EXECUTIVE SUMMARY:

1. **Late Grades Update.** April 24, 2008 minutes were handed out, a request for edits was made and the minutes were approved.
2. **AIMS Testing.** Dr. Dent stated that there were still about 20 grades outstanding for graduating seniors, but they expected to have all missing grades in before graduation.
3. **AIMS Testing.** The discussion centered around the need for faculty to turn in exam questions in a timely manner, so that the staff putting the questions into AIMS will not have to work overtime to meet faculty exam completion deadlines. It was stated that the current policy (which requires a two week before exam submission deadline) has been deemed unrealistic by many faculty. It was suggested that a deadline of 5 working days before the exam would be a more reasonable time frame. It was also suggested that if faculty failed to meet this revised deadline, they be told that last year’s exam would be given. Poor communication between AIMS staff and teaching faculty was also noted as a factor in late question submission and it was suggested that AIMS staff send exam submission reminders at the beginning of the course, midway through the course and closer to the submission deadline. This might be done by the curriculum facilitator for each course. Other suggestions made by the committee were making AIMS more user friendly so the individual faculty can enter their own exam questions and investigating alternate software that might interface more readily with One45. It was decided that revised language for the AIMS testing policy would be worked on and taken to the curriculum committees for input and approval.
4. **AHEC Report.** A copy of the 2007-08 LOR between OED and AHEC was handed out and the proposed activities were discussed. It was stated that we need to evaluate AHEC courses whether the medical school expands or not. Because of mistreatment issues at some of these sites, Dr. Bacon and Dr. Cykert have developed a code of conduct for use at AHEC sites. They are also in process of developing a more robust reporting system, intervention strategies and incorporate more global things such as mistreatment and cultural competency in grand rounds in order to reach smaller cadres of people.
5. **LCME Progress Report.** The report was submitted to the LCME on time and will be reviewed by the LCME at their next meeting, June 3-5, 2008.
6. **The next meeting of the CMPC is scheduled for Thursday, May 22, 2008.**