NO
MEETING THIS MONTH
Minutes of the October 27th Meeting of the 2003 M1M2 CEC Subcommittee

Present: Drs. Campbell, Olivier, Twining, Redlich and Simpson and Mr. McDonald and Mr. Sanchez

Excused: Drs. Frank, Lund and Lye

The minutes were approved.

Dr. Jerry Taylor reported on the progress of the Medical Microbiology course. Dr. Kent Wilcox has taken over responsibilities for the laboratory portion of the course. Minor issues have been dealt with as they have been brought up. The immunology section of the course was improved with a required textbook contributing to part of the improvement. Liaison committee meetings have been implemented for feedback to the course directors.

Mr. Mark McDonald, the M1 CEC representative, and Mr. David Pew, a M1 Student, presented some issues with the Fall M1 Courses. After a discussion of the issues, the students were asked to talk to the Course Directors and to Dr. Redlich. The issues will be revisited associated with the review of the Fall Courses.

Issues for a M1/M2 retreat centering on Curriculum Objectives were briefly discussed.
Minutes of the August 25, 2003 M1M2 CEC Subcommittee

The minutes were approved.

The current policy for the conduct of examinations in the Student Handbook was distributed and discussed. Based on the discussion, the policy needs to be reviewed. Some members considered the policy restrictive and not used by a number of departments. The policy will be sent to the M1M2 course directors for their recommendations based on actual practice in the examination process.

The revision in the Medical Information Management Course for Fall 2003 were discussed and will continue to be discussed with Dr. John O’Conner the co-director of the course at the September meeting.

Course review assignments were made for the September meeting.

The committee was apprised of the need for review of the M1M2 Curriculum Objectives with the possibility of a retreat consisting of members of the CEC, course directors and students.

The major topic for the meeting was a review of the Mid-Course evaluation process. The LCME guidelines require systematic review of the courses including review by students. A number of years ago a formal procedure was put in place for a review of the courses mid-term in addition to the end-of-course reviews. This process involved voluntary online evaluation by students of the courses at the midpoint of the course. The evaluation consisted of the input of the student body, evaluation and presentation of a summary at a meeting of M1 or M2 Course Directors, a CEC member and Dawn Braggs. This was a chance for a dialog between the students and the course directors and to determine whether mid-course corrections were advisable and possible. These dialogs were good, however, there were problems with the process. This included a low student response, little statistical information generated from the questions and problems with scheduling the meeting within a timely fashion. Based on this the M1M2 subcommittee suggest the following change in policy:
MID-COURSE EVALUATION POLICY FOR M1 AND M2 COURSES

The CEC seeks to insure that the M1-2 courses regularly obtain and act on information about the effectiveness of their courses. At the end of each course, students complete an in-depth questionnaire about the course. To complement this summative evaluation, the CEC requires that each M1-2 course implement a process of obtaining information about the effectiveness of the course (e.g., organization, teaching, examinations, degree to which objectives are met, integration/application of basic science concepts to clinical medicine) from students at least once prior to the mid-point of the course. The recommended format for this formative evaluation is through a meeting with a representative group of the students (e.g., a student liaison committee) and faculty (including the course director). The purpose of this meeting will be to solicit student opinion and to determine whether any mid course corrections are/would be necessary or beneficial. A summary of the key findings and actions from this meeting must be forwarded by the course director to the chair of the M1-2 Subcommittee of the CEC within two weeks of the meeting. If a different strategy is used, please contact the M1-2 Subcommittee Chair prior to its implementation.
Minutes of the September 22, 2003 M1M2 CEC Subcommittee

Present: Drs. Campbell, Frank, Lye, Olivier, Twining and Mr. McDonald

Absent: Dr. Lund and Mr. Sanchez

The minutes were approved.

Dr. John O’Connor presented a report on the major revision of the Medical Information Management Course that will be implemented for the 2003-2004 year. There will be fewer lectures and more small groups with more emphasis on Evidence Based Medicine and the application of statistics. The students will be required to do a project, which will involve a formal literature search to answer a clinical question. Many of the ideas put forth at a workshop in the spring were implemented in the revision.

The annual reviews for Integrated Neurosciences, Pharmacology, Cell and Tissue Biology, Pharmacology and Medical Information Management were discussed.

Mr. McDonald discussed concerns of the students about the number of hours spent in class with little time during the day to study. This is a topic that will be considered this year.

Respectively submitted,

Sally Twining, PhD
Chair M1/M2 CEC Subcommittee
Minutes of the November 24, 2003 M1M2 CEC Subcommittee

Present: Drs. Campbell, Frank, Lye, Olivier, Twining and Mr. McDonald and Mr. Sanchez

Absent: Dr. Lund

The minutes of October were approved.

The retreat for determining the global educational objectives for the M1M2 years was discussed. The proposed format for the retreat based upon the ACGME guidelines was questioned. Suggestions were made to discuss course scheduling and to determine clinically important topics taught in the third and fourth years to use as examples in the M1 and M2 years.

“The biochemical, structural, physiological and psychological basis of normal function and disease” was suggested by Dr. Campbell to describe the curriculum of the M1 and M2 years.

Additional spring courses were reviewed with the suggestion of bringing the review of the Health Care Systems Course to the full CEC meeting.

Respectively Submitted,

Sally Twining, PhD
Chair M1/M2 CEC Subcommittee
M1/M2 CEC Subcommittee Meeting Minutes
December 2003

Present: Drs. Lund, Lye, Oliver, Frank, Twining, Redlich, Simpson

Excused: Dr. Campbell, Mr. McDonald, Mr. Sanchez

1. The November Minutes were approved.
2. The End of Course Pathology Review was given by Dr. Lund.
3. The fall Mid-Course Evaluations forwarded to the Committee were reviewed.
   a. Reviews were received from Biochemistry, Microbiology, Human Development, M2 Psychology and Medical Information Management
   b. No reports were received from Pathology and Human Anatomy
   c. Recommendations were made to help the course directors comply with this policy of the CEC
      i. The Dean for Curriculum, Dr. Redlich offered the assistance of his office at any stage of the evaluation process
4. M1M2 Student scheduling was discussed
   a. An evaluation of the average hours in class for the students showed.
      i. Schedule from day to day and week to week is variable
      ii. The number of hours the students are scheduled based on the 2003 LCME data are the following:
         1. M1: 811 hrs or an average of 21 hrs/wk
         2. M2: 666 hrs or an average of 18 hrs/wk
      iii. A strong suggestion will be made to the Course Directors to revise the schedule so it is more regular
5. Discussion of the M1M2 Curriculum Retreat
   a. Student knowledge levels were discussed and where we want our students to be at the end of the M1M2 years
   b. M1M2 curriculum objectives were discussed based on the AAMC Medical School Objectives Project
Present: Drs. Lund, Frank, Twining, Redlich, Simpson and Mr. McDonald, Mr. Sanchez

Excused: Drs. Campbell, Lye and Olivier

1. Dr. Julie Mitchell presented her proposal for revision of the Introduction of Clinical Examination Course for the M2 students. This revision was prompted by less than the desired student evaluation of the course, need for preclinical competencies, inefficient use of small groups, and deficiencies in some content area. This proposal include:
   a. Regular class meeting times
   b. No increase in class hours
   c. Fewer students per small group
   d. Addition of a male physical examination, a clinical skills section, documentation of skills material and clinical probabilistic thinking session.
   e. Observation of H and P by a preceptor

2. The committee accepted the proposal for revision of the Introduction of Clinical Examination Course with the provision that it will stay within the allocated contact hours. The proposal will be forwarded to the full CEC committee.

3. A proposal for eliminating the M2 Mentoring Course from the Course Director, Dr. Joan Bedinghaus was discussed. This proposal was made based on the revision of the ICE course. The committee asked Drs Mitchell and Bedinghaus to further discuss this proposal and come back to the committee with a modified proposal that considers in more detail the two courses.

4. Dr. Redlich discussed the upcoming M1M2 curriculum retreat for determining objectives. The committee discussed the six proposed global objectives and decided they are ready to send to the Course Directors for a recommendation to the CEC. Dr. Frank, the liaison for between the M1M2 CEC committee and the M1M2 Course Directors will contact the Course Directors for comments.

5. It was noted that the LCME has now stated a new policy for Educational Objectives, which is consistent with the goals of the retreat.

6. A proposed agenda for the retreat was briefly discussed.

7. Dr. Frank briefly discussed the January Course Directors Meeting.

8. Mr. McDonald discussed his interactions with the M1 Course directors relative to lecture evaluations for the Spring Courses. Mr. Sanchez reported that the lecturers in the M2 courses are being evaluated by the students.
February 2004 M1/M2 CEC Subcommittee Meeting Minutes

Present: Drs. Lund, Frank, Twining, Olivier, Redlich, Simpson, and Mr. McDonald, Mr. Sanchez and Ms Soules

Excused: Drs. Campbell and Lye

1. The minutes for the December and January meetings were approved.
2. Dr. Redlich updated the committee on the format for the M1M2 Retreat on March 9th to formulate global objectives for the M1M2 years.
3. Dr. Lund reviewed Medical Ethics and Palliative Care Course. In this course lecture attendance is not considered important and the small group sessions as the best part. The overall evaluation on a 9-point scale has dropped from 6.45 for 2002 to 5.75 in 2003.
4. Dr. Twining reviewed Medical Microbiology Course. The ratings for the course have dramatically improved from the previous year. In 2002 the overall impression of the course was 4.14 and that for 2003 was 7.2.

Respectively Submitted,

Sally Twining, PhD
Chair M1/M2 CEC Subcommittee
M1/M2 CEC Subcommittee Meeting Minutes  
March 2004

Present: Drs. Frank, Lund, Lye, Olivier, Twining, Redlich, Simpson, Mr. McDonald, and Mr. Sanchez

Excused: Dr. Campbell and Ms. Soules

1. The minutes for the February meeting were approved.
2. Dr. Redlich updated the committee on the M1M2 Retreat on March 9th to formulate global objectives for the M1M2 years. The generated objectives will be condensed and then taken to the Course Directors and the CEC for comment and approval.
3. Dr. Olivier reviewed Clinical Human Anatomy Course finding the course was highly rated by the students very similarly to the last couple of years.
4. Dr. Olivier reviewed the Human Development Course finding the course was not as well rated in the overall ranking or the individual rankings as the previous year.
5. Dr. Lye reviewed the Pathology course, which was rated lower than last spring’s section of the course. There were some concerns, which will be discussed in more detail at the next meeting.
6. Ideas for the generation of a new format for the course reviews were discussed and then condensed into a new format by Dr. Simpson. Dr Olivier is testing it for his two course reviews.

Respectively Submitted,

Sally Twining, PhD
Chair M1/M2 CEC Subcommittee
Minutes
April 26, 2004
M1/M2 Subcommittee, Curriculum and Evaluation Committee

Present: Drs. Campbell, Frank, Lye, Olivier, Redlich, Mr. Sanchez
Excused: Drs. Lund, Simpson, Twining, Mr. McDonald, Ms. Soules

1. The minutes for the March meeting were approved.

2. Dr. Bedinghaus presented her proposal to combine some of the off campus mentoring experience of the M2 year with the new ICE course. The proposal stems from the overlap between course objectives and clinical experiences (clinical reasoning, professionalism, interview skills) offered by the mentoring course and now covered in a more structured way in medical interviewing and ICE. In addition, there is less time in the schedule for the full Mentor course since the ICE course was restructured to include some mentoring objectives. The discussion that ensued covered several areas of concern including expansion of courses and the reduction of the basic sciences proportion of medical education.

A motion was put forward and approved by the committee to freeze allocation of hours devoted to the mentoring course until a plan for how those hours would be incorporated into the curriculum is presented to the M1/M2 subcommittee. One suggestion was to consider combining the mentoring course with the ICE H&P so that the students could establish more of a continuous mentor relationship.

The committee agreed that changes in scheduling and allocation of class hours should be subject to CEC approval. Therefore the M1/M2 subcommittee agreed that some historical information regarding class hours should be assembled and comparisons made between reported course hours for the 1996 LCME visit and the most recent review. The overall concern of the M1/M2 committee is the addition of new material to the schedule without consideration of the time it takes for students to assimilate and integrate the information. The review of course hours should include hours devoted to lecture, laboratories, small group sessions, exam and study time.

3. Course reviews were distributed for Clinical Psychiatry and Medical Information Management.

Respectfully submitted,
Dara W. Frank, Ph.D.
Minutes of the May 24, 2004 M1/M2 CEC Subcommittee

Present: Drs. Campbell, Lund, Lye, Olivier, Redlich, Simpson, Twining
Excused: Dr. Frank, Mr. Sanchez, Mr. McDonald and Ms. Soules

1. The minutes of the April meeting were approved.
2. Dr. Bolender, the Course Director for Human Development, presented a proposal to increase the number of contact hours of the Human Development Course from 37 to 38 hrs. With this extra hour he will present the students an overview of development through showing a presentation developed by the Endowment for Human Development. The advantage of showing this in class over making it available only in the Library is that Dr. Bolender can comment on the material and answer questions. After a lengthy discussion, the committee passed a motion approving the extra hour with the proviso that a letter of support is received from the Chair of the Department of Cell Biology, Neurobiology and Anatomy.
3. Dr. Redlich distributed an analysis of the number of hours in the 1995/1996, 1999/2000 and 2003/2004 academic years. The total number of contact hours has gone down with some courses going down significantly. These hours are less than the national average.
4. Several of the courses were reviewed completing the fall 2003 reviews. There was concern over the evaluation of the Pathology Course by the Committee. The major problem noted was the adequacy of faculty time for teaching the course, a problem noted at the 2003 LCME Review. Dr. Twining will contact the Course Director, Urias Almagro, M.D. to discuss the course.
5. The new form for course evaluations was discussed and some changes were suggested. Dr. Simpson will distribute the modified form to the committee. The new form makes it possible to easily track the comments made in the reviews from one year to the next. Educational Services will add the numerical ratings for the class for each year.
6. A review schedule was adopted to expedite the review of courses. Spring courses will be reviewed in August and fall courses will be reviewed in February. The cross semester courses will be reviewed in April. The Liaison committee reports will be reviewed in October and March with a reminder being sent to the course directors in early September and February. Evaluation assignments will be made at the beginning of the year so that the evaluations can be directly sent from Educational Services to the appropriate member of the M1/M2 committee.
7. Dr. Twining distributed the reports from the second semester Liaison Committee meetings between the students and the course directors and teaching faculty. The committee was asked to read these before the June meeting to prepare for a discussion of the adequacy of this method of mid course review.
8. Dr. Redlich briefly discussed the revisions of the Global Objectives for the M1/M2 courses. He is working with the Course Directors on the revisions and plans on having these objectives in place by the 2005-2006 academic year.

Respectively Submitted,
Sally Twining, M1M2 Subcommittee Chair