NOTES FROM THE CURRICULUM MANAGEMENT AND POLICY STEERING COMMITTEE MEETING
February 10, 2005 at 7:00 a.m. in 133 MacNider

Members Present/Absent: Dr. McCartney, Chair; Drs. Aleman, Chaney, Dent, Gwyther, Hobgood, Hoole, Ingersoll, Rao, Shaheen, Yankaskas; Jefferson, Lewis; Quintina Benson; Branson Page

1. Notes from the January 27, 2005 meeting were distributed for comment and corrections.

2. Educational Policies (Dr. Dent) Articles 1-4 have been forwarded to Vice Dean Golden who felt that it would not be necessary to present the Educational Policies to the Dean’s Advisory Committee for review. Articles 5 (Responsibilities of Medical Students) 6 (Assessment and Documentation of Student Achievement) 7 (Academic Assistance) and 8 (Student Progression) were presented to the CMPC for final review before forwarding them to Vice Dean Golden. A discussion about required attendance at learning activities resulted in the proposal that notes and procedures be added to address attendance requirements on non-assessment days: CDs should articulate attendance requirements and grading policies in their syllabi. The Associate Dean of Student Affairs (or designee, will continue to review requests for administrative excuses for assessments (examinations). No changes to Article 6 were recommended. Dr. Chaney presented the First Year Task Force proposal for rewording Article 8.04.1.c & d regarding deceleration in the first and second year, and the CMPC unanimously approved the following revision: (c) If a student fails one block or between 10-15% of course work... the student will be required to... enter a decelerated curriculum... be dismissed.... (d) If a student fails more than one block or more than 15% of the course work.... These revisions reflect the new curriculum structure of the first year and allow the Student Promotions Committee flexibility to recommend actions that are most appropriate for individual students.

3. Evolution Task Force (Dr. Hobgood) Brainstorming sessions have been taking place as scheduled and will continue throughout February. Students and residents have been invited to participate with faculty and staff at these sessions. Attendance by CMPC members at remaining sessions is urged and appreciated. All learning objectives for third and fourth year courses have been compiled and analyzed for appropriate/unplanned redundancy and gaps. The Compensation Committee is struggling with issues such as the percent of time required to be a course director. They are seeking information about sources of funding.

4. LCME Progress Report (Dr. Hobgood) A list of standards that the SOM did not meet and the corresponding findings of LCME was distributed to CMPC. CD Co-Chairs are asked to ensure that they and their constituents provide data to Dr. Hobgood regarding action taken, review and resolution for each relevant standard. The timeline is short and timely participation in providing data on coming into compliance with these standards is required of all CMPC members and CDs.

5. Next CMPC meeting will be February 24, 2005 in 133 MacNider.

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<thead>
<tr>
<th>Action Item</th>
<th>Who Will Do</th>
<th>Due Date</th>
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<tbody>
<tr>
<td>Write Procedures and Notes for Article 6.2.c regarding required course attendance and excused absences from class when no assessment is scheduled *</td>
<td>Dr. Dent</td>
<td>February 24, 2005</td>
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<tr>
<td>Post New Educational Policies</td>
<td>Dr. Hobgood/Dale Krams</td>
<td>As approved by Vice Dean Golden</td>
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<td>Set dates for Faculty Development: New Educational Policies (Dr. Hobgood)</td>
<td>All CD Co Chairs</td>
<td>At discretion of CD Co-Chairs</td>
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<tr>
<td>Evolution Task Force Brainstorming Sessions</td>
<td>All invited</td>
<td>Throughout February</td>
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*Subsequent discussions led to re-thinking of this exception.