**ATTENDANCE**

<table>
<thead>
<tr>
<th>Voting Members</th>
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<th>Non-Voting Members</th>
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<tbody>
<tr>
<td>Ames, James (Clinical-Orthopedics)</td>
<td>Murray, Carolyn (Clinical-Medicine)</td>
<td>0</td>
<td>Albright, Amanda (Computing)</td>
</tr>
<tr>
<td>Chidawanika, Tamutenda (Student-MD/PhD Rep)</td>
<td>Nelson, Bill (Pre-Clinical and Clinical-Health and Values VIG)</td>
<td>X</td>
<td>Bowman- Schmidt, Max (Student)</td>
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| Crockett, Sarah (Clinical-Emergency Medicine)      | Nierenberg, David (Pre-Clinical Year II Assoc. Director; Clinical-Pharmacology) | X                                   | Dick. III, John (Associate Dean, Yrs. III, IV) | X
| Hanissian, Paul (Pre-Clinical- SBM Reproduction; Clinical-Obstetrics and Gynecology) | Ramos, Joshua (Student-3rd Yr. Rep)                 | --                                 | D'Agostino, Erin (Student- Curriculum Review Task Force Rep) | --
| Huntington, Jonathan (Clinical-Medicine)           | Rees, Christiaan (Student-MD/PhD Rep)               | 0                                   | Duncan, Matthew (Assoc. Dean, Student Affairs) | --
| Igberase, Oluyinka (Student-4th Yr. Rep)           | Rees, Judy (Pre-Clinical-Epidemiology)              | 0                                   | Eastman, Terri (Pre-Clinical Curriculum Director) | --
| Jaynes, Scott (Faculty Council)                    | Robey, R, Brooks (Pre-Clinical)                     | 0                                   | Eidston, William (Director, Learning Services) | --
| Kettering, Alexander (Student-2nd Yr. Rep)         | Sachs, Marlene (Community Preceptor Education Board) | X                                   | Fountain, Jennifer (Year II Curric. Mng) | 0
| Lindqwister, Alexander (Student-1st Yr. Rep)       | Saunders, James (Clinical-Surgery)                  | X                                   | Hammond, Rachel (MEd Admin. Support) | X  
| Manning, Harold (Pre-Clinical-Year II Co-Director, Pulmonary; Clinical-Pulmonary Medicine) | Spaller, Mark (Pre-Clinical)                        | X                                   | Jaeger, Michele (Registrar)          | 0
| Merali, Natasha (Student-3rd Yr. Rep)              | Stanko, Kevin (Student-1st Yr. Rep)                 | X                                   | Kidder, Tony (Year I Curric. Mng.)   | --
| Montana, Phillip (Student-4th Yr. Rep)             | Warren, Celestine (Student-2nd Yr. Rep)             | 0                                   | Lahey, Timothy (Pre-Clinical-Year II Co-Director) | X
| Mullins, David (Pre-Clinical)                      | Weinstein, Adam (Chair, Pre-Clinical-Renal Physiology; Clinical – On Doc and Pediatrics) | X                                   | Lyons, Virginia (Assistant Dean, Year I) | X
| Myers, Larry (Pre-Clinical)                        | McAllister, Stephen (Computing)                     | --                                 | (TBD)                               |

**Guest(s)**

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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 March’s meeting minutes** – Adam Weinstein, MD

   Dr. Bill Nelson made a motion to approve the March 2018 minutes. The motion was seconded by Dr. Larry Myers. The motion passed by a unanimous vote.

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

   The course and clerkship review sign-up sheet will be passed around looking for volunteers through the December reviews.

   Geisel’s State of the Medical School will take place on Tuesday, May 15 from 5:30 – 7:00 p.m. Due to this conflict, MEC will meet from 3:30 – 5:30 p.m.

4. **Student Issues/Feedback**

   No concerns.

5. **Old Business**

   - **Y3/Y4 Attendance Policy Update** – John Dick, MD

     Dr. Dick sent a draft of an updated policy to the MEC. There have been two responses with feedback. If others have feedback or suggestions please send them to Dr. Dick. This policy needs to be finalized before the coming academic year.

     Dr. Dick will send out the policy one more time before the next MEC meeting for additional suggestions, then will send a finalized version for approval on consent agenda for May 2018 meeting.

   - **Clarification re: Clerkship Clinical Hours** – Consistent date when clinical hours can no longer be scheduled – John Dick, MD

     There was a situation where a student was on call Saturday night which rolled into Sunday the weekend before their final exam. The student wanted to know if there was a policy that would protect the weekend. The clerkship directors met to discuss this question, and were in agreement they wanted to make attempts and intentions to avoid scheduling on this weekend time, but this time would also need to be available for make-up experiences were a student to miss clinical time or another required experience. Likewise, with the curricular revision plan of shortening each clerkship by 1 week for two years, during that time frame, call schedules may possibly need to extend into that weekend time. There will need to have a very specific definition of when the weekend starts, and what is considered an exception. Anything above these exceptions would need to be approved by Dr. John Dick.

     Of note, the clerkship directors and MEC wanted to confirm that wrap up activities (not overnight call) would typically be scheduled by clerkships to occur on the Monday prior to the final exam and that there was no requirement to have that Monday off, or a half day off.

     Dr. Dick will draft a policy and guidelines to reflect the above discussion which mirrored and was supportive of the same discussion that occurred at the CECD meeting bring back to the MEC for the May 2018 meeting for approval.
6. **New Business**

- **Curricular Evolution Subcommittee Update – Rand Swenson, MD and Adam Weinstein, MD**

  Dr. Adam Weinstein gave an update on what was discussed at the last MEC meeting.

  Dr. Glenda Shoop will lead a committee that will focus on pedagogical principles, underlying each of the courses. The group will update the MEC in the coming months.

  What continues to be discussed is how will the new curriculum be evaluated? There are ongoing discussions with clinical and basic science and this feedback has presented to faculty council, and is still being worked on.

- **Consent Agenda**

  - Year I: CTO Course Review and Action Plan
  - Year II: Respiration Course Review and Action Plan
  - Year II: Themes Course Review and Action Plan

  See attachment(s).

  *Dr. James Saunders made a motion to approve the Consent Agenda. The motion was seconded by Dr. Paul Saunders. The motion passed by a unanimous vote.*

- **OB/GYN Clerkship Review – Paul Hanissian, MD**

  The clerkship occurs in the 3rd year and is currently 6 weeks long. It was last reviewed in April 2016.

  Important subject is, continue to support residents as teachers development given lower rating noted on most recent AAMC GQ (the CDs were aware of this in real time and have/had already made efforts to address this)

  - Data coincides with a cohort of residents at DHMC who were less effective teachers, as well as a “stressful” time in Hartford secondary to multiple concurrent maternity leaves (14/22 in one year)
  - Regardless
    » Plan to provide education in resident didactic series at DHMC
    » Will work on interventions and monitoring in Hartford, though resident behavior there has already changed and improved

  Other minor adjustments were discussed and presented in the action plan.

  Of note, some of the essential clinical skills ((vaginal delivery, vaginal surgery, cesarian section, and ultrasound) on the powerpoint presentation of the course said the expected skill level was “Perform under Supervision” when the course directors note that the approved expected skill level for these are (“Assist with Supervision”). These will be corrected as well.

  See attachment(s).

  *Dr. James Saunders made a motion to approve the OB/GYN Clerkship Review. The motion was seconded by Dr. Larry Myers. The motion passed by a unanimous vote.*
• **Health and Equity Committee** – *Greg Ogrinc, MD*

This started in late August when a letter signed by 120 students and 20 student organizations was sent to the administration asking them to address the health disparities in the curriculum. This was shortly after the events in Charlottesville. Knowing that Geisel has tried to address health and equity in the curriculum, many changes have been done, but this is still not meeting the needs of the students of 2018. Dr. Henderson and Dr. Ogrinc met with a committee of students, faculty, and administrators, and together they created an action plan which consisted of six components (see attached).

**Questions/Comments**
The intention is not to remove content in the curriculum, but to help and use as a reference for bettering the course material.

There is an additional glossary. The idea is to create a guide, and a start of moving forward and making important changes in the curriculum.

Student Affairs is looking at adding some of this information into the Orientation for this coming year. Dr. Brenda Sirovich will be teaching a session in Patients and Populations. She is also part of the working group.

The work group has decided to continue meeting monthly.

**They ask the MEC for the following**
1. Charge a sub-committee to review and take responsibility for Race and Diversity, Health and Equity curriculum initiatives
2. Endorse the use of the algorithm to review current courses, to plan new courses, and for course directors and faculty
3. Include DICE representation on the MEC and the curriculum subcommittee

See attachment(s).

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**Dr. James Saunders made a motion to approve the request for a sub-committee to review and take responsibility for Race and Diversity curriculum initiatives. The motion was seconded by Dr. Bill Nelson. The motion passed by a unanimous vote.**

**Dr. James Saunders made a motion to approve the request to endorse the use of an algorithm and other materials to review current courses, to plan new courses, and for course directors and faculty. The motion was seconded by Dr. Bill Nelson. The motion passed by a unanimous vote.**

**The Third Ask will be considered after review of the MEC By Laws and discussed at the next meeting**

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

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

8. **Ongoing Business**
• 4th Year Curriculum
• Addiction Medicine Curricular Review
• Duty Hours
• Evaluation Oversight Committee
• Curricular Evolution Subcommittee
• LCME Oversight Committee
• Competency Subcommittee---decide whether we want to review competencies deliberately; will use graduate questionnaire and current competency documents to discuss

9. Future Meetings

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

• May 15, 2018 (3:30-5:30pm)
• June 19, 2018
• July 17, 2018