NO MEETING THIS MONTH
MCW Course Directors’ Meeting Minutes

Tuesday, October 12, 2004 @ 4:00 pm
MACC 3095

1. Approval of Minutes
   • Minutes approved as submitted.

2. Chairman’s Report – Dr. Taylor for Dr. Bolender
   • The November 9, 2004 meeting is rescheduled for November 16, Tuesday at 4:00 pm

3. Revisions to M1-M2 Global Objectives (1-4)
   • Overview/Restatement of purpose of M1-2 Objectives
     o Purpose is to identify the competencies that students completing the M2 year should achieve. The competencies/objectives should be realistic to achieve in the first two years.
     o An audit process for identifying where there are redundancies and gaps will need to be implemented once these objectives are approved. A plan will then need to be developed for how to respond to identify(ied) areas.
   • Objectives 1-4 were individually reviewed and minor revisions made directly within each objective and approved. These objectives will be forwarded to the CEC for approval.
     o Population Health and Health Care Systems
     o Scientific Foundations of Medicine
     o Professionalism
     o Patient Related Skills

4. M1-M2 Global Objectives #5-7
   • The remaining three objectives were circulated and comments are to be provided back to Dr. Redlich and/or Dr. Twinning within the next month. At the November M1-2 Course Directors meeting, each of the updated objectives will be reviewed, discussed and voted on for approval.
     o Communication Skills
     o Accessing, Managing and Appraising Medical Information
     o Critical Thinking and Problem Solving

5. M1-M2 CEC Evaluation Competencies
   • At the end of each M1-2 course the CEC asks students to evaluate each course. To begin the process of “auditing” the degree to which the global domains (1-7) were present within each course, the CEC will add a question for each domain to each course evaluation. The course directors had a number of concerns about the process.
     o The degree to which students can judge the emphasis of each domain within a course.
     o The fact that certain courses will not emphasize specific competencies.
     o Terminal objectives should be judged at the end of M2 year.
     o The students will need to be oriented to the objectives prior to completing the evaluation form.
• **Recommendation:** The course directors recommend that the global questions on the objectives be asked at the end of the M2 year. Based on that data and the course director’s assessment of the expectations with respect to opportunities for improvement will be explored.

6. Sr. Graduation Questionnaire – Dr. Simpson
   • Selected questions from the 2004 AAMC Sr. Graduation Questionnaire were distributed to the course directors related to the M1-2 Objectives. Copies of questions specific to courses will be distributed at a later date.

7. New Business
   • The course directors thanked Dr. Taylor for chairing the meeting in Dr. Bolender’s absence.

   **Next Meeting Date (confirmed) November 16, 2004 in MACC 3095 at 4:00PM**
Minutes M1-2 Course Directors
November 16, 2004

Present
Joan Bedinghaus, MD
David Bolender, PhD
Arthur Derse, MD, JD
Gary Kolesari, MD, PhD
Joseph Layde, MD, JD
John Lough, PhD
Charles Myers, PhD
John O’Connor, MD

Richard Sabina, PhD
Jerry Taylor, PhD
Ex Officio
Philip Redlich, MD, PhD
Ken Simons, MD
Deborah Simpson, PhD

Excused:
Julian Lombard, PhD

Absent
Urias Almagro, MD
Richard Cooper, MD
Dara W. Frank, PhD
Michael McBride, MD
Julie Mitchell, MD
Jay Neitz, PhD
Gerald Spurr, PhD

1. Minutes October 2004
   a. Minutes were approved as submitted.

2. Old Business
   a. M1-2 Objectives (D. Bolender, P Redlich)
      i. The remaining M1-2 objectives were revised and approved for submission to
         the CEC.
         1. Critical Thinking and Problem Skills
         2. Communication Skills
         3. Accessing, Managing and Appraising Medical Information
   b. CEC report (R. Sabina)
      ii. Curriculum Audit
          Two strategies were identified for beginning to explore the degree to which
          the objectives are addresses in the M1-2 year.
          1. Each M1-2 course director will review each objectives and determine
             • If it is taught in their course
             • If/how it is assessed in their course
          2. Late winter-early spring all M2 students will check off if each objective
             was taught.
          3. Data will then be compiled and forwarded by Educational Services to the
             M1-2 Course Directors for discussion.

3. New Business
   a. Course Hours (P Redlich)
      i. Dr. Redlich handed out a longitudinal table of curriculum hours by M1-2
      ii. Review the 2003-04 hours and provide Dr. Redlich with feedback regarding
          its accuracy for the current year. Be prepared to provide updates/corrections
          at the January meeting.
      iii. Disregard the last column (Actual or Estimated Hours)

Next Meeting: January 11, 2005

Meeting adjourned at 5:10 pm
MCW Course Directors’ Meeting Minutes

Tuesday, January 11, 2005 @ 4:00 pm
MACC 3095

In Attendance
J. Bedinghaus, MD
D. Bolender, PhD
J. Layde, MD, JD
J. Lombard, PhD

J. Mitchell, MD
C. Myers, PhD
J. O’Connor
D. Simpson

Excused
G. Kolesari, MD, PhD
R. Sabina, PhD
G. Spurr, PhD
P. Redlich, MD, PhD

1. Approval of November Minutes
   1.1. Minutes approved as submitted.

2. Chairman’s Report – Dr. Bolender
   2.1. Dr. Bolender provided brief updates on items 3 and 4.

3. Renovations of the C-MUTS - Drs. Taylor and Kolesari (Tabled)
   3.1. Space is tight in the south/center MUTS – per Dr. Lombard.
   3.2. South MUTS has a need for increased/better lighting - per Dr. Bolender.

4. STAR Center
   4.1. Dr. Simpson indicated that the STAR center was progressing with construction actively underway.
   4.2. Those in attendance who were interested took a “tour” of the north MUTS after the meeting.

5. Course Hours – Dr. Redlich (tabled until February)
   5.1. Dr. Bolender requested that all course directors who have not yet submitted their hours please send those immediately to Dr. Redlich.

6. Old Business
   6.1. M1-2 Objectives: The CEC approved all seven objectives domains so they are now in effect.
   6.2. Per discussion with the course directors, the best approach for the course directors to being the audit process for the objectives by course was to use a table format as depicted below.

<table>
<thead>
<tr>
<th>Objectives</th>
<th>Level of Emphasis</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Each objective within each domain will be listed.</td>
<td>Major</td>
<td>Course director can provide clarification as needed.</td>
</tr>
<tr>
<td>Scientific Foundations of Medicine</td>
<td>Minor</td>
<td></td>
</tr>
<tr>
<td>1. Normal and Natural Variation: Describe normal and natural variation of</td>
<td></td>
<td></td>
</tr>
<tr>
<td>human structure, function, development and behavior and the mechanisms</td>
<td></td>
<td></td>
</tr>
<tr>
<td>to maintain homeostasis at the biochemical/molecular, cellular, major</td>
<td></td>
<td></td>
</tr>
<tr>
<td>organ systems and whole individual level.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Normal and Natural Variation: Describe the normal effects of growth,</td>
<td></td>
<td></td>
</tr>
<tr>
<td>development and aging on the cells, organs, and systems and on</td>
<td></td>
<td></td>
</tr>
<tr>
<td>individuals, their families and communities.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Etc.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Meeting Adjourned at 4:20 PM. Next Meeting Date February 8, 2005 in MACC 3095 at 4:00PM
MCW Course Directors’ Meeting Minutes

Tuesday, February 8, 2005 @ 4:00 pm
MACC 3095

**In Attendance**
- J. Bedinghaus, MD
- D. Bolender, PhD
- A. Derse, MD, JD
- J. Lombard, PhD
- J. O’Connor, MD
- P. Redlich, MD, PhD
- R. Sabina, PhD
- J. Taylor, PhD

**Absent**
- U. Almagro, MD
- J. Lough, PhD
- M. McBride, MD
- J. Mitchell, MD
- C. Myers, PhD
- J. Neitz, PhD

**Excused**
- G. Kolesari, MD, PhD
- J. Layde, MD, JD
- K. Simons, MD
- D. Simpson, PhD
- G. Spurr, PhD

1. **Approval of January Minutes**
   A. Approval of the minutes. Dr. Lombard moved that the minutes be amended to show that Dr. Spurr was excused. Minutes were approved as amended.

2. **Chairman’s Report – Dr. Bolender**
   A. Objectives report.
      a. Information has been distributed to the course directors. Deadline is Friday. There is some hesitation that the form may not get done by the deadline, but most agreed that they will get done. If not by Friday, soon thereafter.
   B. M1 students and geriatric patient cases.
      a. Concerns: There is a lack of recognition by the students of the Geriatric curriculum, and similar concerns with the Genetics curriculum.
      b. Discussion occurred regarding how to get the students to more clearly recognize the curriculum in geriatric and the curriculum in genetics, etc.
         i. Considerations:
            • Introduce the Geriatrics curriculum to the entire class at one time.
            • Make the curriculum more “visible” by the faculty.
      c. Recommendation:
         i. Discuss the Geriatrics curriculum and Genetics curriculum at orientation during the presentation by the Associate Dean of Curriculum and Course Directors.
            • Action: Drs. Redlich/Sabina/Bolender and other course directors will incorporate appropriate information into their presentation at orientation.
         ii. Survey the course directors as to exactly where and in what context each of the Geriatrics cases is discussed so all of the Course directors have knowledge of this information and can speak to the students with more certainty that the cases have been introduced.
and discussed in prior courses. Dr. Redlich will speak with Dr. Simpson regarding this survey.

3. Memo from Dr. Layde regarding ANGEL.
   A. Discussion occurred regarding access to ANGEL by CEC members. It is unclear what this access allows CEC members to do.
   B. Issues:
      a. Clearly delineate whether or not CEC does have ANGEL access for all its members and for all courses.
      b. Have CEC clearly communicate to the course directors what the CEC members can or cannot do in ANGEL.
   C. Plan:
      a. Dr. Bolender will communicate with Joe Layde regarding this issue and communicate results with Course Directors. Dr. Redlich will convey this issue to Dr. Simpson as well.

4. Course Hours – Dr. Redlich
   A. The updated Curriculum Hours chart was distributed. The course hours were updated and corrected by most of the course directors. Will try to update this information on a yearly or biannual basis through the Office of Curriculum and Course Director’s meeting.

5. Old Business
   A. None

6. New Business
   A. Some course directors were concerned that they did not receive the current Student Directory, the list of new course directors, nor the year-long list of meeting dates of the Course Director’s meeting. Not all course directors recall receiving the updated Student Directory.
   B. Recommendation: Dr. Redlich will convey information to Sheri Galewski to confirm appropriate distribution of the above information.

7. Adjourned at 5:00pm

   Next Meeting Date April 12, 2005 in MACC 3095 at 4:00PM
Draft

- Format must be easy to read, understandable and usable in guiding curriculum decisions at the level of the CEC, the M1-2 Course Directors, individual course directors relative to their course, and to students.
- Continuous Quality Improvement/Accountability process to achieving the objectives.
  Dr. Simpson emphasized the likelihood that the LCME and the NCA accreditation processes will require that each course specify which of the M1-2 objectives their course teaches (and assesses) in a fashion that parallels the competency based approaches to residency education.

VII. ANGEL – Dr. Simpson (Tabled)

VIII. Old Business (Tabled)

IX. New Business
   A. Advancing a Healthier Wisconsin (Dr. Taylor)
      - At today’s executive committee of the faculty, Dr. Dunn described the process for the 65% of the funding from the settlement of the Blue Cross/Blue Shield endowment. This will be an annual process, but this year it is a very short time frame. A copy of Dr. Taylor’s summary e-mail has been circulated to all course directors and a paper copy of the proposal format was distributed at the meeting. More information is available by clicking on a link MCW’s home page.

Meeting adjourned at 5:10 pm.

Next Course Directors Meeting is May 11, 2004 at 4:00pm in MACC 3095
1. Approval of February Minutes (Dr. Sabina)
   A. Minutes approved as submitted.

2. Chairman’s Report – Dr. Bolender (Tabled)

3. M1-2 Objectives
   A. M1-2 Curriculum Audit – Students (Dr. Sabina)
      a. The M1-2 Subcommittee of the CEC felt that retention of what was talked about was going to be difficult if students only completed the audit sheet 1/year. Therefore the CEC proposed that students complete the audit at the end of each course and that the Office of Educational Services compile the data annually for a report to the M1-2 Course Directors and to the CEC.
   B. Course Director Objectives Audit Sheet
      a. The M1-2 Course Directors who had returned data sheets by noon Monday, April 11 were provided in a tabulated report. A second document was provided where course directors gave annotations. Course directors were encouraged to review the data and consider:
         • Degree to which frequency with objectives are covered as Major (M) versus Minor (m)
         • Relative emphasis by year and if that is appropriate (e.g., professionalism across all years).

4. M1-2 CEC Subcommittee Report (Dr. Sabina)
   A. As part of their reviews of courses and discussions with selected course directors, the M1-2 subcommittee has recognized that course directors are facing increasing challenges of recruiting faculty to teach in their courses. As the CEC seeks to encourage faculty to teach outside of their
own discipline/specialty, there is no data set to indicate to what degree cross-discipline teaching occurs.

B. The M1-2 Subcommittee of the CEC is requesting that course directors estimate the number of contact hours that basic science faculty have in your course and contact hours (classroom time spent or organized preparatory meetings to for example orient faculty to a lab exercise, to go over an exam; NOT classroom preparation time). For example, if you have 12 small groups with 1 hour per faculty, then that would be a total of 12 contact hours.

5. Associate Dean for Curriculum – Dr. Redlich

A. Communication to Students and Faculty Changes in Course Schedule
   a. When a course changes their schedule it has a cascade impact on other courses (e.g., when a course reschedules a lecture/session, it may conflict with another course’s scheduled study time, faculty office hours, etc). Therefore, Dr. Redlich was seeking input on how best to communicate to both faculty and students as quickly as possible. Options include:
      • ANGEL: It has the capability to send e-mails to both students and a separate click to impacted course directors (e.g., directors of courses running in the same time period) to both within ANGEL or to internet e-mail. Dr. Simpson will check to determine how to set up a “roster” for course directors within an established course.
      i. Short term – if you are making a change, cc Sheri and Denise on the email so that one of them can immediately circulate to the course directors.
      • Other options include using the master calendar within ANGEL
      • Course Directors agreed to have e-mail notification via ANGEL by the course director initiating the change to other affected course directors in effect for Fall 2005.
      • Class lists in ANGEL are problematic as in the M2 year they have been inaccurate causing course directors to generate their own communication e-mail list.
      • Orientation session for ANGEL
      i. Biochemistry has an unscheduled hour on the first day that could be dedicated to orient students to ANGEL in large classroom and a follow-up sessions in the computer lab as needed.

B. Orientation for M1’s
   a. Dr. Redlich has added 30 minutes to the orientation session (8:00-9:30) for M1’s regarding medical education and the curriculum. Preliminary ideas for the time slot are listed below with more details for discussion at the upcoming M1-2 Course Director meeting.
      • Orient to the objectives
      • Introduce threads of curriculum (e.g., geriatrics, professionalism)

C. Re-Orientation for M2’s
   a. The M2 course directors asked that a re-orientation session be considered to occur on the first day, either as part of the registrar session or moving the M2’s lectures back on the first day for 1 hour. Dr. Redlich will explore that option and follow-up with the course directors at the upcoming meeting.

D. Finalizing M1 and M2 Schedule
a. The final schedule changes are due to Office of Curriculum July 29th and the room schedule is due April 29th. Dr. Redlich will convene course directors as needed to finalize the schedule.

New Business
6. Curriculum Threads (Dr. Bedinghaus)
   A. Can the curriculum threads be visible via ANGEL. For example a thread about geriatrics, genetics and communications that would be created as a module. Educational Services will check.

7. LCME Standard on supervision of students with faculty appointments
   A. Based on a conversation with one of the LCME assistant secretariats, it is anticipated that all individuals who have contact with students (e.g., small group preceptors for Bioethics/Palliative Medicine; M1-2 Mentors, etc). will be required to have clinical faculty appointments.
   B. As this is a widespread implication for teaching, Drs. Simpson, Redlich and Simons will be discussing this issue with the Dean and will update the directors at an upcoming all course/clerkship director meeting.
   C. The course directors thanked Dr. Sabina for chairing the meeting in Dr. Blender’s absence.

Meeting Adjourned at 5:12 pm

Next Meeting Date May 10, 2005 in MACC 3095 at 4:00PM
Minutes M1-2 Course Directors
May 10, 2005

Attendance:

D. Bolender, PhD         D. Simpson, PhD        G. Spurr, PhD        J. Layde, MD, JD
A. Derse, MD, JD         J. Taylor, PhD         K. Simons, MD        J. Lough, PhD
G. Kolesari, MD, PhD     J. O’Connor, MD        U. Almagro, MD       J. Neitz, PhD
J. Lombard, PhD          J. Bedinghaus, MD      U. Almagro, MD
J. O’Connor, MD          J. Bedinghaus, MD     U. Almagro, MD
P Redlich, MD, PhD       J. Mitchell, MD        R. Cooper, MD
R. Sabina, PhD           C. Myers, PhD         D. Frank, PhD

Excused:                Absent:

J. Neitz, PhD

1. Minutes April meeting
   a. Minutes were approved as submitted.

2. Chairman’s Report – Dr. Bolender
   a. Student Research Day may be rescheduled due to conflicts with M2 courses.
   b. CEC Evaluation Process
      i. The CEC has initiated a format for CEC course review reports that presents longitudinal data to facilitate the historical perspective and communication.

3. Associate Dean for Curriculum – Dr. Redlich
   a. USMLE Step 1
      i. The results for 2004 were distributed and briefly discussed. MCW scored a 96% pass rate with a mean of 219 compared to the national average pass rate of 92% and a mean score of 216.
   b. M1-2 Audit of Objectives
      i. In reviewing the summary results from the faculty curriculum audit, there were several areas that seemed curious (national disasters) as major emphasis or are commonly taught but were not checked. Dr. Redlich will follow-up individually to clarify the degree of emphasis and gaps.
      ii. Following this review, Dr. Redlich will bring the results to the group for discussion and strategies for teaching and/or assessment as an evolution rather than revolution, as the majority of objectives have been reported as “covered” by the course directors.
c. **Revised Student Audit Process**
   
i. M2’s during the TTC course will be required to report on the degree to which the objectives have been taught/assessed as part of a global rating.
   1. Will students be oriented/trained to recognize the objectives?
      a. One hour is set aside in the TTC course to gather the data and Dr. Redlich invited the course directors to participate.
   2. To begin to address this concern, a five-minute overview of what are objectives will be created to address this concern.

ii. M1-2 student data will be collected by semester and by year beginning in the fall.
   1. Timeline: Data will be reported out by year as both a review and validity check to see if students’ and course directors’ agree.
   2. The limitation of this strategy is that it hinders the ability of fall course directors to implement changes but its strength is that it allows a longitudinal perspective on the objectives.

d. **M-1 Orientation Schedule**
   
i. Orientation to the Curriculum will be held August 12 will be from 8-9:30.
   ii. Key topics will include objectives, the geriatrics curriculum, professionalism, verticality and threads between courses.
   iii. Dr. Redlich will work with M1 course directors to develop the specifics of each orientation.

e. **ANGEL M-1 Orientation**
   
i. Can be overviewed, as part of the off-hour during the first day of Biochemistry and Rex is agreeable.
   ii. During M1-Medical Interviewing it may be viable to do a hands on orientation.

f. **M-2 Reorientation Schedule**
   
i. Key topics to be addressed during the M2 orientation include overview of the objectives, verticality of the courses in the fall semester, and the geriatric themes.
      1. Time for this orientation will be achieved by either starting the schedule an hour earlier or running lectures 1 hour later.
      2. TB testing and other required tests will be administered during this time period.
   ii. As select M2 students work with Dr. Kolesari to orient the M1’s to the Clinical Human Anatomy course, he requested that the orientation time for M2’s accommodate the anatomy times if possible (W and F for 2 hours each time).
   iii. Dr. Redlich will work with M2 course directors to develop the specifics of each orientation.

g. **C-MUTS Corridor and Room M2560**
   
i. Construction will not be starting until exams are completed.
   ii. The casework is scheduled for shipping on June 3 with delivery the following week with construction completed in mid-July.
4. **STAR Center (Dr. Simpson)**
   a. Bioethics and Palliative Medicine have been considering the use of Standardized Patients in lieu of the faculty portraying the “bad news” OSCE. Dr. Derse may seek Learning Resources funds to support the 2005-06 administration if he determines that SP’s are a better simulation strategy than the current format.
   b. An open house for the center will occur this summer. All course and clerkship directors will be invited once a final date has been established.

Meeting adjourned at 5:08 pm

**Next Meeting:**

**All Course/Clerkship Directors: Monday, June 6, 2005**

**M1-2 Course Directors: July 12, 2005**