

Meeting Date: February 19, 2025

Time: 4:00 – 6:00 p.m.

Meeting Location: Zoom

Approval:

Recorded By: Emily Godfrey

Attendance

Present = X, Absent = 0

Faculty Voting Members

Black, Candice (Department of Pathology and Laboratory Medicine)	X	Boardman, Maureen (Preclinical & Clinical- Family Medicine, Community Preceptor Rep)	X	Castellano, Juliana (Clinical)	O	Chamberlin, Mary (Clinical - Medicine)	X
Guthiknoda, Kiran (Department of Anesthesiology)	X	Hofley, Marc (Clinical – Pediatrics)	X	Homeier, Barbara (Preclinical- Pediatrics)	X	Jankowski, Mary (Department of Psychology)	X
Lee, Michael (Department of Medical Education)	X	Marshall, Alison (Clinical – Emergency)	O	McNulty, Nancy (Department of Radiology)	X	McRory, KrisEmily (Department of Family Medicine)	O
Myers, Lawrence (Department of Med Ed & Biochemistry & Cell Biology)	X	Thesen, Thomas (Department of Medical Education)	X	Pellegrini, Vin (Department of Orthopaedics)	X	Phillips, Oliver (Department of Neurology)	X

Student Voting Members

Year 1

Ganga, Kiran	O	Johnson, Jakobi	X	Sherman, Meredith	O	St. John, Emily	X
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Year 2

Dameron, Corbin	O	Darling – Mena, Addie	X	Gayne, Alexys	X	O'Brien, Wade	O
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Year 3

Hernandez, Eli	O	Li, Kevin	O	Pfaff, Mairead	O	Plona, Kelsey	O
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Year 4

Fong, Justin	X	Gil Diaz, Macri	O	Maosulishvili, Tamar	X	Thomason, Helen	X
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MD/PhD

Emiliani, Francisco	O	Zipkin, Ronnie	O	Marshall, Abigail	O	Reiner, Timothy	X
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Non-Voting Members

Albright, Amanda (Instructional Designer)	X	Borges, Nicole (Chair, Dept. of Medical Education)	O	Cameron, Justine (Director, Accreditation & CQI)	X	Chimienti, Sonia Dean for Educational Affairs	X
Cunningham, Tara (Associate Dean, Student Life)	O	Dick III, John (Assistant Dean for Clinical Skills Excellence)	O	Eastman, Terri (Director, Longitudinal Curriculum)	O	Eidtson, Bill (Assistant Dean, Student Success & Accessibility)	O
Fountain, Jennifer (Assessment)	X	Godfrey, Emily (Medical Education Coordinator)	X	Jaeger, Mikki (Registrar)	X	Kerns, Stephanie (Associate Dean, Health Sciences & Biomedical Libraries)	X
Levy, Campbell (Phase 3 Director)	X	Lyons, Virginia (Pre-clerkship - Associate Dean Pre-clerkship Curriculum)	X	Matthew, Leah (Assistant Dean, Core Clinical Curriculum)	X	McAllister, Steve (Director, Educational Technology)	O
McBride, Lisa (Associate Dean, Diversity, and Inclusion)	O	Mishra, Manish (Director, Learning Environment)	X	Pinto-Powell, Roshini (Associate Dean, Admissions)	X	Rose, Amy (Educational Affairs)	X
Shaker, Susan (Director, Pre-clerkship Education)	X	Taylor, Julie (Associate Dean, Medical Education)	O	Thompson, Rebecca MEC Chair (Clinical Neurology)	X	Thurber, Peter (Director, Clinical Education)	X
Weissburg, Paul (Associate Dean, Evaluation and Assessment)	X						

Student Non-Voting Members Vice Chairs for Academics – Student Government

Fong, Justin	X	Thomason, Helen	O				
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Guest(s)

Sharp, Alayna		

Call to Order

Rebecca Thompson, MD Chair – Medical Education Committee

Rebecca Thompson called the meeting to order at 4:05 PM

Announcements

1. Welcome new faculty member, Hannah Reuman. Hannah will begin her term in July 2025.
2. Full curriculum review passed!

Approval of Meeting Minutes

Rebecca Thompson, MD

Approval of January meeting minutes.

Marc Hofley made a motion to approve the January 2025 MEC meeting minutes. The motion was seconded by Maureen Boardmann. The motion passed unanimously.

Subcommittee Updates

1. Phase 1 – Dr. Virginia Lyons: Phase 1 subcommittee charge revisions passed.
2. Phase 2 – Dr. Leah Matthew: Changes to SPE's have been finalized, grading synchronization project is wrapping up with significant improvements in synchronization between clerkships, and KNN Bridging Conversations Project is underway.
3. Phase 3 –Dr. Campbell Levy: Phase 3 subcommittee charge revisions passed.
4. GAOC – Dr. Paul Weissburg: No updates.
5. LCC- Dr. Julie Taylor: Formal LC subcommittee currently on pause.

New Business

1. Phase 1 subcommittee charge revisions & vote – Dr. Virginia Lyons

Revisions include:

- Responsibilities pertaining to course evaluations and course objectives updated to reflect assessment team's new process
- Membership revised to include all course leaders and student members per Student Government guidelines. Course leaders receive one vote each, with a cap of two votes per course. Student votes increased from two to four (M1, M2, M4, MD-PhD).
- Faculty at large reduced from three to two members, one who teaches in Phase 1 and one who teaches in Phase 2
- Process for appointing faculty chair revised to allow all interested faculty to apply when the Chair's term ends, including the existing faculty Chair if they are eligible to extend their term
- Voting Chair's term reduced from 4 years to 3 years
- Student attendance clarified to be approximately quarterly; students will be invited to attend and participate in the annual Phase 1 curricular retreat as well as meetings discussing course evaluations or curricular structure.

Marc Hofley made a motion to approve the Phase 1 subcommittee Charge Revisions. The motion was Seconded by Micheal Lee. The motion was passed.

2. Phase 3 Subcommittee charge revisions & vote - Dr. Campbell Levy

Revisions include:

- Membership revised to include:
 - A course leader from the Acute Care Medicine Clerkship
 - A second Sub-Internship Course director
 - Updated student membership per Student Government to include three students with a total of two votes – one phase 2 student, one phase 3 student, and Academic Co-chair to the MEC (or appointee).
- If the faculty Chair also holds a second faculty position on the committee, they will maintain only one vote

Marc Hofley made a motion to approve the Phase 3 subcommittee Charge Revisions. The motion was Seconded by Mary Chamberlin. The motion was passed.

3. Next steps for the Full Curriculum Review – Dr. Rebecca Thompson

- Recommendations will be turned over to UME leadership and phase subcommittees.
- It will be up to Leadership and subcommittees to determine if additional working groups or action items are needed.
- Final document will be brought back to the MEC in 4-6 months.

4. New curriculum proposal working group – Dr. Rebecca Thompson

- Purpose: to develop a process for managing unsolicited ideas for new curriculum content.
- Those interested should reach out to Dr. Paul Weissburg or Dr. Julie Taylor
- Return to the MEC over the next six months with a clear and concrete process.

Ongoing Business

- Voting privileges for LC leaders on phase subcommittees
- Step 1 policy revisions

Future Meetings

MEC meetings are the 3rd Wednesday of each month from 4:00 – 6:00 p.m.

- March 19th (Hybrid, Borwell 383)
- April: CANCELLED
- May 21st