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

**September 25, 2008 at 7:00 a.m. in 4038 Bondurant**

<table>
<thead>
<tr>
<th>TOPIC</th>
<th>DISCUSSION</th>
<th>ACTION ITEMS</th>
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<tbody>
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<td>Minutes</td>
<td>Approved for 9-11-08 with edits by Dr. Newton. Followup information provided on Policy amendments: ADA information on web and in policies mismatched; web corrected to match policies.</td>
<td>Dr. Newton will contact Katie Borders and Chris Guerrero to discuss student participants. Students have already had substantial voice in prior discussions, CC3-4, CMPC; this will be in addition to that.</td>
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<td>Year 3 Calendar Decision</td>
<td>Dr. Newton asked CC 3-4 leadership to provide advice regarding the process of curriculum reform to inform decisions that will need to be made in the next 4-6 weeks and ensure the right process ensues with input from students and curriculum leaders. Dr. Byerley felt that CC 3-4 should be included in the process and that one of the most important outcomes they had from their task force meetings last year was that the process for change was clearly identified at the start. Discussion will be shaped by input from students department chairs, and outside considerations (ie LCME, USMLE 1) as well as curriculum leaders.</td>
<td>Dr. Newton will ask CC3-4 to review and confirm prior proposal, and then will bring to CMPC and student leadership for additional input.  Dr. Newton will review process with clinical chairs.  Review by staff.</td>
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<td>Making Process</td>
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<td>Curriculum Retreat</td>
<td>Dr. Cross provided a handout to use as a guideline for CMPC input to the curriculum retreat process. It was decided that the first half of the retreat would be used to inform attendees about current curriculum from matriculation to graduation, and to identify current vertical integration and places in the curriculum still needing to be vertically integrated. The second half of the retreat will be used to move forward on resolutions to any problem areas identified. It was felt that full orientation of the attendees prior to the meeting would ensure time would be spent on purposeful discussion of targeted questions.</td>
<td>Dr. Dent to write up brief summary of informal curriculum, for example Match, International student experience, extracurricular and leadership  Dr. Newton, Dean Stone and Kathy to work on getting invitations out  Dr. Newton will work with program committee on agenda and will bring back to CMPC for further input.</td>
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