NOTES FROM THE CURRICULUM MANAGEMENT AND POLICY STEERING COMMITTEE MEETING

May 22, 2003, 7:00 a.m. in 133 MacNider

Members Present/Absent: McCartney, Chair; Drs. Aleman, Chaney, Dent, Gwyther, Hoole, Ingersoll, Rao, Shaheen, Tresolini, Yankaskas; Lewis  Guests: Dr. Greg Boyd, UNC SOM graduate and UNC-CH Law Student

1. Notes from May 8, 2003: Please send corrections to Dr. McCartney.

2. Dr. Aleman’s Promotion: Dr. McCartney informed the committee that Dr. Aleman is being considered for promotion in the clinical track to Associate Professor and she has been asked to write a letter of recommendation. She asked the committee members to send her any comments that she could incorporate in this letter.

3. Dynamics of CD Committees: The group discussed ways to optimize the teamwork of CD committees. They worked on ways to enhance communication of important issues and pending changes from the CMPC to the CD committees, from the CD’s to faculty and vice versa.

2. Approval of Draft Policies: Dr. McCartney introduced Dr. Greg Boyd, who is helping revise the educational policies. (1) Improvement Focused Feed Forward Policy. Dr. Tresolini handed out the revised policy explaining that this version will close the loop on the whole process, so that when a student is referred for assistance by a clinical course director, there will be follow up to see that remediation has occurred and the problem resolved. After the last meeting, suggestions were given to Dr. Debbie Ingersoll for correct wording to be incorporated in the policy, as well as Dr. Boyd for revisions. Dr. Ingersoll prepared a form for faculty to record their concerns and for the Educational Resource Coordinator to record interventions and follow up. Concerns were expressed regarding how to follow up on the student’s remediation with sensitivity to the student’s concerns regarding reporting. After discussion, it was decided to get feedback from the CD 3/4 meeting. Dr Boyd will be attending that meeting. Suggestions were made that the CAB and ICM committee also review the revised policy. It was pointed out that Dr. Boyd will be leaving for a summer internship in law school and will be returning in mid-August. Dr. McCartney expressed concerns about the LCME’s visit and having the revised educational policies in place. Dr. Tresolini pointed out that as long as the LCME observes that the policies are being revised and will be approved in a timely manner, this would serve the School well. It was suggested that Dr. Boyd, after receiving feedback from the CD 3/4 committee, as well any other feedback, email a revised version to Dr. Tresolini. The revised policy will then come back to this committee for action. (2) Article 2 – Educational Policies. Dr. Tresolini handed out a revised copy, with incorporated suggestions from the last meeting, and asked for comments. After a brief discussion, it was agreed that Dr. Boyd would make the changes and it will come back to this committee for a final vote.

(3) Article 8. Dr. Tresolini said that Article 8 will be brought back to the committee in August for final approval.

4. Problem-Based Case for Fall MS1: Dr. Aleman reported that Dr. Wesley Wallace had not responded as yet, but he would continue following up.

5. Reminders: (1) Dr. McCartney mentioned that the CD2 committee will be meeting in the new Biomolecular Building on May 27 and Major McCracken would be attending to discuss the safety issues of Manning Drive. (2) The new URL for the LCME Committee Website was handed out. (3) Annual reports from curriculum committees are due July 31. A template was handed out for use.

6. Next CMPC Meeting: The next meeting will be June 5, Room 133 MacNider, at 7:00 am.