Meeting commenced at 4:05 pm

1. **Approve June 2006 Minutes**
   A. Minutes approved

2. **Announcements**
   A. Learning Resource Fund Proposals due 10/9/06. Information online at [http://www.mcw.edu/display/router.asp?docid=880](http://www.mcw.edu/display/router.asp?docid=880)
   B. New Members
      (1) Srinivasan G Varadarajan, MD – Sub Internship Chair
      (2) Tomer Begaz, MD – Co Clerkship Director CPR
      (3) Philip Sharpless, MD – Co Clerkship Director CPR
   C. ANGEL Training and Consultation (see Flyer)
      (1) Two training opportunities will be available for ANGEL orientation
         a. On-line orientation beginning Oct 9th, contact Kim Poindexter
         b. Classroom orientation, four sessions in October, need to register
            i. Oct 9, 11am-12 noon
            ii. Oct 11, 4-5pm
            iii. Oct 17, 7-8am
            iv. Oct 18, 5-6pm
   D. AHW-Education Proposals due November 17, 2006 (see Society of Teaching Scholars Website for RFP and submission forms; consultation support available from Educational Services)

3. **Sr. Associate Dean for Academic Affairs – Ken Simons, MD**
   A. HLC-NCA Self Study, November 20-22, 2006
      (1) Chaired by Dr. Barbieri
      (2) An agenda for each of the three days has been established and requests for attendance at these meetings are/have been sent. Please send timely responses.
   B. Strategic Planning Committee Updates
(1) Education Committee has met to develop a new education-related strategic plan which is competency-based.

(2) Steering committee is in the process of reviewing and will send the final report to the Board for approval.

C. USLME Step II results
   (1) The pass rate for MCW is 90% for this year, compared to a national rate of 94%.
   (2) Current class has a mandate to pass the Step II CK exam as a graduation requirement
   (3) Dr. Simon’s office has offered, at no cost, to the M4 class the Comprehensive Clinical Sciences exam, which is a mock Step II exam as a way for the students to practice before taking the exam.

D. GE-Ultrasound Update
   (1) No new information as the Emergency Medicine Department is taking the lead on this topic.

E. STAR Center Update
   (1) An advisory committee will be re-constituted to offer input into the STAR Center and its activities. This committee will be meeting every 4 months. Invitations will soon be sent.

4. Associate Dean for Curriculum – Philip Redlich, MD, PhD
   A. Scheduling of M1/M2 courses
      (1) Both the M1 and M2 course directors have been working since early July to generate schedules for the spring semester. Draft schedules have been generated. Final room requests are being submitted.

5. CEC Committee Updates – Michael Dwinell, PhD for Chris Decker, MD
   A. CEC Strategic Foci for 2006-07
      (1) Faculty Contact Hours for within and between departments
         a. A survey is being developed to, once again, capture the student and faculty contact hours for each of the M1 and M2 courses. For this survey, the contribution from different departments will be captured so that a breakdown of faculty hours per course by departments that contribute to the course will be available.
      (2) Integration via focal topics (e.g., Genetics, Nutrition)
         a. The first topic is Genetics, for which a retreat is planned.
   B. Genetics Retreat, Radisson, September 26, 2006 from 12-6:00PM
      (1) Return Draft of Genetics Objectives (circulated via e-mail 8.24; return with revisions to Educational Services today/1st thing Wed as deadline Sept 5)
         a. Everyone was encouraged to attend the retreat.
      (2) Retreat will focus on three tasks/areas
         a. Review and approve objectives → send to CEC
         b. Review MCW/national information about genetics & implementation strategies
         c. Development recommendations for implementation strategies & action steps → send to CEC
   C. Academic-Industry Partnerships – Faculty Council
      (1) Thank you Course/Clerkship Directors for data
      (2) The information will be forwarded to the Faculty Council by Dr. Decker

6. Course Director Updates – David Bolender, PhD
   A. Course Director Retreat on M1-2 Learning Objectives Audit and Planning
      (1) A date and location is being sought for the fall semester.
B. Topics and Dates for Integrated Grand Rounds
   (1) Low Back Pain – 9/22/06 at 11:00am
   (2) AIDS – 11/14/06 4:00pm
   (3) These IGR are funded by a grant from AHW, with funds available for faculty who participate.
   (4) Two sessions will be planned for the spring semester.

7. Clerkship Director Updates – Mike Lund, MD and Paola Palma- Sisto, MD
   A. TTC Course Update
      (1) Overall successful with all clerkships participating during the course.
      (2) Kim Poindexter had the highest rated session.
   B. B-OSCE Update – May 14-18, 2007
      (1) It is noted that commencement is scheduled for May 18th; consequently, Dr. Simons’ office may not be able to support the B-OSCE to the extent it has in the past.
   C. Electronic Medical Record – Student Access
      (1) No new updates
   D. M3 Intersession’s – January 2007
      (1) Professionalism and Patient Centered Care (Diversity) are being considered again this year as topics.
   E. Career Vitality & Development Program: Submission to AAMC’s MedEd PORTAL
      (1) Learning Resources Fund supported program of the M3 clerkship directors to enhance their academic and scholarly activities in which they are engaged.
      (2) Multiple projects are underway that will lead to submission to MedEd PORTAL.
      (3) Multiple meetings are planned for this fall.
   F. Residents as Teachers
      (1) Drs. Paul Lemen and Mike Lund in the OB/GYN department have undertaken a project to develop a program for the residents in various departments to be offered with sessions on improving teaching skills.

8. Surgically Oriented Sub Internship Committee Updates – Srinivasan G Varadarajan, MD
   A. Web based PDA form for all Surgical Sub Internships-tabled

9. New Business
   A. None discussed
   Meeting adjourned at 4:45pm.

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<th>Course Directors Meeting</th>
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1. Approve September 2006 Minutes
   A. Minutes were approved as submitted.

2. Announcements
   A. New Members to the Course and Clerkship Directors
      (1) Pathology: Susan Koethe, PhD (Director) & Jennifer Lorek, MD (Associate Director)
      (2) Anesthesiology: Kathy Kinghorn, MD and Chris Plambeck, MD (official titles are pending but likely to be Associate Clerkship Directors)
   B. Learning Resource Fund Proposals due 1/8/07.
      (1) Funds to support innovation in medical student education are available with a brief application.
      (2) Information and application forms are online at
          [http://www.mcw.edu/display/router.asp?docid=880](http://www.mcw.edu/display/router.asp?docid=880)
   C. Medical Humanities Program: December 7, 2006 4:30-5:30 HRC-MCW
      (1) Abraham Verghese, MD, “In Search of the Medical in Medical Humanities”
          a. This is the official launch of medical humanities program which is directed by Art Derse, MD, JD and all course/clerkship directors were invited and encouraged to bring a colleague.
   D. Elsa Cohen, MD Visiting Professor in Medical Education – Friday, December 8
      (1) Dr. LuAnn Wilkerson will be the first Elsa Cohen, MD visiting professor in medical education, supported by endowed funds. Dr. Wilkerson is a nationally recognized educator from UCLA who will be involved in three activities open to all faculty:
          a. 8:30 – 9:30 Open Invited to Pediatrics Grand Rounds
          b. 12:15 – 1:30 Seminar for CEC, Course/Clerkship Directors, Other Interested Faculty on Curriculum Change and Measurement
          c. 3:30 -5:00 M&M = Teaching Incidents
3. **Introductions – Name, Role, Department, Length of Service as Director**
   A. All present provided brief introductions.
   B. The Department of Psychiatry and Behavioral Medicine will be appointing a new course director for M1/M2 courses as Dr. Joe Layde has been appointed Vice-Chair for Education within his department. Congratulations to Dr. Layde and we thank you for your long-standing service to medical student education.

4. **Sr. Associate Dean for Academic Affairs – Ken Simons, MD**
   A. HLC-NCA Site Visit, November 20-22, 2006
      (1) The HLC-NCA accredits the entire college while LCME is focused on medical student education. NCA accreditation is awarded for up to 10 years.
      (2) A preliminary report is anticipated by the end of December. The exit interview indicated that there were concerns about the college’s student assessment process.
   B. USMLE Step 2 CK and CS (Results are posted in ANGEL)
      (1) Traditionally MCW’s Step 1 scores are higher than the national average (96% for MCW vs 94% average) but they have been declining in recent years.
      (2) Traditionally on Step 2 CK MCW averages about 92% to a 94% pass rate nationally.
      (3) The Class of 2007 must, for the first time, pass Step 2CK as part of their graduation requirements. Previously, our students were required to take and post a score that “may be used in graduation decisions” rather than the “pass” to graduate requirement.
         a. Last year there were three residency programs (each from a different medical schools) who petitioned the National Residency Matching Program (NFMP) to “revoke” the match for a student due to the student’s failure of the USMLE Step 2 CK.
      (4) Number of attempts to pass and wait time between attempts.
         a. Students must wait 60 days between attempts, per the NBME.
         b. MCW limits students to 3 attempts.
         c. State licensure boards have their own limits to the number of attempts.
      (5) Typically MCW’s “Dean’s letter” only report the Step 1 results as students do not typically have their Step 2 scores when the Dean’s letters are distributed.
         a. Dr. Simons will review the viability of including an addendum that explains MCW’s Step exam policy for next year.
      (6) The Step 2CS scores reveal very high pass rates for all students including MCW graduates.
   C. AAMC Graduation Questionnaire 2006 (Posted ANGEL)
      (1) Overall our evaluations remain strong. There are several areas that deserve further discussion, but those will occur at the course and clerkship director meetings once all have had the opportunity to review the questionnaire on ANGEL.
      (2) Professionalism has been a focal area for the course/clerkship directors in recent years and our efforts have been recognized by the students.
         a. 80% of MCW students (versus 50% nationally) recognize that we have a mistreatment policy.
         b. Our data on specific elements of mistreatment remains steady or continues to improve towards our goal of zero tolerance for mistreatment.
   D. Strategic Planning Committee Updates
      (1) The plan was vetted to the faculty (via an e-mail sent to the list serve asking for comments).
      (2) The plan went to the Board of Trustees in November and is expected to be finalized in January 2007.
   E. STAR Center: Advisory Committee & Business Plan
      (1) We are in the process of developing a business plan for the STAR center to be reviewed by the Advisory Committee. The purpose to provide revenue to partially offset expenses associated with replacement/new simulators and/or other applications.
      (2) Several alumni are interested in naming rights to various STAR locations (e.g., Class of 1992).
Gray’s Anatomy (last week’s episode) used a simulator to practice a procedure. It may be a good piece of video for explaining role/use of the STAR center simulators, per Dr. Meurer.

5. **Associate Dean for Curriculum – Philip Redlich, MD, PhD**
   A. Scheduling of M1/M2 courses has been completed and will be published on December 12.
   B. **ANGEL Calendar Function**
      (1) The calendar function within ANGEL is being explored by Office of Curriculum as a mechanism for rapid updating of the schedule.
      (2) ANGEL does have some limitations but the Office of Curriculum is working with the ANGEL technology support at MCW to determine if this platform is a practical and feasible application to meet our needs.

6. **CEC Committee Updates – Deb Simpson, PhD for Chris Decker, MD**
   A. **CEC Strategic Foci for 2006-07**
      (1) Executive Committee of Faculty – Responsibilities of and for Clerkship Directors
         a. The document, approved by the clerkship directors and the CEC, was to be reviewed with the clinical chairs at a recent meeting by Dr. Decker (Chair of the CEC) as part of the CEC’s guidance to the Dean regarding the resources/time needed for education. However, the meeting was rescheduled for next month.
      (2) Faculty Contact Hours for within and between departments
         a. The data for M1-2 courses has been collated and was circulated at the recent M1-2 Course Director Retreat. Several course directors are currently updating their data.
         b. M3 Clerkship Directors data was due today.
         c. Once the data has been assembled – it will be presented to the CEC as part of its strategy for working with the Dean on resources/time needed for education.
   B. Genetics Retreat, September 26, 2006
      (1) Genetics Objectives, limited to the seven domains in the M1-2 Curriculum were approved at the retreat and approved as submitted by the CEC at its November meeting.
      (2) The Full Report from the Genetics Retreat will be submitted to the CEC later this month. Follow-up on the retreat generated curricular implementation strategies and will be assigned to M1-2 and M3-4 Subcommittees for action.

7. **STS - Integrated Grand Rounds (IGR) - Philip Redlich, MD, PhD**
   A. **Spring 2007 Dates**
      (1) The IGRs are supported with funds from an Advancing a Healthier Wisconsin award with co-sponsorship by the Society of Teaching Scholars.
      (2) The fall IGR on low-back pain was very successful with average rating 4.5 out of 5 (5 = highest).
      (3) The HIV-AIDS IGR scheduled for November was canceled due to timing conflicts with other M1-2 activities.
      (4) The planning group for the IGR will be contacting course/clerkship directors regarding scheduling needs and Dr. Bolender requests flexibility in moving schedules in order to find several “best times”.
   B. **Topics and Participants**
      (1) Topics under consideration include: HIV-AIDS, Genetics, and Injury.
      (2) Additional ideas/suggestions for upcoming IGR topics should be forwarded to Drs. Bolender and Redlich.

8. **Course Director Updates – Philip Redlich, PhD, MD for David Bolender, PhD**
   A. Course Director Retreat on M1-2 Learning Objectives Audit and Planning
      (1) The M1-2 course directors met for a ½ day retreat at the CHW-Corporate Center on Tuesday, November 28 to review the results of a curriculum audit specific to the M1-2 Learning Domains and Objectives.
Data from students and from the course directors was reviewed with specific action plans developed to address gaps and to deliberately sequence areas identified as redundancies.

Key findings (as reported by those who attended and were present at today’s meeting include):

a. Targeted updates / reviews by course directors at their quarterly meetings to better understand what each other is teaching.

b. Need for course directors to have access to each others materials on ANGEL to better identify shared teaching foci.

Key findings (as reported by those who attended and were present at today’s meeting include):

a. Targeted updates / reviews by course directors at their quarterly meetings to better understand what each other is teaching.

b. Need for course directors to have access to each others materials on ANGEL to better identify shared teaching foci.

9. Clerkship Director Updates – Mike Lund, MD and Paola Palma-Sisto, MD

A. January 2, 2007 M3 Intersessions – Facilitators Needed

1. The fifth annual third year interaction Patient Centered Care (AKA diversity) and Professionalism are scheduled for Tuesday, January 2, 2007 at MCW and Froedtert. Both sessions have been highly evaluated by students and faculty alike.

2. We are actively looking for facilitators for each session for an AM and/or PM block of time. Approximately five facilitators are still needed for professionalism and additional facilitators (both MD and knowledgeable individuals in community-based health care) are needed for the PCC intersession.

3. Please contact Dr. Redlich or Dr. Simpson if you are interested and/or have individuals who you can recommend who have strong facilitator expertise (subject matter expertise is not needed as we can orient you).

B. Career Vitality & Development Program: Submission to AAMC’s MedEdPORTAL

1. This year the clerkship directors are focusing on their own academic career development with an emphasis on those areas that are “personally enriching”.

2. Fall 2007 sessions focused on translating educational materials into products that are suitable for peer review and dissemination.

   a. To date the PCC intersession has been submitted to the AAMC MedEdPORTAL and the professionalism submission is in process.

3. February 2007 focus will be qualitative analysis of narrative data focusing on the M3 Intersession critical incidents.

C. Residents as Teachers

1. This MCWAH-initiated project has several phases in seeking to improve residents as teachers (to bring us into compliance with an LCME citation).

2. One phase focused on assessment of residents as teachers. An ANGEL-based resident as teacher evaluation form (for students to complete on each resident that they have contact by rotation) is available to all clerkships for use.

   a. Ob/Gyn was the pilot rotation for this evaluation and the form has strong psychometric integrity and provides very informative data to applaud residents who are strong teachers and to identify those residents who may need special attention.

10. Surgically Oriented Sub Internship Committee Updates – Srinivasan G Varadarajan, MD

A. Web based PDA form for all Surgical Sub Internships (Tabled)

11. 1st draft of the 2007-08 academic calendar: Registrar – Lesley Mack

Ms. Mack distributed the 1st draft of the 2007-08 Academic Calendar and discussion/decision focused in the following areas. If you have additional comments, changes, recommendations, get them to Ms. Mack immediately!

1. M1-2 Decisions

   a. Winter break will be more predictable as the holidays fall on weekdays.

   b. To obtain 2 full weeks of vacation between the semesters – the start date for the 2nd semester for the M1 and M2 years is deferred until January 7.

2. M1-2 Actions: Spring Break

   a. Spring Break is proposed to occur after the Easter weekend – so there are 9 weeks in the 1st year curriculum and 7 weeks in the 2nd year curriculum following the break.
i Cell and Tissue Biology requested that spring break come a week earlier, so that it would fall precisely half-way through the semester with exams administered prior to the break (e.g., March 11, 2008).
ii Changing the week for M2 spring semester may be problematic.
iii An option may be to explore the viability of 2 different spring breaks.

b. **ACTION:** Dr. Redlich will work Ms. Mack and the M1-2 Course Directors to select a time for spring break for M1 and M2 years.

(3) **M3 Decisions:**
   a. June 24 is the confirmed start of the TTC Course for the Class of 2010.
   b. July 2 is confirmed as the start date for all M3 clerkships.
   c. January 2 is confirmed the re-start for all M3 clerkships with the knowledge that January 2 is the required M3 intersession with all students beginning their assigned M3 rotations on January 3.

(4) **M4 Decision:**
   a. July 1 is the beginning of the M4 rotations as Emergency Medicine requests that all students begin on the first day of the month independent of its day of the week. In addition, sub-I rotations for inpatient services may also wish to start on this date.
   b. M4 rotations may start on July 2 at the discretion of the rotation director.

12. **Office of Educational Services – Dr. Simpson**
   A. ANGEL Training & Online Course continues; contact Kpoindex@mcw.edu for further information and/or to request a small group session.
   
   B. ANGEL
      (1) Programmer Analyst III - Mike Sauer has accepted the position and will start mid-December providing technology (E.g., hardware/software) specific support. The Office of Educational Services will continue to support design of instruction, evaluation, and test scoring applications within ANGEL for medical student education.
      
      (2) Individualized program requests affecting the ANGEL application can no longer be automatically granted as those changes may affect the software/architecture of the content management system (e.g., increasing the potential for errors, crashes, etc). The library and Educational Services are working on an approach to review requests with overall functionality of the system as the foundational premise.

13. **New Business - Tabled**

Meeting Adjourned at 5:10 pm

Minutes Authored by: Deborah Simpson, PhD
                    Director, Office of Educational Services
                    
Minutes Reviewed by: Philip Redlich, MD, PHD
                    Associate Dean of Curriculum

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1. Approve December 2006 Minutes
   A. Minutes were approved as submitted.

2. Announcements
   A. Academic Calendar on the Web [link]
   B. Learning Resource Fund Proposals due 4/9/07. Information online at [link]
   C. [link]
   D. Policy on Student Use, Access and/or Distribution of Educational Materials
      (1) Each course/clerkship director needs to include the policy within their respective course/clerkship syllabus. The policy is available for download on ANGEL.
      (2) For the policy to be included in the student handbook, it must be approved by the CEC.
      (3) Action: Forward the policy to the CEC for approval and placement.
   E. April 20, 2007 8:00 am AOA speaker will be Lou Pangaro, MD
   F. STS – Integrated Grand Rounds
   G. Times and Topics for Spring 2007 semester IGR
      (1) March - Cardiovascular Disease
      (2) April – Drug Addiction
      (3) Late PM focused or incorporated into a grand rounds (medicine) to attract clinical students

3. Sr. Associate Dean for Academic Affairs – Ken Simons, MD - TABLED
   A. STAR Center: Advisory Committee & Business Plan

4. Associate Dean for Curriculum – Philip Redlich, MD, PhD - Tabled
A. Scheduling of M1/M2 courses
B. ANGEL Calendar Function

5. CEC Committee Updates – Chris Decker, MD - TABLED
   A. Executive Committee of Faculty – Clinical Chairs Group
      (1) EXPECTATIONS OF AND FOR MCW DIRECTORS OF REQUIRED M3-4 CLERKSHIPS – Approved January 2007
   B. Faculty Contact Hours for within and between departments (Table)
   C. Full Report re: Genetics Retreat has been accepted by CEC and disseminated.

6. Course Director Updates – David Bolender, PhD - Tabled
   A. Course Director Retreat on M1-2 Learning Objectives Audit and Planning

7. Clerkship Director Updates – Mike Lund, MD and Paola Palma-Sisto, MD - Tabled
   A. Career Vitality & Development Program: Submission to AAMC’s MedEdPORTAL
   B. Residents as Teachers

8. Surgically Oriented Sub Internship Committee Updates – S. Varadarajan, MD - Tabled
   A. Web based PDA form for all Surgical Sub Internships

9. Office of Educational Services – Dr. Simpson
   A. NBME Beta Test M1 and M2
      (1) The tests will be by a test construction team identified by the M1-2 Subcommittee of the CEC.
      (2) Students will not need to study for the test as it can provide them with information to guide their studying for Step 1.
      (3) Information and details will be provided at an upcoming meeting following Drs. Simpson and Redlich’s participation in a Webinar from the NBME.

10. New Business - Class Size Ad Hoc Committee
    A. Charge from the Dean to Ad Hoc Committee – Dr. Dwight Cruikshank
       (1) The Dean asked the committee to re-look at class size based on a discussion which occurred at the Board of Trustees retreat.
          a. The narrow charge to the committee was “Can you increase class size”?
          b. The committee expanded charge, since the previous committee had already indicated “no and recommended that the issue could be re-looked at if additional resources were made available”, by looking at the issue from the perspective of “suppose” we agree to increase class size, what will it take?
       (2) Options include:
          a. No
          b. We want the issue to be studied and learn what it will cost/take to implement before we make a decision.
       (3) Mr. Bolger asked for an answer in time for the May 2007 Board of Trustees meeting, Dr. Cruikshank indicated that the committee may ask for an extension of this deadline.
    B. M1-2 Course Directors Report – David Bolender, PhD & Susan Koethe, PhD
       (1) Dr. Koethe working with several other course directors has put together a draft document that delineated the course, curriculum, space, time, teaching aids, faculty and staff by current and expanded class size. A copy of the results to date was circulated at the meeting.
       (2) A 2 page summary report was provided by Dr. Koethe
          a. The major impact of expanded class size will be in small group teaching, as it requires space and faculty. Dr. Koethe emphasized that small groups were not only a problem in the basic science courses but in patient related experiences as well.
b. The summary report also presents a synthesis of the resources needed with the associated quantitative data:
   i. Increase space including computer laboratory for an additional 15-20 workstations.
   ii. Increase in number of faculty.
   iii. Increase in number of human and simulated patients and community preceptor sites.

c. The draft conclusion of the M1-2 Course Directors is that “The resources currently available are not sufficient to support an increase in the size of the medical school class.”

(3) Questions and Next Steps specific to M1-2 Report
a. “Will the specific needs be quantified?”
   i. Yes, but quantification will require the course directors to re-examine the data and generate the human and physical resources needed.

b. “Will there be other data provided?”
   i. Yes, the current schedules will be attached to demonstrate the lack of “white space” and limitations.

C. M3 Clerkship Directors – Paola Palma-Sisto, MD

(1) The clerkship directors addressed the class size question from the perspective of “assume class size would increase”. The M3 Clerkship then explored how to solve our current challenges/educational issues as well as increase class size.

(2) A copy of the February 14, 2007 Clerkship Directors’ Retreat Working Notes were circulated and Dr. Palma-Sisto reviewed the process used (e.g., scenario learning) to explore new options for MCW medical student education.
   a. Options included development of new sites (e.g., Fox River Valley).

(3) The retreat’s goal was not to make a decision about the “best model”, but rather what alternatives were available.
   a. Obstacles were identified and potential solutions were articulated (e.g., competency based requirements prior to being released to the clinical sites; combine the M2-3 year with bridge sessions to increase the interconnectedness of clinical practice and scientific foundations of medicine).

(4) Item #10 in the report provides the clerkship director’s answers to the class size question – which are “no” and “it depends”.
   a. “No, we can not support a class size increase” within the current structure.
   b. “It depends…. Here is what is going to happen first”, if other parts of the curriculum change.”
   c. The clerkship directors see this as a strong opportunity to explore how to improve our medical student education.

D. CEC – Chris Decker, MD

(1) Dr. Decker is wearing two hats as he is a member of the Class Size Ad Hoc Committee and is the Chair of the CEC.

(2) The CEC wanted to look at class size as a strategic decision, rather than as a “yes” “no” decision.
   a. It was the consensus of the committee that within the time frame available, the class size should not change.
   b. However, looking at it strategically, the CEC sees the class size question as an opportunity to explore strategies to address key issues facing our curriculum.

E. General Questions/Comments/Discussion

(1) What is the budget that would be made available to support this class size increase?
   a. Dr. Simons indicated that the increase in class size can not be cost neutral.
   b. Dr. Cruikshank reported that the increase in tuition would be $3.2 million when all students are matriculated. Dr. Dunn, in charging the committee, indicated that some or all of the funds would be allocated to support associated costs.

(2) Developing sites in the Fox River Valley and New Curriculum would be a major undertaking.
Dr. Simons indicated that the first Ad Hoc Committee’s report stated that without changes in the curriculum/funding, an increase in class size is unacceptable.

Dr. Cruikshank indicated that the idea of a 1-2 year planning process has some merit.

Dr. Bedinghaus wondered if the human, fiscal, and monetary resources would actually become available when there has been minimal progress in the changing resource allocation in medical education.

a. The concern with a 1-2 year planning period is that others may see this as a commitment to increase class size.

b. Others stated that by stating that this issue needs to be studied and that it will cost “x”, may actually stop the discussion.

Will Academic Affairs have input to the committee’s recommendation?

a. Yes, Dr. Simons will be meeting with the Ad Hoc Committee later this month to discuss the implications of class size on admissions, financial aid, etc.

F. Several themes emerged

1. The course and clerkship directors are unwavering in a unanimous decision that there can be “no increase in class size” within the current curriculum structure, facilities/space, human and fiscal resources.

a. MCW is already contributing more than our fair share of graduates to address the issue of physician shortage.

b. MCW’s class size already requires us to operate at or above capacity.

c. Human, physical, and fiscal resources are needed to improve the education we offer to our current students/class size.

2. The clerkship directors were concerned that a flat “no”, without exploring how we can improve our current curriculum and address an increase in class size, was not a sufficient response.

3. If the decision of the Board of Trustees is to increase class size, then it will take a minimum of 2 years to develop a new curriculum structure and delineate the needed human, physical, and fiscal resources.

G. ACTION: Three representatives from the M1-2 Course Directors and from the M3 Clerkship Directors will meet within the next week to attempt to develop a combined recommendation from the course and clerkship directors. The letter/recommendation will be circulated to the course and clerkship directors for final approval.

1. M1-2 Course Directors: Drs. Bolender, Bedinghaus, Kolesari


3. The representatives will meet within the upcoming week (Thursday at 8:30 AM in Cell and Tissue Biology Conference) to craft the combined letter.

Meeting Adjourned at 5:03 pm

Minutes Authored by:
Deborah Simpson, PhD
Director, Office of Educational Services
Associate Dean, Educational Support & Evaluation

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<td>April 10, 2007</td>
<td>March 6, 2007 (Tuesday)</td>
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<td>May 8, 2007</td>
<td>June 4, 2007 (Monday)</td>
<td>June 18, 2007 1:00PM Special Meeting BOSCE</td>
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1. Approve March 2007 Minutes
   A. Minutes were approved as submitted.

2. Announcements
   A. M1 Orientation: Aug 13-17, 2007
      (1) M1 Curriculum Orientation will be held on Friday, August 17, 8:00-9:30 AM in Kerrigan as part of new student orientation. Several M1 course directors (Bolender, Sabina & Bedinghaus) with Dr. Redlich and Dr. Kerwin (geriatrics – their 1st patient) will be presenting during the 90 minute session.
      (2) A session will focus on integration with emphasis on the new genetics course, integrated grand rounds and the geriatric virtual patients.
   B. STS – Integrated Grand Rounds (Dr. Bolender)
      (1) Previous integrated rounds have focused on obesity, low back pain, metabolic syndrome, heart failure, smoking cessation.
      (2) Dates for Integrated Grand Rounds.
         a. Friday, September 28 from 11-1:00 pm.
         b. Friday, November 2 from 11-1:00 pm.
      (3) Topics will be determined in July.
   C. New Course/Clerkship Directors
      (1) Dr. Krippendorf will be the new course director for the M1 Integrated Neurosciences course, assuming the course leadership role from Dr. Neitz. Dr. Krippendorf has been active in the medical student curriculum and is a graduate of MCW.
      (2) Dr. Strong will be assuming directorship for the anesthesia portion of the required M-3 CPR rotation from Dr. Holak. She too is a graduate of MCW and is a pediatric anesthesiologist.
      (3) Drs. Neitz and Holak were thanked for their service as directors and for their sustained commitment to medical student education.
      (4) Drs. Krippendorf and Strong should be added to all e-mails and contact lists.

3. Sr. Associate Dean for Academic Affairs – Ken Simons, MD
   A. STAR Center: Advisory Committee Update
      (1) The Advisory Committee will be meeting later this month to review current use statistics, provide guidance on the center’s business plan and website.
B. **Class Size Committee, Board of Trustees Decision Update**
   
   (1) Dr. Cruikshank’s report recommendations replicated those of the 1st class size committee chaired by Dr. Simons. Dr. Dunn was supportive of the recommendation to maintain the current class size and carried the recommendation forward to the Board.
   
   (2) Overall the majority of Board members appear to be supportive of maintaining the current class size with a final decision pending.

C. **USLME Step 1: New Passing Score**
   
   (1) Effective January 2007 the pass score increased from 182 to 185.

D. **USLME Step 2: 2006 Results for CK and CS**
   
   (1) On Step 2 CK there were 13 failures with a 94% pass rate. This was a major improvement in our pass rate and is the first year that the ASC/CEC graduation passing requirement was in effect.
      
      a. 11 of the 12 students ultimately passed the exam and 1 student has a score pending.
      
      b. Actual scores are not yet available.
   
   (2) On Step 2 CS we had 4 failures (up from 3 a year ago) for a 98% pass rate.

E. **Alumni Center Renovation Schedule and Plans**
   
   (1) Re-modeling has commenced and will include new paneling, new whiteboards (replacing the chalkboards), a new screen, and the addition of a smart podium.
   
   (2) The completion date is anticipated to be the end of August, but can not be confirmed until late June-early July.
      
      a. If the room is not completed, alternative space will need to be found.
      
      b. The Center MUTS is a viable short-term solution for exam administration.

4. **Associate Dean for Curriculum – Philip Redlich, MD, PhD**

   A. **M1/M2/M3 Course and Clerkship Scheduling**
      
      (1) Dr. Redlich reviewed the process and the timeline for scheduling. The spring schedule is traditionally finalized in October and the fall schedule completed in June of each year.
      
      (2) Year 3 schedules are finalized on an annual basis. The lack of coherence between the M1-2 semester schedule process and the M3 annual process does create scheduling challenges as the M3 clerkships also need space in the medical education building.

   B. **ANGEL for Course Schedules**
      
      (1) The original plan and current process for ANGEL-based M1-2 course schedules was revisited.
      
      a. Originally there was to be a single M1 and M2 course coordinator designated as the "scheduler".
      
      b. Due to personnel changes, that process is now longer viable.
      
      (2) The Standard Operating Procedure (SOP) is that once the schedule/calendar is published by the Office of Curriculum and all the rooms are scheduled (including lectures and labs) then the day-to-day management of that schedule is the responsibility of each course.
      
      a. EXCEPTIONS: If any of the scheduling changes involve \( \geq 1 \) of the items listed below, then the course director MUST contact the Office of Curriculum, prior to changing the ANGEL-based schedule.
         
         i. There is a need to change the time slot.
         
         ii. Change in the duration of the time allocated (e.g., increasing time) over what was allocated in the original schedule.
      
      b. Once the Office of Curriculum approves the change the course director (or his/her designee) can then modify the ANGEL schedule.
      
      (3) Summary, Challenges and Reminders
         
         a. Each course director is responsible for schedule change updates per the SOP.
         
         b. The library services staff is available to meet either 1on1 or at an upcoming course director meeting to demonstrate how to most efficiently and effectively utilize the ANGEL calendar system.
            
            i. If you are interested in having a tutorial session, please advise Dr. Redlich or contact the library director.
5. **CEC Committee Updates – Chris Decker, MD (Drs. Redlich and Simpson)**

   A. **Faculty Contact Hours for Within and Between Departments**
      
      (1) The updated M1-3 contact hours by course/clerkship data sheet was distributed and briefly discussed.
      
      (2) The Office of Educational Services staff has verified with each course/clerkship director that their data is accurately reflected in the contact sheet.
         
         a. Changes, additions, modifications to the contact sheet should be immediately sent to Drs. Simpson dsimpson@mcw.edu and Treat rtreat@mcw.edu.
         
         b. The contact sheet will be sent to the CEC within the next week for discussion and action at their upcoming June 2007 meeting, consistent with the Dean’s request to provide metrics for education to compliment those available for patient care and research.

   B. **Expectations of and for MCW Directors of Required M3-4 Clerkships**
      
      (1) The M3 Clerkship Directors and Directors of required M4 courses worked to develop a “job description” with associated reciprocal expectations: What the department can expect from the director and what the director can expect from the department.
         
         a. Document was developed using multiple resources including data from the Alliance for Clinical Educators.
         
         b. The document was approved by the CEC, presented to the clinical chairs and subsequently approved.
         
         c. It is posted in the CEC ANGEL and available for downloading.

   C. **NBME Beta Test for M1 and M2 Students**
      
      (1) The CEC sponsored a proposal for MCW to serve as a Beta site for the NBME’s customized examination program. The proposal, authored by Dr. Simpson (Executive Chief Proctor for the NBME at MCW) was accepted.
      
      (2) An M1 and M2 examination was constructed by a CEC appointed Test Construction Committee composed of CEC members and M1-2 course directors with Dr. Bower serving as the clerkship director’s representative.
      
      (3) Exams were successfully administered in early May and performance profiles were returned to each student within 2-3 weeks of administration.
         
         a. Students completed an MCW-developed evaluation regarding the process and utility of the customized examination.
      
      (4) The Test Construction Committee will be meeting later in June to review the data and prepare a report to the CEC. Once finalized the report will be circulated to the course/clerkship directors.

   D. **New Genetics Course for Fall 2007**
      
      (1) Drs. Sabina and Bolender are leading the implementation of a new 3-week, M1 genetics course beginning in August 2007, as approved by the CEC.
      
      (2) This is the first step in an integrated, longitudinal genetics curriculum consistent with the recommendations of the genetics retreat.

   E. **Increase in CEC Membership**
      
      (1) The CEC’s workload has expanded in recent years.
      
      (2) As a standing committee of the Faculty Council, the CEC proposed a bylaws change to increase their membership.
      
      (3) By vote of the Faculty Council the increase was approved and will be implemented in beginning July 2007.

   F. **CEC Leadership for 2007-08**
      
      (1) Dr. Decker was re-elected to serve as Chair.
      
      (2) Dr. Franco was re-elected to serve as Secretary.

6. **Course Director Updates – David Bolender, PhD**

   A. **Course Director Retreat on M1-2 Learning Objectives Audit and Planning-update**
      
      (1) No update to report since the fall 2007 retreat.
B. Intellectual Property Concerns
   (1) The course and clerkship directors passed an intellectual property policy regarding the use of course-related materials. However, there were concerns regarding implementation of this policy.
   (2) Status: The policy is being reviewed by MCW’s legal staff.
      a. Dr. Redlich met with legal, to follow up on his previous e-mail communications.
      b. A decision/action regarding the policy is still pending.
      c. Course Director’s Goals: To have the policy in place so that it may be included in
         i. The 2007-08 edition of the MCW Student Handbook
         ii. Course Director session at new student orientation.
   (3) ACTION: The next course directors meeting will focus on intellectual property concerns.
      a. Any results from this meeting that are generalizable should be shared with all
         course/clerkship directors.
      b. An array of associated issues and implications were discussed including:
         i. Cost recovery for course packets (tuition versus payment by students).
         ii. Fair use within a single course versus potential of course material being
             circulated outside the boundary of its 1st year.

7. Clerkship Director Updates – Mike Lund, MD and Paola Palma- Sisto, MD
   A. Career Vitality & Development Program
      (1) Previous workshops has focused on preparing clerkship director authored educational materials for submission to AAMC’s MedEdPORTAL.
         a. Two intersession related products were submitted and accepted:
            i. Professionalism
            ii. Patient Centered Care
      (2) The 4th clerkship director’s retreat, held at the end of May, focused on refining an educator-oriented CV and beginning an Educator’s Portfolio.
   B. Residents as Teachers
      (1) The remaining LCME non-compliance area is residents as teachers.
      (2) In response to the Dean’s request to address this issue, the Graduate Medical Education Council, through its Residents as Teachers (RAT) working group, has developed a series of modules on how to teach. They are available to any interested faculty member through Dr. Kochar’s office.
      (3) M3 students are also asked to evaluate their residents as teachers, using an evaluation form available through ANGEL.
      (4) Dr. Tipnis has agreed to serve as the liaison from the clerkship directors to the RAT group.
   C. Grade Distributions
      (1) Clerkship directors reviewed the distribution of grades across all clerkships and are seeking an approximate grade distribution of 30% honors (standard deviation of 10%) for the 2007-08 year.
   D. NBME CCSSA for M3 Students
      (1) Comprehensive Clinical Sciences Self Assessment vouchers were purchased and provided to more than 115 M3 students. Students do not encumber any costs for this voucher, as long as their performance profiles are made available to Academic Affairs.
      (2) In 2007-08 all M3 students will be required to complete the CCSSA and submit their profiles to Academic Affairs or to pay the costs for this on-line practice examination modeled after the USMLE Step 2CK.
   E. B-OSCE
      (1) All eligible M3 students completed the required Benchmark OSCE during the week of graduation.
      (2) Data is currently being analyzed and the clerkship directors will meet later this month to determine pass/fail and remediation strategies as needed.
   F. TTC Course
      (1) New to the course this year is a training module on EPIC.
8. **Surgically Oriented Sub Internship Committee Updates – S. Varadarajan, MD (Tabled)**
   A. Web based PDA form for all Surgical Sub Internships

9. **Office of Educational Services – Dr. Simpson**
   A. **ARS Use Policy**
      (1) The I-Clicker audience response system purchased by Learning Resources through an award to Dr. Liard, is now available for use.
      (2) The policy and scheduling process will be accessible on ANGEL with medical students as the priority target audience.
   B. **Hartford Center of Excellence grant**
      (1) Building on the success from the Reynolds Foundation award to increase education and training and geriatrics, MCW is one of 12 finalists for this highly competitive center award.
   C. **Save the Date:**
      (1) Dr. Molly Cook has accepted the Society of Teaching Scholars to host a series of sessions focused on her work “100 Years Post Flexner”.
      (2) Medicine Grand Rounds (open to all faculty) March 7, 2008 at 8:00 AM.

**Future Dates**
Learning Resources Fall Call for Proposals: October 8, 2007

**Meeting Adjourned at 5:11 pm**

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Deborah Simpson, PhD
Director, Office of Educational Services

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