

NOTES FROM THE CURRICULUM MANAGEMENT AND POLICY STEERING COMMITTEE MEETING

November 20, 2003 at 7:00 a.m. in 133 MacNider

Members Present/Absent: Dr. McCartney, Chair; Drs. Aleman, Chaney, Dent, Gwyther, Hoole, Ingersoll, Rao, Tresolini, Shaheen, Yankaskas; Lewis

1. **LCME Self Study.** The database is approximately 1800 pages of materials, is posted with other materials on the Offices of Medical Education Self-Study website. The documents are searchable, and all CDs are encouraged to review all materials on the Self-Study website. Of particular note, CD's are asked to review their required course/clerkship forms, the students' questionnaire and analyses, and the Graduation Questionnaire from 2003. CMPC will be meeting with the site visitors for three sessions, so we may want schedule additional meetings, including with Dr. George Sheldon, who can conduct a mock visit for CMPC and CD committees.
2. **Honduran Health Alliance proposal has been submitted by students in conjunction with service learning.** David Morgan already has a network in Central America, so this proposal would duplicate efforts rather than to work in concert with an already existing excellent resource. Dr. Aleman will send email to students and recommend that they contact Dr. Morgan to pursue this alternate route to this worthy project.
3. **Tuition funds** are for start up grants to encourage innovations and initiatives, not to set up funding in perpetuity.
4. **Highlights from AAMC Annual Meeting** (November 2003) Professionalism is a hot topic. An Instrument for Assessing Professionalism was distributed to CMPC members and was developed in part because of the requirement to assess professionalism in the new Dean's Letter format. Recognizing professionalism as a component of the hidden curriculum and using the hidden curriculum as a means to teach professionalism was presented at another session. Gold Humanism Honor Societies handouts from different chapters at various medical schools were distributed for consideration of Humanism in Medicine.
5. **Promotion and Tenure policy**, next draft was posted on Faculty page. Promotion will be based on excellence in teaching, and to earn tenure in teaching faculty will be expected to conduct research and/or publish on topics in this field.
6. **Next Meeting: December 4, 2003.** Dr. George Sheldon will conduct a mock LCME interview with the CMPC.

Action Item

Who Will Do

Due Date

Review posted LCME materials and supporting documents	All	December 4, 2003
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