Meeting Date: Tuesday, October 18, 2016  
Time: 4:00 – 6:00 p.m.  
Meeting Location: DHMC – Auditorium A  
Approval: Tuesday, November 15, 2016  
Recorded By: Glenda H. Shoop

### ATTENDANCE

<table>
<thead>
<tr>
<th>Voting Members</th>
<th>Voting Members</th>
<th>Non-Voting Members</th>
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<tbody>
<tr>
<td>Chidawanika, Tamutenda</td>
<td>Rees, Judy</td>
<td>Cousineau, Laura</td>
<td>X</td>
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<tr>
<td>(MD/PhD Rep)</td>
<td>(Basic Science - Epidemiology)</td>
<td>(Library Sciences)</td>
<td>(Learning Srv./Curric. Design &amp; Evaluation)</td>
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<tr>
<td>D’Agostino, Erin</td>
<td>Sachs, Marlene</td>
<td>Dick. III, John</td>
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<tr>
<td>(3rd Yr. Rep)</td>
<td>(Clinical - CPEB)</td>
<td>(Yrs. III, IV)</td>
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<td>Huntington, Jonathan</td>
<td>Smith, Marietta</td>
<td>Eastman, Terri</td>
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<tr>
<td>(Clinical-Medicine)</td>
<td>(4th Yr. Rep)</td>
<td>(On Doctoring)</td>
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<tr>
<td>Johansen, Sarah</td>
<td>Snow, Norman</td>
<td>Faye Green, Brenda</td>
<td>X</td>
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<tr>
<td>(Chair)</td>
<td>(Basic Science - Faculty Council)</td>
<td>(Biomedical Libraries)</td>
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<td>Manning, Harold</td>
<td>Weinstein, Adam</td>
<td>Frew, Julia</td>
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<tr>
<td>(Clinical-Pulmonary)</td>
<td>(Clinical-Pediatrics)</td>
<td>(SBM)</td>
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<td>Merali, Natasha</td>
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<td>Jaeger, Michele</td>
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<tr>
<td>(2nd Yr. Rep)</td>
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<td>(Registrar)</td>
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<td>Montana, Philip</td>
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<td>Kidder, Tony</td>
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<td>(3rd Yr. Rep)</td>
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<td>(Simulation Lab)</td>
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<tr>
<td>Morton, Stephanie</td>
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<td>Lyons, Virginia</td>
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<tr>
<td>(4th Yr. Rep)</td>
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<td>(Year I)</td>
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<td>Murray, Carolyn</td>
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<td>McAllister, Stephen</td>
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<td>(Clinical - Medicine)</td>
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<td>(IS)</td>
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<td>Nelson, Bill</td>
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<td>Ogrinc, Greg</td>
<td>X</td>
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<td>(VIG)</td>
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<td>(Continuous Curric. Dvlpt.)</td>
<td>(Assessment)</td>
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<tr>
<td>Nierenberg, David</td>
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<td>Ogrinc, Greg</td>
<td>X</td>
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<tr>
<td>(Clinical-Pharmacology)</td>
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<td>(SADME)</td>
<td>(Associate Dean of Student Affairs)</td>
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<td>Ramos, Joshua</td>
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<td>Reid, Brian</td>
<td>X</td>
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<tr>
<td>(2nd Yr. Rep)</td>
<td>(1st Yr. Rep)</td>
<td>(IS)</td>
<td>(Director of Learning Services)</td>
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<td>Rees, Christiaan</td>
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<td>Sharma, Swapna</td>
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<tr>
<td>(MD/PhD Rep)</td>
<td>(1st Yr. Rep)</td>
<td>(Resident, DHMC)</td>
<td>(TDI)</td>
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<tr>
<td>Aaron, Denise, Course director, Dermatology</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 4:05 p.m.

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

   Dr. William Nelson made a motion to accept the September, 2016, minutes. The motion was seconded by Dr. David Nierenberg. Five voting members approved the minutes. Nays: 0 Abstentions: 0. Since there wasn't a quorum, a vote by email will be conducted.

3. Announcements – Sarah Johansen, MD

   The Medical Education Committee (MEC) chair position is open. Members may self-nominate or nominate another member. All names are to be forwarded to Sarah Johansen or Rachel Hammond. Each nomination must have a letter of interest. The Committee votes on the Chair position; an electronic vote will be taken so all members participate.

   MEC member term limits are coming due. There will be three to four openings for voting members. Sarah Johansen is working with the Faculty Council on letters of interest. Recommendations for members should be sent to Sarah Johansen and Rachel Hammond. Each recommended person will need to submit a letter of interest.

   A list of course reviews was given to Rachel Hammond. Sarah Johansen assigned MEC members to the list of course reviews, which will be distributed to the Committee. These assignments may be changed. Non-voting members were encouraged to participate in the course review process. Next step is to send the list to the Geisel Academy of Master Educators (GAME) and get those members involved.

4. Old Business

   Year I: Immunology: Revised objectives – Virginia Lyons, PhD and David Mullins, PhD (postponed)

5. New Business

   Year II: Dermatology Course Review – David Nierenberg, MD and Denise Aaron, MD

   - Refer to the attachment: ‘Review of Year Year 2 SBM/Dermatology course’
   - Strong, popular, and well-organized course
   - The course was last offered in the Spring, 2016. Recommendations approved in this review will be implemented in the Spring, 2017, offering
   - Discussion on the course objectives
     - Suggestions to improve the course objectives are listed in the course director's presentation, ‘Recommendations for 2017’.
     - A discussion on the representation of the pediatric population in the course objectives led to the following suggestions (in addition to the other suggestions described in the presentation material):
       - Add ‘adult and pediatrics’ to Objectives 4 and 5.
       - In place of Objectives 9 and 10, add an objective that appropriately reflects the pediatric population, such as, ‘Describe common diagnoses in adults and pediatrics’.
     - Revise Objective #17: From 'Take responsibility for his or her own medical education’ to 'Take responsibility for his or her own medical education through self-directed learning’.
       - This objective is appropriate for PBL and should be assessed in PBL
Revise Objective #18: Recognize the importance of ethnic and cultural diversity in treating the skin.
  - Bill Nelson will work with Denise Aaron regarding the Health and Values curriculum, and revise this objective to include cultural aspects involved in a dermatologic examination, diversity, and social determinants of health.
- Denise Aaron and David Nierenberg will submit the final list of course objectives at the next MEC meeting.

Dr. Adam Weinstein made a motion to accept the Dermatology course review and action plan. Motion was seconded by Dr. Hal Manning. The motion was carried by a unanimous vote. Three members could not be present for the vote and cast absentee votes in favor of the review and action plan.

Review of Course Review Template

- Course review template was reviewed by Sarah Johansen
- Health and Values goals are the new addition
  - What’s unclear is how students will be assessed in the Health and Values curriculum
- Describing how student comments are represented (2%, 50%, 90% of students commented on the same issue) would be helpful to give the Committee some degree of perspective about the degree of satisfaction or dissatisfaction the students express.
  - Is there a way that this template can prompt the reviewers to address this? No decision was made.
- The template should have a section that gives reviewers the opportunity to report how students are assessed in various areas of the course.
- A framework for tracking the Health and Values curriculum hasn’t been developed yet. Bill Nelson is working on using consistent language to allow for more precise tracking.
- In the clerkship version of the review template, essential conditions are tracked. Perhaps the pre-clerkship course review template should have something similar, such that conditions and issues that are important to be carried forward into the clinical years are appropriately tracked across the pre-clinical years.

Setting MEC short term priorities – Sarah Johansen, MD

- LCME. Sarah Johansen presented two areas that are short-term priorities:
  - IPE. IPE has not come back to the MEC for review, and this is something the Committee needs to track
  - Residents-as-Teachers

Formal Assessment of Health and Values topics: (e.g. social determinants of Health) – Sarah Johansen, MD

- Bill Nelson presented the Health and Values Course Review. See attachment.
- A question on Health and Values will be added to the base evaluation in all courses.

Did the course include materials from the health and values curriculum:

1. Compassionate care  ___yes  ___No  ___N/A (Not relevant to this course)
2. Cultural awareness  ___yes  ___No  ___N/A
3. Health equity  ___yes  ___No  ___N/A
4. Healthcare ethics  ___yes  ___No  ___N/A
5. Resilience  ___yes  ___No  ___N/A

Do you have any suggestions for improvement? (Comments)
• Evaluation drives courses through the course review process.
• The MEC members discussed the need for every course and clerkship to cover each institutional objective. The sentiment was that adequate coverage of important topics and institutional objectives does not require all courses and clerkships to be responsible for coverage.

**Integrative Medicine – Erin Floyd, Year 2 medical student (postponed)**

**Review of Future Business Items – Sarah Johansen, MD**

• Sarah Johansen reviewed the list of future business items and asked the Committee to decide what should be considered priority items. Two areas were identified:
  1. Nutrition
     i. David Nierenberg will contact Rima Itani Al-Nimr, MS, RDN, LD to lead a Vertical Integration Group (VIG) for nutrition
  2. Addiction

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

Dr. Sarah Johansen, Chair, adjourned the meeting at 5:50 p.m.

7. **Action Items**

   a. David Nierenberg will contact Rima Itani Al-Nimr, MS, RDN, LD
   b. Sarah Johansen will establish the Nutrition VIG after following up with Rima Itani Al-Nimr
   c. Sarah Johansen will conduct an online MEC vote for the September 2016 minutes
   d. Glenda Shoop will add the Health and Values evaluation question to all the course evaluations
   e. Denise Aaron and David Nierenberg will submit the final list of course objectives at the next MEC meeting
   f. Set up VIG Addiction Medicine Meeting
   g. Poll current members about intention for second term
   h. Duty Hours-readdress after survey complete-October
   i. Cardiovascular course director to consider effective training of 4th yrs to include assessment, establish a plan for sustainability
   j. 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 Vertical Integration Group (VIG)
   o Addiction VIG

9. **Future Meetings**

   *** Please note these meetings are on the 3rd Tuesday of each month, 4:00 - 6:00 p.m. ***
- November 15, 2016
- December 20, 2016
- January 16, 2017
- February 20, 2017