NO MEETING THIS MONTH
1. Chairperson’s Report –Dr. Decker
   A. June 2007 minutes approved
   B. The updated roster was distributed
   C. New members were introduced
      (1) Susan Koethe, PhD - Pathology
      (2) Mark McNally, PhD – Microbiology
      (3) Gunnar Larson, MD – Psychiatry
      (4) Amy Hudson, PhD – Microbiology
      (5) Timothy Dillingham, MD, PMR – Clinical Chair
      (6) Owen Sweis M3
      (7) Nicholas Flugstad M4
   D. Thread Directors will be here 2 times a year to discuss themes.
      (1) Executive Committee will set dates for Geriatrics (Dr. Denson) and Population Health (Dr. Meurer)
      (2) Dr. Denson informed the CEC that she is working directly with the course directors in order to eliminate
         traditional barriers that may exist in the overlap courses.
      (3) Dr. Decker expressed the CEC support for Thread Directors in curriculum development.
   E. Conveners of the subcommittee until chair elected
      (1) Dr. Dwinell – M1-2
      (2) Dr. Lauer – M3-4
         a. Elections held at 3PM on August 20, 2007.
         b. Dr. Lauer elected as M3-M4 Chair for the 2007-2008 academic year.
   F. Executive Committee Approval of Course/Clerkship Director Policy on Student Use, Access and/or
      Distribution of Educational Materials (Copyright Policy) – Student Handbook.
      (1) Dr. Redlich updated the CEC on the modifications to the policy regarding the distribution of MCW
         educational materials without authorization. The entire policy can be located in ANGEL (under policy).

2. NBME Customized Exam – Dr. Dwinell
   A. The Summary Report of the 2007
      (1) Test Construction Working Group for the NBME Customized Year 1 and 2 Examinations was distributed
         to all members. This group was convened by Dr. Dwinell. The examination was administered at no cost to
         M1 and M2 students in May of 2007 following completion of the MCW academic year. Students were
         asked not to prepare for these exams although it was noted that the material covered by the test had
         previously been taught in the respective MCW courses. There were 50 integrative questions selected by
         the Working Group from a larger pool provided by the NBME. Each student received an individualized
         report outlining their performance. In general, feedback was good from the students with comments
         including the fact that it prepared them for the NBME question format as well as identifying deficiencies.
         Statistical analysis revealed that MCW M1 and M2 students’ overall performance was significantly below
         the national mean for subject and USMLE Step 1 data.
   B. Discussion of Data and Recommendations.
      (1) The results of the students’ performance were discussed. Analysis of the normalized data with the
         comparison data, abstracted by the Office of Educational Services, with the tacit knowledge of the
         caveats regarding students’ motivation, led the Test Construction Committee members to conclude that
         MCW students are not performing at a level consistent with our expectations on integrative test items.
Based on this conclusion and as supported by additional data sets previously presented to the M1-2 Course Directors and the CEC, the committee recommended that the CEC initiate various Action Steps.

C. **ACTION ITEM:**
   (1) Next Steps
      a. A discussion was held regarding the cost of continuing Customized NBME examinations to both M1 and M2 students. Dr. Simons expressed concern about the cost of the Customized Examination and added that a Standardized Examination could be offered to students at significantly lower cost (Customized $30,000 for M1 and $30,000 for M2 versus Standardized $12,000 to be given to M2 students only). Furthermore, there is a growing national consensus to develop a Step 1 and 2 CK exam to be given between the M3 and M4 years. This may occur as early as 2012. This potential change could diminish benefits from “practice examinations”.
      b. The CEC, as had been proposed by the Executive Committee, approved the curriculum office to hold a day for the NBME custom exams for M1 and M2 years at the end of the 2007-2008 academic year.

   (2) The CEC approved the dissemination of The Working Group Report including its recommendations. Recipients will include:
      a. Clinical and/or Basic Chairs
      b. Course and/or Clerkship Directors
      c. Dean
      d. Faculty Council

   (3) Retreat to discuss the data.
      a. After a long discussion including the significant period of time that will be necessary to discuss the Working Group’s recommendations, it was determined that a retreat would be ideal. The report will be distributed and it will be used as pre-retreat materials. A potential date of October 2007 will be targeted

3. **Subcommittee Reports (Action Oriented Items Reported)**
   A. M1-2 Subcommittee - Drs. Dwinell & Olivier
      (1) No new action items
   B. M3-4 Subcommittee - Dr. Lauer
      (1) New courses proposals as well as in-depth reviews have been assigned.

4. **Educational Services – Dr. Simpson**
   A. AHW-Education
   B. Docere Faculty Development
      (1) Helps train educators.
      (2) Applications available through the Society for Teaching Scholars’ Website or at http://www.mcw.edu/display/router.asp?docid=596.
   C. ANGEL CEC Website and Confidential Nature of Contents.
      (1) Access to confidential CEC documents is available to CEC members through ANGEL.
      (2) These materials are not to be shared and discussed with others unless it is related to CEC business.
   D. Upcoming Visiting Professors of Medical Education www.mcw.edu/sts

   **8:30 – 9:30 AM Friday, October 5 – David Irby, PhD (Senior Scholar – Carnegie Foundation for Advancement of Teaching)**
      o Hosted by: Department of Pediatrics at Grand Rounds
      o Location: CHW Auditorium

   **12:00 – 1:30 PM Friday, October 5 – Follow-up with David Irby, PhD - Teaching Commons Discussion: Medical Student Education & Curriculum Change – Flexner Revisited (CEC, STS, Course and Clerkship Directors, Basic Science Chairs).**

   **8:00 – 9:00 AM Friday, March 7 – Molly Cooke, MD (Senior Scholar – Carnegie Foundation for Advancement of Teaching)**
      o Hosted by: Department of Medicine at Grand Rounds
      o Location: Helfaer Auditorium at Froedtert

   **8:00 -9:00 AM Wednesday, January 30, 2008. Dr. Richard Reznick** from the University of Toronto – one of the leading surgery educators in the world – the **2007-08 Elsa B. Cohen Visiting Professor in Medical Education.**
      o Hosted by: Department of Surgery at Grand Rounds
      o Location: Helfaer Auditorium – Froedtert Hospital
      o Information Updates at: www.mcw.edu/sts
5. Student Reports.
   A. No new reports.

6. MCW Commitment to Excellence 2007-2012 Strategic Plan—Dr. Decker.
   A. To be discussed in future meetings.
      (1) Review education priorities and highlight priorities
      (2) Assign to committees
      (3) Retreat?

7. CEC Strategic Focus on Teaching Citizenship—Dr. Decker.
   A. To be discussed in future meetings
      (1) Background and Relationship to Strategic Plan
      (2) Decision re: citizenship hours

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<th>CEC Full Committee – 400PM</th>
<th>M3/M4 Subcommittee – 300PM Room MEB 3390</th>
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Learning Resource Funding Cycle Deadlines

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Curriculum and Evaluation Committee

Minutes of the Meeting: September 17, 2007
4:00 PM – MEB 3390 (Academic Affairs Conference Room)

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1. Chairperson’s Report – Dr. Decker
   A. August 2007 minutes approved.
   B. New members
      (1) Timothy Dillingham, MD – Physical Medicine & Rehabilitation will be the Chair representative.
      Applications can be found at [http://www.mcw.edu/edserv/lrfguide.html](http://www.mcw.edu/edserv/lrfguide.html) or contact Sheri Galewski (sgalewsk@mail.mcw.edu).
      (1) This is available funding for programs devoted to medical students and there is no limit on the maximum amount that may be awarded.
   D. Thread Directors will submit a report and/or meet with the CEC quarterly beginning in January 2008.
      (1) Geriatrics (Dr. Denson)
      (2) Population Health (Dr. Meurer)

2. NBME Customized Exam – Dr. Dwinell
   A. Retreat
      a. Date: 11-28/29, 2007
         (i) Time 1:00pm – 9:00pm on Wednesday the 28th
         (ii) 7:00am-12:00pm on Thursday the 29th
      b. Location: Lake Lawn Lodge in Lake Geneva
   B. Retreat Planning
      (1) Define the objectives for the retreat.
         a. An active discussion was held regarding the goals and the objectives for the upcoming retreat. Various committee members expressed concern that some attendees may not be familiar with “Integration of the curriculum” and why the CEC has identified this as a priority.
         b. In order to accomplish this it was felt some pre-retreat materials would need to be distributed to attendees.
         c. Once this is accomplished, discussion of what steps to undertake to properly integrate will need to be included in the final retreat agenda.
      (2) CEC Executive Committee will draft preliminary agenda.

3. Deans’ Reports updates
   A. Dr. Simons
      (1) USMLE Update.
         a. Step 2CK results were presented.
         b. Students need to successfully pass this test in order to graduate and start their Internship.
         c. MCW had a 94% passage rate with 95% being the national mean.
         d. The MCW mean score was 221 vs. 225 nationally.
         e. Both of these are improvements from the past several years.
         f. Overall, MCW had 13 students that did not pass on the first attempt. Twelve subsequently passed on retaking the exam. One student has chosen not to pursue further training.

4. Student Reports. No action items.
5. Subcommittee Reports (Action Oriented Items Reported) Approval by CEC
   A. M1-2 Subcommittee - Drs. Dwinell & Olivier
   B. Course Name Change Requests
      (1) Health Policy (Dr. Layde)
      Action: Name change was approved as submitted by the M1-2 Subcommittee with the commencement of the 2008-09 academic year.
      (2) Integrated Medical Neurosciences (Dr. Krippendorf)
      Action: Name change was approved as submitted by the M1-2 Subcommittee with the commencement of the 2008-09 academic year.
   C. M3-4 Subcommittee - Dr. Lauer.
      (1) New course reviews continue.
      (2) Surgical Sub-I’s will be the first in-depth review in November.
      (3) CPR. The committee did not accept the proposed name change. The Course Directors will be asked to submit other choices. The name should reflect the multidisciplinary approach to this clerkship.

6. CEC Strategic Focus on Teaching Citizenship – Dr. Decker - To be discussed as priority at next meeting.
   A. Background and Relationship to MCW’s Strategic Plan.
   B. Decision re: citizenship hours metric to be used in CAPS.

7. Reminder
   A. Upcoming Visiting Professors of Medical Education www.mcw.edu/sts

   **8:30 – 9:30 AM Friday, October 5 – David Irby, PhD (Senior Scholar – Carnegie Foundation for Advancement of Teaching)**
   o Hosted by: Department of Pediatrics at Grand Rounds
   o Location: CHW Auditorium

   **12:00 – 1:30 PM Friday, October 5 – Follow-up with David Irby, PhD - Teaching Commons Discussion: Medical Student Education & Curriculum Change – Flexner Revisited (CEC, STS, Course and Clerkship Directors, Basic Science Chairs) – RSVP required!**

   **8:00 -9:00 AM Friday, March 7 – Molly Cooke, MD (Senior Scholar – Carnegie Foundation for Advancement of Teaching)**
   o Hosted by: Department of Medicine at Grand Rounds
   o Location: Helfaer Auditorium at Froedtert

   **8:00 -9:00 AM Wednesday, January 30, 2008. Dr. Richard Reznick from the University of Toronto – one of the leading surgery educators in the world – the 2007-08 Elsa B. Cohen Visiting Professor in Medical Education.**
   o Hosted by: Department of Surgery at Grand Rounds
   o Location: Helfaer Auditorium – Froedtert Hospital
   o Information Updates at: www.mcw.edu/sts

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### CEC Full Committee – 400PM
M3/M4 Subcommittee – 300PM Room MEB 3390
3rd Monday of the Month

| October 15, 2007 | March 17, 2008 |
| November 19, 2007 | April 21, 2008 |
| December 17, 2007 | May 19, 2008 |
| January 21, 2008 Martin Luther King day (short mtg.) | June 16, 2008 |
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### M1/M2 Subcommittee – 4:00PM room HRC 3050

<p>| October 22, 2007 | March 24, 2008 |
| November 26, 2007 | April 28, 2008 |
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Respectfully submitted,

Jose Franco, MD
1. Chairperson’s Report – Dr. Decker
   A. September 2007 minutes approved
   B. CAPS (College Activity Performance Systems) and Citizenship Update. Dr. Decker updated the CEC on data collected thus far and asked for recommendations on how to proceed. At the present there are no CAPS that specifically address medical student education. The metrics that would need to be developed and ultimately lead to Student Education CAPS have not been identified. The CEC working with individual departments has collected an estimate of the overall contribution to student teaching by each department relative to the faculty number. This data was shared with CEC members. Potential shortcomings of the data include the fact that some departments do not have scheduled time with students (example: Ophthalmology) and that quality of teaching is not measured.
   
   **Motion was proposed and unanimously passed.**
   The CEC should develop set of quantitative metrics that can be utilized in the CAP System to evaluate medical student education.
   
   C. The CEC Executive Committee will meet on a regular basis to develop the metrics to incorporate into the CAPS System.
   
   D. New member pending. The Dean will be naming an additional member to the CEC in the near future. This is in accordance with the recent decision to increase the overall size of the CEC.

2. Deans’ Reports updates
   A. Dr. Simons
      (1) The Alumni Center has been refurbished. CEC members were encouraged to view the significant changes.
      (2) MCW Strategic Plan Implementation – Education.
         The Senior Associate Deans working with Dr. Simons have been putting in place the Guiding Principles that will allow education to be one of the priorities in the college’s Strategic Plan. Dr. Simons added that recent as well as expected changes in the LCME/AAMC guidelines will impact on the overall plan.
   B. Dr. Redlich
      (1) Announced that dates for M1 and M2 testing have been obtained for May, 2008. The dates are as follows:
         1. M1: Monday, May 5, 2008, 1-5 pm for the customized NBME exam

3. Student Reports. None to report.

4. Subcommittee Reports (Action Oriented Items Reported) Approval by CEC
   a. M1-2 Subcommittee - Drs. Dwinell & Denson
      The following item was proposed and followed by an active discussion.
      i. **ACTION:**
         1. Motion Approved and to be presented to the full CEC for approval.
            a. All M1 and M2 students be required to take an NBME authored examination during the 2007-08 academic year in a professional manner. Year 1 students will take an NBME customized examination and Year 2 students will take the Comprehensive Basic Science Self-Assessment (CBSSA). This exam to be administered by the CEC.
The discussion included identifying the value of both the M1 and M2 exam. The M1 exam assists with the evaluation of the curriculum. This aspect is important as we move towards integration. The M2 exam also assists with evaluation of the curriculum, but also prepares students for the testing format that they will encounter during their medical career.

There was a concern about the costs of the tests and whether funds were available. Dr. Simons stated that with the budget for the current academic year being finalized, it would be difficult to obtain funds for the M1 exam (NBME, cost $30,000). He added that funds for the M2 exam (CBSSA, cost $8000) may be available at the present.

Following this discussion, the proposed motion was not approved. A second motion was proposed and unanimously approved. The new motion states:

a) The CBSSA exam will be offered to the M2 students for at least the next 3 years.

b) The NBME exam will be offered to M1 students for the 2007-2008 academic year, pending acquisition of funds.

b. M3-4 Subcommittee - Dr. Lauer.

i. New course reviews are nearly completed. The Surgical Sub-Internship In-Depth Review will be discussed in November

5. Curriculum and Evaluation Committee Retreat – Dr. Dwinell

a. Date: 11-28/29, 2007; Time 100 – 900pm on Wednesday the 28th, 7-1200 on Thursday the 29th at Lake Lawn Resort (Lake Geneva). A preliminary agenda was distributed. CEC members were asked to review and forward any suggestions within 3 days in order to have input available for the 10/22 Executive Committee Meeting.

1. Chairperson's Report – Dr. Decker
   A. October 2007 minutes approved
   B. Retreat – 11-28/29, 2007; Time 100 – 900pm on Wednesday the 28th; 7-1200 on Thursday the 29th at Lake Lawn Lodge (Delavan).

2. Deans’ Reports updates
   A. Dr. Simons
      (1) MCW has received communication from the LCME regarding the newly-initiated M1 Genetics Course. The course is in full compliance. They requested data from course evaluations and other sources indicating the level of student satisfaction with the course as well as perceived learning. Also requested were student performances in the course.
      (2) The institution has also been notified of “full compliance” with the residents as teachers policy
      (3) Dean Dunn will appoint the Dean’s selection to the newly-expanded CEC in the near future
   B. Dr. Redlich. No new action items.

3. Student Reports
   A. The results of a recent survey of M1 students regarding preparation for USMLE part 1 were presented. Feedback was obtained from 127 students. The majority of students utilized external study aids. 32% spent between $301-$400 in preparatory tools. Particularly useful were review books that clinically-integrated basic science material. It was felt that these materials would be useful to the retreat attendees and therefore will be available in the binders with other key documents.

4. Subcommittee Reports (Action Oriented Items Reported) Approval by CEC
   A. M1-2 Subcommittee - Drs. Dwinell & Olivier. No new action items
   B. M3-4 Subcommittee - Dr. Lauer. Course proposal reviews have been completed. The Surgical Sub-Internships in-depth review has been completed. The committee has met with the CPR clerkship directors to address concerns identified during the course review.

5. Curriculum and Evaluation Committee Retreat – Nov 28-9
   A. The agenda was explained in detail before it was finalized
   B. Facilitator Roles and Expectations were detailed
   C. The materials that will be in the conference binders were reviewed.

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CEC Full Committee – 4:00PM
M3/M4 Subcommittee – 300PM Room MEB 3390
3rd Monday of the Month
January 21, 2008 Martin Luther King day (short mtg.) April 21, 2008
February 18, 2008 May 19, 2008
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M1/M2 Subcommittee – 4:00PM room HRC 3050
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1. Chairperson’s Report – Dr. Decker
   A. November 2007 minutes approved.
   B. Matt Lochen-M1 student representative is the newest member of the CEC.
   D. CEC Retreat – follow up – See Below
   E. Visiting Professors in Medical Education – Dedicated CEC time to be determined, possibly noon.
      (1) Dr. Richard Reznick - Wednesday, January 30, 2008 - 8:00 AM Surgery Rounds.
         a. Mc Laughlin Professor & Chair, Surgery - University of Toronto & Vice President of Education, University Health Network
      (2) Dr. Molly Cooke - Friday March 7 at 8:00 FMLH Auditorium Medicine Grand Rounds
         a. Professor of Medicine and Director, Academy of Medical Educator – UCSF.
         b. Flexner 100 Years Revisited – Sr. Fellow - The Carnegie Foundation for Advancement of Higher Education.
      (3) Dr. Decker approved 2 x $300 CEC Chair Awards to support the costs associated with lunch for the CEC and Clerkship Directors to meet with the above 2 visiting professors.

2. Deans’ Reports updates
   A. Dr. Simons
      (1) Awaiting the Dean’s selection for the CEC.
   B. Dr. Redlich
      (1) The M1 Spring Semester schedule is now on ANGEL.
      (2) There will be two M3 intersession’s on Friday January 4, 2008. The first will be on Professionalism and the second on Patient Centered Care. Volunteers are needed to moderate both sessions and CEC members were encouraged to participate. The Patient Centered Care intersession can only be moderated by faculty.

3. Student Reports
   A. The Graduate Student’s course evaluation letters have been drafted and will shortly be distributed to the appropriate course directors.

4. Subcommittee Reports (Action Oriented Items Reported) Approval by CEC
   A. M1-2 Subcommittee - Drs. Dwinell & Denson. No new action items
   B. M3-4 Subcommittee – Dr. Franco for Dr. Lauer
      The M3-4 subcommittee has accepted the change in course name of the Clinical Procedures Rotation (CPR) to Resuscitation and Perioperative Medicine (RPM). The full CEC also approved the name change.
      (1) New course proposals are now complete.

5. Retreat Key Features & Reasons Why
   A. Dr. Decker thanked all CEC members that participated in the Curriculum Retreat. The overwhelming number of attendees felt that the retreat was a success, accomplished the set objectives, and was relevant as well as a good use of their time.
   B. The preliminary draft of the retreat summary was reviewed by CEC members present.
   C. Timeline:
      (1) Circulate CEC Preliminary Approved to Retreat Attendees for comments. A discussion was held regarding the timetable for distribution of the preliminary draft to the retreat attendees. It was determined that it should be circulated no later than early January.
b. The final report will also include relevant materials such as copies of PowerPoint Slides presented at the retreat.
(2) CEC Finalize and Approve Full Report by Monday, January 21, 2007 (Short meeting Martin Luther King = 30 min).
(3) Once the final report is complete, Dr. Decker will present to Faculty Council.
(4) The CEC feels that the curriculum and the findings of the retreat are of such importance that discussions should be initiated with the incoming Dean as soon as possible. While the new Dean will be here full time starting May 5, 2008, he is presently at MCW on a limited basis. The CEC felt that it would be optimal to meet with him within the next several months. An appointment will be made for the CEC Executive Committee to meet with him.

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Respectfully submitted,

Jose Franco, MD
Curriculum and Evaluation Committee

Meeting Minutes for January 21, 2008

4:00 PM – MEB 3390 (Academic Affairs Conference Room)

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1. Chairperson’s Report – Dr. Decker
   A. December 2007 minutes approved.
   B. Dr. Julia White, MD, Associate Professor of Radiation Oncology has been selected by Dean Dunn to fill the open CEC position. She has not yet been assigned to one of the Subcommittees.
      1) Visiting Professors in Medical Education.
      2) Dr. Richard Reznick - Wednesday, January 30, 2008 - 8:00 AM Surgery Rounds
         a. McLaughlin Professor & Chair, Surgery - University of Toronto & Vice President of Education, University Health Network (This is the Annual Elsa Cohen, MD Lecture)
         b. CEC Invited to Informal Luncheon - Noon Session – RSVP Required dbrown@mcw.edu
      3) Dr. Molly Cooke - Friday March 7 at 8:00 FMLH Auditorium Medicine Grand Rounds
         a. Professor of Medicine and Director, Academy of Medical Educator – UCSF
         b. Flexner 100 Years Revisited – Sr. Fellow - The Carnegie Foundation for Advancement of Higher Education.
   C. Today’s CEC will be shortened to 30 minutes, so that CEC members can attend the Martin Luther King Activities being held at the College.

2. CEC Final Report: Curriculum and Evaluation Committee Curriculum Retreat
   A. Discussion re: Final Report
      1) The request to “add” NBME Customized Year 1 and 2 Exam Report as an additional appendix to the full Curriculum Retreat Report was approved.
   B. CEC Action Options regarding the Curriculum Retreat Report were:
      1) “Accept the report” (with any requested additions) as a document that accurately represents the process and outcomes of the retreat.
      2) Table pending further revision
      3) “Decline to accept the report”
      The CEC unanimously voted for option #1, to accept the report.

3. NBME Year 1 and Year 2 Exam (Simpson and Redlich)
   A. Per the minutes of CEC meeting – October 2007 it states:
      1) A second motion was proposed and unanimously approved. The new motion states:
         a. The CBSSA exam will be offered to the M2 students for at least the next 3 years.
         b. The NBME exam will be offered to M1 students for the 2007-2008 academic year, pending acquisition of funds.
            i. M2 Academic Affairs can support M2 CBSSA is $9,000 and the date has been reserved.
            ii. M1 Additional funding needed at $9500 for customized exam. This is a significant price decrease from the previous estimate of $30,000/year. The Executive Committee will discuss the possibility of providing funding at its monthly meeting. A date for the M1 exam has also been reserved.
      2) The M1-2 Course Directors have asked to meet with the full CEC and this will occur during the February meeting (approx. 30 minutes). The Course Directors have expressed concern if students are asked to prepare for the CBSSA and NBME customized exams, it will limit the time they have to prepare for their current curriculum exams.
4. Deans’ Reports updates
   A. Dr. Simons.
      (1) Dr. Simons will request funds for the new budget cycle (2008-2009) to cover the NBME customized exam for M1 students.
      (2) Dr. Ravdin, incoming Dean, is aware of the CEC’s request to meet with him regarding curriculum change. An appointment will be made at his earliest convenience.
   B. Dr. Redlich
      (1) Dr. Redlich asked the CEC to determine how to proceed with the mentoring process for students. One of the conclusions of the Curriculum Retreat was that the mentoring process should start as early as possible in the student’s medical career (ideally M1 year). While the actual format needs to be determined, the CEC needs to work with the office of Student Affairs and Dr. Holloway to determine if:
         a) initiate changes right away and have Dr. Holloway begin the process,
         b) await the meeting with Dr. Ravdin to determine if the Dean will be supportive of the proposed changes
      The CEC vote unanimously to delay any major changes by Dr. Holloway’s office until the meeting with Dr. Ravdin (option #2).
      c) Dr. Redlich will speak with the current Mentor Director about further developing the current system pending the proposed changes

5. Student Reports

6. Subcommittee Reports (Action Oriented Items Reported) Approval by CEC
   A. M1-2 Subcommittee - Drs. Dwinell & Denson
   B. M3-4 Subcommittee - Dr. Lauer
      (1) The Subcommittee is reviewing a proposal that will allow students sufficient time to become familiar with the electronic medical records as well as providing them the ability to document in the medical record vs. simply “viewing”. The proposal is titled “Expectations for Medical Student Educational Experiences Using the Electronic Medical Record: Training, Access and Patient Care Documentation in EPIC” and was written by an Ad Hoc Committee of Clerkship Directors.
      (2) The CEC approved the final document pending approval by the M3-4 Subcommittee.
   Addendum: The document has been subsequently approved by the M3-4 Subcommittee and will be distributed to the necessary parties.

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Respectfully submitted,
Jose Franco, MD
CEC Secretary
1. Chairperson’s Report – Dr. Decker
   A. January 2008 minutes approved
   B. CEC Member - Dr. Julia White – Radiation Oncology is on the M1-2 Subcommittee. Dr. White could not attend today’s meeting. She has been oriented and sent appropriate materials to familiarize herself with the M1-2 agenda.
   C. Visiting Professors in Medical Education
      (1) Dr. Molly Cooke, Professor of Medicine and Director, Academy of Medical Educator – UCSF STS Visiting Professor in Medical Education (AOA) recipient – Friday, March 7 at 8:00 FMLH Auditorium Medicine Grand Rounds.
         a. Flexner 100 Years Revisited – Sr. Fellow - The Carnegie Foundation for Advancement of Higher Education.
         b. There will be an opportunity for the CEC members as well as Clerkship Directors to meet with Dr. Cooke Friday morning after Medicine Grand Rounds. The time and location will be determined.
   D. The CEC Curriculum Final Report has been distributed to the previously-identified relevant parties.
      (1) Dean Dunn will meet with the Executive Committee on 2/25/08. The goal is to have Dr. Dunn provide feedback on the report and its potential implementation.
      (2) Dr. Simons has forwarded the report to Dr. Ravdin, the incoming Dean. We are waiting a formal meeting time.

2. NBME Review and USMLE
   A. Year 1 and Year 2 Exam. Various Basic Science Course Directors were present to discuss various concerns they shared collectively as a group. Approximately 30 minutes were devoted to addressing their concerns.
      (1) It was discussed that while the passing rate for MCW students on USMLE Step 1 is near the national means, the institution is below average on nearly all domains that are being tested.
      (2) The emphasis of the USMLE EXAM is one of integration, an area that was recently the focus of a retreat.
      (3) The exams that the CEC is offering to M1 and M2 students at no cost, would have several benefits including allowing the student to identify areas of weakness and allowing the faculty to determine if the current curriculum is addressing the same material that the students are being tested on.
      (4) The students at the present time will not be asked to prepare for the exam. In future years, the CEC may feel that a formal preparation would be encouraged. There have been no discussions to finalize such a proposal.
      (5) The exam will continue to be offered during the regular week, not on weekends. There were some concerns that scheduling the exam on a Saturday would make it less “legitimate”.
      (6) All present agreed that it was of the utmost importance to communicate to students what the importance of the exam being offered by the CEC is.
      (7) All Course Directors have been and will continue to be invited to participate in the creation of the M1 examination.
      (8) There was a concern raised that by having the M2 exam in March, the students would be at a disadvantage as they would not have been formally exposed to some of the material they were being tested on. There is evidence to suggest that students are already preparing on their own for the national board exams. This preparation according to a survey of the students is occurring well in advance of formally taking the course material. They are also devoting significant resources including financial to prepare. This preparation includes review books that stress integration, buying review questions from various sources, and finally informal preparation with the assistance of M3’s. Dr. Holloway’s office has taken an active role in this process.

   B. Included below is the M1-2 Subcommittee’s Recommendations in regards to Administration of Year 1 and 2 Examinations.
      (1) Goals to be achieved via examination administration:
         a. To see if the degree to which the MCW curriculum prepares students for required licensure examinations.
         b. To provide a metric for the faculty to monitor if curricular changes are having an impact over a longitudinal period.
c. To provide students with experience in taking and, importantly, feedback about their performance on integrated board-like examinations.

(2) Test Development &/or Administration Process:
   a. For faculty, participation in creation of the customized examination is an opportunity to learn more about the structure, format and content of USMLE type items.
   b. All students will be required to complete the examination in a professional manner.
   c. Examinations will be administered following USMLE processes and procedures including timing, attire, communication, breaks, etc.
   d. Students will be advised that they are NOT expected to study for this examination, but it will be administered under USMLE like conditions.
   e. A copy of each student’s score profiles will be provided to Educational Services to perform aggregate data analysis with results provided to CEC, course and clerkship directors, department chairs, the dean, and other key stakeholders.

(3) Data Benefits by Key Stakeholder(s)
   a. Students:
      (i) Each student will be provided with a copy of his/her profile.
      (ii) The profile is intended to provide the student with a formative assessment for his/her use in guiding USMLE Step 1 preparation.
      (iii) The Office of Student Affairs can utilize the aggregate results (see below) to assist students in Step 1 preparation.
      (iv) Individual student score profiles will not be included in the student’s file.
   b. Faculty:
      (i) For the course directors and the CEC, the aggregate data provides information regarding our students’ overall performance on integrated style multiple choice questions, rather than discipline specific items.

C. Computer Hold dates
   (1) May 14, 19 and 22 - All day
   (2) May 15, 21 and 23
   (3) May 20 AM

3. Deans’ Reports updates
   A. Dr. Simons; no formal reports
   B. Dr. Redlich
      (1) Genetics Audit.- The audit is now being reviewed by the M1-2 course directors. The audit addressed whether the material taught in class was consistent with the previously-outlined objectives.

4. Student Reports
   A. No reports.

5. Subcommittee Reports (Action Oriented Items Reported) Approval by CEC
   A. M1-2 Subcommittee - Drs. Dwinell & Denson. The M1-2 Subcommittee put forth a motion to the entire CEC to approve M1 and M2 examinations for the 2008-2009 academic year pending acquisition of funds. The motion was unanimously approved.
   B. M3-4 Subcommittee - Dr. Lauer.
      (1) No action items.
1. Chairperson’s Report – Dr. Lauer for Dr. Decker
   A. February 2008 minutes approved.
   B. CEC Curriculum Final Report: Update on Meeting with Dean Dunn and Executive Committee. The meeting has been rescheduled for Monday April 28th.

2. Deans’ Reports updates
   A. Dr. Simons (updated provided in his absence)
      (1) STAR Center Website. The Website will be available for those using the system from an internal location. The available resources as well as costs and availability will also be posted.
      (2) One45 suite Update. This is a system similar to what is in place for the evaluation of residents and fellows (New Innovations) but would be used for evaluating medical students. Still to be developed is a component that will allow scheduling to be done electronically within the system.
      (3) AMA Initiative on Medical Education. This is an initiative that Dr. Simons is actively involved with. It addresses initiatives and improvements that affect medical students. Issues addressed include the cost of medical education as well as the need to integrate. http://www.ama-assn.org/ama/pub/category/16866.html
      (4) M-4 Match Related Activities. Ms. Mack informed the committee that there were 10 students in the class of 2008 that did not match for their chosen residency. These students have been notified and they will be working with faculty members to secure a position.
   B. Dr. Redlich: LCME Annual Report
      (1) Identification of individual responsible for coordinating topics across the curriculum (e.g., patient safety, musculoskeletal medicine). The report proposes that Theme Directors be identified for those areas that are crucial to the student’s education and spread over both the basic science and clinical years. It was also briefly discussed that the committee’s next major area to integrate may be Musculoskeletal Medicine rather than Nutrition.
      (2) Is Professionalism an explicit component of a medical students grades and clerkships?
         a. Check methods used to evaluation (e.g., observation during laboratory sessions – gross anatomy, small group sessions in pre-clinical years; observation by faculty/residents; comments from administrative staff, nurses, patients). While professionalism is of major importance and encouraged at all times, it remains unclear how this is being evaluated and how it impacts on grades. The importance of determining this was discussed but no formal plan was proposed.

3. Carnegie: Molly Cooke core principles as discussed during her March 6-7 visit.
   A. Themes: Individualization, Integration, Insistence on Excellence (pending – Identity)
   B. Principles: Progressive Problem Formulation & Reformulation; Effortful Reinvestment (learner)
   C. Processes: Disruptive Innovation, Evolution, Budget, Buy-in

Disruptive Innovation: Achieving major change by smaller, easier-to-achieve tasks.
Drs. Redlich, Simpson, and the student assembly have met with Dr. Ravdin. The meeting was productive and Dr. Ravdin expressed his support for curriculum reform.

4. Subcommittee Reports (Action Oriented Items Reported) Approval by CEC
   A. M1-2 Subcommittee - Drs. Dwinell & Denson
      (1) Genetics Audit. A letter was drafted and sent to M1-2 Clerkship Directors requesting feedback on the quantity of genetics being taught in the Basic Science years. The data will be reviewed by an ad hoc committee that will include 2 members of the M1-2 CEC subcommittee as well 2 members of the M3-4 subcommittee.
(2) M2 Course Directors Horizontal Integration Initiative. The Microbiology, Pathology, CER, and Psychiatry Course Directors have been meeting and attempting to integrate the curriculum. They will be meeting with the M1-2 Subcommittee in April.

(3) CER Course Budget. The subcommittee strongly supports Dr. Simons’ effort to have all 200 students perform up to 6 structured H & P-related events as well as OSCE in the Star Center. The lack of clinical faculty participating in this course is a major concern. At the present time, one-half of the class utilizes the STAR Center. The cost for the remaining half of students will be $33,000.

B. M3-4 Subcommittee - Dr. Lauer
(1) The in-depth Clerkship Reviews are nearly completed. Dr. Bower will be coming to the April Meeting to discuss Family Practice.

(2) Drs. Lauer, Franco, and Mr. Sweis will be meeting with Dr. Lund and other members of the OB-GYN Department to discuss concerns over professionalism.

5. Student Reports
   A. Student survey on M3 curriculum structure (Mr. Sweis). The students expressed the following concerns:
     (1) Better understanding of how their final grade is determined/
     (2) More feedback on OSCE performances. What could I have done better? The history? The exam?
     (3) The opportunity to have a practice OSCE.
     (4) Data showing how our students compare to other schools on the NBME shelf exams. Also how is the shelf exam grade utilized in the final grade determination?
     (5) More consistent mid-course feedback.
     (6) Better understanding as to how much trainees (residents, fellows) determine the student’s final grade.
     (7) Can the I-forms that students complete on the respective Clerkships be modified to be more Clerkship-specific?
     (8) Can students who participate in research be formally recognized and can this be used to obtain simultaneous degrees such as MPH? It was determined that multiple factors (Thesis, time devoted) made this question difficult to address at the present time.

6. NBME Exams – Progress to Date (Simpson)
   A. M1 customized exam. The date may need to be pushed back as we are still awaiting the bank of questions.
   B. M2 CBSSA (scheduled for the end of March).
   C. M3 CCSSA. Students will have 4 days off in May for this comprehensive clinical EXAM.

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Respectfully Submitted,

Jose Franco, MD

CEC Secretary
1. Chairperson’s Report –Dr. Decker
   A. March 2008 minutes
      (1) Correction
         a. Under section 6C. It should read “M3 students taking the CCSSA exam will be excused from their
            normal duties for 4 hours”, not 4 days.
   B. CEC Curriculum Final Report
      (1) Executive Committee will meet with Dean Dunn (Monday, April 28, 2008) to discuss the Final Report and
          any suggestions he may have regarding the feasibility and implementation of the recommendations.
          a. CEC Nominating Committee - Drs. Brasel; Trapane; Dwinell; Lang; Lauer and Olivier.
             (i) As per CEC Guidelines, the outgoing members have discussed the position of the CEC Chair for the
                 2008-2009 academic year. Dr. Franco was nominated for the position and he has accepted.
   C. Nominations for Society of Teaching Scholars, Lennon and Wagner Awards – Due Friday, 9:00 AM May 9
      www.mcw.edu/sts.

2. Deans’ Reports updates
   A. Dr. Simons
      (1) USMLE Step 1 Profile/Score Reports are now available. 197/204 (97%) of MCW students posted a passing
          score with the National average being 94%.
      (2) The MCW mean score was 222 with a standard deviation of 20 compared to the National score of 222 with a
          standard deviation of 22.
      (3) Results will be posted in ANGEL in the near future.
      (4) There will be a reception for Dean Dunn from 4-6 PM on April 21st and all CEC members were encouraged to
          attend.
   B. Dr. Redlich
      (1) The scheduling of Fall Semester Courses has begun.
      (2) Course Directors for Microbiology, Pathology, and CER are working together to integrate their respective
          course curriculum.

3. Subcommittee Reports (Action Oriented Items Reported) Approval by CEC
   A. M1-2 Subcommittee - Drs. Dwinell & Denson
      (1) Genetics Audit committee members
         a. Dr. Franco (M3-4 Subcommittee)
         b. Dr. Helms (M3 Clerkship Director)
         c. Drs. Trapane & Deschenes (M1-2 Subcommittee)
         d. Dr. Lorek (M1-2 Course Director)
      (2) M2 Course Directors Horizontal Integration Initiative (Preliminary) – meeting April 28, 2008. (see 2C above)
      (3) Medical Spanish
         a. The M1-2 students have discussed a possible proposal for a course on campus that would teach basic
            Medical Spanish.
         b. This could possibly be coordinated by La Raza Medical Association
   B. M3-4 Subcommittee - Dr. Lauer
      (1) Family Medicine Clerkship Director in-depth review was held earlier today, Dr. Douglas Bower joined the
          sub-committee to discuss the review.
      (2) In-Depth Reviews for 2007-08 has been completed.
      (3) Clinical Experience Log for Medically oriented sub internships, to be discussed in a future meeting.
      (4) Clerkships & Professionalism. The subcommittee is debating whether to assign a CEC member to function in
          the capacity of Professionalism Coordinator. This individual would review the professionalism evaluations for
          all clerkships as well as serve for a contact person during clerkships if students have any concerns.
4. Student Reports
   A. None

5. NBME Exams – Progress to Date (Simpson)
   A. M1 customized exam – April 25, 2008 next test construction committee meeting to select the questions
      (1) Delivered Monday, May 12 – pm – 65-75 items; if interested in proctoring see Dr. Simpson
   B. M2 CBSSA – 2nd ½ of class administered April 22
   C. M3 CCSSA – May 19-23, 2008
   D. M3 B-OSCE (parallel USMLE Step 2 CS) – Administered week of May 19-23.

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| 3rd Monday of the Month                  |
| May 19, 2008                             |
| June 16, 2008                            |

| M1/M2 Subcommittee – 4:00PM room HRC 3050|
| April 28, 2008                           |
| May 26, 2008                             |
| June 23, 2008                            |

Meeting adjourned at 4:35 PM.

Respectfully Submitted,

Jose Franco, MD
1. Chairperson’s Report – Dr. Franco for Dr. Decker

   A. Minutes from the April 2008 were approved with the following correction.  
      Correction: #1  B. a. i. CEC Nominating Committee - Drs. Brasel; Trapane; Dwinell; Lang; Lauer and Olivier.

   B. As per CEC Guidelines, the outgoing members have discussed the position of the CEC Chair for the 
      2008-2009 academic year. Dr. Franco was nominated for the position and he has accepted the 
      nomination. Dr. Franco was unanimously approved by the CEC to serve as the chair for 2008-09.

   C. CEC Curriculum Final Report: Executive Committee meeting with

      (1) DEAN DUNN (April)

         a. The purpose of the meeting was to obtain Dr. Dunn’s insights about how to begin moving on the 
            retreat recommendations.

            (i) Dr. Dunn was supportive of retreat findings and the need to integrate our curriculum.

            (ii) Dr. Dunn was insightful about focal points to move curriculum change forward including 
                 financial, organizational and cultural issues regarding change at MCW.

      b. Dr. Dunn emphasized the need for the CEC to move forward on establishing CAPS for 
         education. This appeared to be a priority from Dr. Dunn’s perspective.

      (2) DEAN RAVDIN (May 19, 2008)

         a. Dr. Franco began the meeting by outlining the strengths and challenges we face with our 
            current curriculum and the associated evidence.

         b. Dr. Ravdin agreed that our current curriculum structure is not optimal and that he is in the 
            process of strategizing an old process and goals in collaboration with the chairs that will be 
            presented to the Board of Trustees in September for approval.

         c. Key elements that were discussed during the meeting included the need for:

            (i) Integration, individualized options/tracks, excellence and allowing students to form a 
                professional identity.

                (a) For example, students should be encouraged/allowed to develop their interests through 
                    combined degree programs, community services, international health, etc., were areas 
                    of discussion.

                (ii) Dr. Ravdin seeks to establish models for education that are innovative and excellent while 
                     attentive to costs. These models would then bring national stature to MCW and will serve 
                     as the framework within which we will align our medical student curriculum design.

                (iii) In order to move from “good to great” we will need to look at interdisciplinary opportunities 
                     and emphasize diversity.

                (iv) A timetable was discussed with an overall model outlined within 1 year and implementation 
                     over 5-10 years.

                (v) In the fall there will be a facilitated retreat to develop the model for education with key 
                    stakeholders in attendance.

         d. The CEC emphasized its interest and commitment to serving in a leadership role in this change 
            process.

            (i) Short Term action items include developing a CAPS proposal.
D. Orientation for new CEC members
   (1) As the CEC and its members have taken on new responsibilities, it now takes 6-months or more for faculty and student members to understand the curriculum, the CEC and its roles and responsibilities and become fully participatory.
   (2) **Approved:** A formal orientation of 2-3 hours in duration will be required of all new CEC members.

2. Deans’ Reports updates
   A. Dr. Simons:
      (1) Senior dinner included the announcement of 49 awards which include the faculty teaching awards. Some students received multiple awards.
         a. Ms. Mack congratulated the Department of Surgery for receipt of multiple teaching awards.
      (2) 186 graduates walked across the stage with a “handful” still waiting their diplomas.
         a. Dr. Kathy D’Angelis, the current Editor-in-Chief of JAMA, provided an outstanding presentation following receipt of her honorary degree.
   B. Dr. Redlich:
      (1) Room scheduling for Fall
         a. Fall scheduling will be concluded with a meeting of the course directors on Tuesday, May 20, 2008.
      (2) TTC (Transition to Clerkship Course): June 24, 25, 26
         a. The course has been revised with some sessions withdrawn and several new sessions under development including:
            (i) A panel of AOA students will enlighten the rising M3’s regarding the activities of daily living as an M3.
            (ii) Testing and evaluation session will emphasize how grades are developed, professionalism and CEC evaluations.

3. Subcommittee Reports (Action Oriented Items Reported) Approval by CEC
   A. M1-2 Subcommittee - Drs. Dwinell & Denson (Drs. Redlich, McNally and Simpson provided an update).
      (1) Genetics Audit Committee:
         a. The first meeting will be June 11, 2008 and begin with a review of the Genetics audit data from course/clerkships. Members include course and clerkship directors, CEC members, members with explicit genetics expertise.
         b. The audit data will be reviewed to identify opportunities to improve our longitudinal genetics curriculum.
      (2) Medical Spanish
         a. As students work with non-English speaking patients, their ability to participate in care is limited if they do not have basic terminology. As our population diversifies – it is anticipated that the need for this course will increase.
         b. Historically selected student organizations have sponsored a medical Spanish course. However, there are limited resources to support. Froedtert currently offers a course for all staff.
         c. A working group was formed to finalize a proposal and present to the M1-2 subcommittee.
   B. M3-4 Subcommittee - Dr. Lauer
      (1) In-Depth Reviews
         a. Family Medicine has been approved.
         b. Ob/Gyn has been approved for this year with an interim review focused on professionalism to be scheduled for February 2009.
      (2) Clinical Experience Log
         a. Currently there is no clinical experience log for Medically Oriented sub internships.
         b. M4 Ambulatory medicine and the Surgically Oriented Sub’s do require students to complete a PDA-based clinical experience log.
         c. The subcommittee approved the implementation of a clinical experience log for all required clerkships.
      (3) Clerkships & Professionalism
         a. Establishment of an M3-4 CEC Clerkship Liaison for Professionalism was approved with the goal to create some “separation” between evaluators (e.g., clerkship directors, dean’s letter authors) and students to increase specificity of incident reports.
         b. A number of questions were raised regarding the need, role, and actions available to the CEC liaison member.
In particular, the question was raised about the ability of a CEC liaison to effect change/discussion within a department.

(a) Currently the CEC has met with departmental representatives of those clerkships identified in CEC evaluations as having issues with professionalism. A major limitation has been the lack of specific details that allow action. The goal of the liaison is to provide another outlet.

(ii) Depending on the level of the concern – general counsel may need to be involved and legal issues can be associated with student’s expressed concerns (e.g., discrimination, harassment) and the careers of faculty.

(i.) The subcommittee will seek Dr. Simons’ guidance regarding legal implications unique to the CEC liaison role.

c. CEC Required End of Rotation Evaluation Form Items

(i) The M3 CEC Clerkship evaluation items specific to professionalism will be reorganized and steps taken to enhance specificity of student feedback to effect change.

(4) Last night on call for M4 Students

a. Students on M4 rotations will not be allowed to take call on the last night of their rotation as it interferes/impacts the 1st day of their next rotation (e.g., 80/30; travel to away elective).

4. Student Reports

A. No report

5. NBME Exams – Progress to Date (Simpson)

A. M1 Customized Exam – Monday, May 12 (Completed)
B. M2 CBSSA - Completed
C. M3 CCSSA – May 19-23, 2008 – make up in June for those on May vacation
D. M3 B-OSCE (parallel USMLE Step 2 CS) – Administered week of May 19-23.

Meeting Adjourned at 5:15 pm

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<th>Minutes authored by:</th>
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<td>Deborah Simpson, PhD</td>
<td>Jose Franco, MD</td>
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CEC Full Committee – 400PM
M3/M4 Subcommittee – 300PM  Room MEB 3390
3rd Monday of the Month

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<th>June 16, 2008</th>
<th>Learning Resource Funding Cycle Deadlines</th>
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1. **Chairperson’s Report – Dr. Franco for Dr. Decker**

A. **Minutes of the May 2008 meeting were approved as submitted.**

B. **Recognition of Outgoing CEC members:** Dr. Franco expressed sincere thanks to all members of the CEC and especially to those who have completed their service on the CEC. It has been, per Dr. Franco, a productive and progressive year. Members’ contributions were acknowledged as follows:

   1. **Outgoing chair – Dr. Decker** was thanked for his two years as chair of the CEC and we look forward to his continued service for his final year on the CEC in 2008-09.

   2. **Outgoing Committee Members - Drs. Dwinell, Olivier, Trapane, Brasel, Hudson, Lang and students – Mr. Matthew Lochen, Mr. Daniel Francis, Mr. Owen Sweis, Mr. Nicholas Flugstad and Mr. Lance Relland** were all thanked for their contributions to MCW’s medical student education programs through their service to the CEC.

C. **Executive Committee Updates**

   1. **Steering Committee meetings with ECF subgroups**

      a. Steering Committee members met in May with Basic Science Chairs.

         i. Meeting with basic science chairs occurred as part of the first basic science chair meeting convened by Dr. Ravdin.

         ii. Overall the meeting was positive and the basic science chairs expressed support for curriculum change.

      b. Meeting with Clinical Chairs was scheduled for June 24, 2008, chaired by Dr. Ravdin.

         i. Note meeting has since been rescheduled by the Dean’s Office for July 2008.

   2. **CAPS (College Activity Performance System) Update**

      a. Dr. Alan David, who was the previous clinical chair representative on the CEC, indicated that the CAPS system provided an opportunity to “value” education within the college’s metrics system.

         i. Currently the CAPS system does not include any indicators/metrics specific to medical student education.

      b. Drs. Decker, Redlich and Simpson met with the CAPS staff to develop a plan for how to develop and incorporate education metrics with the CAPS system. The Executive Committee of the CEC has been meeting over winter and spring to begin implementing that developmental CAP education metric process.

         i. A draft of a comprehensive listing of the objective and subjective data sets already available associated with medical student education has been assembled (e.g., USMLE performance, NBME MCW administered year examinations, CEC in-depth and screening review findings).

         ii. During the CEC Steering Committee with Dr. Dunn, affirmed that establishing CAPS education metric should be a priority.

         iii. The draft of the metrics will be edited, a sample of how metrics would be portrayed using several departments will be developed, and then these documents will be used for a follow-up discussion with Margie Spencer (MCW CFO) who is responsible for the CAPS system.

   3. **Learning Resources Awards**

      a. Recipients from the spring 2008 cycle were announced.

         i. Drs. Papin and Bedinghaus – Student Self-observation in the Medical Interviewing Course Video Recordings During the M1 Interviewing Course.

         ii. Dr. Tews and Kim Poindexter, MS – Improving Critical Basic and Emergency Medicine Training with Mobile Learning Technology

         iii. Drs. Bower, Havas, Bedinghaus, Diehr, Papin and Young – Team-Based Learning in the M3 Family Medicine Clerkship
b. Recognition Pins - Teaching Excellence
   (i) Many departments, particularly those in the basic science, do not have a structure for recognizing excellent teachers. Given that the college-wide recognitions for teaching are limited to a few individuals; many excellent teachers may go unrecognized for their strong contributions to medical student education.
   (ii) Adapting a model from Northwestern University’s School of Medicine, Dr. Simpson submitted a proposal for Learning Resources Funds to support a CEC teacher recognition process. The CEC approved the proposal and the major components of this process were outlined at the June course/clerkship directors and received strong support.
      (a) Each course/clerkship director will forward the names of up to 10 individuals each year who should be recognized as excellent teachers who advance learning in medical students to the CEC via the Office of Education Services.
      (b) The CEC Executive Committee will “approve” those names and each individual will receive a “lapel pin” in recognition of their excellence.
      (c) The lapel pin design is “under development” as several course directors had ideas.
      (d) Recognition will occur in the Fall 2008 and will be announced in MCW News and other dissemination venues.

D. CEC Professionalism Liaison
   (1) Dr. Franco summarized the CEC’s proposal – presented in the minutes of the May 2008 meeting.
   (2) Dr. Simons reported that MCW’s legal counsel has expressed concerns regarding legal issues that would occur if “significant” unprofessional behavior did not come to the attention of the administration.
      a. Dr. Simons indicated as long as there was a mechanism for the “significant” issues to come to the attention of the administration, he personally has no problem.
      b. Dr. Franco, who will serve as the CEC professionalism liaison as another “option” for students to express concerns related to professionalism, agreed to bring forward any “significant” issues.
      c. The CEC professionalism liaison strategy will go forward as outlined for the 2008-09 year.
      d. Dr. Redlich emphasized the importance of the existing professionalism data that comes to the CEC and the importance of the CEC’s role in addressing professionalism issues.
         (i) To that end Dr. Franco has agreed to discuss the issue of professionalism at the upcoming TTC including the new CEC professionalism liaison role.
   (3) Drs. Simons has been working with Drs. Holloway and Redlich to develop a parallel “orange card” system for faculty associated with unprofessional behavior. Students would submit the “card” to “the Dean of their choice” within Academic Affairs.
      a. Parallel to the orange card system, action will depend on the level of the concern: a dean may go immediately to the department chair or if at a lower threshold, the “card” can be held to see if there are repeated episodes.
      b. Dr. Lauer emphasized that it would be important that there be a feedback loop to the CEC given that professionalism is an area of active concern to the CEC.
         (i) Dr. Simons assured the CEC that a summary report would be provided to the CEC at periodic intervals during the year (e.g., 2 times/year).

E. 2008-09 CEC Roster
   (1) New Members
      a. Drs. Joseph Carroll (1 year term), Vaughn Jackson, Anna Stadnicka (basic science representatives), and Andrea Winthrop (Clinical Representative) have been elected to the CEC.
      b. Dr. Simons has forwarded recommendations for the Dean’s appointees to Dr. Ravdin.
      c. An formal orientation for new members will occur over the summer.
   (2) July/August CEC meetings will be held given the upcoming Education Model retreat.
      a. Dates and times will be updated before the July CEC meeting with new members.

   A. A proposal to implement an Academic Enrichment – Certificate of Completion to recognize those structured educational activities that occur outside of the formal curriculum on the medical student transcript was presented orally and in writing by Mr. Lochen and Dr. Koethe.
      (1) The proposal is consistent with the findings of the curriculum retreat (e.g., flexibility, tracks, areas of emphasis) providing an opportunity to build and formalize those activities in which students are already (or would like to become) engaged that occur outside of the traditional curriculum structure.
      (2) Mr. Lochen emphasized that the proposed addition on the transcript would distinguish MCW students from other students as it would provide evidence of formal learning (consistent with the ACGME PBL&I competency) in focal areas of interest and is an indicator that MCW supports students pursuit individual areas of interest.
         a. Ms. Mack clarified the distinction between a dean’s letter, which serves specific purpose and time frame, and an academic transcript, which remains intact and is referenced throughout one’s professional career.
Dr. Koethe highlighted several sections of the proposal, emphasizing that an activity qualifying as an academic enrichment program would have:

- Specific educational objectives
- Designated faculty responsible for meeting these objectives
- A formal structure, schedule, and expectations for completion.

Currently the Healer’s Art course would be an example of an activity that meets these criteria.

The function of an academic transcript per Ms. Mack is to reflect the student’s progress towards an academic degree.

As the proposed activities are over/above what is required for a degree (i.e., it does not specifically fulfill specific degree requirements), it may not be appropriate for inclusion on the transcript.

However, what is actually placed on the transcript/on a student’s diploma appears to allow some flexibility:

- Currently AOA is not recorded on a student’s transcript as it is not a decision of MCW’s faculty; it is the decision of an independent group. AOA also does not appear on the diploma.
- The honors in research program is not designated on the transcript (as it is not a requirement for graduation), but is reflected on their diploma and announced at graduation.
- Awards given by departments (i.e., selected by MCW faculty) are on the transcript, which, while not “requirements” for the medical degree, are associated with student’s academic requirements.

Discussion / Questions re: Proposal and Next Steps

- How will courses be reviewed?
  - The CEC to review using system similar to what currently exists for new course/elective proposals.
  - A separate review panel may need to be convened drawing members from M1-2 and M3-4 subcommittees.
- Who will monitor?
- Will the courses be open across all years (e.g., M1-4)?
  - Enrollment by year will be part of the course director’s proposal.
- How can we move forward with the “track” concept?

Motion Approved: CEC approved the concept of an academic enrichment program as outlined in the proposal.

The CEC executive committee will review and outline next steps.

Sr. Associate Dean and Associate Dean for Curriculum Reports

Dr. Simons: Education Model Retreat will be held on Wednesday-Thursday, September 10 -11, 2008. The retreat will begin in the afternoon on Wednesday and then run all day Thursday (8-5:00 pm) at the GE Conference facility in Waukesha.

Dr. Simons reported that the purpose of the retreat is to “look at models for education” so that MCW can be a destination of choice for students from the mid-west as part of Dr. Ravdin’s goal of becoming a premier medical school.

During the retreat, participants will explore an array of framing ideas and will likely include a discussion of tracks as a curriculum model (consistent with presentation from Mr. Lochen and Dr. Koethe), a three year curriculum (within the LCME hour requirements), and a combined BA/MD program to expedite students moving quickly to attainment of MD degree.

Dr. Ravdin recommended that the retreat be lead by an outside facilitator.

Dr. Simons announced that Dr. LuAnn Wilkerson (UCLA) has agreed to serve in this role.

 Invitees will include department chairs, selected course/clerkship directors and CEC members along with leaders from other educational institutions with whom we may/have been exploring partnerships in our education programs.

Dr. Redlich: Curriculum Mapping

The Office of Curriculum currently has the syllabi for each course/clerkship at MCW. However as that is a cumbersome process, the goal would be to take advantage of electronic search functionality.

Currently Dr. Redlich is exploring the course content search strategies using ANGEL as the platform but it has limitations (e.g., course enrollment results in e-mail barrage).

Subcommittee Reports (Action Oriented Items Reported) Approval by CEC

M1-2 Subcommittee - Drs. Dwinell & Denson

An overview of the genetics initiatives to date and the current task focus (e.g., course/clerkship director’s reports specific to each of the genetics domains and objectives) was presented by Dr. Franco.

The CEC sponsored workgroup met and reviewed the audit data and developed a series of recommendations which included:

- Establishment of a central resource site for genetics content with the current M1 genetics course as the hub and all course/clerkship related content as the spokes.
(ii) Requirement that all courses/clerkship include selected genetics objectives within their curriculum and report that inclusion (e.g., objective, method, assessment) as part of their in-depth course/clerkship review.

c. **Approved Action Plan**
   (i) Minutes of the ad hoc working group will be circulated to all CEC members with comments sent to working group members.

(2) Medical Spanish
   a. Past History and Available Resources
      (i) Previously the course was overseen by LaRaMA and as a student organization it lacked the resources to provide a continuous offering.
      (ii) Froedtert does a course for staff; VA and CHW do not have any offerings on Medical Spanish.
   b. Ad hoc working group has met and has made significant progress:
      (i) An instructor has been identified (Ms. Graham), interviewed and she has agreed to teach a course.
         (a) She is a high school Spanish teacher and has strong experience in medical Spanish teaching a course at MATC and has published a book that has been very positively reviewed on medical Spanish.
         (b) Objectives for the course have been outlined and a course structure/format.
         (c) MCW faculty have agreed to be involved in the course.
   c. Next steps include: A proposal to Learning Resources for funding (for review at June CEC Executive Committee meeting) and finalizing a steering committee for the course.

B. **M3-4 Subcommittee - Dr. Lauer**
   (1) The preliminary results of the BOSCE and CCSSA were discussed and M3-4 Subcommittee members expressed concern about students’ performance in several domains:
      (i) Cross-Cutting/Integrative Domains: Diagnosis
      (ii) Specialty Domains: Medicine and Surgery
   b. The clerkship directors will be asked to develop an action plan and present/discuss that with the M3-4 subcommittee at the August 18 meeting.

5. **Student Reports**
   A. Mr. Lochen’s M1 report items were discussed in previous sections of the minutes (e.g., Medical Spanish, Academic Enrichment/Certificate of Completion).
   B. No additional reports provided.

6. **Preliminary NBME and MCW “Performance” Reports – Dr. Simpson**
   A. Student Evaluations
      (1) An aggregate report presenting M1, M2, and M3 student’s evaluations of the CEC’s required NBME examinations was distributed.
      (2) Overall 80% of each class reported that “Answering the questions required me to pull knowledge learned in more than one of my MCW courses (or clerkships).
   B. Preliminary results of the M1 Customized NBME Examination, the M2 NBME CBSSA, and the M3 NBME CCSSA were presented.
      (1) Members of the M1 Customized Examination committee have been invited to review the item by item results with most members being able to attend one of three offered sessions.
      (2) The Office of Educational Services will provide a detailed reported pending specific guidance from the CEC.
   C. Discussion tabled pending subcommittee discussions.

7. **NBME Report on USMLE – Discussion**
   A. The *Comprehensive Review of USMLE* Report was circulated to all CEC members on Thursday, June 12, 2008 via a PDF e-mailed by Dr. Simpson.
   B. Dr. Simpson highlighted two key recommendations from report -- that the USMLE:
      (1) Design a series of assessments that are specifically intended to support decisions about a physician’s readiness to provide patient care at each of two patient-centered points:
         a. At the interface between undergraduate and graduate medical education (supervised practice)
         b. At the beginning of independent (unsupervised) practice.
      (2) Adopt a general competencies schema (e.g., ACGME) for USMLE design, development and scoring.
   C. Discussion tabled due to time constraints.

**Meeting Adjourned at 5:18 pm.**

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