

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

June 12, 2008 at 7:00 a.m. in 4038 Bondurant

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

### EXECUTIVE SUMMARY:

- Curriculum Profile Report
- One45 Pilot Testing and Revised End of Clerkship Forms
- Faculty retreat on Curriculum Review and Integration
- OED Implementation of Student Evaluation of MS1 and MS2 Faculty for 2008-09

1. **May 22, 2008** minutes were handed out, a request for edits was made and the minutes were approved.
2. **Announcement and Introduction.** It was announced that Katie Borders had her baby and that mother and child were doing well. Chris Leon-Guerrero attended this meeting and was formally introduced to the rest of the committee.
3. **Curriculum Profile Report.** Dr. Roberts stated that the old Profile Report has not been put together for two years and that OED is trying to resurrect the old information in order to fill out the tables. Currently, OED is in the process of sending out requests to complete the information for the 2006-07 Curriculum Profile Report..
4. **Healer's Art Course.** Dr. Gwyther provided a student evaluation sheet for his Healer's Art Course. This is a not for credit elective course that about 25 first year medical students sign up for annually. Kathy was asked to forward the evaluation to the membership as an information item.
5. **One45 Pilot Testing and Revised End of Clerkship Forms.** Dr. Roberts announced that one45 would be piloted next week. Drs. Byerley and Chuang met with OED to assist with revising the clerkship evaluations. The revised evaluations will be piloted with the one45 pilot next week. Dale Krams will be attending the next CC 3-4 meeting to discuss features of one45 with the group and CC1 will invite her to their next meeting as well.
6. **Faculty Retreat on Curriculum Review and Integration.** At our last meeting the idea of having a retreat to work on the curriculum review and integration project was discussed. Since that time, Dr. Cross has circulated a 'white paper' to this committee's membership and the idea has been vetted at both CC1 and CC 3-4. Both of these curriculum committees were enthusiastic and felt the retreat would be a valuable idea to pursue. A retreat planning subcommittee was formed to discuss, develop, and finalize the retreat's format and agenda. The suggested timeframe for the retreat will be mid-August to mid-October. Kathy will begin the process by polling the CMPC membership for their availability.
7. **OED Implementation of Student Evaluation of MS1 and MS2 Faculty for 2008-09.** Dr. Roberts stated that OED has been working closely with CC1 chairs to pilot a student evaluation of faculty for all four blocks. Thus far they have come up with what they feel are a good set of valid and reliable questions for lecture classes consisting of seven questions. They are working to set a similar set of questions for other course types as well. CC1 and CC2 have approached OED and asked for student evaluations of faculty, which OED would run and then store collected data. The good news is, they have only minor tweaking left to do on the instruments; the bad news is that OED will need additional resources from SOM Administration in order to build the surveys, implement, and store the resultant data. Since courses for the new school year start in two months, it was decided that a timeline and list of needs had to be worked through beginning as soon as possible. The timeline and needs assessment discussed included: the need for financial support to be committed to the endeavor; a decision on which faculty (some or all) would be evaluated; and information on the list of faculty being evaluated to include type course being taught and a picture of the individual faculty needs to be gathered. Dean Stone will meet with the Dean's office to discuss the costs involved in implementing these evaluations.
8. **Graduation.** Dr. Dent asked the membership to consider moving the SOM graduation ceremony to Saturday. The Dean has expressed an interest in folding the awards ceremony and graduation into one event with a reception at the end. Dean Stone and Dr. Dent will meet with the Dean next week to discuss further these possible changes to graduation.
9. **The next meeting of the CMPC is scheduled for Thursday, June 26, 2008.**