NOTES FROM THE CURRICULUM MANAGEMENT AND POLICY STEERING COMMITTEE
MEETING
August 12, 2004 at 7:00 a.m. in 133 MacNider

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

Minutes from July 22nd meeting were distributed for comment and corrections

AAMC Annual Meeting – Members of CMPC are eligible and invited to participate in national conferences with a maximum of $1500 support from the Offices of Medical Education. The AAMC Annual meeting will be in Boston in November, and all CMPC members interested in attending are asked to contact Madeline Jefferson who will assist with securing modestly priced housing and airfare.

Cultural Competence – Dr. Aleman provided an overview of how cultural competence is currently being taught in the curriculum as well as new initiatives in the planning stages.

- During the first year, cultural competence is defined in ICM prior to the first Community Week. Students are then responsible analyzing and reporting to tutors about how their culture differs from patients served at their Community site.
- In ICM, students learn to work with Spanish interpreters in the hospital.
- 23 intermediate/advanced Spanish-speaking students are enrolled in the inaugural CAMPOS this year following success with obtaining grant funding for the program. An anticipated addition will be assigning students to clinical clerkships in predominantly Spanish-speaking communities.
- Dr. Aleman, OED, and others are working on an NIH RO7 (NHLBI) grant proposal on cultural competence curriculum for medical students and house staff focusing on reducing health disparities.
- Dr. Gwyther described Family Medicine’s work on a HRSA Grant proposal for improving access to health care/health care disparities that will address cultural competencies, language barriers, insurance barriers, etc. It was re-emphasized that in order to facilitate advancement of the goals of the curriculum and coordination of curriculum development effort, CMPC must oversee grant proposals. Re: cultural competency, resources and experts will be needed to assist Dr. Chaney with the first year Trauma case study which involves an Hispanic family.
- Student Task force has been working on a four year plan for continuing to expand cultural competency.
- Merrimon lecture will likely be addressing cultural competency topics. This lecture may also be a resource for consultation to physicians at UNC Hospitals who want to develop a program to improve treatment of Hispanic patients. A second lecture may be planned on this topic.

Educational Policies: Article 6 – Article 6 was revised to reflect the decision that first year grades both for individual courses and overall for the year would be pass/fail. After a lengthy discussion, a proposal from the Student Promotions Committee requiring course grades of 2.5 or more standard deviations below the mean to be restricted to a letter grade of CO or F received only 1 vote, and was thus not approved. The CMPC generally agreed, however, that CDs could benefit from faculty development sessions at the CD committee meetings to clarify grading guidelines and, in particular, the appropriate use of the CO grade. The CMPC approved Article 6 with minor additional revisions in wording. All newly revised policies will be reviewed next by Mary Sechriest (University Counsel). After her approval, Vice Dean Golden and Dean Roper will review them and decide whether further review by the Dean’s Advisory Committee will be required before they are officially adopted. Currently, these new policies are on the website, but the old policies are still posted as well.

Annual Committee Reports have been received from all CMPC members. Dr. McCartney commented that CD committees should consider that their purpose is to design, implement, manage, and evaluate their respective years of the curriculum, in parallel to the purpose of CMPC which is to do the same for the curriculum as a whole.

Annual Course Reviews – All of the CD Co-chairs have met with all of the course directors in their respective groups. The first rendition of the course review form that was devised for the CDs to use in evaluating their courses and to identify the Core Competencies taught within each course proved to be cumbersome and impractical. OED will consult on the development of a more brief course evaluation summary whose goal is to document strengths, weaknesses, goals for improvements and changes for next year. A request for staff support to keep minutes in these evaluation meetings was reiterated.

Honor Code – Atif Raja (MS3), last year’s Student Attorney General for the Honor Court, took leadership in implementing a ceremonial affirmation tradition whereby each member of each entering class will sign a log indicating his/her promise to abide by the honor code. This book will be on display in Berryhill.
Third and Fourth Year Curriculum Revisions – Dr. McCartney suggested that a task force be appointed by the CD 3&4 co-chairs so faculty can carry forward and refine a plan to restructure the third and fourth year courses. The immediate goal is to provide more elective time in the third year, but overall there needs to be attention to addressing the core competencies and evaluating their achievement by students.

Online Exams – Beginning with the second Anatomy test, the first year courses are planning to use online testing.

Next Meeting: August 26, 2004

<table>
<thead>
<tr>
<th>Action Item</th>
<th>Who Will Do</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Curriculum Review: Progress of CD2 in reviewing the past year</td>
<td>Drs. Rao/Shaheen</td>
<td>August 26, 2004</td>
</tr>
<tr>
<td>First Year Task Force</td>
<td>Dr. Chaney</td>
<td>Sept 9, 2004</td>
</tr>
<tr>
<td>Plan for Third and Forth Year Revisions Update</td>
<td>Drs. McCartney/Gwyther/Yan kaskas</td>
<td>August 26, 2004</td>
</tr>
</tbody>
</table>