



GEISEL
— SCHOOL OF —
MEDICINE
AT DARTMOUTH

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To: Members of Medical Education Committee
From: Richard Simons
Subject: Minutes - Meeting held Tues., July 17, 2012 - 4:00 to 5:30 pm, Aud. A

Voting Members Present: Ken Burchard, Rich Comi, Scottie Eliassen, Aniko Fejes-Toth, Sarah Johansen, Carolyn Koulouris (Year 4), Virginia Lyons, Hal Manning, Todd Poret, Richard Simons, and Eric Shirley,
(n = 11)

Voting Members Absent: Jessie Bay (Year 3), Ben Colby (Year 3), Matt Crowson (Year 4), Victor Laurion (Year 2), David Nierenberg, Greg Ogrinc, Virginia Reed, and Krina Shah (Year 2).
(n = 8)

Guests and Non-Voting Members: Laura Cousineau, Ann Davis, Diane Grollman, Tim Lahey, Steve McAllister, Brian Reid, Cindy Stewart, Kalindi Trietley, and Jean Wilbur
(n = 10)

Scheduled Meetings:

| July 17 | Aug. 21 | Sept. 18 | Oct. 16 | Nov. 20 | Dec. 18 | Jan. 15 | Feb. 19 | Mar. 19 | Apr. 16 | May 21 | June 18 |
|------------|------------|-------------|------------|------------|------------|------------|------------|------------|------------|-----------|------------|
| Aud A | Aud C | Aud D | Aud A | Aud A | Aud A | Aud A | Aud A | Aud A | Aud A | Aud A | Aud A |

I. Introduction of Members and Guests:

All members and guests (as listed above) introduced themselves.

II. Update of iPad Initiative

Leslie Fall reported that, as a pilot program, all incoming Year 1 students will be given iPads at orientation. A limited number of iPads will also be available for faculty willing to participate in the pilot program. Year 1 course directors and faculty who have agreed to integrate them into their Year 1 course or teaching will be considered

for the program by contacting Leslie and the iPad implementation team to determine an integration plan for their course. There will also be a pool of iPads available for loan through the biomedical library to small group leaders. The following issues were discussed:

A. Training for the iPad will be as follows:

1. Clear instructions will be handed out with the iPads to the students.
2. Faculty will be required to watch demonstration videos prior to picking up their iPad from Geisel Computing;
3. A support website will be set up.
4. Faculty for On-Doctoring will receive additional training through DCAL.

B. Applications for the iPad will be attained as follows:

1. Geisel will purchase certain applications and content and students will be provided a code for downloading.
2. Faculty for Year 1 will provide information to Geisel on which apps would support their coursework.
3. Apps are available for note taking, quizzes, polling, Ereading, and collaboration.
4. Additional apps can be purchased by students and are either inexpensive or provide limited samples for trying before purchase.

C. Other issues discussed included:

1. Will the iPad replace the laptops currently being given to students? No. Most students will still choose to use their laptops for some aspects of their coursework.
2. How will the iPad affect PBL (students are already Googling on their laptops for answers rather than discussing)? Faculty will still need to integrate “on the fly” use of web-based searching as they have previously.
3. If the pilot program is successful and the students continue to use them in Clinical Education, can the iPads be encrypted as required by DHMC? Yes. We are working with DHMC on this issue.

D. Leslie Fall will return to the MEC in a few months and provide an update on the pilot program.

III. Review of the Lecture Capture Policy for Years 1 and 2:

Virginia Lyons made the following motion:

To change Geisel School policy to reflect that students in Years 1 and 2 be able to download content from lecture capture.

The motion was seconded by Scottie Eliassen.

Discussion ensued, including the following points:

- A. The lectures would be automatically captured unless lecturer specifically requests that it not be.
- B. Lectures would not be automatically captured if it would violate HIPPA rules (i.e., patient attending or speaking).
- C. Lecturers are copyrighted material; course directors and lecturers will inform students that the lecture capture should not be exported outside of Geisel.
- D. Students will be informed in advance if a lecture will not be electronically captured.
- E. Students (especially in Year 2) must be informed whether sessions are team-based learning and, therefore, require attendance.

A vote was taken and the motion passed with one member opposed and no abstentions

IV. Approval of Minutes from the June MEC Meeting:

The membership unanimously approved the minutes from the June 19, 2012 meeting.

V. Review of the Deans' Charge to the MEC Relative to the Course Review Subcommittees:

Dr. Simons presented a plan to revamp the system of course reviews for Years 1 and 2 with the following changes in order to create a central authority for curriculum and bring more responsibility to the MEC:

- A. There will be a new subcommittee for Years 1 and 2 that will review courses in years 1 and 2 and make recommendations for policy/process changes.
- B. The course review will then be presented at the next scheduled meeting of the MEC. The director of the course/clerkship under review will be present at the MEC to present an action plan that addresses the concerns of the course review.
- C. All course reviews will be shared with the Dean of the medical school as well as the department chairs for departmental based courses and clerkships.
- D. Eric Shirley will chair the subcommittee for Years 3 and 4. Dr. Simons will seek recommendations for chairs for Years 1 and 2 subcommittees.

A motion was made and seconded to create a formal subcommittee to focus on Years 1 and 2 and a subcommittee to focus on Years 3 and 4.

Discussion ensued, including the following:

- A. The following were suggested as the proper metrics for evaluation:
 - 1. Student feedback;
 - 2. Course objectives relating to institutional objectives;
 - 3. Content review;

4. In-class evaluation testing (exams, quizzes, etc.)
5. Scores on boards, OSCEs, etc.
- B. Should Years 1 and 2 be evaluated by Clerkship Directors from Years 3 and 4?
- C. Would the reviews lose their robustness in subcommittees?
- D. Would electives also be reviewed – or at least flagged for deficiencies?

A vote was taken and the motion passed unanimously.

A second motion was made and seconded that the reviews would be performed in subcommittees and resolved in the Medical Education Committee. A vote was taken and the motion passed unanimously.

VI. Report of Progress on New Curriculum:

- A. Tim Lahey presented the following timeline for curriculum design:
 1. The Curriculum Design Task Force was formed in Summer of 2011.
 2. Eight subcommittees were formed in November 2011 and met weekly throughout the spring.
 3. The subcommittees came together in conversations with faculty, and students and developed a proposal, work plan, and a budget of \$1.13 million (which was approved by Richard Simons and Chip Souba in early July 2012).
 4. The subcommittees will go forward to develop specific curriculum with a goal of completion by Spring of 2013.
 5. The proposal to the MEC and faculty for approval.
 6. A PhD educator will be hired to assist course and clerkship directors develop curriculum and new metrics.
 7. An education technologist will be recruited to assist faculty and course directors in using new technology.
 8. A pilot program will be implemented with 16 incoming students through the On-Doctoring program in AY2014.
 9. Based on the results of the pilot program, AY2014 will be used to refine the syllabi and align
 10. The new curriculum will be implemented in AY2015.
- B. Tim reported that the proposal will implement the following:
 1. An increase in active team-based learning.
 2. More longitudinal clinical experiences.
 3. The opportunity for students to complete a Masters' program tailored to their specific career interests.
 4. Inclusion of ethics and humanities in the curriculum.

VII. Review of ICE Course:

Tabled for lack of time. Will be presented at August 21 meeting.

VIII. Agenda for Aug. 21 MEC Meeting:

- A. Report on review of ICE clerkship – Eric Shirley
- B. Discussion of whether the Sr. Associate Dean of Medical Education should chair the MEC.