

NOTES FROM THE CURRICULUM MANAGEMENT AND POLICY STEERING COMMITTEE MEETING

May 22, 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; Stewart, Stone, Borders, Guerrero

EXECUTIVE SUMMARY:

- OED Institutional Course Evaluation Forms
- Integration of Curriculum Across All Four Years

1. **May 08, 2008** minutes were handed out, a request for edits was made and the minutes were approved.
2. **OED Institutional Course Evaluation Forms.** Dr. Roberts handed out MS1-2 draft course evaluations forms for group discussion. Dr. Roberts stated that most questions were the same from year to year in order to promote consistency across the components and methodology. Questions related to the learning environment, including student mistreatment, had been added. It was suggested that the rating item “Unable to Rate” be changed to “Not Applicable” in all instances where it appeared on the course evaluations. Individuals on the panel also requested that each evaluation form have a place at the end where the individual course directors could add about five questions in order to capture course specific information that would not otherwise be collected. It was also suggested that the assessments for large groups be deleted as they were, for the most part, redundant to the small group assessments and that the size of the instrument be appropriate for the course being assessed. It was agreed that these assessment documents should be brought forward to the individual curriculum committees for suggestions and approval prior to the beginning of the upcoming school year.
3. **Integration of Curriculum Across All Four Years.** The leadership of CC 3-4 is trying to move ahead with curriculum changes in the absence of a new EAD for Medical Education. Both student representatives and administrative faculty want to better vertically integrate the material being taught to students across all four years. It was felt that students are the only ones who know the full curriculum because they have experienced it and that all curriculum committees would benefit from becoming more familiar with the entire curriculum. This familiarity would expedite any movement towards a vertically integrated curriculum and allow fuller understanding of the possible need to reconfigure the start of the academic year for each of the four classes. It was felt that logistically, the best way to accomplish curriculum education would be by bringing together the entire constituency of all the curriculum committees at a retreat. It was suggested that CMPC work over the June and July meetings to come to a better understanding of what we currently have in the curriculum, what we still need, and determine which year required concepts can best be taught. These issues will then be placed before the curriculum groups for discussion at a retreat. Dr. Cross will provide a concept paper about the retreat to CMPC membership prior to the next meeting (June 12, 2008) and further discussion time will be placed on the agenda for this meeting.
4. **The next meeting of the CMPC is scheduled for Thursday, June 12, 2008.**