

## MEDICAL EDUCATION COMMITTEE

### MEETING MINUTES

Meeting Date: Tuesday, May 19, 2015  
 Time: 4:00 – 6:00 pm  
 Meeting Location: DHMC – Auditorium C  
 Approval: Tuesday, June 16, 2015  
 Recorded By: Rachel A. Hammond

#### ATTENDANCE

Voting Members		Voting Members		Non-Voting Members		Non-Voting Members	
Abdelghany, Mazin (4 <sup>th</sup> Yr. Rep)	--	Morrow, Cathleen (FC-Family Med)	0	Cousineau, Laura (Library Sciences)	--	Lyons, Virginia (Year I)	X
Barnes, Aaron (3 <sup>rd</sup> Yr. Rep)	X	Morton, Stephanie (2 <sup>nd</sup> Yr. Rep)	X	Dick, III, John (Yrs III, IV)	0	McAllister, Stephen (IS)	--
Black, Candice (Clinical-Pathology)	X	Nierenberg, David (Clinical- Pharmacology)	0	Eastman, Terri (On Doctoring)	--	Noble, Geoffrey (PhD Rep)	--
D'Agostino, Erin (1 <sup>st</sup> Yr. Rep)	X	Rees, Christiaan (PhD Rep)	0	Eliassen, Scottie (Fam Med. Clerkship)	--	Ogrinc, Greg (SADME)	0
Freemantle, Sarah (Basic Science)	X	Sachs, Marlene (Clinical-CPEB)	X	Fall, Leslie	--	Reid, Brian (IS)	0
Hyde, Robert (Clinical-EM)	0	Smith, Marietta (2 <sup>nd</sup> Yr. Rep)	X	Frew, Julia (SBM)	0	Shoop, Glenda (Academic Suppt. Srvs)	X
Igberasa, Oluwayinka (3 <sup>rd</sup> Yr. Rep)	--	Symonds, Lynn (4 <sup>th</sup> Yr. Rep)	X	Grollman, Diane (Assessment)	X	Swenson, Rand (LCME)	X
Johansen, Sarah (Chair)	X	Usherwood, Edward (Basic Science)	X	Hahn, Cynthia	--	Todd, Frances (TDI)	--
Madden, Dean (Basic Science)	X	Weinstein, Adam (Clinical-Pediatrics)	X	Jaeger, Michele (Registrar)	0	Library Sciences	
Manning, Harold (Clinical-Pulmonary)	0	Basic Science		Kidder, Tony (Simulation Lab)	--	Student Advising	
Montana, Philip (1 <sup>st</sup> Yr. Rep)	0	Basic Science		Lahey, Timothy (Curriculum)	0	Hammond, Rachel (Admin. Support)	X

Guest(s)		Guest(s)	
Lewis, Lionel (CPT)	Galton, Valerie (Physiology II)		

Present = X / Absent = -- / Excused = 0

**1. Call to Order – Sarah Johansen, MD**

Dr. Sarah Johansen, Chair, called the meeting to order at 4:05 pm.

**2. Approval of April's meeting minutes – Sarah Johansen, MD**

*Dr. Adam Weinstein made a motion to approve the April 2015 minutes. The motion was seconded by Aaron Barnes. The motion passed by a unanimous vote.*

**3. Announcements – Sarah Johansen, MD**

- Dr. Sarah Johansen commented on her appreciation of the MEC and the progress they have made over the past few months.
- Dr. Sarah Johansen will be assigning Leaders to the upcoming course/clerkship reviews where members have not volunteered. Dr. Johansen encourages everyone to volunteer as a Leader for the next 8-9 months of course/clerkship reviews.
- Dr. Sarah Johansen announced that Dr. Dean Madden's term is up, this his last MEC meeting. This will also be the last meeting for the Yr IV representatives. Dr Johansen expressed appreciation for the dedication and significant contributions over the years of their terms.

**4. Old Business – Sarah Johansen, MD****• Essential vs Required Class Sessions**

Clarification of the issue – Is a policy change needed to accurately reflect what the faculty are doing? Is the grading rubric for years I and II clear and consistent for the students.

Discussion**Year I:**

Previously Microbiology had added clicker activities during non-required sessions from which 5% of their grade came. Last year this was modified and they became bonus activities, c/w our MEC policy. This year it was added back as a portion of the grade. The students felt that this penalized them when they chose not to attend a non-required lecture, which was inconsistent with MEC policy, after Dr. Lyons spoke with the course director it was agreed that for the upcoming year these will be switched back to bonus questions.

**Year II:**

The second Year SBM courses are subject to a supplementary policy established by the director for all the courses in SBM, which creates sessions deemed "essential", defines "Required vs Essential" and uses this grading rubric for each course. Students raised the question whether the supplementary policy is consistent with the MEC policy, Concern was expressed by MEC members that it may violate that policy.

Action Item: Decision was made to refer this issue to the SADME for review. The goal is to make the MEC policy support the best educational process for educating and assessing the students, while respecting their attendance choices if their presence in class is not necessary to acquire the knowledge or skills expected. After discussion with the SADME, if

a change to MEC policy is needed we would ask for the SBM course director to bring a motion to the committee articulating the desired change.

It was affirmed that compliance with policy and operational issues such as this, should be brought the Senior Associate Dean for Medical Education for review prior to MEC when possible, or if identified at an MEC meeting be referred to the SADME. If a Policy needs to be changed then the concern should be brought to the MEC, with a motion when appropriate.

See attached Essential vs Required Policy

Action Item: It was asked that it be the responsibility of the Senior Associate Dean for Medical Education to meet on a regular basis with the student curriculum representatives to discuss issues, often operational in nature, that may arise and require discussion or resolution.

*Dr. Dean Madden made a motion to approve that it be the responsibility of the Senior Associate Dean for Medical Education meet on a regular basis with the student curriculum representatives to discuss issues that may arise and require discussion or resolution. The motion was seconded by Dr. Marlene Sachs. The motion passed by a unanimous vote.*

- **Contact Hours**

The aim of the Geisel School of Medicine is to create an optimum environment that facilitates medical student learning. The school strives to promote a balance between scheduled classroom learning in a variety of formats, independent learning, and time for attention to personal health and well-being during the preclinical curriculum.

This policy was written to establish the amount of time medical students spend in required activities, including the total number of contact hours medical students are required to spend and ensure that curriculum contact hours are counted in a consistent manner across courses and across years in the preclinical phase of the school's educational program.

Discussion

There may be some danger referring to unspecified eLearning modules. This should be concrete on each list and not subject to interpretation. It was asked that the SADME office be the one who creates this policy.

There is a difference between material that is in direct preparation for class and material that is supplemental but is still required that you learn outside of class.

It was asked that a subcommittee meet to clarify what we define as "contact Hours" and how we account for time used outside of class, whether preparatory work for an in class session vs project work beyond preparation vs substitution for a class room session and what the procedure should be for implementing and assuring compliance

Subcommittee - Dr. Glenda Shoop, Dr. Dean Madden, Dr. Adam Weinstein, and Stephanie Morton

See attached Contact Hours Policy

## 5. New Business

- **Year I: Physiology II Course Review** – Adam Weinstein, MD & Valerie Galton, PhD

Overall the course is very well received.

Combine and summarize the course objectives and make more general such that there are 15-20 overarching objectives and to map them to the new Geisel Program Objectives.

How to get the course and session objectives onto Canvas to match was is on Ilios.

Adding self-directed learning to the small group conferences. Make the iBook more user friendly.

Action Item: Plan for Renal – There will be a new Director, additional time will be needed for the new director to address the specifics of the Action Plan. Virginia Lyons will bring the review and need for action plan to the attention of the new director once identified, and will help facilitate MEC review of the objectives and that action plan for August

See attachments.

*Lynn Symonds made a motion to approve the Year I: Endocrinology Review and Action Plan with Renal returning in August 2015. The motion was seconded by Dr. Dean Madden. The motion passed by a unanimous vote.*

- **Year IV: Clinical and Therapeutics (CPT) Course Review** – John Dick, MD, David Nierenberg, MD & Lionel Lewis, MD

Timing of the course is very challenging, aligned with HSP with a 3-4 hour gap in sessions. It is very difficult to move the course around due to the amount of other commitments between Dr. Nierenberg and Dr. Lewis.

Dr. Lewis proposed that Geisel Medical School take leadership role in its courses and implement a new competency for our students called “Prescribing” no other school has a course like this. Take the initiative in leading the nation in getting a competency that no other school has. Dr. Johansen asked that Dr. Lewis write the competency and bring it back to the MEC.

The students showed interest in having an eBook. At this time there is not enough time for Dr. Nierenberg and Dr. Lewis to put one together. Dr. Johansen suggested that Dr. Nierenberg and Dr. Lewis ask students to help with putting together an eBook.

See attachments.

*Dr. Sarah Freemantle made a motion to approve the Year IV: Clinical and Therapeutics (CPT) Review and Action Plan. The motion was seconded by Dr. Candice Black. The motion passed by a unanimous vote.*

**6. Adjournment – Sarah Johansen, MD**

Dr. Sarah Johansen, Chair, adjourned the meeting at 5:53 pm.

**7. Future Business**

VIG: professionalism/Interpersonal/Team/leadership/communication skills

**8. Future Meetings**

*\*\*\* Please note these meetings are on the 3<sup>rd</sup> Tuesday of each month, 4:00p-6:00pm*

- June 16, 2015
- July 21, 2015
- August 18, 2015
- September 15, 2015