MCW Course & Clerkship Directors’ Meeting Agenda

Tuesday September 7, 2004 @ 4:00 pm
MCW – Boardroom

**Present** | **Excused** | **Dara Frank, PhD**
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Joan Bedinghaus, MD | David Bolender, PhD | Suja (Anne) Joseph, MD
Robert Cambria, MD | Arthur Derse, MD, JD | Gunnar Larson, MD
Charlene Gaebler-Uhing, MD | Elena Holak, MD | Robert Leschke, MD
Joseph Layde, MD, JD | Gary Kolesari, MD, PhD | Julian Lombard, PhD
Michael Lund, MD | Deb Simpson, PhD | John Lough, PhD
Julie Mitchell, MD | Gerald Spurr, PhD | Michael McBride, MD
Paola Palma Sisto, MD | | Charles Myers, PhD
Philip Redlich, MD, PhD | **Absent** | Jay Neitz, PhD
Richard Sabina, PhD | Urias Almagro, MD | Wendy Peltier, MD
Ken Simons, MD | Ruric (Andy) Anderson, MD | Dario Torre, MD, MPH
Jerry Taylor, PhD | Douglas Bower, MD | Richard Cooper, MD | **Guest**
Mark Falimirski, MD | | Richard Holloway, PhD

1. Approve June Online Minutes

2. Announcements
   A. Learning Resource Fund Proposals – due date 10/4/04
      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)
   B. Surgery Grand Rounds Speakers
      - 9-08-04 Challenges of Undergraduate Medical Education – Dr. Redlich 7:30 Helfer auditorium
      - 9-29-04 Good to Great Surgical Education – Dr. Dunnington from SIU at 7:30am

3. Update on Professionalism Policies - Richard Holloway, PhD
   A. What is the overall statement of MCW's policy on professionalism?
      - The issue of professionalism comes up on a relatively regular basis.
      - Hand outs were given out by Dr. Holloway containing a “consensus statement” on professionalism at MCW. These handouts are given to the students; in addition, Dr. Holloway covers all the excerpts in the handouts at orientation. He highlights the positive expectations covered by the policies.
      - All policies have been approved by the appropriate committees and legal counsel has reviewed.
   B. Disciplinary action may be taken for various types of misconduct:
      a. Dishonest behavior
      b. Unethical behavior
      c. Unprofessional behavior as defined in any of the policies
   C. What is the process?
• Orange card – students, faculty members and coordinators are informed of the policy regarding the use of the orange cards. The orange card is intended to be an early warning system and may or may not lead to any formal action.

• 4 stage process – initiated by Dean of Students
  o A letter may go into student’s file
  o A student may be placed on disciplinary probation
  o A student may be placed on “administrative leave of absence” or disciplinary suspension
  o Dismissal for professional misconduct requires that the above steps have been followed and a duly constituted committee. The student may be represented by legal counsel.

4. Sr. Associate Dean for Academic Affairs – Ken Simons, MD
   A. Received a letter from LCME and they have accepted our report with the following findings:
      • Residents need to get adequately trained in teaching our medical students
      • Needle stick policy has been sent to all our affiliations.
      • Surgery and OB/GYN were not mentioned in the report
   B. USMLE Scores Step I/II
      • Step 1 – results from 2003
        o Pass rate MCW 92% vs. 92 % nationally
        o MCW mean 215, nationally 216
        o Standard deviation MCW 22, nationally 24
        o General principles of health was on the positive side (greater than the mean)
        o Pharmacology was on the positive side (greater than the mean)
      • Step 2 - results from 7/2003-6/2004
        o Pass rate MCW 90% vs. 94 % nationally
        o MCW mean 214, nationally 218
        o Standard deviation MCW 23, nationally 23
        o Cardiovascular Disorders were on the positive side (greater than the mean)
        o Disorders of Pregnancy, Childbirth and Puerperium were on the positive side (greater than the mean)
        o Vast majority of the medical schools require passage of Step 2 for graduation
        o Dr. Simons has spoken to the Academic Standing Committee about requiring passage of Step 2 prior to graduation for MCW students.
        o Previously, Step 2 was only given twice a year in August and March and now the test is given at all times.
   C. Preliminary Results 2004 Sr. GQ
      • Very strong in geriatric education
      • Some weakness in genetics and other topics in the curriculum
   D. Update on STAR Center- Standardized Teaching and Assessment Center
      • Location is 2nd floor of MUTS, North section
      • Faculty input into the design
      • Renovation to begin Oct-Nov 2004 and completed anticipated April-May 2005
      • The center will have 12 standardized patient exam rooms
      • Simulation rooms for the adult and pediatric simulation units
      • Room for Noel simulator and cardiac simulator
      • Procedure rooms for laparoscopic or other trainers
5. Associate Dean for Curriculum – Philip Redlich, MD, PhD
   A. MCW Strategic Council for Public and Community Health-- Curriculum Development Committee
      - This is a council that deals with the Healthier Wisconsin initiative (Blues funds) and one of its charges are to look at curriculum development with respect to public health.
      - The council is evaluating the public and community health curriculum across all four years of the curriculum.
      - M1-M2 curriculum will be aligned with the M1/M2 global objectives on Population Health.
      - M3 year survey was conducted and hours of public health curriculum was documented.
      - M4 year elective and integrated selective courses dealing with aspects of population and community health were catalogued and the potential for new courses is being considered.
   
   B. MUTS Education Space Advisory Committee Report
      - Members on the committee report – Drs. Taylor, Kolesari, Spurr, Redlich, and Mitchell, and Steve Krogull and Gil Plotkin
      - The committee identified modifications to the Center and South MUTS that will need to be accomplished to accommodate the loss of the North MUTS.
      - These modifications were prioritized and included reclaiming room 2560 for education. It will require refurbishing. Also, modifications to the inner corridor of the Center MUTS were recommended.
      - Improved lighting, storage space and computer related connections were recommended.
      - The report was forwarded to Dr. Simons.
      - It is anticipated that this report will be reviewed in detail and action initiated once the architectural plans for the STAR center are completed and construction initiated.

6. Clerkship Director Updates – Drs. Layde & Redlich for Elena Holak, MD
   A. ICS course will be taken over by the clerkships
   B. Directors will be having a retreat on 9-27-04 at the Country Inn in Brookfield to discuss the ICS course.
   C. OSCE review session for all students to help get attuned to USLME Step 2 CS was well received.

7. Course Director Updates – David Bolender, PhD

8. Surgically Oriented Sub Internship Committee Updates – Mark Falimirski, MD

9. CEC Committee Updates – Joseph Layde MD, JD
   A. Reorganization of the CEC adhoc's
      - M3-M4 - Dr. Andrea Winthrop, chair
      - M1-M2 - Dr. Sally Twining and Dr. Mike Lund, co-chairs
      - Dr. Chris Decker - CEC secretary
   B. Global learning objectives for the M1-M2 year are being finalized by the Course Directors with the goal of CEC approval in December.
10. Director, Office of Educational Services – Deborah Simpson, PhD

11. New Business
   A. ANGEL update: feedback from Biochemistry is that it is very interactive, easy to work with, and well accepted by the students.

12. Meeting adjourned at 5:05pm

Upcoming Meetings

*Clerkship Directors* meeting October 4, 2004 MACC 3095

*Course Directors* meeting October 12, 2003 MACC 3095

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1) Approve September 2004 Online Minutes  
   a) Minutes of the September 2004 meeting were approved as submitted.

2) OASIS Test Scoring & Grade Reports – Deborah Simpson, PhD  
   a) The OASIS system design will be shifting its attention in January to test scoring and grading for M1-2 courses. In preparation for this discussion, Dr. Simpson explained the current process and raised the potential to link the OASIS system to the ANGEL grade book function. The use of the ANGEL’s grade book tools was supported by the course directors, if the test scoring program from Ed Services (provides individual item statistics and exam reliability data) can override the ANGEL’s grading functions within the grade book.
   b) Functionality of OASIS/ANGEL: Dr. Simpson asked if there were any problems/obstacles currently experienced with the grade report system and/or any additional features that should attempt to be incorporated into the new program.
      i) Electronic Signature: Ms. Mack reported that there is a new FIRPA regulation allowing for the use of electronic signature. The Registrar’s Office will explore the details of this regulation to guide the OASIS development.
      ii) If there are additional functions, please contact Dr. Simpson at dsimpson@mail.mcw.edu.

3) Academic Calendar – Lesley Mack  
   a) A copy of the 2005-2006 Academic Calendar was circulated with a request to get input back to Lesley Mack, Drs. Simons or Redlich prior to January 4, 2005.
      i) Student research dates have not been established.
      ii) July 1, 2005 will be an open day that follows ICS.
      iii) July 5, 2005 the clerkships will actually begin.
      iv) Senior rotations begin on July 1, 2005.
   b) Dr. Simons will contact HR and encourage them to work with our affiliated hospitals/clinics to establish the same holiday/vacation days.

4) Sr. Associate Dean for Academic Affairs – Kenneth Simons, MD  
   a) STAR Center  
      i) Contractor bids have been submitted and are being reviewed. They are within the budget parameters.
ii) De-construction has started in the N-MUTS. Unfortunately, we can not reuse many of the counters/tables in that room due to asbestos.

iii) Phone lines/communication related technology will be spec’d out and finalized in the coming weeks.

iv) Budget parameters will be established at an upcoming meeting with Mr. Campbell and Ms. Gissen.

b) Brian Lewis, MD is the new surgery clerkship director for the M3 year, per Dr. Mark Adams.

5) CEC Committee Updates – Joseph Layde, MD, JD

a) Update on M1-2 Objectives (Dr. Redlich for Dr. Layde)
   i) November 15, 2004 CEC approved as submitted by the M1-2 Course Directors the first four domains and associated objectives:
      (1) Patient Related Skills
      (2) Population Health and Health Care Systems
      (3) Professionalism
      (4) Scientific Foundations of Medicine
   ii) On November 16, 2004 the M1-2 Course Directors approved the remaining domains and associated objectives and have forwarded these documents to the CEC for action/approval at the December 2004 meeting.
      (1) Accessing, managing and appraising medical information
      (2) Communication skills
      (3) Critical appraisal and problem solving
   iii) Dr. Redlich congratulated the M1-2 course directors on their work and thanked everyone who has reviewed and provided feedback.
   iv) Next steps, pending CEC approval will be a two-pronged curriculum audit strategy: in spring 2005 M2 students will be asked to check all objectives within each domain that were addressed during the M1-2 years and the M1-2 course directors will complete a similar audit. Educational Services will then merge the datasets providing the course directors with the results.

b) Professionalism in the M1-2 years – Richard Sabina, PhD
   i) Mock Practical Exam (MPE):
      (1) At a recent discussion of the M1-2 CEC Subcommittee one of the medical students raised concerns about the MPE recently administered as an extra-curricular event in preparation for the Clinical Human Anatomy lab practical exam.
      (a) Dr. Holloway clarified the details surrounding the MPE. It was started approximately five years ago by volunteer students. Currently, it is run by individuals who typically are paid by Student Affairs to serve as course tutors. However, the mock practical or its tutors are not funded by Student Affairs.
      (i) The mock lab practical has been VERY popular with Dr. Kolesari advising Dr. Holloway that since its implementation, student performance on the real exam has improved.
      (ii) At the last administration of the MPE, a few students felt that, tutors framed the exam at too high a level in several variations in markings on the cadavers. These students confronted the tutors about this issue: a confrontation viewed by other students as unprofessional.
         1. In the wake of this, a group of students confronted the offending students (the identify of the individuals who were challenging the tutors has not been revealed to the Office of Student Affairs as the M1’s have sought to handle this situation on their own).
            a. The decision by the students to withhold the identifies of the offending students was of concern, as it limits the ability of the Office of Student Affairs to see if these individuals, per the Papadakis et al study, to monitor these students’ behavior in other settings (e.g., M1-2 courses, clerkships).
         2. The students who tutor at the mock practical are NOT paid as part of MCW’s Tutor Program. Approximately 50% of the class attends these sessions. Any money received by tutors is on a voluntary donation basis, but some students may feel a contribution is expected of them.
            a. As the tutor’s traditionally have been paid for other activities, Dr. Holloway has been in discussion with Dr. Kolesari about how to migrate the mock practical into a paid tutorial program.
      (iii) Until these issues are clarified, the Office of Student Affairs in consultation with Dr. Kolesari has canceled the remaining mock lab practicals.
MCW Tutor Program has two elements – a large group activity open to all students and a small group program which is exclusively for students in academic difficulty.

Other Unprofessional Behaviors
1) Other examples of unprofessional behaviors include students talking over lecturers, tardy attendance at class and then being disruptive and excessive complaints over grades.
   i) M1’s, during a recent liaison committee meeting with a course director, encouraged the faculty/administration to include a stronger emphasis on professionalism during M1 orientation. Note: While professionalism is discussed during orientation, M1 students at the liaison committee meeting had no recollection of its inclusion.
2) Faculty and Students have a Mutual Responsibility to collaboratively address the issue of professionalism resulting in a clear and consistent message regarding accepted standards of professional behavior.
   a) Student Assembly will be working to address this issue including making announcements at the beginning of classes.
   b) The M1-2 Course Directors will be discussing a uniform/common strategy including how to address some of the common problems (e.g., talking through the lecture, closing the doors when class has started, consistent use of orange cards, leaving early for lunch).
   i) It was noted that strategies effective in one-on-one conversations can be confrontational in the large group.

Approved M1-2 Objectives on Professionalism
1) The CEC and the M1-2 course directors have now established as a core domain – professionalism and that these standards can serve to frame student/faculty actions.

Action Item: The M1-2 Course directors will work to identify strategies and reciprocally work with the Student Assembly in the context of the professionalism objective domains to develop those strategies for addressing these concerns. A report will be provided at the next course/clerkship director meeting.

Associate Dean for Curriculum – Philip Redlich, MD, PhD

C MUTS Renovation
1) A meeting of the working group will be held on December 8, 2004 in the Board Room to finalize the essential requirements and act on the Advisory Committee’s report specific to the plans for renovation of the C-MUTS area to accommodate all 200 students for lab and other activities.

Parking
1) As of January 4, 2005 all students will be required to park in Lot B (West of Froedert and South of the new children’s building) which may increase their travel time.
2) Off-site campus activities (e.g., VA campus) may be impacted, as there may not be sufficient travel time given to established course times. Please advise off-campus sites of this change.
3) A shuttle bus has been discussed but a final decision has not been made.

Clerkship Director Updates – Elena Holak, MD

Introduction to Clinical Skills
1) The course directors have assumed responsibility from Dr. Bedinghaus (who was thanked and recognized for her leadership of the course) for the 2005 ICS course. Each clerkship director is assigned a specific curricular responsibility.

B-OSCE
1) A review session for all students was led by Drs. Bower and Leschke providing guidance on how to prepare/focus for the USMLE Step 2 clinical skills exam.
2) All students who have taken the B-OSCE have passed or have fulfilled the remediation requirements.
3) Dr. Simons reported that at the recent AMA meeting the NBME provided a brief update on the USMLE Step 2CS: 15% fail rate by international medical graduates, primarily on communication and about a 2% fail rate for U.S. graduates related to H&P.

M3 Intersession will be January 4, 2005
1) All students have been sent an e-mail about mandatory attendance at the January 4, 2005 session with information to read/review prior to the sessions on Professionalism and EBM. Clerkship directors are encouraged to remind their current students about the intersession.

Course Director Updates – David Bolender, PhD
a) M1-2 course director efforts have been focused on revising and finalizing the objectives. As that process, pending CEC approval, has been completed, the next task will be, to begin review of the courses to ascertain the match between course content and objectives.

9) Surgically Oriented Sub-Internship Committee – Mark Falimarski, MD
a) A recent reorganization within the Department of Surgery may impact the current structure of the surgically-oriented sub I’s. Dr. Redlich will follow-up to determine the impact of this change.

10) Director, Office of Educational Services
a) ANGEL Test Scoring Issues
   i) Select Educational Services staff will be added to all medical student courses with administrator privileges with the approval of the CEC. This will enable Educational Services to support all medical student on-line course authors (who may not know how to grant access) enhance course designs and to access data for test scoring.
   b) Learning Resources Fund Proposals are due January 4, 2005. Applications can be found at http://www.mcw.edu/display/router.asp?docid=880

Meeting was adjourned at 5:05 pm.
1. Approve December Online Minute  
   a. Meetings were approved as submitted.

2. Announcements: Dr. Redlich  
   a. Introduction - New Surgical Sub Internship Chairman, Kellie Brown, MD  
      i. Dr. Brown is the director of the Department of Surgery Sub Internship replacing Mark Falimirski, MD. Dr. Falmirski led the surgically oriented Sub I group from its initial start-up to its current status and we thank him for his contributions and leadership. Dr. Falmirski remains a Co-clerkship Director of CPR  
   b. Introduction – New Clerkship Director Neurology, Ann Helms, MD  
      i. Dr. Helms will be leading the neurology curriculum with a clerkship proposal under development for review in the upcoming month by the CEC.  
   c. Introduction – Dr. Bedinghaus introduced Dr. John O’Connor who has assumed responsibility for the Medical Information Management Course within the Clinical Continuum.  
   d. Learning Resource Fund Proposals – due date 04/4/05  
      Applications can be found at http://www.mcw.edu/edserv/lrguide.html or Contact Sheri Galewski (sgalewsk@mail.mcw.edu)

3. STAR Center Progress – Dr. Simpson  
   a. Construction Schedule: Construction is on schedule with dry wall in place and the B-line staff in this week to verify that wiring and hardware configurations match.  
   b. Anticipated use requests: In order to look at preliminary usage of the STAR center all course, clerkship and residency program directors were asked to provide preliminary estimates of utilization for the upcoming year. In addition, we will be looking to be “entrepreneurial” in order to bring in revenue to partially offset the on-going costs of the centers operation.  
   c. Advisory Committee: A STAR Center Advisory Committee has been formed, chaired by Dr. Simons, with representatives from the M1-2 Course Directors, Clerkship Directors, Residency Program Directors and CME. The committee is looking at operating costs for the center and considering ways/models for
offsetting some of the costs (e.g., gloves, soap, STAN's air, facilities usage fee, depreciation/wear and tear on hardware/simulations).

4. MUTS Renovations – Dr. Redlich
   a. The Central Corridor of Center MUTS will be renovated for Web lab space with anticipated work time occurring over the Summer 2005.
      • A request (e.g. work order) was submitted by Dr. Bolender for lighting in the South MUTS to enhance the anatomical dissection experience to the Office of Planning. Dr. Bolender was encouraged to directly contact David Kumbrie to determine the status of this project and to involve Dr. Redlich as needed.
   b. Additional renovations will occur based on input from the course/clerkship directors who traditionally utilized the space.

5. Associate Dean for Curriculum – Philip Redlich, MD, PhD
   a. Communication to faculty and students regarding scheduling changes needs to be simplified. A discussion will occur at the upcoming course/clerkship director meetings to develop a single strategy for how to best communicate changes, perhaps using ANGEL.

6. CEC Committee Updates – Joseph Layde, MD, JD (Tabled)
   a. CEC Evaluation Process

7. Clerkship Director Updates – Elena Holak, MD
   a. Transition to Clerkship course (TTC) (formerly ICS) June 28-30
      The course has a new name to more accurately reflect the focus of the course on transitioning students for the clinical clerkship. Dr. Bedinghaus’ guidance migrating the course management to the M3 clerkship directors has been helpful. Administrative issues related to the course can be referred to Dr. Redlich. The CPR portion of the course will be held as the first required course in the STAR center.
   b. Report on the B-OSCE: May 23-27 or June 6-10 is the dates for the required M3 examination. The date will be finalized pending availability of the STAR center.
   c. Intersession 1/4/05: M3 students completed a full day of focused education in professionalism and evidence-based medicine. The evaluations were very positive and Dr. Holak congratulated all faculty and directors on their efforts.

8. Course Director Updates – David Bolender, PhD
   a. A curriculum audit is underway to determine the degree to which the approved M1-2 objectives are addressed across the M1-2 Courses. The results will be provided to the course directors for discussion/review once the three remaining courses submit their audit to Educational Services.
   b. The students will be asked to globally review the M1-2 courses relative to the M1-2 objectives as part of the TTC course in June.

9. Surgically Oriented Sub Internship Committee Updates – Kellie Brown, MD (Tabled)

10. ANGEL Updates – Deborah Simpson, PhD
    a. Examination Item Formats: All course/clerkship directors were advised to use USMLE compliant item formats in order that the test-scoring program can provide the item statistics and the overall reliability of examination data. This data not only informs the course/clerkship director regarding the quality of their examination and specific items for subsequent revision, the psychometric data may be useful in discussions regarding the student’s academic progress. Recommendation: If in Educational Services.
    b. Guest Privileges: Guest privileges can be granted to allow interested groups/individuals to review ANGEL courses. The guest privilege allows the view of a “student” but does not become linked with the e-mails or other assignments associated with “student” access. This may be a viable option to support CEC and/or interested course director access. The clerkship directors have already approved Dr.
Simpson granting access to other clerkship directors to any M3 ANGEL courses to facilitate discussion and enhance the M3 year.

11. **New Business**
   a. Retreat on Humanities in Medical Education – Dr. Derse
      - Dr. Derse, with funding from Learning Resources, is going to explore ways to introduce humanities education into the curriculum (E.g., perhaps like the geriatrics model). The tentative date is June 14 and we are exploring the availability of the Bradley Sculpture Garden on Brown Deer and (I43) for the retreat. All course/clerkship directors will be invited. This will build on the work from the Drs. Anderson, Wong-Riley, and Schiederymayer for the M4 Medicine and Humanities course.
   b. March 9 – Geriatric CD Dissemination – Dr. Simpson
      - Dr. Diana Kerwin will be leading the next workshop to overview the geriatric virtual patient CD on March 9. If interested in attending contact Dr. Simpson. In addition, Dr. Duthie is working with the student AGS chapter to consider sponsoring an orientation to the five geriatric patients and their cases in fall 2006, per the M1-2 course directors' recommendation.

12. Meeting Adjourned at 4:45PM with several members “touring” the STAR Center.

**Upcoming Meetings**

Clerkship Directors meeting April 4, 2005 MACC 3095
Course Directors meeting April 12, 2005 MACC 3095
1. Meeting was convened at 4:02 pm by Dr. Simpson.

2. Approve December March Minutes
   A. Motion to approve December and March minutes passed.

3. Announcements
   A. Academic Standing:
      a. Ms. Mack reported that the Academic Sanding Committee has completed its review of M2 students and will be reviewing academic progress of the M1 students later this month.
      b. If you have a student who is going to receive a low pass, a fail, or an incomplete, then you must get the grade to the registrar by noon, Tuesday, June 7. All other grades are due within 30 days as stipulated in the grading policy.
   B. Class Size: Ms. Mack reported that the rising junior class is 203 as of today. It still may change slightly.

4. Sr. Associate Dean for Academic Affairs – Ken Simons, MD
   A. Tabled

5. Associate Dean for Curriculum – Philip Redlich, MD, PhD (Dr. Simpson for Dr. Redlich)
   A. LCME Standard Update
      a. ED-25. *Supervision of student learning experiences must be provided throughout required clerkships by members of the medical school's faculty.*
      b. This new standard currently applies to all M3 clerkships. However in conversations with the LCME, it has been highly recommended that all individuals who supervise our medical
students in required Courses/Clerkships in the clinical setting have volunteer faculty appointments by the time of our next accreditation review.

c. The Office of Academic Affairs and the Dean’s Office are discussing how to streamline the required materials to facilitate appointments.

B. Room number changes for the North end of the second floor
   a. Room M2750 changed to M2710
   b. Study rooms numbers will be changed

C. The C Mutts Remodeling is underway with anticipated completion date prior to the fall Microbiology course start-up.

6. CEC Committee Updates – Joseph Layde MD, JD (Dr. Simpson for Dr. Layde)
   A. The 2005-06 Chair of the CEC is Dr. Chris Decker, from the Department of Emergency Medicine.
   B. LCME Standard Update:
      a. ED-38. The committee should give careful attention to the impact on students of the amount of work required, including the frequency of examinations and their scheduling. In addition to monitoring the amount of classroom time and examination frequency, attention should be paid to the hours that medical students work during the clinical years and the educational value of their clinical activities. Student duty hours should be set taking into account the effects of fatigue and sleep deprivation on learning and patient care. In general, medical students should not be required to work longer hours than residents. [Annotation adopted and effective February 2004]
      b. The CEC has requested that Clerkship Directors develop a plan to respond to this LCME standard. It will be on the agenda for an upcoming Clerkships Director meeting.

7. Advancing a Healthier Wisconsin – Education - Dr. Simpson
   A. Dr. Simpson briefly outlined some preliminary concepts associated with the AHW proposal. It is anticipated that the primary focus for proposals, consistent with the 5-year plan, will focus on three areas: curriculum development for population and community health, library services, and student scholarships. Dr. Dunn expects to release the call for proposals this summer.

8. Course Director Updates – David Bolender, PhD
   A. Integrated Grand Rounds – Drs. Bolender & Taylor
      a. The Society of Teaching Scholars (STS), building on pilot attempts by the M1-2 Course Directors, has agreed to collaborative lead school-wide integrated grand rounds to demonstrate the synergy of basic and clinical sciences, pending AHW funding.
      b. The MSTP program is interested in collaborating on this project, providing an opportunity for the MSTP students involved in the case presentation and/or revisit of basic science concepts. Students would be working on the supervision of basic and clinical science faculty. Dr. Barbieri, the MSTP program director, is looking for a mechanism to enhance MSTP students’ interface between clinical and basic sciences.
      c. The Integrated Grand Rounds proposal focuses on a case-based presentation, in late afternoon, highlighting a key concept/topic associated with an M1-2 basic science course that is occurring at the time of the rounds. It is intended to occur 3-4 times per year and appeal to medical students, residents, and faculty.
      d. Population and community health topics might include injury related topics, span the ages from pediatrics to geriatrics, and address common/timely topics.
      e. Faculty will be a combination of MD/PhD and the Subcommittee from the STS.
f. A motion was made a seconded that the Course/Clerkship Directors support the integrated grand rounds. The motion passed unanimously.

B. Medical Humanities Retreat – Dr. Derse
   a. All Course/Clerkship Directors were invited to attend a retreat to consider the need/desire and opportunities to incorporate humanities into the curriculum. Dr. Derse emphasized that this is not a request for new hours but within existing courses. A formal report will be provided to the Course/Clerkship Directors following the retreat.
   b. Medical Humanities is a broad-based concept from reflection to formal, structured activities focused on patients, doctors, illness and disease and how these relate and may be described in literature, video, images, and other medium.
   c. Dr. Bolender raised the question of how the M1-2 Objectives and M3-4 Objectives may link to the topic of medical humanities. A copy of the objectives will be available at the retreat.
   d. The retreat will be on Tuesday, June 14, 2004, 12:30-4:30 PM.

C. M1-M2 Objective Audit
   a. The M1-M2 objective audit by Course Directors has been tabulated for all course directors who submitted their materials.
   b. The M2 student audit will be completed as part of the Transition To Clerkship (TTC) Course in late June.

9. Clerkship Director Updates – Elena Holak, MD & Deborah Simpson, PhD
   A. TTC course, formerly the Introduction to Clinical Skills (ICS) course, is now directed by the M3 Clerkship Directors. It will be a combination of on-line and face-to-face instruction providing information specific to nutrition, professionalism, myths and realities of clerkship, progress notes, and there will be newer additions.
   B. B-OSCE:
      a. The STAR center standardized patient rooms were utilized for the required M3 Benchmark Objective Structured Clinical Examination (B-OSCE).
      b. Added this year was a progress note, consistent with the USMLE Step 2CS, which are being scored/graded by the clerkship directors. Preliminary analysis of the notes reveals that students are lacking in this skill.

10. Surgically Oriented Sub Internship Committee Updates – Kellie Brown, MD (Tabled)

11. Director, Office of Educational Services – Deborah Simpson, PhD
   A. STAR Center
      a. The grand opening of the STAR center will be sometime in July. The METI simulator and the Cardiac Simulation will be installed in June.
      b. An orientation/training session for users of the STAR Center will occur over the summer.
   B. Brewer’s Baseball for Community Preceptors
      a. The Offices of Faculty Affairs and CME with support from the Volunteer Faculty Incentives Committee are sponsoring recognition for Community Preceptors at the Milwaukee Brewers game on Monday, September 26, 2006 (6:35PM game). They have reserved the “Dew Deck” with a buffet dinner.
      b. All Course/Clerkship Directors who use volunteers from the community who provide significant teaching in their required courses are encouraged to send the names and full mailing address and/or e-mail addresses to Kathy Sheehan. The invites will be sent out in waves until all of the seats are filled. Preceptors and their immediate family will be invited.
12. MCW Educational Conference
   A. Learning Resources has funded an education conference at which MCW faculty can showcase their innovations in medical education. Often our faculty present their innovations and initiatives at their own specialty meeting, but their scholarship remains isolated.
   B. The Course Directors asked if Denise Denzin could send a reminder out now regarding the second semester schedule.

13. Meeting Adjourned at 4:58 pm.

New Business

**Upcoming Meetings (Note Room Change)**
Clerkship Directors meeting August 1, 2005 MEB 3390
Course Directors meeting July 12, 2005 MEB 3390