

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

September 14, 2006 at 7:00 a.m. in 4074 Bondurant

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**Members Present/Absent:**  McCartney, Chair  Hobgood  Byerley,  Chaney,  Cross,  Dent,  Hoole,  Ingersoll,  Rao,  Shaheen,  Yankaskas;  Lewis,  Osmond,  Sutton;  Palmer,  Simhan

1. **Minutes** from August 24 were distributed, amended, and approved; they will be edited and emailed to Dr. McCartney to share with Dr. Etta Pisano, Vice Dean.
2. **Dr. Pisano has agreed to meet** with the CMPC at a **lunch** time TBD. She wants to receive the **minutes** of each meeting, which will require the minutes to be timely and explicit. It was agreed that Dr. Osmond will provide Dr. McCartney a preliminary draft of the minutes by the Monday morning following the meeting, whereupon they will be forwarded by email to the CMPC, who will approve them or provide edits to Dr. McCartney by COB Wednesday.
3. Dr. McCartney distributed and discussed a public policy statement from Dean Roper that addressed plans for Assuring Patient Access to **UNC Health Care**.
4. A proposed amendment to the Notes and Procedures of Article 8 (Student Progression) of the Educational Policies was introduced by Dr. Hobgood. The amendment seeks **greater flexibility for MD/PhD students in scheduling and the completion of pre-requisites before the required CPX exam**. Decisions regarding that flexibility would be made on a case-by-case basis by the Associate Dean for Curriculum and Educational Development and the Associate Dean for Student Affairs. Dr. Shaheen recommended that the amendment's language be broadened to include all combined degree students and to include any required course or assessment. Dr. Osmond will amend the proposal accordingly and email a new draft to the CMPC for review; it will be voted on in the next CMPC.

5. Dr. Hobgood noted that recent events have indicated a need for greater clarity regarding the responsibilities of students to maintain their computers to support use of the AIMS online testing system. She proposed an **amendment to Article 6.07 of the Educational Policies** (Assessment and Documentation of Student Achievement) that explicitly stipulates steps that students must take (e.g., ensuring that their browser language is set to US, English). Minor syntax edits were included, and the amendment was passed for inclusion.

6. Dr. Osmond presented the **AIMS Task Force working document** as amended by CC1 and CC2. Dr. Cross affirmed that CC1 sought to eliminate language regarding consequences of noncompliance altogether pending data collection following policy implementation. Ms. Lewis noted the importance of informing new course directors about OED resources that support their work. Dr. Shaheen suggested that it would be helpful to give course directors an individualized schedule of when test drafts and final versions were due to OED for each course; this might be shared as part of a new course director orientation, which might be done as an annual half-day session. Dr. Rao noted that this could be based on an online resource, perhaps as part of the "nuts and bolts" section of the OED web site ([http://www.med.unc.edu/oed/eit/eit\\_nblinks.htm#generalresources](http://www.med.unc.edu/oed/eit/eit_nblinks.htm#generalresources)). She also recommended that the "nuts and bolts" section be highlighted at next CC meetings so all can know what is there. Language about when and how late submission of emergent content should be submitted for AIMS inclusion was discussed and finalized. Drs. Shaheen and Rao will take the Document back to CC2 for final discussion and approval on September 26, after which Dr. Osmond will bring it once more to the CMPC for a final vote.
7. Dr. Ingersoll shared a **feed forward policy proposal** about how best to share information with clerkship directors about those students undertaking an out-of-sequence first clerkship. Two options were submitted for discussion, one which would encourage students to self-report to clerkship directors and one in which student Affairs would notify clerkship directors regarding the stats of such students. It was decided to ask clerkship directors to encourage students to self-identify, and to include a statement to that effect for students on the 3<sup>rd</sup> year resource page. It was determined that further policy action is not necessary.
8. Dr. McCartney will share **informational items about the SOM Strategic Plan and the pilot study of video conference equipment via email**.
9. Next meeting will be **Thursday, September 28 at 7:00 AM in 4074 Bondurant Hall**.