**ATTENDANCE**

<table>
<thead>
<tr>
<th>Voting Members</th>
<th>Voting Members</th>
<th>Non-Voting Members</th>
<th>Non-Voting Members</th>
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<tbody>
<tr>
<td>Chidawanika, Tamutenda (MD/PhD Rep)</td>
<td>X Rees, Judy (Basic Science - Epidemiology)</td>
<td>X Cousineau, Laura (Library Sciences)</td>
<td>X Shoop, Glenda (Learning Srv./Curric. Design &amp; Evaluation)</td>
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<tr>
<td>D’Agostino, Erin (3rd Yr. Rep)</td>
<td>X Sachs, Marlene (Clinical - CPEB)</td>
<td>-- Dick. III, John (Yrs. III, IV)</td>
<td>X Swenson, Rand (LCME)</td>
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<tr>
<td>Huntington, Jonathan (Clinical-Medicine)</td>
<td>0 Smith, Marietta (4th Yr. Rep)</td>
<td>X Eastman, Terri (On Doctoring)</td>
<td>X Hammond, Rachel (Admin. Support)</td>
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<tr>
<td>Johansen, Sarah (Chair)</td>
<td>X Snow, Norman (Basic Science - Faculty Council)</td>
<td>-- Faye Green, Brenda (Biomedical Libraries)</td>
<td>X</td>
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<tr>
<td>Manning, Harold (Clinical-Pulmonary)</td>
<td>X Weinstein, Adam (Clinical-Pediatrics)</td>
<td>X Frew, Julia (SBM)</td>
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<tr>
<td>Merali, Natasha (2nd Yr. Rep)</td>
<td>X</td>
<td>Jaeger, Michele (Registrar)</td>
<td>X</td>
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<tr>
<td>Montana, Philip (3rd Yr. Rep)</td>
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<td>Kidder, Tony (Simulation Lab)</td>
<td>X</td>
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<tr>
<td>Morton, Stephanie (4th Yr. Rep)</td>
<td>X</td>
<td>Lyons, Virginia (Year I)</td>
<td>X</td>
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<tr>
<td>Murray, Carolyn (Clinical - Medicine)</td>
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<td>McAllister, Stephen (IS)</td>
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<tr>
<td>Nelson, Bill (VIG)</td>
<td>X</td>
<td>Oggrinc, Greg (Continuous Curric. Dvlp.)</td>
<td>0 (Assessment)</td>
</tr>
<tr>
<td>Nierenberg, David (Clinical-Pharmacology)</td>
<td>X</td>
<td>Oggrinc, Greg (SADME)</td>
<td>0 (Associate Dean of Student Affairs)</td>
</tr>
<tr>
<td>Ramos, Joshua (2nd Yr. Rep)</td>
<td>X (1st Yr. Rep)</td>
<td>Reid, Brian (IS)</td>
<td>-- (Director of Learning Services)</td>
</tr>
<tr>
<td>Rees, Christiaan (MD/PhD Rep)</td>
<td>-- (1st Yr. Rep)</td>
<td>Sharma, Swapna (Resident, DHMC)</td>
<td>-- (TDI)</td>
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<th>Guest(s)</th>
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<tr>
<td>Mowchun, Justin</td>
<td>Pinto-Powell, Roshini</td>
<td>Albright, Amanda</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 p.m.

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

   Marietta Smith made a motion to approve the June 2016 minutes. The motion was seconded by Dr. Judy Rees. The motion passed by a unanimous vote.

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

   Dr. Sarah Johansen sent the course review schedule around the room asking members to participate in at least one course review. Members are expected to participate in two course reviews a year.

   The course reviews are on track, there are a few that are behind, but the projections are on track for the fall.

   Chair of MEC will be open as of December 2016, an email will go out to the full faculty looking for self-nominations. In addition, there are three to four openings for voting members, and a recruitment email will be sent out again.

4. **Old Business**

   - **4th Year Curriculum Development Update** – *John Dick, MD*

     Lots of ideas that extend over the four years, and good feedback from the group. Currently working on a survey that will go out in the next two weeks to faculty, current students, and former students specifically about the fourth year and get a better direction going forward from the feedback. The focus of the group for the next two years is what tweaks can be done to the current structure.

     Dr. Sarah Johansen is concerned that the clerkship reviews will be effected while the current structure is being looked at and tweaked. Dr. Johansen asks that the faculty are given appropriate guidance for reviews. How can the MEC be supportive and not left out of the loop, while the fourth year is being reviewed.

   - **Course Review Template Update** – *Sarah Johansen, MD*

     Tabled until the October 2016 meeting.

   - **Year I: Cardiovascular/Respiratory Physiology Action Plan** – *Virginia Lyons, PhD*

     This Course review was presented in early spring, but the action plan was not finalized as they did not have a course director. Dr. John Butterly is the new course director and has shared his points of interests on the action plan.

     Dr. Butterly had a hard time finding small group leaders. Dr. Virginia Lyons was able to find four 4-year students that will be leading the small groups.

     There was a group discussion around 4-year students leading the small groups and what happens when there is no interest from the 4-years in the future, and how can this be continued for the future, as it is valuable for the 4-years who are interested in teaching. The Essential content needs to be very clear from group to group. The 4th year leaders should be trained in assessment. The course director should consider
concrete ways that this can be sustainable in the future. The MEC has asked that Dr. Butterly write a plan that outlines the expectations and goals for the 4-year students.

It was also suggested that the Department of Medical Education create a formal elective for student teaching. Dr. Rand Swenson agreed.

Dr. Hal Manning is the course director for the respiratory portion of the course.

Dr. Adam Weinstein has been meeting with Dr. Butterly and Dr. Brooks to align hypertension in the material.

See attachment(s).

**Dr. Adam Weinstein made a motion to approve the Year I: Cardiovascular/Respiratory Physiology action plan. The motion was seconded by Natasha Merali. The motion passed by a unanimous vote.**

5. **New Business**

- **Consent Agenda**
  - Year II: Themes Course Objectives changes
  - Year II: Cardiology Course Objective changes

See attachment(s).

**Marietta Smith made a motion to approve the Year II: Themes and Cardiology Course Objective changes. The motion was seconded by Tamutenda Chidawanika. The motion passed by a unanimous vote.**

- **General Ambulatory Medicine Clerkship Review** – Roshini Pinto-Powell, MD

The GAM clerkship occurs in the 4-year. The duration is 4 weeks in 9 cycles, and was last reviewed in August 2014.

Current locations throughout New Hampshire and Vermont.

Dr. Gina Fernandez is the new clerkship director with Dr. Roshini Pinto-Powell.

There was concern from the students regarding redundancy. There is some overlap with family medicine in terms of population seen. Some students have commented on family medicine and GAM seeming very similar in terms of the clinical exposure. Dr. Roshini Pinto-Powell commented that they are different, more focused on health care systems, and how to be a good intern and it is still a relatively inpatient heavy curriculum, and the subcommittee felt that repetition was acceptable.

Dr. Harold Manning suggested ad hoc committee be formed to drill down on all the issues, to explore the difference between the rotations of concern; GAM, Internal Medicine, Family medicine, and what Objectives each one achieves, considering what should be required for all students vs what might be an elective and readress when everyone has access to this information. It seems to be very important that everyone is aware of what is happening during these experiences. Dr. John Dick asked that someone else take on the leadership of the committee who can work closely with him during the review of the fourth year curriculum. It was suggested that these individuals be not directly related to the course to have an outside opinion when reviewing the objectives.
The Committee recognizes the importance and will anticipate an ad hoc committee when the manpower can be made available, assuring that objective are engaged in the assessment.

See attachment(s).

Dr. Hal Manning made a motion to approve the GAM Clerkship Review and Action Plan. The motion was seconded Stephanie Morton. The motion passed by a unanimous vote.

- **Neurology Clerkship Review – Justin Mowchun, MD**
  
The Neurology clerkship occurs in the 4-year. The duration is 4 weeks in 12 cycles, and was last reviewed in June 2014.

  Current locations are DH, DH peds, VA, DH-Manchester, CPMC, Mayo Jacksonville.

  Dr. Justin Mowchun is the clerkship director.

  The clerkship will continue to innovate with six mini-CEX. Conversations have been started with Dr. Bill Nelson regarding the new component on Ethics of Brain Death in the Coma case based session. Continuation of video conferencing for students at CPMC.

  There was discussion around the integration of Psychiatry and Neurology, the stand point would be that this would happen in the 3-year and Dr. Mowchun is open to further discussion with Dr. John Dick and Dr. Julie Frew. It was decided that this was a topic that should be discussed in further detail and that perhaps an ad hoc committee be created to deep dive this topic.

See attachment(s).

Dr. Adam Weinstein made a motion to approve the Neurology Clerkship Review and Action Plan. The motion was seconded Marietta Smith. The motion passed by a unanimous vote.

- **Duty Hours – John Dick, MD**
  
  Duty hours are presented twice a year. The policy highlights are as follows.

  - No more than 80 hours per week
  - No more than 30 hours per shift
  - At least one 24 hours period free every week, on average
  - Call no more frequent than q3 days

  There is a request to change the current policy to match the resident policy.

  Change “Students must work no more than 80 hours per week in the hospital/clinic” to “Students must average no more than 80 hours of clinical or classroom work per week during any 4 week period and must not exceed 85 hours in any one week. Clinical and classroom work does not include independent study performed before or after completion of assigned clinical or classroom times.”

  Over the past three to four years duty hours continue to be an issue at certain sites where Geisel students have a different policy than the site. The Geisel students need to ask to be excused if they have reached their maximum number of hours where the other schools do not have the same duty hour policy. The other thought was instead of changing the current policy due to one site, why not take advantage of this opportunity to allow the students to work on their communication with their supervisors, rather than the tradeoff of clinic time vs. study time.
Marietta Smith volunteered to put a survey together that will be sent to the students looking for feedback regarding this topic.

No Motion to change the policy was made, pending the survey of students. Will address at future meeting.

See attachment(s.)

- **Comparability Discussion** – *John Dick, MD*

  Tabled until the September 2016 meeting.

  See attachment(s).

- **On-Doctoring Review** – *Roshini Pinto Powell, MD*

  Tabled until the September 2016 meeting.

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

   Dr. Sarah Johansen, Chair, adjourned the meeting at 6:20 p.m.

7. **Action Items**
   a. Set up VIG Addiction Medicine Meeting
   b. Poll current members about intention for second term
   c. Duty Hours-readdress after survey complete-October
   d. Cardiovascular course director to consider effective training of 4\textsuperscript{th} yrs to include assessment, establish a plan for sustainability
   e. Develop an ad hoc committee on GAM/IM/Family Medicine (Chairman , OME)

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
   o GAM/Internal Medicine/Family Medicine
   o Nutrition in the curriculum

9. **Future Meetings**

   ***Please note these meetings are on the 3\textsuperscript{rd} Tuesday of each month, 4:00 - 6:00 p.m.***

   - September 20, 2016
   - October 18, 2016
   - November 15, 2016
   - December 20, 2016