## 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 (Student-MD/PhD Rep)</td>
<td>Nelson, Bill (Pre-Clinical and Clinical-Health and Values VIG)</td>
<td>Bowman- Schmidt, Max (Student)</td>
<td>Ogrinc, Greg (Senior Associate Dean for Medical Education)</td>
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<td>Crockett, Sarah (Clinical-Emergency Medicine)</td>
<td>Nienenberg, David (Pre-Clinical Year II Assoc. Director; Clinical-Pharmacology)</td>
<td>Dick. III, John (Associate Dean, Yrs. III, IV)</td>
<td>Pinto-Powell, Roshini (Assoc. Dean Student Affairs)</td>
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<td>Hanissian, Paul (Pre-Clinical- SBM Reproduction; Clinical-Obstetrics and Gynecology)</td>
<td>Ramos, Joshua (Student-3rd Yr. Rep)</td>
<td>D'Agostino, Erin (Student-Curriculum Review Task Force Rep)</td>
<td>Quigley, Jane (Libraries Sciences)</td>
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<td>Huntington, Jonathan (Clinical-Medicine)</td>
<td>Rees, Christiaan (Student-MD/PhD Rep)</td>
<td>Duncan, Matthew (Assoc. Dean, Student Affairs)</td>
<td>Reid, Brian (Computing)</td>
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<td>Igberase, Oluyinka (Student-4th Yr. Rep)</td>
<td>Rees, Judy (Pre-Clinical-Epidemiology)</td>
<td>Eastman, Terri (Pre-Clinical Curriculum Director)</td>
<td>Ricker, Alison (Clinical Curriculum Director)</td>
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<td>Jaynes, Scott (Faculty Council)</td>
<td>Robey, R, Brooks (Pre-Clinical)</td>
<td>Eidtson, William (Director, Learning Services)</td>
<td>Ross, Jonathan (Chair, Geisel Academy of Master Educators)</td>
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<td>Kettering, Alexander (Student-2nd Yr. Rep)</td>
<td>Sachs, Marlene (Community Preceptor Education Board)</td>
<td>Fountain, Jennifer (Year II Curric. Mng)</td>
<td>Sharma, Swapna (Resident, DHMC)</td>
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<td>Manning, Harold (Pre-Clinical-Year II Co-Director, Pulmonary; Clinical-Pulmonary Medicine)</td>
<td>Spaller, Mark (Pre-Clinical)</td>
<td>Jaeger, Michele (Registrar)</td>
<td>Swenson, Rand (LCM, Chair Dept Med Ed)</td>
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<td>Merali, Natasha (Student-3rd Yr. Rep)</td>
<td>Stanko, Kevin (Student-1st Yr. Rep)</td>
<td>Kidder, Tony (Year I Curric. Mng.)</td>
<td>Verma, Kanak (Student-Curriculum Review Task Force Rep)</td>
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<td>Montana, Phillip (Student-4th Yr. Rep)</td>
<td>Warren, Celestine (Student-2nd Yr. Rep)</td>
<td>Lahey, Timothy (Pre-Clinical-Year II Co-Director)</td>
<td>(Faculty Development)</td>
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<td>Mullins, David (Pre-Clinical)</td>
<td>Weinstein, Adam (Chair; Pre-Clinical-Renal Physiology; Clinical – On Doc and Pediatrics)</td>
<td>Lyons, Virginia (Assistant Dean, Year I)</td>
<td>(TDI)</td>
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<td>Myers, Larry (Pre-Clinical)</td>
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<th>Guest(s)</th>
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<td>Butterfly, John</td>
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Present = X / Absent = -- / Excused = 0
1. **Call to Order** – *Adam Weinstein, MD*

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

2. **Approval of December and January’s meeting minutes** – *Adam Weinstein, MD*

   **Dr. Bill Nelson made a motion to approve the December and January 2018 minutes. The motion was seconded and the motion passed by a unanimous vote.**

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

   None.

4. **Student Issues/Feedback**

   Students are wondering about standardization of clinical hours. In some clerkships clinical hours end by the last Friday before the exam; in others there are clinical hours up until the Monday prior to exam. Should an end-time be standardized? It was noted that sometimes a student needs to make up hours for absences and this end of clerkship time is needed to facilitate that rather than forcing the student to make it up after they’ve started another clerkship.

   We will plan to discuss this among clerkship directors.

5. **Old Business**

   None.

6. **New Business**

   • **Consent Agenda**
     - Year II: Infectious Disease Course Review
     - Y1/Y2 Attendance Policy
     - Psychiatry Clerkship Review
     - Update on Duty Hours Questions on Clerkship Course Evaluations
     - Updated Objectives for Year II: CT/MS

     **Dr. Judy Rees made a motion to approve the entire Consent Agenda. The motion was seconded by Alex Lindqwister. The motion passed by a unanimous vote.**

   • **Leadership Curriculum Review** – *Adam Weinstein, MD*

     Dr. Cathy Pipas was asked to put together a summary of specific items that the MEC should be voting on. This document was shared with the members.

     The first two recommendations are broader than leadership, and aim to improve the process of assessing all competencies at Geisel.

     1. Enhance the Competency Review Process
     2. Update 2014 Geisel Competencies
Does the MEC want to create a process where competencies are reviewed on a reoccurring basis like course and clerkship reviews? Or continue to use the current competencies with no schedule. This would insure that the content across the 4 years is taught in a deliberate way that is not overlapping or missing.

Questions regarding our current competencies, including Leadership, were added to the Graduate Questionnaire 2015. There will not longitudinal data, but a good place to start.

Discussion ensued to form a subgroup of MEC to review the graduate questionnaire and review the competencies, to evaluate whether we want to create such a process.

Motions were made to:
1) Form a subgroup/subcommittee to review graduate questionnaire and competencies and decide/evaluate whether we want to review competencies deliberately, as we do courses and clerkships; or whether course/clerkship reviews cover this adequately
2) To approve the recommendation to have a leadership program/champion director

Motions were not made to approve any longitudinal leadership objectives—we would need in a format suitable for MEC review and approval.

See attachment(s).

Dr. David Mullins made a motion to approve the recommendation to for a subcommittee and recommendation to have a leadership program/champion director. The motion was seconded by Dr. Larry Myers. The motion passed by a unanimous vote.

- **Year I: Cardiovascular Physiology** – Rand Swenson, MD

This course occurs in the Fall term of Year I. The course director is John Butterly and currently has 25 curricular hours. The course was last reviewed in March 2016.

Dr. Butterly will discuss with Dr. Swenson and Lyons to consider additional strategies for additional evaluation material, weighting quizzes and exams.

See attachment(s).

Dr. David Mullins made a motion to approve the Year I: Cardiovascular Physiology Course Review. The motion was seconded by Dr. Larry Myers. The motion passed by a unanimous vote.

- **Curricular Evolution Subcommittee Update** – Larry Myers, PhD

The group has been meeting for about seven months. The purpose today is to summarize where the committee is currently. There was a broad consensus to move forward with a two-course model.

Dr. Rand Swenson looked very closely where courses might have some overlap, the idea of doing this is to welcome feedback and concerns for this group to continue to move forward.

There was discussion where Hematology could be taught to the second years and new first years all at the same time. This transition would be for one year. This appears to be the only course that will have this overlap, which is quite good, as the model therefore is minimizing this sort of challenge (some overlap seems unavoidable; so only 1 course seems doable).
Suggestions/Comments/Discussion
Does this take into consideration of the military students and their schedules?

How will this effect the MBA students? They don’t break off until after their 3rd year so would likely be unaffected and rather, have more time for sub-internships and electives before they break off for their MBA.

The committee is working on the overlap, but they cannot anticipate all scenarios. If anyone has suggestions, please email anyone on the committee.

Having a capstone experience between each organ system vs more comprehensive one at the end has been discussed and no decisions have been made yet.

See attachment(s).

7. Adjournment – Adam Weinstein, MD

Dr. Adam Weinstein, Chair, adjourned the meeting at 6:00 p.m.

8. Action Items
   - Form Competency Evaluation/Review Subcommittee

9. Ongoing Business
   - 4th Year Curriculum
   - Addiction Medicine Curricular Review
   - Leadership Curricular Review
   - Duty Hours
   - Course Evaluations Process
   - Curricular Evolution Subcommittee
   - LCME Oversight Committee

10. Future Meetings

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

    - March 20, 2018
    - April 24, 2018
    - May 15, 2018 (3-5pm)
    - June 19, 2018