

NOTES FROM THE CURRICULUM MANAGEMENT COMMITTEE MEETING

August 21, 2001 at 7:30 a.m. in 133 MacNider

Members Present/Absent: McCartney, Chair; Drs. Aleman, Chescheir, Dent, Granger, Gwyther, Hinn, Hoole, Ingersoll, Kinsinger, Meyer, Oxford, Pallotta, Parker, Rao, Shaheen Steiner, Tresolini, Busby-Whitehead, Yankaskas; Currie; Harward; Juliano; Lewis; Moore; Ward; Blackley; Chandrabose; Erami; Reeves; Rosenthal; Julia Kokot-Shaw and Wallace McLendon (HS Library); Sheila Storey (Berryhill) Kelly Carter and Allen Marshall (Honor Court);

Topics Discussed:

1. **Renovations at Berryhill** (S. Storey) The student lounge has been repainted and cleaned, and furniture has been reupholstered; it will be accessible to medical students only. Alcoves are furnished with reupholstered furniture for small group discussions and are to be relamped, conference spaces have been created in 303,403,410, 503, the elevator hall painted, and artwork is now displayed.
2. **CD1** (Dr. Aleman) The main CD1 mission is to look at curriculum and determine how to improve teaching. Lorraine Stone (MS4) extensively reviewed syllabi searching for duplicate areas. CDs of courses that seem to overlap may use Ms. Stone's document to guide revisions in and integration of the curriculum. Eliminating overlapping areas may liberate hours for genetics. Additional discussions include using small groups in teaching, and meeting with CDs of 2nd, 3rd, and 4th year to identify CD1 end-of-year objectives.
3. **Announcement** (Dr. McCartney) Dr. Meyer is now Chair of Surgery, and will be more involved in early curriculum – especially anatomy – to help make anatomic education clinically relevant; students will be able to meet members of Surgery early in their medical education experience.
4. **Profile of the Class of 2005** (Dr. Hoole) Average age at time of application was 23.02; 53% female, 47% male; 73% White, 13% African American; 88% NC residents; average MCAT scores 10-10-10; 34% biological science majors, 10% chemistry, 31% "other." Recognition and thanks are given to continuing students who contributed to recruiting efforts (tours and interviews). Faculty interviewers are needed.
5. **Graduation Questionnaire** (Dr. McCartney) Students were asked if they received adequate training in various areas (e.g., geriatrics); will discuss at next meeting. May identify opportunities for integration.
6. **CD2** (Dr. Shaheen) Course offerings/materials for second year (broken into modules) are being reviewed. E. Juliano and D. Harward have helped new CD's with syllabi guidelines and web materials. Other discussions include arriving at a uniform standard in grading policy.
7. **Integration** (Dr. Shaheen) Teachers in "major" courses (Pathology, Pharmacology, ICM) are identifying opportunities for integration, strengths, common interests, shared labs – a process that seems to streamline the process rather than making it more onerous. The focus has been on 2nd, 3rd, and 4th year; 1st year is getting involved to show students relevance – view forward and back. Course directors must know what is going on throughout the curriculum.
8. **Whitehead** (M. Blackley and G. Reeves) Focus groups are being formed for first and second year – representative for each course will meet with course directors to build camaraderie; 32 second year students have volunteered, and first year students are interested in serving as reps, too.
9. **Honor Court** (K. Carter, A. Marshall). Having met last spring, weak areas are identified: need clearer messages, e.g. expectations for completing work outside of the classroom. Offered proposal to develop a template – a checklist for CD's to specify expectations – to be presented to CD committee meetings.
10. **Proctoring Guidelines** (D. Harward) Guidelines are posted MS1 & MS2 Exam Production Guidelines under Test Administration http://www.med.unc.edu/oed/testassess/exam_guidelines.htm
11. **CD 3&4** (Drs. Gwyther & Yankaskas) A subcommittee may be established to incorporate Information Competencies into clerkships. M. Rosenthal presented *Technology and Medical Education*. Steps are being taken to plan for self-study.
12. **Educational Technology Group** (E. Juliano) ETG is available to assist with using technology to enhance teaching. She demonstrated organization of student information/resources. Contact ETG/OIS for initial set up if interested in using calendar program available for groups e.g., clerkship directors, student affairs.
13. **Orientation Feedback** (Dr. Dent) Feedback from faculty and students is welcome.

Action Item

Who Will Do

Due Date

Action Item	Who Will Do	Due Date
September Meeting Cancelled		
Medical School Graduation Questionnaire	All	Oct
Orientation Feedback – direct to Dr. Dent	All	