NOTES FROM THE CURRICULUM MANAGEMENT AND POLICY STEERING COMMITTEE MEETING

July 10, 2003 at 7:00 a.m. in 133 MacNider

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

1. Review Notes from June 19, 2003 meeting. Approved
2. Systematic Annual Review of Curriculum: One of the LCME accreditation standards requires a periodic faculty review and revision of the objectives, content, and pedagogy of each segment of the curriculum. It has become apparent through our LCME Self-Study process that we do not have a mechanism for systematic curriculum review. Dr. Tresolini presented a list of topics created by a first-year CD to guide course review, and some ideas for reviewing the curriculum by year and across all years.

Members reviewed Dr. Tresolini’s lists, agreed that a critical review of courses and the curriculum is important, and questioned how review might be accomplished efficiently and effectively. Discussions led to the following plan:

- Using the items on Dr. Tresolini’s handout as a starting point, it was agreed that a bulleted list/template listing criteria for course review would be a useful, efficient tool. All course/clerkship directors would use this form to conduct an annual review of their courses. Various sources of evaluation/outcomes measures would be listed on this form.
- Each CD would be required to submit this form listing the course objectives, content and pedagogy for review within one month of completion of the course/block/year. Each CD committee will determine the timetable for review process.
- Objectives would be reviewed in light of the Core Competencies.
- Each CD, a CD co-chair, and a representative from OED would meet within six weeks of completion of the course to review and discuss issues including strengths, areas of concern, and plans for improvement. This group would generate suggestions and identify resources (e.g., faculty/curriculum development opportunities), thus creating a forum for discussing teaching problems in a supportive environment.
- Each CD would revise the review document creating an executive summary (including objectives, content and improvement plan and/or teaching strategies) to circulate among peers through the respective CD committee.
- The CD co-chairs would provide a link between the CDs and their review of the courses and the on-going CMPC review of the curriculum.

Discussion included how to introduce this curriculum review process to the CD’s, and how this process would be documented. This procedure will require the CMPC “stamp of approval.” OED will be able to assist with identifying the Core Competencies that course objectives address and help identify Core Competencies that are not being addressed.

3. Improvement-Focused Feed Forward policy will be discussed at the August CD 3/4 meeting
4. PDA Requirement for MS2 has been communicated to all rising second-year students by way of a letter from Dr. McCartney.
5. Announcement: Denise Elbert in MSTL is the new CD1 and CD2 curriculum support person.
6. Next CMPC Meeting: July 17, 2003. We will continue the systematic review of the curriculum discussion.

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<th>Action Item</th>
<th>Who Will Do</th>
<th>Due Date</th>
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<tr>
<td>Revise Course Review List document</td>
<td>Drs. Tresolini</td>
<td>July 17, 2003</td>
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