## MEDICAL EDUCATION COMMITTEE
### MEETING MINUTES

**Meeting Date:** Tuesday, April 19, 2016  
**Time:** 4:00 – 6:00 pm  
**Meeting Location:** DHMC – Auditorium A  
**Approval:** Tuesday, May 17, 2016  
**Recorded By:** Rachel A. Hammond

## ATTENDANCE

<table>
<thead>
<tr>
<th>Voting Members</th>
<th>Voting Members</th>
<th>Non-Voting Members</th>
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<tbody>
<tr>
<td>Barnes, Aaron (4th Yr. Rep)</td>
<td>--</td>
<td>Murray, Carolyn (Medicine)</td>
<td>X</td>
</tr>
<tr>
<td>Black, Candice (Pathology)</td>
<td>X</td>
<td>Nelson, Bill (TDI-VIG)</td>
<td>X</td>
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<tr>
<td>Chidawanika, Tamutenda (PhD Rep)</td>
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<td>Nierenberg, David (Pharmacology)</td>
<td>0</td>
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<tr>
<td>D'Agostino, Erin (2nd Yr. Rep)</td>
<td>X</td>
<td>Ramos, Joshua (1st Yr. Rep)</td>
<td>X</td>
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<tr>
<td>Freemantle, Sarah (Pharmacology - BS)</td>
<td>X</td>
<td>Rees, Christiaan (PhD Rep)</td>
<td>0</td>
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<tr>
<td>Huntington, Jonathan (Medicine)</td>
<td>0</td>
<td>Rees, Judy (Epidemiology - BS)</td>
<td>X</td>
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<tr>
<td>Hyde, Robert (Clinical-EM)</td>
<td>0</td>
<td>Sachs, Marlene (CPEB)</td>
<td>X</td>
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<tr>
<td>Johansen, Sarah (Chair)</td>
<td>X</td>
<td>Smith, Marietta (3rd Yr. Rep)</td>
<td>0</td>
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<tr>
<td>Manning, Harold (Pulmonary)</td>
<td>X</td>
<td>Snow, Norman (Faculty Council - BS)</td>
<td>X</td>
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<tr>
<td>Merali, Natasha (1st Yr. Rep)</td>
<td>X</td>
<td>Symonds, Lynn (4th Yr. Rep)</td>
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<tr>
<td>Montana, Philip (2nd Yr. Rep)</td>
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<td>Usherwood, Edward (Micro/Imm. - BS)</td>
<td>0</td>
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<tr>
<td>Morrow, Cathleen (Medicine)</td>
<td>0</td>
<td>Weinstein, Adam (Year I/II On-Doc)</td>
<td>X</td>
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<tr>
<td>Morton, Stephanie (3rd Yr. Rep)</td>
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### Guest(s)

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<tbody>
<tr>
<td>Martin, Susan (Registrar)</td>
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**Present = X / Absent = -- / Excused = 0**
1. **Call to Order** – *Sarah Johansen, MD*

Dr. Sarah Johansen, Chair, called the meeting to order at 4:00 pm.

2. **Approval of November’s meeting minutes** – *Sarah Johansen, MD*

   *Dr. Hal Manning made a motion to approve the October 2015, February 2016, and March 2016 minutes. The motion was seconded by Dr. Adam Weinstein. The motion passed by a unanimous vote.*

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

Dr. Sarah Johansen announced that the faculty council has approved the following five members as voting members for the MEC.

   - Dr. Norman Snow: Department of Anatomy: Faculty Council representative
   - Dr. Carolyn Murray: Medicine
   - Dr. Judy Rees: Epidemiology
   - Dr. Jonathan Huntington: Medicine
   - Dr. Bill Nelson: The Dartmouth Institute - Health and values

   Need to know which current members whose term is ending are interested in a second term. The faculty council has chosen to send an appeal to the full faculty, as well as to department chairs and course directors for additional members as the terms come to an end for current members.

4. **Old Business** – *Sarah Johansen, MD*

   No discussion.

5. **New Business**

   - **Year II: SBM Psychiatry Course Review** – *Hal Manning, MD and Julia Frew, MD*

     This course occurs in the fall. It currently has 65 curriculum hours.

     There were very minor issues with this review, some include the revision of the learning objectives which have been included in the appendix attached. Few areas that required content coordination and reduce redundancy, the amount of lecture was 43 percent, which is above the 40 percent target rate. Some students felt they have a limited spectrum of patients they seen at the VA. Discussion have been started with the faculty about ways to enhance the diversity at the VA.

     *Dr. Sarah Freemantle made a motion to approve the Year II: SBM Psychiatry Course Review and Action Plan. The motion was seconded by Dr. Marlene Sachs. The motion passed by a unanimous vote.*

     See attachment(s).

   - **Vertical Integration Group on Addiction Medicine/Substance Abuse** – *Sarah Johansen, MD*

     Dr. Sarah Johansen was approached by Dr. Seddon Savage regarding the curriculum on Addiction Medicine/Substance Abuse, the last time this was reviewed in was in 2007. At that time the entire curriculum was reviewed and many topics have been integrated into the curriculum. This review happened almost 10 years ago, and the curriculum has changed, this would be a great for an Vertical Integration Group to assure our curriculum is current and integrated across 4 years appropriately.

     The MEC agrees that a VIG needs to be formed.
Individuals who are interested in joining the VIG

- Seddon Savage
- Joe O’Donnell
- John Hamel
- Julia Frew
- Matt Duncan
- Rand Swenson
- Marleen Sachs

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

Dr. Sarah Johansen, Chair, adjourned the meeting at 5:00 pm.

7. **Action Items**
   a. Set up VIG Addiction Medicine Meeting
   b. Poll current members about intention for second term

8. **Future Business**

   o Incorporate a question into course review format to provide opportunity for course director to anticipate future concerns regarding faculty staffing, course structure or function of their course.
   o Policy on Special Topics: Independent Electives
   o Residents as Educator – Review of current Education Structure
   o Inter-Professional Student Experience
   o Determinants of Health-objectives and how to access
   o Enrichment Electives
   o 4-year Curriculum Development

9. **Future Meetings**

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

   - May 17, 2016
   - June 21, 2016
   - July 19, 2016
   - August 16, 2016
   - September 20, 2016
   - October 18, 2016
   - November 15, 2016
   - December 20, 2016