NO
MEETING THIS MONTH
MCW M1-2 Course Directors’ Meeting
Tuesday, July 11, 2006 @ 4:00 pm
MEB 3390

In Attendance = ✔; Excused = E; Absent = A

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1. Chairman’s Report – Dr. Bedinghaus for Bolender
   A. Approved May Minutes with the correction
      (1) May 2B (3) a should read “the creation of exam weeks would reduce the time available to Psych PBL and Interviewing by 1/6.”
   B. No meeting in August

2. CEC Liaison – Dr. Sabina
   A. Genetics working group
      (1) The CEC had prepared a set of curriculum objectives in Genetics and that they wanted to plan a retreat to discuss implementation. A lively discussion ensued on these points.
         a. The “thread” approach has not been successful so far without a structure that includes a Course Director, departmental support, budget etc. The Course Directors present did not think this curriculum had any chance of success.
         b. We also discussed the problems of adding important material to the curriculum without removing anything. It has been many years since the curriculum as a whole has undergone any substantial revision. Several members see lack of support from the Dean and obstruction by the Department Chairs as important obstacles to really updating the curriculum.

3. Curriculum Dean – Drs. Redlich & Simpson
   A. Learning Domains and TTC Results – Dr. Bedinghaus for Dr. Redlich
      (1) ½-day Retreat to re-review degree to which objectives were met per rising M3’s
      We were asked to select tentative dates (October 3, November 28 or December 5) Course Directors should be contacted by email to choose dates.
      (2) Dr. Lough suggested we deal with this in our regular meeting instead of taking time for a retreat.
      (3) Several members wondered why we were relying exclusively on a survey of new M3’s to determine whether objectives were met, since students have tended not to be reliable informants on the content of the curriculum.

4. Integrated Grand Rounds – Drs. Bolender and Redlich - deferred
   A. Finalize dates for Spring & topics for 2006-07 Academic Year

5. Educational Services – Dr. Simpson
   A. Medical Education Conference - deferred
B. I-Pods – reviewed by Dr. Meurer
   (1) Pod casting Presented by Apple Computer and MCW Libraries
   (2) July 20th, 1pm to 2:30pm
   (3) Room: M2710
   (4) RSVP to Jeff Hagedorn (jhagedor@mcw.edu) by 7/14/06

6. New Business
   A. AHW RFP Released
      (1) http://www.mcw.edu/display/router.asp?docid=16441
      (2) Deadline 11/17/06
1. Chairman’s Report – Dr. Bolender
   A. Minutes of the July 2006 meeting were approved as distributed.
   B. Change date of Course Director meeting for Grand Rounds
      (1) The November meeting conflicts with the Integrated Grand Rounds which is
          scheduled at 4:00 pm. The November meeting will remain on November 14 but will
          be held at 3:00 pm. Ms. Galewski will send an immediate reminder and then a follow-
          up as the date approaches.
   C. Learning Resource Fund Proposals—due date October 10th, 2006
      (1) Applications can be found at http://www.mcw.edu/edserv/lrfguide.html or contact
          Sheri Galewski (sgalewsk@mail.mcw.edu)
      (2) AHW – Education Proposals are due November 17, 2006. Proposal information and
          application guidelines are available at the Society of Teaching Scholars website:
          http://www.mcw.edu/display/router.asp?docid=16441
   D. New Members
      (1) Susan Koethe, PhD and Jennifer Lorek, MD were introduced as the interim director
          and associate director respectively for the M2 Pathology course.
   E. Medical Education Articles in NEJM
      (1) A new series on medical education was launched in the most recent issue of the
          NEJM, and the article entitled American Medical Education 100 Years after the
          Flexner Report by Molly Cooke, David Irby, et al (the first in this series) was
          circulated to the course and clerkship directors. (NEJM Sept 28, 2006 issue Vol
          355:1339-44. Dr. Simpson indicated that for curious readers, the original Flexner
          report is available on the Carnegie Foundation for the Advancement of Teaching
          Bolender suggested that the group might find the article interesting.

2. Update on Curriculum Orientation sessions for M1 and M2 students (ALL who
   participated)
   A. On the last day of M1 Student Orientation, Drs. Sabina, Bedinghaus, Redlich and
      Bolender provided a 1 hour orientation to the matriculating students re: the M1
      curriculum and how to approach the tasks as learners. The M1-2 Learning Domains
      were reviewed with a particular emphasis on professionalism. In addition, the five virtual
      geriatrics patients were introduced by Dr. Diana Kerwin, and the integrated grand rounds
      were highlighted. Dr. Bedinghaus emphasized the importance of professionalism.
B. Dr. Mitchell presented a 30-minute introduction to the M2 year focusing on integration, professionalism and learning strategies. Emphasis was placed on the student's role in integrating themes across courses and the integrated grand rounds were highlighted.

   A. Location: Children’s Corporate Center - Pediatric Conference Room (4th Floor) 12-5:00PM (Note: A box lunch will be provided).
   B. Outcomes: To identify action/steps with timelines, which Course Directors will take specific to the M1-2 Learning domains audit results.
      (1) Background: Dr. Bolender briefly reviewed the history of the M1-2 Learning Domains and the follow-up audits completed by the course directors (for their individual courses) and by the rising M3’s as part of their Transition to Clerkship Course (TCC). The review of the learning domains has been a running item on the M1-2 Course Director’s agenda for the last year, but there is insufficient time during the director meetings to sufficiently review and consider how to address gaps, redundancies and build coherence in our curriculum. Therefore a ½-day retreat has been scheduled to allow in-depth review and development of an action plan.
      (2) The ½-day retreat will begin with a re-review of the degree to which objectives were met per rising M3’s perceptions as well as course director’s own audits of their courses relative to the learning domains and associated objectives. The retreat is intended to “jump-start” our discussions about gaps and provide time to frame plans to address within courses and across courses strategies to improve the degree to which we are achieving all domains and associated objectives in M1-2 years – for continued discussion at the course directors’ regularly scheduled meetings.
      (3) Learning Domains and TTC Results – were reviewed at last meeting so please come to the retreat prepared to discuss issues specific to your course.
         a. The data from the TTC audit of June 2005 will be posted in the CEC portal and circulated to members who were not previously in attendance including Drs. Koethe, Lorek, and Meurer.

4. CEC Liaison – Dr. Sabina
   A. Teaching Evaluations – (all courses have agreed to collect and share with their faculty student evaluations of teaching per the 8/19/2003 M1-2 Course Directors minutes).
      (1) Dr. Sabina reviewed the expectations that all courses evaluate teaching within their course as approved by the CEC in November 2002 and agreed to by all course directors in August 2003.
      (2) An update regarding how each course is evaluating teaching and providing feedback to their faculty will be requested. Examples were provided by:
         a. Dr. Layde who has students evaluate teachers at the end of each block as defined by the examination.
         b. Dr. Mitchell, who has students' complete evaluations but using a different distribution method as CER does not have regular blocks/tests. ANGEL is now being used in CER to complete the evaluations as students are required to be in ANGEL for other assessment/teaching activities on a weekly basis.
         c. Dr. Derse evaluates each lecturer with an evaluation instrument that contains three questions and a comments section.
      (3) Educational Services will send out a request for a short description from each course director about how they are meeting this expectation. A summary of these responses will be compiled and circulated to the course directors and then presented by Dr. Sabina to the M1-2 Subcommittee of the CEC.
   B. M1-2 Student Contact Hours and Faculty (by Department) Contact Hours Survey
      (1) Previously M1-2 course directors completed a total contact hours worksheet. However, this data does not help differentiate the relative contributions of clinical departments who teach within their own department’s courses as well as basic scientists who teach outside of their course. The CEC is requesting that course
directors provide more detailed information, particularly for those courses that are “interdisciplinary” in nature (e.g., use faculty beyond an existing department), since course directors are finding it increasingly more difficult to efficiently find individuals who are willing to teach.

(2) The CEC’s long-term goal, in working with the Dean, is to develop a mechanism to facilitate an individual course director's ability to recruit teachers. A number of options are under discussion including a proportionality system (e.g., looking at number of faculty in a department by teaching effort), by tapping a central resource and/or individual contact person within identified departments who will recruit faculty to teach, etc. (See 1 page handout “MCW Faculty Contact Hours per Request of the CEC”.

(3) The course directors indicated that an excel spread sheet that includes the following items would be the most efficient method for reporting that data by course.

(i) By Departments: A listing of MCW departments including a category for volunteer teachers who do not have a volunteer faculty appointment (which would link them to a department)

(ii) Teacher Type: Resident, graduate student, fellow, post-doc, MCW faculty, volunteer from community who HAS a faculty appointment.

(4) Data will be collected and then analyzed within a statistical package so that cross-tabulation results are readily available (e.g., percentage of faculty in basic sciences or clinical who teach outside their own department)

C. Genetics Retreat – Update and Next Steps
   a. A set of longitudinal genetics objectives were approved at the retreat and will be forwarded to the CEC for approval.
   b. The basic science chairs agreed to develop a plan for implementation and the CEC will follow-up to determine progress and timeline.

(2) CEC Approved – Per the request of the M1-2 Course Directors, the revision to MCW’s examination policy requiring an “individual escort” for all individuals who needed a restroom break was approved.
   a. A copy of the updated policy is in CEC’s Community Group (see policies) on ANGEL.

5. Faculty appointments for volunteer faculty (Dr. Simpson - Tabled)
   A. During the discussion of faculty contact hours, Dr. Simpson mentioned that all individuals who teach MCW students will, by the time of our next LCME site review, be required to hold a volunteer faculty appointment within a department.
   B. As this was a more complex discussion than time available, it was tabled for a later meeting.

6. Integrated Grand Rounds – Drs. Bolender and Redlich
   A. Tuesday (4:00-6:00 pm), November 14, 2006 (same day as CD meeting)
      (1) The topic is HIV-Aids session and is timed to parallel to the virology unit in microbiology. All faculty and students are invited and the course directors are particularly encouraged to attend.

7. Educational Services – Dr. Simpson
   A. CEC Community Group – ANGEL
   B. Library Construction timeline was provided as noise will be present during day-time study/class hours.
   C. ANGEL Overview
      (1) An overview of ANGEL and its potential as a learning management system is now available to faculty in three delivery forums:
         a. An on-line asynchronous learning module that faculty may complete at their own time/pace;
         b. Scheduled F2F open group sessions (see handout for dates);
c. And/or individual group sessions for departments, course committees and other interested groups.

(2) For information contact Educational Services at 414.456.8278 or Kim Poindexter, MS kpoindex@mcw.edu.

8. New Business
A. Audience Response Systems – Dr. Liard
   (1) Motion Approved: The M1-2 unanimously approved Dr. Liard’s proposal to submit a proposal on behalf of the M1-2 Course Directors for an ARS. Drs. Liard and Simpson will develop a proposal.
   (2) Dr. Gunnar Larson (or a representative from psychiatry) will be invited to demonstrate the new ARS system that was purchased for use in their department with learning resources funds at the next M1-2 Course Director meeting.
B. The locked glass display cases for examinations has been tabled. (Dr. Sabina)
   (1) Due to construction work related to the new building, there will be no locked display boxes available before spring semester 2007.
   (2) An invoice construction form and other logistics will be handled by Dr. Simons. An update from Dr. Simons regarding progress will be requested for the next meeting.

Meeting Adjourned at 5:15 pm

Minutes Authored by:  
Deborah Simpson, PhD  
Director, Office of Educational Services

Minutes Reviewed by:  
David Bolender, PhD  
Chair - M1-2 Course Directors

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MCW M1-2 Course Directors’ Meeting Minutes  
Tuesday, November 14, 2006 @ 4:00 pm

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<td>David Cory, MD (Guest)</td>
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1. **Chairman’s Report – Dr. Bolender**
   A. October minutes were approved as submitted.
   B. M1-2 Global Learning Domains Retreat – Tuesday, Nov 28, 2006
      (1) Location: Children’s Corporate Center - Pediatric Conference Room (4th Floor) 12-5:00PM
         a. The agenda was briefly reviewed.
      (2) Outcomes: To identify action/steps with timelines, which Course Directors will take specific to identify?
         a. Half-day Retreat to re-review degree to which objectives were met per rising M3’s.
         b. Reminder: Learning Domains and TTC Results – were reviewed at last meeting so please come prepared to discuss specific to your course:
         c. Redundancies that are needed and/or needed
         d. Gaps and plan to address within course and ideas across courses in M1-2 years
      (3) Lunch – fill out name and menu item (pink form)
   C. Data distribution – the course directors requested that the course director self-audit results be re-circulate prior to the retreat.
   D. AHW Grant – Linda Meurer, MD
      (1) Dr. Meurer is submitting an AHW proposal to build on the core principles in the Health Policy course and to prepare students to understand and potential effect of change beyond the 1-on-1 patient level. The proposal will be guided by an Advisory Board with approximately 12 faculty agreeing to serve, representing course and clerkship directors and subject matter experts.
         a. She briefly reviewed the proposal and highlighted the role of service learning as a teaching methodology.
         b. One of the products emerging from the grant will be an approach to assessing the longitudinal curriculum thread.
      (2) Dr. Sabina indicated that this proposal is very congruent with the longitudinal thread and coordination the CEC is seeking within the curriculum. In particular looking at what models/approaches work and what do not in enhancing the integration for the curriculum will be of particular interest to the curriculum.
   E. Medical Humanities Program – Art Derse, MD, JD
      (1) Dr. Abraham Verghese will be the inaugural humanities speaker (see handout). All faculty are encouraged to attend.

2. **ARS System**
   A. Demonstration: ARS System – Drs. Larson and Cory
      (1) H-ITT Classroom response system [http://www.h-itt.com](http://www.h-itt.com)
         a. A preview of the audience response system in use in the Department of Psychiatry, M3 Clerkship (supported by a learning resources award).
b. This system uses the infrared remote response (due to its use within hospital setting) which has about a 90’ capacity. (Note: The radio frequency models do not need to be in “line of contact” for the system to be active).

c. The learning curve on the software is about 20 – 25 hours, but once facile with the system psych has found it easy to use and incorporates into the lectures.

d. Constructing a presentation is blended directly into the normal PowerPoint presentation with the question slides pre-formatted with the software.

e. The result to date has been to increase the interactivity and it provides quick feedback to the instructor about what is learned.

f. Data used to measure effectiveness will include
   (i) NBME Subject Exam Scores
   (ii) Lecturer ratings

B. Learning Resources
   Approved an Out-Of-Cycle Submission and Concept Support – Dr. Liard
      (1) The decision was made to move forward with selecting a system as Drs. Liard (lead), Sabina, Fritz, Meurer, and Krippendorf (on behalf of Dr. Nietz) expressed interest in using an ARS.
      (2) There are approximately 3-4 major vendors from which we will receive pricing.

3. M2 Pathology Test “Disaster” – Dr. Koethe
   A. The exam in pathology focusing on hemo-pathology had a significant failure rate. This result both perplexed and saddened the faculty (and students). In reviewing the format for the exam, the items were of two formats: (1) case based items with requiring the need to sort through the data, prioritize, apply prior knowledge and then engage in clinical reasoning and application of prior knowledge and (2) basic knowledge-based questions.
   B. Two 1-hour sessions were then held for students by the Pathology course directors and faculty.
      (1) Exam Skills 1: How to study, prioritize, active/passive learning (N=60)
      (2) Exam Skills 2: Faculty walked through case-based items and discussed in detail.
   C. Other courses
      (1) Biochemistry has included items required application and reasoning to answer the question and those items have proven to be very difficult for students. In addition, students actively contest these items on a “factual” basis rather then on the decision making.
   D. Action: Drs. Koethe and Lorek will bring some sample items and discuss in more detail their findings at the retreat on November 28.

4. CEC Liaison – Dr. Sabina
   A. Teaching Evaluations
      (1) The process for on-going collection of data about the quality of teaching by course was distributed. The data has also been forwarded to the M1-2 CEC for review.
   B. Genetics Retreat – update and next steps
      (1) Core guidelines scheduled for Nov CEC Action
         a. No discussion.
      (2) Implementation Plan
         a. No action to report as the implementation plan is being lead by Dr. Cowley who has a report pending to the CEC as a follow-up to the retreat.
   C. Contact Hours
      (1) Analysis available for Dec 4 Course/Clerkship director meeting (4:00 pm)

5. Integrated Grand Rounds – Drs. Bolender and Redlich
   A. November session canceled: The integrated rounds was canceled and will be rescheduled. Dr. Bolender is currently working with the spring course directors to identify two dates. However this will require re-arranging the schedule.
   B. Action: The course directors will identify / reserve 2-two hour blocks in the fall and spring schedule (away from exams) for IGR sessions.
      (1) Biochemistry offered the 1st day of Block IV in Biochemistry (this year it was from 10-noon).

6. Office of Curriculum – Dr. Redlich
   A. M1-2 Spring Schedules have been finalized and hopefully next year the process will result in the release of the schedule at an earlier date.
(1) Changes in the rooms is a cascading event, as the medical students have first draw, then the graduate students, etc. The longer it takes the M1-2 schedule to be set the more downstream it is.

B. Locked Display Boxes
(1) Per discussion with Ms. Gissen and Teaching Facilities, it is anticipated that the boxes will be up by spring if not before.

7. Educational Services – Dr. Simpson
A. ANGEL
(1) Test Scoring Paper “Back-Up” was reviewed and process discussed. A hand out was provided which outlined the item formats and how to keep the “original” of the word document in a format that can be projected/duplicated and match the scannable forms.
   a. Last resort option is for students to “circle” the right answer on the actual hard copy for the exam, put their name on it, and then the data will be keypunched for analysis.
(2) Internet 7 Explorer is not compatible with ANGEL. If you have an automatic download, you will need to access ANGEL using another internet browser (e.g. Firefox).
(3) Status Technical/Hardware Position
   a. It is anticipated that a new technical support individual will be on board by mid-December.
      Advancing Healthier Wisconsin Applications are due November 17, 2006 at 5:00 pm.
      http://www.mcw.edu/display/router.asp?docid=16441
(4) Elsa Cohen, MD Visiting Professor in Medical Education – Friday, December 8
   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
B. CGEA-AAMC Call for Proposals Due December 1

8. Faculty appointments for volunteer faculty (Dr. Simpson) - Tabled
   A. Anticipated LCME standard (not yet published) re: volunteer faculty appointments needed for those individuals who teach in our medical student programs.

9. New Business

Meeting Adjourned at 5:16 pm

Minutes Authored by:    Minutes Reviewed by:
Deborah Simpson, PhD          David Bolender, PhD
Director, Office of Educational Services   Chair - M1-2 Course Directors

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(Change from last year)
1. Chairman’s Report – Dr. Bolender
   A. Approval November Minutes
      (1) Minutes were approved as submitted.
   B. The calendar for the 2007-08 academic year has been circulated electronically and any concerns or problems regarding the calendar (e.g., end of March/Easter) should be forwarded immediately to Lesley Mack.
      (1) Note: In 2008, January 1 falls in the middle of the week and the 1st week of classes begins the following week (Monday, January 8, 2008), thereby pushing the curriculum back by a week.
   C. IAMSE Public Affairs Report has been circulated.

2. ARS System
   A. Learning Resources Approved an Out-Of-Cycle Submission and Concept Support – Dr. Liard
      (1) Three systems have been previewed (e.g., Audience Response System, Inc, I-Clicker, I-HITT) and the ease/complexity of the systems varies.
      (2) Key decisions and features include:
         a. Radio-frequency is preferred (vs. infrared red).
         b. Number of response options.
         c. Use of attendance, quizzes.
      (3) Action: Purchase I-Clicker with 500 clickers: 225 per class for M1 and M2; + 50 clickers for backup and to receive the 5th module allowing portability. Contact clerkship directors to see if additional clickers are needed. ARS systems to be located in HRC, AC and Kerrigan with 1 to circulate to clerkship directors as needed and 2nd for other applications (e.g., MUTS).

3. CEC Liaison – Dr. Sabina (Drs. Simpson and Redlich for Dr. Sabina)
   (1) Genetics Retreat
      a. Core Objectives were approved at the retreat and subsequently approved by the CEC.
      b. Implementation Plan is pending.
         (i) Dr. Cowley agreed to lead a group of M1 chairs to develop a proposal to address the approved genetics objectives in the M1 year. It is anticipated that the proposal will be submitted to the CEC in early winter 2007.
   (2) Teaching Contact Hours (Drs. Sabina, Simpson, and Redlich)
      a. The data has been circulated to all course directors. We will re-circulate for one final review prior to submission to the CEC.
   (3) Class Size Considered – New Committee Formed
      a. At a recent Board of Directors meeting the topic of increasing the medical class size emerged. A new committee was formed with Dr. Cruikshank asked to serve as the chair.
      b. Action: Circulate to the course directors group a copy of the committee roster and charge as well as the expectation date for the committee’s report.
c. **Action:** Drs. Lough and Kolesari have agreed to co-author a sense of the course directors’ reaction to the issue and/or process and circulate to the course directors for review/approval.

4. **Integrated Grand Rounds – Drs. Bolender and Redlich**
   A. Times and Topics for Spring 2007 semester IGR have been finalized and with difficulty specific to finding time/space. Scheduled sessions will run from 11:00 am -1:00 pm.
   (1) Friday, March 9 – Cardiovascular Disease
   (2) Friday, April 6 – Drug Addiction (Good Friday)
   B. Times for Fall 2007 and Spring 2008 semester IGR
   (1) Plan is to have proposed dates for the 2007-08 academic year chose prior to schedule deliberations by course directors.
   (2) A potential PM IGR session may be piloted with a view toward attracting 3rd and 4th year students (pending review by the IGR steering committee).

5. **Follow-Up: November Retreat Action Plans (Tabled – Come Prepared to Discuss at Next Meeting)**
   A. Review project plans *(circulated electronically)*
   B. Progress to date reports (for each worksheet)
   C. Next steps

6. **Office of Curriculum – Dr. Redlich**
   A. M1-2 Spring Schedule: Updating the ANGEL calendars during the semester
   (1) Calendar: The Course Calendars are being converted to ANGEL so that there is a single, up-to-date on-line reference.
      a. The M1 preliminary/preparatory calendar is in-place in ANGEL. The M1 schedule will not be audited/updated by a specific individual at this point.
      b. The M2 calendar has been created and maintained by Sue Schleif in pathology. The course directors thank Ms. Schleif for her service and support. She is an excellent resource for course directors/designees who have questions.
   (2) Calendar’s Posted outside the classrooms are maintained/posted by Teaching Facilities.
      (i) **Action:** The M1-2 course directors (or their designee) are responsible for updating changes in the content/lecture topics for their course once the schedule has been finalized. Permission/edit rights are only for changes within a courses’ date/time (e.g., topic, instructor). Date/time changes must be discussed with the Office of Curriculum.
      (ii) **Action:** Dr. Redlich will provide more details about granting access to the calendaring system via an e-mail and at upcoming course director meetings.
         (a) Dr. Redlich will continue to provide updates at next course directors meeting.

7. **Educational Services – Dr. Simpson**
   A. Test Scoring and ANGEL formats *(handout)*
      (1) Course directors have been utilizing test formats in ANGEL that are not single-best answer. The single-best answer format is utilized by the USMLE in licensure exams and is what can be analyzed for test reliability and item statistics using the Educational Services test scoring program. The handout explains/reviews the supported test formats and if any course director/coordinator has questions, please contact Educational Services before administering the test.
   B. On-line Grading for M1-2 courses required some debugging due to the on-going programming associated with the registrar’s STAR/OASIS systems. It is now functional.
   C. Learning Resources Proposals
      (1) Learning resources proposal provide an avenue for faculty to support innovative curriculum/assessment/evaluation efforts in medical student education. Please encourage faculty to apply for the upcoming spring cycle. More information can be obtained at the CEC’s resource page by clicking on Learning Resources. [http://infoscope.mcw.edu/display/router.asp?DocID=8218](http://infoscope.mcw.edu/display/router.asp?DocID=8218)

8. **Faculty appointments for volunteer faculty (Dr. Simpson)**
   A. The LCME is actively considering adoption of a new standard related to who teaches medical students. The anticipated LCME standard will require that individuals who have on-going/sustained teaching contacts with medical students have a faculty appointment. Volunteer faculty appointments can be provided for individuals who teach in our small groups, have sustained lecture contact (beyond the “visiting” 1-time presenter). The process for obtaining faculty appointments begins at the department
9. New Business

Meeting Adjourned at 5:15 pm

Minutes Authored by: 
Deborah Simpson, PhD 
Director, Office of Educational Services

Minutes Reviewed by: 
David Bolender, PhD 
Chair - M1-2 Course Directors

<table>
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<tr>
<th>Course Directors meeting</th>
<th>Course and Clerkship Directors meeting</th>
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<td>2\textsuperscript{nd} Tuesday of the month alternating with Course and Clerkship meetings</td>
<td>1\textsuperscript{st} Monday or Tuesday of the month (alternating)</td>
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<td>Room MEB 3390 (Academic Affairs) 4:00PM (Change from last year)</td>
<td>Boardroom 4:00PM</td>
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<td>January 9, 2007</td>
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<td>February 13, 2007</td>
<td>March 6, 2007 (Tuesday)</td>
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<td>April 10, 2007</td>
<td>June 4, 2007 (Monday)</td>
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FOCUSED MEETING TOPIC: CLASS SIZE INCREASE
Dwight Cruikshank, MD Chair
Ad Hoc Advisory Committee to Evaluate Medical School Class Size

1. History of the Ad Hoc Advisory Committee to Evaluate Medical School Class Size
   A. Dr. Cruikshank gave a brief history of the class size committee.
      (1) Ad Hoc Committee #1, Chaired by Dr. Simons, provided a report (copy previously circulated to members of the course directors), and did not recommend a class size increase.
      (2) A Board of Trustees member, at a recent meeting, recommended that the class size be increased.
      (3) To re-examine this issue and for a report back to the Trustees, the Dean appointed a 2nd Ad Hoc Committee to Evaluate Medical School Class Size and asked Dr. Cruikshank to chair this committee.
   B. Committee Members included some drawn from the previous ad hoc committee and some new members to represent from key constituencies.
      (1) Joe Barbieri, PhD Microbiology (Director MSTP Program)
      (2) Robert Beyer (Medical Student)
      (3) Nancy Dahms, PhD (Biochemistry - Faculty Council)
      (4) Chris Decker, MD (Emergency Medicine – Chair CEC)
      (5) Karen Marcdante, MD (Vice-Chair Education Pediatrics, former Curriculum Dean)
      (6) James Sebastian, MD (Director Medical Student Programs in Medicine, Co-Director of MCW Society of Teaching Scholars)

2. Charge from the Dean
   The charge was to re-look at the issue of class size considering some new parameters:
   A. An increase of 10% (20 students/class) total 80 students over 4 years.
   B. Dr. Dunn indicated that he would be willing to consider reallocation of the new tuition money and/or some AHW-Education Funds.
      (1) Currently M1 tuition is approximately $40,000.
      (2) Total 80 students = $3.2 million/year (once all classes have matriculated).
      (3) If increasing the class size would take more than what the new tuition would bring in, then what are would it take (e.g., additional resources) and/or what are other ways to frame the question (e.g., Can we use this as an opportunity to address current challenges)?
3. **Ad Hoc Committee’s Approach & Timeline**

Dr. Cruikshank indicated that the Ad Hoc Class Size Committee decided to think about this from a new angle. Rather than saying we are not going to increase class size, “Suppose” suggested Dr. Cruikshank, “Just for sake of discussion, we agreed to expand the class size. And, suppose that funding might be available. Can we solve some other problems as well as increase class size?” If yes, “What would it take to pull this off?”

A. The members of the new Ad Hoc Committee (#2) are meeting with key groups to stimulate this “what if… thinking” toward fresh ideas and input. The M1-2 course directors are one of the targeted groups.

B. The Ad Hoc Committee #2 needs a fiscal analysis including increased faculty, new allocation of existing faculty time, and other human, physical, emotional capital/resources as part of the M1-2 course directors answer regarding class size (e.g., an expanded version of the data you’ve already provided to Ad Hoc Committee #1).

C. The Ad Hoc Committee #2 must submit a report prior to the 3rd Friday in May (May 18, 2007), which is when the Board of Trustees meets prior to graduation.

   (1) Therefore Dr. Cruikshank requested a report from the M1-2 Course Directors by early April, 2007 (deadline Friday, April 6, 2007).

4. **What if thinking re: Class Size**

A. To trigger the course directors thinking, Dr. Cruikshank asked, “Is the Dean likely to provide $3.2 million of existing funds to improve our medical student education programs?”

B. Likely not was the agreement. Therefore, the course directors were asked to consider this as an opportunity to rethink how we, as educators, do business to improve our programs.

5. **Questions/Discussion Points Which Emerged - Highlights**

A. What is the actual percentage increase that is needed to meet national needs?

   (1) AAMC believes that there needs to be a 30% increase.

   (2) Per a recent article in the Chronicle of Higher Education (a weekly comprehensive publication for higher education), there are 8 new medical schools that will be built, some to be located in Arizona, Florida, California, and Michigan.

   (3) It is estimated, that with the enrollment from new schools and other schools increasing their class size a 17% increase in medical school enrollment will occur by 2010.

B. MCW is already in the top 10 largest schools in the country. Are we not already doing our part for the physician shortage?

   (1) An increase of 20 students would put MCW close to becoming the largest private medical school in terms of enrollment, in the country.

C. Are we turning away qualified applicants?

   (1) Is the applicant pool sufficient, with other schools increasing class size, that the quality will be retained?

   a. We have maxed out, per the 1st report, our Wisconsin applicant pool.

   b. Is our goal to be “good citizens” nationally by preparing medical students to go elsewhere, i.e. outside of Wisconsin?

D. How many of the current MCW medical students are MSTP students?

   (1) Currently 200 medical students + 4 MSTP + miscellaneous (repeating, 5-year)

   (2) Currently there are 209 students.

E. Who makes the final decision re: class size?

   (1) The Board of Trustees.

F. Is “cost” the only way to make the argument? Can we look at other reasons associated with our educational programs to inform our decision regarding class size?

   (1) What is a “reasonable” class size for teaching? Are we beyond that size already with current faculty for small group teaching?

   (2) We already have deficiencies in our medical education program? Why not fix these deficiencies first?
a. Do we want to factor in these deficiencies our discussion?
   i. Yes – we want to do education right.

b. Offer a “counter proposal” that says here are our current deficiencies. We need to address these deficiencies first and here is what it’s going to take.

(3) Where will these graduates go?
   a. The number of GME slots is limited.

G. Class size could potentially increase IF
   (1) You are just looking at the lecture component of the basic sciences in isolation (e.g., more space in the lecture hall, more faculty).
   a. However space, time, human resources are limited and there is an interactive, cascade effect when we examine the M1-2 years together.
   (2) You do not think about teaching within a clinical context.
   a. More students will require more patients, community physician faculty (LCME soon to be mandating these faculty have a clinical faculty appointment).
   b. Incentives for teaching may be needed for MCW and community physician faculty (e.g., money; a faculty appointment isn’t necessarily desired by volunteer faculty).

6. M1-2 Course Directors Recommendation(s)/Response should be based on the following assumptions (per Dr. Cruikshank)  
   A. Assume a 10% increase (20 more students per year). (Note: Dr. Cruikshank post the meeting re-confirmed this number with the Dean).
   B. Provide an Impact/Financial Analysis
      (1) Assume approximately $3.2 million in tuition would be available on annual basis.
      a. Is that increase sufficient to accommodate 20 students/year?
   C. Facilities: Detail the current space needs and extrapolate to 20 student/year increase in class size.

7. M1-2 Course Director Action Plan
   A. Emphasis: Some M1-M2 courses may be able to accommodate a class size increase, but these courses typically do not have labs, small groups, etc. Increasing the Class Size has as cascade effect. The previous report focused on the impact on each course as an isolated unit, rather than the collective impact across courses.
      (1) For example, if it takes 6 hours to administer an exam in one course (rather than 4 hours), that 2 hour increase takes up more space and teaching time in an already crowded schedule.
         a. The same cumulative effect (e.g., space, teaching time, faculty, patients) holds true for labs, small groups, lectures, E-learning, Standardized Patients, etc.
      (2) If new faculty members are needed, where is their “space” (e.g., in the clinic, in basic sciences)?
   B. A small working group will develop a mock-up of the data to demonstrate cascade effects. This mock-up will be disseminated to all course directors.
      (1) Drs. Koethe, Mitchell and Kolesari agreed to work on the mock-up.
   C. A cover letter will frame the course directors’ consensus decisions, with Dr. Bolender assuming the coordination responsibility for this letter. Key points include:
      (1) The course directors seek excellence in education.
      (2) MCW has met its obligation as a “good citizen” in terms of the number of physicians we educate/graduate.

Minutes Drafted by: Deborah Simpson, PhD  
Minutes Reviewed by: David Bolender, PhD  
Chair, M1-2 Course Directors  
Chair, Ad Hoc Committee on Class Size
1. Chairman’s Report – Dr. Bolender
   A. The February minutes were approved as distributed.
   B. Policy on Student Use, Access and/or Distribution of Educational Materials
      (1) The policy as been approved by the CEC and will be placed in the student handbook.
      (2) It is requested that each Course Director place the policy in their course syllabus (available for
download on ANGEL).
      (3) The policy will also be discussed with students during M1 and M2 orientation.
   C. ARS System
      (1) ARS System has arrived. A manual and schedule is being put together by Curriculum, Educational
      Services and Facilities. You will be notified when the system is ready for use.
      (2) Contact Sheri Galewski if you have questions about when the system will be ready.
   D. Class Size
      (1) Dr. Bolender delivered to Dr. Cruikshank the documents prepared by the Course and Clerkship
      Directors regarding the increase in the size of the medical class. The committee has not yet met
since the documents were delivered.
      (2) Dr. Bolender thanked Drs. Koethe, Kolesari, Mitchell and Krippendorf for their work in preparing the
impact study.
   E. STS is asking for nominations to the society and for several teaching awards.

2. Times Integrated Grand Rounds – Drs. Bolender and Redlich
   A. Fall 2007 semester
      (1) The proposed dates for the fall semester, 2007 are Friday, September 28 and Friday, November 2.
      (2) Both sessions are from 11am to 1pm.
   B. Spring 2008 semester
      (1) Dates for the spring semester have not been determined.

   A. Dr. Krippendorf will contact Mrs. Blackwelder and Dr. Simons to request that new, removable security
screens be purchased for the monitors in the Academic Computing Center.

4. ANGEL/Ed Services Coordination relating to Student Grades – Dr. Krippendorf
   A. Dr. Krippendorf will meet with Dr. Simpson and Arlene Helfrich about grading procedures for Cell &
Tissue Biology lab exams.

5. CEC Liaison – Dr. Sabina
   A. Genetics
      (1) A proposal has been submitted to the CEC for a new Medical Genetics Course to be offered during
the first month of the M1 fall semester.
      (2) Drs. Bolender and Sabina are co-course directors.
(3) If approved, the course will begin this fall. The Medical Genetics course replaces the first units of the Medical Biochemistry and Human Development courses.

(4) The CEC will vote on the proposal Monday, April 23, 2007.

B. Class Size
   (1) The Impact report from the Course and Clerkship Directors was forwarded to the CEC. They are sending a letter to Dr. Cruikshank and his committee.

C. Teaching Contact Hours – Tabled (Drs. Sabina, Simpson, and Redlich)
   (1) Data had been re circulated for final review.

6. Educational Services – Dr. Simpson
   A. Beta Test of NBME Customized Assessment Services
      (1) M1 – Monday May 7, 2007
      (2) M2 - Tuesday May 1, 2007
      (3) Genetics Report – Circulated and Next Steps

7. Office of Curriculum – Dr. Redlich - Tabled
   (1) Course scheduling using ANGEL
   (2) Moving lectures/labs/exams once the schedule is published

8. Follow-Up: tabled until the May meeting
   A. Review project plans (previously circulated)
   B. Progress to date reports (for each worksheet)
   C. Next steps

9. New Business
   A. Dr. Bolender will invite Jennifer Crum, from Student Support Services to the May meeting for a discussion on tutors for the M1 and M2 medical courses.

The meeting was adjourned at 4:45pm.
MCW M1-2 Course Directors’
Minutes Wednesday, May 8, 2007 @ 4:00 pm

In Attendance = ✓; Excused = E; Absent = A

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<td>J-F Liard, MD PhD</td>
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<td>Philip Redlich, MD PhD</td>
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<td>David Bolender, PhD</td>
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<td>Jennifer Lorek, MD</td>
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<td>Richard Sabina, PhD</td>
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<td>Arthur Derse, MD, JD</td>
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<td>John Lough, PhD</td>
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<td>Ken Simons, MD</td>
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<td>Robert Fritz, PhD</td>
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<td>Deb Simpson, PhD</td>
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<td>Susan Koethe, PhD</td>
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<td>Julie Mitchell, MD</td>
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<td>Gary Kolesari, MD, PhD</td>
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<td>Linda Meurer, MD, MPH</td>
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<td>Joseph Layde, MD, JD</td>
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<td>Charles Myers, PhD</td>
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<td>J. Crum (Guest)</td>
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<td>Peter Layde, MD, MSc</td>
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<td>Jay Neitz, PhD</td>
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<td>Beth Krippendorf, PhD</td>
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1. Chairman’s Report – Dr. Bolender
   A. April minutes approved as distributed.
   B. Class Size – Update
      (1) On Friday, May 4, 2007, Dr. Cruikshank met with the Dean to present the report of the Class Size Committee. Dr. Cruikshank presented the report at the Executive Committee of the Faculty on Wednesday May 8, 2007.
         a. The report strongly recommends no change in class size.
         b. The report separated the issue of class size from curriculum restructuring which may, as a by-product, support an increase in class size.
         c. The report included materials provided by the course and clerkship directors.
      (2) Dean Dunn will support the no increase recommendation with the Board of Trustees.
   C. The IAMSE Public Affairs report was circulated via e-mail and included a link to the U.S. News and World report on medical schools.
   D. Dr. Jeff Morzinski circulated an e-mail requesting information on where obesity might be addressed in the M1-2 curriculum. Dr. Bolender encouraged the course directors to respond to Dr. Mozinski’s request.

2. Tutors for M1-2 Courses - Jennifer Crum, MS
   A. Dr. Bolender invited Ms. Crum to the meeting to discuss the tutoring program and how to enhance the collaboration with the course directors.
   B. Ms. Crum came to MCW in August 2006 after five years of work in student personnel work at the University of Illinois. She obtained her masters at the University of Minnesota.
   C. Overview of Academic Support Services – Office of Academic Affairs
      (1) Ms. Crum provided a handout describing the tutoring program including its history, goals, services and utilization.
         a. Fall 2006 (Course and number of students participating in tutoring)
            (i) Human Development N=188
            (ii) Biochemistry = 133
            (iii) Anatomy = 128
            (iv) Microbiology = 57
            (v) Pathology = 61
            (vi) MIM = 0 (no requests to date for tutoring in this area)
         b. Spring 2006 (data not yet tabulated)
            (i) Physiology sessions have the highest attendance.
         c. Students who are identified for tutoring are advised that they should contact the course director.
      (2) Orientation of Tutors (per second handout)
         a. As a policy, tutor applicants must have a high pass or honors in previous course.
            (i) If a student does not meet this criterion, Ms. Crum will re-connect with the course director.
b. Ms. Crum meets with the tutors and orients them to the role/process and expectations associated with tutoring.

c. Tutors run formal sessions, some with prepared notes and slides.

D. Opportunities to Improve the Tutoring Program

(1) Course directors’ interactions with the tutors are variable.

a. Biochemistry meets with the tutors at the beginning of the semester to orient tutors to the current offering, emphasize any changes, and provide a copy of the current notes.

b. Other course directors “sign” the tutor application form but have limited to no contact after that sign off.

c. The majority of course directors’ report that they are unfamiliar with who is tutoring in their course.

(2) Evidence to support the impact of this program on students’ performance?

a. Testimonial reports are readily available but assessing the impact of the program on student performance is difficult.

b. An end of year evaluation is sent to all users of the tutorial services.

E. Course directors seek enhanced communication between tutors and course directors

(1) **Actions:**

a. Ms. Crum will meet with each interested course director to:

   (i) Determine the best communication strategy between tutors and the course director.

   (ii) Explore how to evaluate the impact of the tutoring program.

   (iii) Delineate course director interest in obtaining copies of instructional materials/guides (e.g., handouts, PowerPoint’s) used as part of the tutoring sessions.

b. On tutorial program communications to students (e.g., letter indicating that tutoring is available), the course directors should be cc’d and provided with a list of who has been invited to tutoring.

c. All students who attend a tutoring session must be signed in.

d. Students must be advised that tutoring is not a substitute for faculty contact, attendance at class, etc.

e. Ms. Crum will provide a list of tutors for each course to the course director.

(2) **Recommendation:** Tutors should be encouraged to contact the course directors when there are major gaps or problems that students had with a particular weeks’ materials.

3. ARS I-Clicker System (Dr. Liard and Dr. Simpson)

   A. Pilot Testing (Monday, May 7)

   (1) Technically the pilot worked, but details about how to manage, best use the system, how to show the results when not using PowerPoint (e.g., overhead) require additional practice.

   B. Policy for I-Clicker Use (Handout)

   (1) System should be available for use by July 1, 2007 with a scheduling system parallel to the room scheduling.

   (2) A brief (20 minutes) basics on using the I-Clicker program will be scheduled during the July 10 course director meeting (prior to fall courses).

4. CEC Liaison – Dr. Sabina

   A. Genetics Curriculum

   (1) New M1- Course implementation Fall 2007

   a. A new M1 Medical Genetics course has been approved for fall implementation by CEC at the April 2007 meeting, under the leadership of Drs. Sabina and Bolender.

   b. **Action:** A copy of the updated syllabus will be forwarded to Sheri Galewski and forwarded to all M1-2 course directors

   (2) Longitudinal implementation of genetics in other M1 and M2 course will be next major focus for the CEC’s actions during the upcoming year.

   a. Strategies to communicate the “threads” to the M1 and M2 will draw upon the recommendations from the retreat as a starting point.

   B. Teaching Contact Hours – Drs. Sabina, Simpson and Redlich (Tabled pending CEC action)

5. Educational Services – Dr. Simpson (on behalf of M1-2 Subcommittee CEC)

   A. Beta Test of NBME Customized Assessment Services

   (1) The Year 1 and Year 2 exams were administered without any major glitches or technical challenges.
(2) Students completed 50 items in 60 minutes.
(3) Results will be available in 2-3 weeks.

6. Office of Curriculum – (Dr. Redlich’s Reminders)
   A. Course scheduling will use ANGEL as the only platform for M1 and M2 schedule
      (1) Any scheduled time-related changes for lectures/labs/exams must be reviewed with Dr. Redlich
          prior to any changes.
      (2) Dr. Lough expressed strong support for the internet based calendar. However, Dr. Lough
          expressed concerns about maintaining the accuracy of the calendar. Dr. Lough has expressed his
          concerns to Dr. Redlich emphasizing the need for a single person to assume responsibility for
          accuracy of the calendar during the academic year.
   B. A 3 block M1 schedule has been “rumored”.
      (1) It is hypothesized that this change to a 3-block structure for M1’s is related to the changes in
          biochemistry/human development, who are reducing the number of blocks due to the new genetics
          course.
      (2) Dr. Redlich will be asked to provide any clarification/information on this “rumor”.

7. Follow-Up: November 2007 Retreat
   A. Re-Review project plans (previously circulated)
   B. Prioritize Implementation of Projects: Who/What by when

8. New Business
   A. Administration of a Cumulative Final Examination? – Dr. Sabina
      (1) A number of courses administer a cumulative final examination including clinical human anatomy,
          MIM, microbiology, pathology and pharmacology.
      (2) Biochemistry will not longer administer a cumulative as there are only 3 blocks in biochemistry.
   B. Longest Duration of a Final Examination – Dr. Sabina
      (1) A 4 hour examination is administered by physiology for approximately 140 items.
      (2) NBME exams allow a maximum of 72 seconds per item (i.e., 50 items in 60 minutes).
   C. Use of Copyright of Material and Medical Students – Dr. Lough
      (1) Add to agenda for next meeting the approved final policy for students
          a. Final policy for inclusion in Student Syllabus
          b. Should Dr. Holloway be invited? Dr. Simpson will follow-up.
      (2) Add to agenda for next meeting - Faculty responsibility for use of copyrighted material – fair use.
          a. Should someone from the office of the General Counsel be invited? Dr. Simpson will follow-up.

Meeting Adjourned at 5:24 pm.

Minutes Authored by: Deborah Simpson, PhD
Director, Office of Educational Services

Minutes Reviewed by: David Bolender, PhD
Chair - M1-2 Course Directors

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<td>Room MEB 3390 (Academic Affairs) 4:00PM (Change from last year)</td>
<td>Boardroom 4:00PM</td>
</tr>
</tbody>
</table>