect the previous grading as it had before. A motion is needed to approve the update to the M3 Clerkship Exam and Grading Policy. Dr. Murphy asked for clarification that 20% was still being used for the NBME, which was confirmed. Dr. Hayman noted a correction needed on the first page, fourth paragraph of the policy where it reads "Eight percent (80%) of the total clerkship grade..." Eight will be corrected to Eighty.

Dr. Abercrombie made a motion to approve the update to the M3 Clerkship Exam and Grading Policy clarifying the exception reflecting the previous grading for the Aquifer exam for Family Medicine and Rural Primary Care Track. Dr. Rusinol seconded the motion. MSEC approved the motion.

The M3 Clerkship Exam and Grading Policy document was shared with MSEC Members via OneDrive document storage.

6. **Report: MSEC Activity Report 2019-2020 Follow-Up**

Dr. Click presented a summary report of the MSEC activities for the 2019-2020 AY. Activities were defined as substantive engagement around a significant issue related to the educational program. This includes things that may not have resulted in a vote, such as the informational presentations of survey results, LCME report findings, etc. It does not include things like approval of minutes or informational updates unlikely to need MSEC action (e.g., accreditation element reviews). Actions were defined as items that MSEC addressed that involved a vote. There was a total of 87 activities and 68 actions for the 2019-2020 AY. Actions were categorized as routine (52), substantive (14) and major (2).

Fifty-two (52) actions were routine approvals including curricular review of course/clerkship reports, elective approvals, standing subcommittee reports, curriculum content reports, clerkship required procedures, skill logging requirements, etc.

Fourteen (14) actions were substantive votes on important issues including:

- M1/M2 Syllabus Identification of Lecture/ Non-Lecture Attendance and Assessments: New Policy 0219-26
 - Sessions with mandatory attendance must be identified in syllabus
 - All required graded assessments identified in syllabus
 - Pre-clerkship courses will be recorded (with some exceptions)
 - Graded assessments should not cover material presented on day of assessment
- Revision of QCOM Exam Administration Policy: Updates to exam day procedures
- Revision of QCOM Exam Question Rebuttals policy: AERC

- Revision of M3 NBME Grade conversion policy
- Acceptance of Ad-hoc Phase Committee Report
- End-of-Year 2 NBME exams required/grading only if improved final grade (for 2019-2020 only)
- Continuation of optional M2 CBSE in Fall with required M2 CBSE in Spring
- Revision of M3 Clerkship Exam and Grading Policy
- Doctoring III Course Components
- Acceptance of Curriculum Review Working Group Reports
- Changes to M3 final 2019-2020 clerkship periods due to COVID-19: pass/fail with no numeric grade and NBME/Aquifer waived, 2 weeks online didactics and 2 weeks clinical makeup in 4th year

Two (2) actions were major votes with long-range implications of major changes that affect major parts of the curriculum including:

- **Changes to 2020-21 M3 year due to COVID-19:** Clerkships reduced by one week to 5 and 7 weeks; Split clerkships up into a didactic piece and a clinical piece if necessary until students are allowed back into the clinical setting; Reduce the weighted grade for NBME to 20% instead of 35%.
- **Changes to 2020-21 M4 year requirements due to COVID-19:** remove the restrictions from the currently required 18 weeks of electives for student participation to only 8 weeks of non-clinical electives and only 8 weeks in a single specialty; reduce the selective requirement duration for intensive/critical care (A) and ambulatory care (D) from 4 weeks to 2 weeks each and to leave the duration of the inpatient sub-internship (B) at 4 weeks; increase required clinical electives by 4 weeks.

Six actions pending completion were also reviewed including:

- Discussion of the NBME Policy for Pre-clerkship courses, which was tabled as changes to the curriculum may be taking place.
- Establishing a formal process for new course director training. Resources will be added to the faculty webpage, including a manual by Dr. Schoborg for new CDs.
- Planning a faculty development workshop to assist course directors with completing course objectives and course mapping as several courses had not mapped to the session level. This workshop will be recommended to the faculty development committee to take place later this fall.
- Compiling a list of identified topics from working group reports to develop a structured approach for identification of needed content report topics. This will be added to the July MSEC agenda.
- Improving communication with constituents. This was considered and administrative action. Academic Affairs will continue to work to improve communication.
- Consider the implementation of an additional M3 OSCE toward the end of the M3 year. This will be added to a future MSEC agenda.

7. Discussion/Action: Fair and Timely Summative Assessment Policy Revisions

Cathy Peebles led a discussion regarding revisions to the Fair and Timely Summative Assessment Policy. The current policy for submission of these assessments is 21 days, which is three weeks after the conclusion of the clerkship. LCME allows these assessments be submitted up to six weeks after the conclusion of the clerkship. During the LCME survey visit, it was questioned which policy was being followed. Allowing six weeks for submission, which meets the LCME requirement, while the institution's policy was three weeks was still noncompliant. Argument in support of a three-week time period is that it is important to get these assessments back to the students quickly because this is formative information that lets the students know which skills they might need to work on when they get to their next clerkship. It is also felt that waiting six weeks could hinder the preceptor from filling out the assessment accurately as they may not remember the students they worked with. Argument in support of a six-week time period pointed out congruence with LCME requirements. It was suggested to change the policy to requiring assessments be submitted by six weeks after the conclusion of the clerkship, but to try and maintain a goal of three weeks in order to get them back to the students as early as possible. It was also noted that the current policy had no consequences for noncompliance. Dr. McGowen drafted updated wording to the policy, which was provided to MSEC members prior to the meeting, but the wording still showed 21 days. It was decided in the interest of time, that this item should be tabled for a future meeting as this meeting was already over time and there was an annual

meeting to follow. Academic Affairs staff will draft new wording for the policy to bring back for the committee's approval.

8. **Administrative Reviews: 2019-2020 M1/M2 Courses**

- **Medical Pharmacology**

Dr. Acuff presented an administrative review for Medical Pharmacology, stating the course was well-received and rated high by the students. It measured 70% or higher above the national NBME measure. Overall, course objectives have been mapped to the Institutional Educational Objectives; however, each lecture and session or learning opportunity has not been mapped to the lowest level yet. The statement was made from the M1/M2 committee that faculty will need some help in doing this. The overall satisfaction rate for 2019-2020 was 4.29/5. Faculty evaluations continue to be very good from the lowest score of 3.65 to the highest score of 4.79 with an average of 4.31. One suggestion, which is a reminder of the last two years, is some of the faculty that participate in delivering the pharmacology course have made it known that they are ready to step out, so individuals need to be recruited to step into their place. There was no consensus of weakness by the students; however, one comment made by several students was the fact that they would like to see the timing of the course be more in line with other courses that are delivered in the M2 year. The course director is aware of this and has noted some changes to content timing to better align as they go forward.

Dr. Jones made a motion to accept the Administrative Review for Medical Pharmacology as presented. MSEC approved the motion.

The Administrative Review for Medical Pharmacology document was shared with MSEC Members via OneDrive document storage.

- **Medical Microbiology and Immunology**

Dr. Acuff presented an administrative review for Microbiology and Immunology, stating the course was stellar and the faculty was very student-oriented as well as the staff involved in the course. The course always does very well in measuring national performance with the NBME. The course objectives are mapped to the IEOs and it was thought that individual lectures and learning activities in the laboratory were also mapped at the session level, but he would get clarification on that. It was noted if these were not mapped at the session level, they would need help making sure mapping to that level was done. All of the students passed the course and the faculty evaluations were very high. The one weakness noted by the students was that the course was intense with a lot of material, and as the course director points out, between 175 and 200 pathogens, which is all the material they learn. Students also suggested shortening some of the exams by combining short exams to have a longer exam. The subcommittee suggested the possibility of integrating or aligning the course materials on antibiotics and antimicrobials with Pharmacology so they lined up a little better. Dr. Hayman stated that the session level mapping to objectives had been completed and the only thing that had not been completed was the reporting of those on the forms. He also noted half of the question bank had been linked to course objectives but not all the way to session level objectives, but that was underway.

Dr. Abercrombie made a motion to accept the Administrative Review for Medical Microbiology and Immunology as presented. MSEC approved the motion.

The Administrative Review for Medical Microbiology and Immunology document was shared with MSEC Members via OneDrive document storage.

9. **Approve: On-line Electives/Selective**

- **Advanced Medical Spanish for 4th Year Students – Holly Melendez**

A Spanish class at the introductory and intermediate level has been offered for about a decade for M1 and M2 students, so this course will be offered to fourth year students who already have some Spanish speaking ability with the goal to get them speaking in a healthcare setting focusing on finishing healthcare

terminology vocabulary. It will be a longitudinal course over the course of six weeks starting on July 31, 2020 and ending November 20, 2020. The class will meet online, but the instructor would love the opportunity to meet in person at some point over the course dependent upon the pandemic situation. The goal is to have weekly Zoom sessions for approximately one hour where the material for the week is presented and mapped out. The meetings will be recorded and posted on D2L for students who cannot participate live, and there will be supplemental activities, including reading some translation interpretation exercises. There will be online activities and discussion board conversations to cover language and culture.

Dr. Rusinol made a motion to accept The Senior Elective Course Form for Advanced Medical Spanish for 4th Year Students as presented. Dr. Abercrombie seconded the motion. MSEC approved the motion.

The Senior Elective Course Form for Advanced Medical Spanish for 4th Year Students document was shared with MSEC Members via OneDrive document storage.

- Minor Invasive and Surgical Procedures for General Practice – Dr. Leon Dumas
This elective is targeted principally towards minor invasive procedures, which get performed on a daily basis by general practitioners. It is designed in 12 modules. The first module has to do with sutures and suturing techniques. The second module deals with local anesthetics. The third module is basic skin cancers, such as basal cell carcinoma and melanoma. The next modules are small invasive surgical procedures targeted for use by general practitioners on a daily basis. There is a module on injections including intra-articular injections and steroid injections. The next module is biopsies, how to accurately and properly perform a punch biopsy and excision of a ganglion cyst. There is another module on breast biopsies, the indications and the proper performance of breast biopsies by a general practitioner. There is a module on suturing facial lacerations and another module that is an introduction into facial surgery for reconstruction. Another module covers minor procedures that might be performed by a general practitioner such as a circumcision. The last two modules deal with management. These procedures will be particularly useful for students that are moving into family medicine or general practice because these are often things that get overlooked and things that will get used very frequently by primary care physicians. The entire elective has been designed to be an online elective. There are obviously limitations with things like suturing techniques, but there are some great video modules, particularly on YouTube, which have been included to run with the live lectures. The system has been manipulated in such a way that the students actively have to get involved in order to be able to accurately demonstrate exactly how they would go about doing procedures. Dr. Moore noted that he thought this elective would be very useful and needed for students entering Family Medicine.

Dr. Monaco made a motion to accept the Senior Elective Course Form for Minor Invasive and Surgical Procedures for General Practice as presented. Dr. Lura seconded the motion. MSEC approved the motion.

The Senior Elective Course Form for Minor Invasive and Surgical Procedures for General Practice document was shared with MSEC Members via OneDrive document storage.

- Back to the Basics: Microbiologic Principles – Dr. Michelle Duffour
This course has already been approved, but it is going to be offered longitudinally over three months in addition to the originally approved two-week time frame. There are quite a few M4 students interested in taking the course who did not get a chance to take the two-week version. These students feel it would be easier to take longitudinally along with studying for their Step 2 and other things.

Dr. Rusinol made a motion to accept the Senior Elective Course Form for Back to the Basics: Microbiologic Principles as presented. Dr. Abercrombie seconded the motion. MSEC approved the motion.

The Senior Elective Course Form for Back to the Basics: Microbiologic Principles document was shared with MSEC Members via OneDrive document storage.

- Labor and Delivery Nights – Dr. T. Brad Wood

This course has been requested for approval as an elective as well as an Inpatient Sub-I. This internship is being offered to M4 students that are planning on making OB/GYN their specialty. Due to changes in the M3 clerkship, it was decided not to have them participate in a night float rotation. This opened a spot for an M4 student to participate in labor and delivery during the night float schedule basically unimpeded so they would be the only student on during that time. The idea is to have them act at the level of an intern during that time. The student will see triage that is helpful to admit patients, participate in vaginal delivery and C-sections, and get exposure to the gynecology end of things as well. The student would be there from 5:00 pm until check out the next morning so they would have contact with at least one attending, and the plan would be to have the student do the presentation when they see a patient, likely within a group setting with an upper level resident and attending there to give them exposure with an attending for feedback. The student would basically mimic the resident night float schedule, spending their time with the same two residents most of the time.

Dr. Rusinol made a motion to accept the Senior Elective Course Form for Labor and Delivery Nights as presented. Dr. Abercrombie seconded the motion. MSEC approved the motion.

The Senior Elective Course Form for Labor and Delivery Nights document was shared with MSEC Members via OneDrive document storage.

The MSEC meeting adjourned at 3:45 p.m.

MSEC Meeting Documents

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

If you are unable to access the One Drive link or have not set up your OneDrive contact: Matthew Carroll, Instructional Design and Technology Manager at: carrollmo@etsu.edu. Telephone contact is: 423-439-2407.

MSEC Meeting Dates 2020-2021: * NOT the 3rd Tuesday of the month

July 21, 2020 – 3:30-6:00 pm – Zoom meeting
August 18 – 3:30-6:00 pm – Zoom meeting
September 15 – 3:30-6:00 pm – Zoom meeting
October 20 – **Retreat** – 11:30 am-5:00 pm - TBD
November 10 – 3:30-6:00 pm* - TBD
December 15 – 3:30-6:00 pm - TBD
January 19, 2021 **Retreat** – 11:30 am-5:00 pm - TBD
February 16 – 3:30-6:00 pm - TBD
March 16 – 3:30-6:00 pm - TBD
April 20 – 3:30-6:00 pm - TBD
May 18 – 3:30-6:00 pm - TBD
June 15 – **Retreat** 11:30 am-3:00 pm – TBD
June 15 - **Annual Meeting** - 3:30-5:00 pm – Lg. Auditorium