

## NOTES FROM THE CURRICULUM MANAGEMENT AND POLICY STEERING COMMITTEE MEETING

March 13, 2008 at 7:00 a.m. in 4038 Bondurant

**Members Present/Absent:**  Roberts, Chair  Byerley,  Chaney,  Cross,  Dent,  Farrell,  Hoole,  Ingersoll,  Rao,  Shaheen,  Yankaskas;  Lewis,  Sutton;  Knierim,  Fox,  Stewart  Stone

### EXECUTIVE SUMMARY:

- Discussion of One45 Capabilities
- Integration Selective
- Standardized Evaluation Forms
- Formalized Course Review
- Expansion Update

1. **February 28, 2008** minutes were handed out, a request for edits was made and the minutes were approved.
2. **Discussion of One45 Capabilities.** A timeline is currently being developed for One45 implementation. Dr. Dent responded to a query as to whether seniors would have access to One45 for scheduling purposes. Dr. Dent said that because there were so many complex options available for scheduling selectives, that it would not be possible to schedule them this year on One45, but that 3<sup>rd</sup> and 4<sup>th</sup> year students would have access to One45 in order to aid them in developing their schedules. The actual scheduling, however, would be done as it has been in the past with an eye to having One45 fully functional for next year.
3. **Integration selective.** Dr. Cross brought up a discussion the CC1 membership had at their last meeting regarding the need for basic science faculty to help the clerkship directors ensure that topics taught during this selective coincide with basic science topics covered in the first and second years. It was stated that significant time will not be taken out of the elective used for this selective, but that there would be a need to incorporate basic science. Dr. Michael Meyers (or a designated individual) will meet with each student to help determine the integration experience. These individual meetings will be used to set expectations on a wide variety of selectives, so there will be significant diversity in what will need to be done. Since this selective will involve a degree of independent study, it is imperative the student meet with someone. The student should be responsible for making a plan, finding a mentor, and reporting to Dr. Meyers on their studies in a debriefing at the end of the selective.
4. **Standardized Evaluation Forms.** Dr. Stewart stated that to use One45 for course evaluations, it might require standardization of forms. Dr. Yankaskas pointed out that standardized forms with some flexibility at the end of them for questions pertaining specifically to the topic of the clerkship would allow us to gain the most insight into what is being taught.
5. **Formalized Review of Course.** Dr. Stewart provided copies of course review plans that were developed at Rush. These forms were used to formalize a process of review which was then used to see that course objectives and materials fit with institutional objectives already in place. Things the reviewers looked at were student evaluations of their experience, review of assessment (exams, quizzes, assignments) processes, grading, and administration of the course. The chair of the course review team then compiled and presented the report to a work group, the course director, department chair and curriculum administration office and committees. Dr. Stewart stated that while the clerkship directors were apprehensive at first about this process, they found that it had some very positive outcomes. It provided the course directors with nice transparency about what was going on across the curriculum and provided easy documentation of ED and MS LCME standards. There was some concern expressed about the amount of time it would take to do the first in-depth round of course reviews, but Dr. Stewart suggested it could be done in manageable bites and not in a two month time frame as they had done at Rush. She stated that materials for these reviews could be provided in advance to the review teams. It was also suggested that these reviews could be done annually, with a comprehensive and interim review being performed on each course. It was decided that Dr. Stewart should meet with Dr. Roberts so they could work through issues of support for this process and then CMPC will revisit the topic at their next meeting.
6. **Expansion update.** It was felt that CMPC membership should be more involved in the discussion and decisions regarding medical school expansion, especially as concerns faculty capacity to teach. It was suggested that there be a work group put together consisting of CC1-2 co-chairs; Dr. Cross and Karen Stone will meet separately to discuss this topic more fully. Other issues related to the possible reorganization of OME were discussed and Dr. Cross asserted that CMPC is being represented on the committee Dr. Warren Newton is chairing to look at OME.
7. **The next meeting of the CMPC is scheduled for Thursday, March 27, 2008.**