

Meeting Date: Tuesday, November 15, 2016
Time: 4:00 – 6:00 p.m.
Meeting Location: DHMC – Auditorium A
Approval: Tuesday, February 21, 2017
Recorded By: Cori R. Stebbins

ATTENDANCE

Voting Members		Voting Members		Non-Voting Members		Non-Voting Members	
Chidawanika, Tamutenda (MD/PhD Rep)	X	Rees, Judy (Basic Science - Epidemiology)	X	Cousineau, Laura (Library Sciences)	--	Shoop, Glenda (Learning Srv./Curric. Design & Evaluation)	0
D'Agostino, Erin (3 rd Yr. Rep)	--	Sachs, Marlene (Clinical - CPEB)	--	Dick, III, John (Yrs. III, IV)	--	Swenson, Rand (LCME)	X
Huntington, Jonathan (Clinical-Medicine)	X	Smith, Marietta (4 th Yr. Rep)	0	Eastman, Terri (Pre-Clinical Director)	--	Hammond, Rachel (Admin. Support)	0
Johansen, Sarah (Chair)	X	Snow, Norman (Basic Science - Faculty Council)	X	Faye Green, Brenda (Biomedical Libraries)	X		
Manning, Harold (Clinical-Pulmonary)	X	Weinstein, Adam (Clinical-Pediatrics)	X	Frew, Julia (SBM)	--		
Merali, Natasha (2 nd Yr. Rep)	X			Jaeger, Michele (Registrar)	X		
Montana, Philip (3 rd Yr. Rep)	--			Kidder, Tony (Year 1 Manager)	X		
Morton, Stephanie (4 th Yr. Rep)	X			Lyons, Virginia (Year I)	X		
Murray, Carolyn (Clinical - Medicine)	X			McAllister, Stephen (IS)	--		
Nelson, Bill (VIG)	X			Ogrinc, Greg (Continuous Curric. Dvlpt.)	--	Montalbano, Leah (Assessment)	X
Nierenberg, David (Clinical-Pharmacology)	X			Ogrinc, Greg (SADME)	--	(Associate Dean of Student Affairs)	
Ramos, Joshua (2 nd Yr. Rep)	X	Kettering, Alex (1 st Yr. Rep)	0	Reid, Brian (IS)	X	Eidtson, William (Director of Learning Services)	--
Rees, Christiaan (MD/PhD Rep)	--	Warren, Celestine (1 st Yr. Rep)	0	Sharma, Swapna (Resident, DHMC)	--	(TDI)	

Guest(s)	Guest(s)	Guest(s)	Guest(s)
Maue, Robert			
Mullins, David			
Stebbins, Cori			

Present = X / Absent = -- / Excused = 0

1. **Call to Order** – Sarah Johansen, MD

Dr. Sarah Johansen, Chair, called the meeting to order at 4:03 p.m.

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

There was a call for motions to approve the September 2016 meeting minutes since the last meeting did not have a quorum.

Stephanie Morton made a motion to approve the September 2016 minutes. The motion was seconded Dr. Judy Rees. The motion was carried by a unanimous vote. 9 voting members approved the minutes. Nays: 0 Abstentions: 0.

There was a call for motions to approve the October 2016 meeting minutes.

Stephanie Morton made a motion to approve the October 2016 minutes. The motion was seconded by Dr. Norman Snow. The motion was carried by a unanimous vote. 9 voting members approved the minutes. Nays: 0 Abstentions: 0.

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

Thank you to the committee for their work.

4. **Old Business**

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

- Refer to the attachment: 'Draft Revised Course Objectives for Geisel Year 1 Immunology – Virology'
- Dr. David Mullins presented to revised Immunology course objectives.

There was a call for motions to approve the revised Immunology course objectives.

Dr. Judy Rees made a motion to approve the Year I Immunology revised course objectives. The motion was seconded by Tamutenda Chidawayinka. The motion was carried by a unanimous vote. 10 voting members approved the motion. Nays: 0 Abstentions: 0.

Year II: Dermatology Revised Course Objectives – David Nierenberg, MD

- Refer to the attachment: 'Derm Objectives for 2017'
- Dr. David Nierenberg presented the revised Dermatology course objectives. There was a typo in on objective 4 which was corrected from "mailes" to "nails."

There was a call for motions to approve the revised Dermatology course objectives.

Dr. Adam Weinstein made a motion to approve the Year II Dermatology revised course objectives. The motion was seconded Natasha Merali. The motion was carried by a unanimous vote. 10 voting members approved the motion. Nays: 0 Abstentions: 0.

Duty Hours: Student Survey – Marietta Smith and Stephanie Morton

- Refer to the attachment: 'Work hours presentation to the MEC'
- Stephanie Morton presented the abridged results of a student-wide survey on reporting duty hours and the group discussed these results.
- A decision was made about presenting the findings to the CECD. (See action items).

5. New Business**Year I: Neuroscience Course Review – Robert Maue, PhD**

- Refer to the attachment: 'Neuro MEC 15-16'
- Dr. Robert Maue presented the action plan for the Neuroscience course and the group discussed future plans.

There was a call for motions to approve the Neuroscience course review and action plan.

Dr. Jonathan Huntington made a motion to accept the Neuroscience course review and action plan. Motion was seconded by Stephanie Morton. The motion was carried by a unanimous vote. 10 voting members approved the motion. Nays: 0 Abstentions: 0.

Review of Future Business Items – Sarah Johansen, MD

- Discussion was had regarding next areas of committee focus and priorities. Members recommended pursuing the Nutrition and Addiction Medicine VIGs, continuing the 4th Year Ad Hoc Committee, holding off on the important ad hoc committee on GAM/IM/Family Medicine until 4th year gets addressed. Review and revisit content and effectiveness of the PPI/IHH course as it continues to be developed. Continue to have discussions on relevant Policy decisions, Continue to explore new curriculum development and the structure of our education in the future.

6. Adjournment – Sarah Johansen, MD

Dr. Sarah Johansen, Chair, adjourned the meeting at 6:02 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. All current members have indicated that they intend to continue for a second term
 - 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)
- k. MEC Chairman will contact John Dick for duty hours discussion in the CECD; Marietta Smith and Stephanie Morton were asked to present information from the meeting. John will ask the CECD to

respond to the results. John, Marietta, and Stephanie to bring response back to the MEC by February 2017 meeting.

- l. Add Rand Swenson's presentation of the clerkship curriculum schedule to the December 2016 agenda.
- m. Bob Maue to present in July 2017 meeting the findings of his Neurology course and discuss division into/from HAE III.

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
- o Clerkship Curriculum findings from AAMC
- o Neurology and HAE III course

9. Future Meetings

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

- December 20, 2016
- January 16, 2017
- February 20, 2017
- March 21, 2017