Agenda for Discussion of Course Preparation Time

General Comment: While we provide many clarifying questions below, our main goal is to understand the MEC’s intent behind the “Student Workload Policy - Preclinical” and to explore whether or not current practices align with that intent.

1. Background
   a. The average medical school has 38.9 weeks in year 1 with 777.6 hours of required contact (20 hours/week)
   b. Our year 1 includes 41 weeks, with 934.5 hours (average of 22.8 hrs/week)
   c. The average medical school has 34.5 weeks in year 2 with 666 hours of required contact (19.3 hours/week).
   d. Our year 2 includes 38 weeks, with 865 hours (average of 22.8 hrs/week)
   e. The LCME does not say what the optimum is. They only say that there must be enough time outside of scheduled activity to permit for active (i.e., self-guided) learning.

2. Topic: Classroom hours
   a. Main Question: How are classroom/contact hours calculated?
      i. Review “Student Workload Policy - Preclinical” document shared by Glenda Shoop
      ii. We have included the following questions to clarify variables that affect how hours are calculated
         1. What is the definition of a week?
         2. Does it include a holiday?
         3. Is an exam week included?
         4. Is an OSCE included?
            a. According to the “Student Workload Policy - Preclinical” document, yes.
      5. Are other required sessions (i.e. male GU session) included?
      6. Should round trip transportation to On-Doctoring locations be included in the calculation?
      7. Can we clarify the difference between E-learning and preparation materials noted in the “Student Workload Policy - Preclinical” document?
         a. As hours are removed from the in-class time, sometimes old lectures are shifted to being “preparation materials”
         b. According to “Student Workload Policy - Preclinical,” preparation materials do not count as contact hours.
         c. Flipped classrooms, although desirable, may be excessively adding to students workload.

3. Topic: Accountability
   a. Main Question: Who is responsible for enforcing the policy above, and who can students petition (without fear of repercussion) when the target is exceeded?
      i. Virginia Lyons is currently identified as the Geisel ombudsperson.
      ii. Are there other individuals who would be appropriate to contact in these circumstances?
      iii. Would they be able to meet with students in a timely manner?

4. Topic: Block scheduling
   a. Main Question: Who develops the weekly block schedule?
      i. Students have identified that the schedule of classes is lacking week-to-week consistency.
         1. The problem may be related to instructor availability; that is, some classes may have to be offered in the afternoon
         2. However, students would like to have more consistency in their week-to-week classroom requirements.
      ii. Would it be feasible to have student representation and/or input when the block schedule is created?