# MEDICAL EDUCATION COMMITTEE
## MEETING MINUTES

**Meeting Date:** Tuesday, March 21, 2017  
**Time:** 4:00 – 6:00 p.m.  
**Meeting Location:** DHMC – Auditorium A  
**Approval:** Tuesday, April 25, 2017  
**Recorded By:** Rachel A. Hammond

## 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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</thead>
<tbody>
<tr>
<td>Ames, James (Clinical-Orthopedics)</td>
<td>Nelson, Bill (Pre-Clinical and Clinical- Health and Values VIG)</td>
<td>Albright, Amanda (Computing)</td>
<td>0 McAllister, Stephen (Computing)</td>
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<tr>
<td>Chidawanika, Tamutenda (Student-MD/PhD Rep)</td>
<td>Nierenberg, David (Pre-Clinical Year II Assoc. Director; Clinical-Pharmacology)</td>
<td>Cousineau, Laura (Library Sciences)</td>
<td>X Montalbano, Leah (Assessment &amp; Evaluation)</td>
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<tr>
<td>Crockett, Sarah (Clinical-Emergency Medicine)</td>
<td>Ramos, Joshua (Student-2nd Yr. Rep.)</td>
<td>Dick. III, John (Associate Dean, Yrs. III, IV)</td>
<td>X Ogrinc, Greg (Senior Associate Dean for Medical Education)</td>
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<td>D’Agostino, Erin (Student-3rd Yr. Rep)</td>
<td>Rees, Christiaan (Student-MD/PhD Rep)</td>
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<td>Reid, Brian (Computing)</td>
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<td>Hanissian, Paul (Pre-Clinical- SBM Reproduction; Clinical-Obstetrics and Gynecology)</td>
<td>Rees, Judy (Pre-Clinical-Epidemiology)</td>
<td>Eastman, Terri (Pre-Clinical Curriculum Director)</td>
<td>X Ross, Jonathan (Chair, Geisel Academy of Master Educators)</td>
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<tr>
<td>Huntington, Jonathan (Clinical-Medicine)</td>
<td>Robey, R, Brooks (Basic Science)</td>
<td>Eidtson, William (Director, Learning Services)</td>
<td>X Sharma, Swapna (Resident, DHMC)</td>
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<tr>
<td>Kettering, Alexander (Student-1st Yr. Rep)</td>
<td>Ronan, Lara (Faculty Council)</td>
<td>Faye Green, Brenda (Library Sciences)</td>
<td>-- Shoop, Glenda (Learning Srv./Curric. Design &amp; Evaluation)</td>
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<td>Manning, Harold (Pre-Clinical-Year II Co-Director, Pulmonary; Clinical-Pulmonary Medicine)</td>
<td>Sachs, Marlene (Community Preceptor Education Board)</td>
<td>Fountain, Jennifer (Year II Curric. Mng)</td>
<td>-- Swenson, Rand (LCME, Chair Dept Med Ed)</td>
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<tr>
<td>Merrell, Natasha (Student-2nd Yr. Rep)</td>
<td>Saunders, James (Clinical-On Doc and Surgery)</td>
<td>Frew, Julia (Pre-Clinical-Year II Co-Director)</td>
<td>-- Hammond, Rachel (Admin. Support)</td>
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<tr>
<td>Montana, Philip (Student-3rd Yr. Rep)</td>
<td>Smith, Marietta (Student-4th Yr. Rep)</td>
<td>0 Jaeger, Michele (Registrar)</td>
<td>X (Faculty Development)</td>
</tr>
<tr>
<td>Morton, Stephanie (Student-4th Yr. Rep)</td>
<td>Spaller, Mark (Basic Science)</td>
<td>0 Johansen, Sarah (Past Chair)</td>
<td>X (TDI)</td>
</tr>
<tr>
<td>Mullins, David (Basic Science)</td>
<td>Warren, Celestine (Student-1st Yr. Rep)</td>
<td>-- Kidder, Tony (Year I Curric. Mng.)</td>
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<tr>
<td>Myers, Larry (Basic Science)</td>
<td>Weinstein, Adam (Chair, Pre-Clinical-Renal Physiology; Clinical – On Doc and Pediatrics)</td>
<td>Lyons, Virginia (Assistant Dean, Year I)</td>
<td>X</td>
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<td>Murray, Carolyn (Clinical-Medicine)</td>
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<td>Stebbins, Cori</td>
<td>Pinto-Powell, Roshini</td>
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Present = X / Absent = -- / Excused = 0

**Approval Date:** Tuesday, April 25, 2017
1. **Call to Order** – *Adam Weinstein, MD*

   Dr. Adam Weinstein, Chair, called the meeting to order at 4:00 p.m.

2. **Approval of February’s meeting minutes** – *Adam Weinstein, MD*

   There was a discussion around what defines meeting minutes and what should be included and not included in the meeting minutes. Email’s that addressed incorrect information in the draft minutes were exchanged between a few members and not the entire committee after the February meeting. The chair made the decision to add these emails to the minutes to clarify the incorrect information shared at the previous email.

   Dr. Greg Ogrinc asked that before any emails are added or quoted, that the author give permission to release this information in the minutes.

   The outcome was the February minutes will be amended with a notation that the conversation happened outside of the meeting and to remove the author’s name.

   **Dr. Hal Manning made a motion to approve the February 2017 minutes. The motion was seconded by Natasha Merali. The motion passed with 1 abstention.**

3. **Announcements** – *Adam Weinstein, MD*

   Dr. Adam Weinstein announced that due to school vacations he would like to move the April meeting to the following week. A survey will be sent out inquiring about availability for Tuesday, April 25, 2017.

   Dr. Weinstein asked for volunteers for course reviews again.

4. **Old Business**

   No old business discusses.

5. **New Business**

   • **Year I: HAE I Course Review** – *Virginia Lyons, PhD*

     The course occurs in the fall term of Year I, and currently has 50 curricular hours. The course director is Dr. Virginia Lyons, and was last reviewed in August 2015.

     The course is consistently rated in the “very good to excellent” range. The course was very well received by students, with particular appreciation for the case-based approach and course ibooks.

     Students suggested small improvement could be made to the ibook chapters and with the pedagogy for certain sessions.

     A group of four students developed an improvement plan on how to incorporate ethics into the anatomy course. The course director will meet with this group and Dr. Bill Nelson to explore ways to implement their suggestions.

     There was a suggestion the terminology for sex and gender be corrected in the ibooks and faculty will be educated on correct usage.
The pelvic sessions will be revised to include a mix of dissection and prosection.

Faculty-led optional lecture reviews will be provided before each assessment with topics determined by the students.

See attachment(s).

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**Dr. Sarah Crockett made a motion to approve the Year I: HAE I course review and action plan. The motion was seconded by Josh Ramos. The motion passed by a unanimous vote.**

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- **Enrichment Electives — Glenda Shoop, PhD**

  The Enrichment Electives date back to 1998 – 1999, and are offered to the Year I and II medical students. Each student has the option to take a maximum of 2 electives per term.

  Over the course of each term, sixty percent of the students are enrolled in at least one enrichment elective.

  Dr. Shoop has been working with the enrichment electives for three years. Over the past three years she has received feedback such as...

  **Positive**
  - Enriches the educational experience/expands learning
  - Exposes students to faculty members from different disciplines
  - Offers the opportunity to sample various disciplines
  - Presents choice
  - Provides a space to explore topics of interest

  **Negative**
  - Conflicts with content/skills in required curriculum
  - Creates competition
  - Distracts attention away from the required curriculum
  - Lacks a system of vetting the proposals
  - Poses the possibility of overextension

  Why do students choose to drop enrichment electives?
  - The students may become over extended
  - They may be registered for two electives, but can sit in additional at their discretion

Is there a medical school policy regarding students participating in enrichment electives that compete with the required curriculum?
  - The clinical experiences may conflict with required sessions
  - Students may choose not to attend non-required sessions
    - If the session is recorded and it’s not a required class, then the students may opt to meet with their sponsor
    - Students may choose to do many things instead of non-required sessions so if they choose to participate in one of these enriching experiences it may add important learning opportunities for their overall experience.
  - It is important to look at the formal and informal curriculum, and support the value as part of the curriculum. Important groups have been formed out of the informal curriculum such as the Nutrition VIG
• When the meetings between the students and the sponsors are being made are they getting a schedule? It is left to the students to work with the sponsor to set a schedule based on both of their needs.

There was a suggestion that a more formalized way of vetting the proposals, and what information is sent out to the faculty sponsor so that the sponsors can be familiar with the students schedules, in particular required class time.

See attachment(s).

• **Step I timing policy/Split Student definition** – *Greg Ogrinc, MD and John Dick, MD*

An increasing number of students are requesting to delay the taking of Step 1 past the start of their first planned clerkship. This is leading to an increase in Split Students. There is not a clear policy of what is defined as split student in the clerkship and clinical education years and some updates are necessary to the curricular policy on timing of Step 1 given these requests and contexts.

What is the implication for the international students?

• Extremely significant. This is one of the main drivers for getting the policy in place. Dartmouth College is concerned about the less than well-defined definition of a full-time student.

See attachment(s) for proposed amendments on the timing of taking Step 1 USMLE.

> After discussion, Dr. James Ames made a motion to approve the update to the Step I Timing Policy. The motion was seconded by Dr. Paul Hanissian. The motion passed by a unanimous vote.

• **Update on Curricular Design** – *Adam Weinstein, MD*

Looking for volunteers to join this sub-committee. An email will be sent out looking for participants.

• **Update on Evaluation Oversight Committee**

Tabled until after the committee has had a chance to meet.

6. **Adjournment** – *Adam Weinstein, MD*

Dr. Adam Weinstein, Chair, adjourned the meeting at 5:45 p.m.

7. **Action Items**

  a. Denise Aaron and David Nierenberg will submit the final list of course objectives to be reviewed via consent agenda at next MEC meeting.

8. **Future Business**
• 4th Year Curriculum Development – John Dick
• Nutrition VIG
• Consider Addiction Medicine Curricular Review vs VIG
• Update on Duty Hours – John Dick (waiting for CECD)
• Course Evaluations Process
• Curricular Design
• Bob Maue to present in July 2017 meeting the findings of his Neurology course and discuss division into/from HAE III.

9. Future Meetings

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

• April 25, 2017
• May 16, 2017
• June 20, 2017
• July 18, 2017
• August 15, 2017