NOTES FROM THE CURRICULUM MANAGEMENT AND POLICY STEERING COMMITTEE MEETING

March 24, 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 February 24, 2005 meeting were distributed with corrections for comment and corrections.

2. Use of Electronic Devices During Exams. (Dr. McCartney) A statement that has been under consideration in recent weeks was presented to the CMPC as an informational item and was then tabled when it was apparent that further discussion was warranted.

3. First Year Curriculum Committee Leadership Change. Dr. Marco Aleman has indicated that he will step down as the CC1 Co-Chair effective July 1, 2005. He has received funding to pursue AMSA Cultural Competency project and will pursue his interest in developing and expanding international medical education experiences available to our students and interested international students. Dr. Aleman was thanked for his service and contributions over the past years as CD1 Co-chair and CMPC member. Dr. Alan Cross has agreed to assume the responsibilities of the new CC1 co-chair in July.

4. UNC Health Care/SOM Communications (Dr. McCartney) To publicize accomplishments at UNC Health Care and SOM, the public affairs office has created an electronic reporting form at [www.unchealthcare.org/forms/NewsUpdates.cfm](http://www.unchealthcare.org/forms/NewsUpdates.cfm). Please send ideas and suggestions of our advancements and accomplishments to Dr. McCartney, including ideas for the Fall Medical Alumni Bulletin – Education edition. (Every year the Fall issue features medical education.)

5. Changes in Nomenclature (Dr. McCartney) All learning activities, including clerkships and blocks, will be formally called courses. This is the most proper term. It also helps standardize materials for the Educational Technology Group as they convert to the new Content Management System, and for the administrative needs of the Office of the Registrar. Course/Clerkship Director Committees will now be called Curriculum Committees, e.g., First Year Curriculum Committee, Second Year Curriculum Committee, etc.

6. Educational Grand Rounds (Dr. McCartney) Dr. David Cordozo, Harvard, will be giving a major talk and offering consultation opportunities to subgroups of faculty regarding integrated curriculum and curricular changes. This event will be co-sponsored by the Offices of Medical Education and the Department of Cell & Molecular Physiology. Other such opportunities in the future will be coordinated through the Office of Educational Development.

7. Educational Policies (Dr. McCartney) Dean Golden has approved all revised Educational Policies, effective date March 14, 2005, and they are posted on the SOM OME Curriculum website [http://www.med.unc.edu/curriculum/curradm.htm](http://www.med.unc.edu/curriculum/curradm.htm). Dr. Dent is available to discuss the revised Educational Policies to each CC. Dr. Yankaskas suggested that this would be an appropriate time to contact Dr. Greg Boyd with an update and to thank him for his work on the policies once again. It was also suggested that an email be sent to all students, informing them of the approval and location of the revised Educational Policies.

8. Budget Items (Dr. McCartney) The Board of Governors upheld the SOM tuition increase proposal, which is separate from other tuition increase proposals. Final approval must be given by the N. C. Legislature. Proposals for using these and 2000 tuition monies are as follows:

   - First Year: Core Curriculum Committee members (course co-chairs) 10% time (or NIH cap) one semester protected time for planning, developing and evaluating courses/curriculum (2005 Tuition).
   - Second Year: CC2 co-chairs will assign peer review responsibilities to designated, invested teaching faculty who will have 2-4 weeks of 50% time protected for this purpose (2005 Tuition).
   - Third Year: Current Clerkship Directors will have 10% salary paid to protect time for implementing the recommendations of the Curriculum Evolution Task Force and to implement remedies for LCME areas of non compliance (which Dr. Hobgood will monitor – 2000 and 2005 tuition monies).
   - Fourth Year: Dr. Finkel may be funded for overseeing longitudinal neurology content; other fourth year proposals may be identified by the CETF report (July 2005).
   - Discretionary funds (2000 Tuition) will be used for bonuses for CC Co-chairs; travel by CC cc co-chairs to one professional conference each year; other items such as refrigerator at MBRB for MS2s; Smart Board; teaching assistants (inactive medical students) who will help write new...
syllabi and exam questions; additional server for virtual microscopy and fees for OIS to maintain it.

- Recruitment Scholarships are funded on recurring basis through 2000 and 2005 Tuition funds.

9. **Integration of Pharmacology in Second Year Curriculum** (Dr. McCartney) Having met with Gary Johnson, Department Chair, and Ken Dudley, CD for the second year Pharmacology course, a follow-up meeting which will also include Dr. Rao, Shaheen and Hobgood, will clarify details of how Pharmacology will be taught as part of the integrated curriculum next year (2005-06).

10. **Faculty Development in Cultural Competencies** (Dr. McCartney) Faculty are invited to attend Cultural Competence in Health-Professions Training: Considerations for Implementation on Thursday, May 12, 2005, hosted by the AAMC and American Association of Colleges of Pharmacy. Dr. McCartney asked CC co-chairs to publicize this to their committees and encourage attendance.

11. **Capstone Course (Fourth Year)** (Dr. Hobgood) This new course went quite well. Students met in large and small groups, and everyone was engaged in real dialog about the issues within and beyond the classroom settings. Also, of particular note, was the shift in the nature of faculty-student interactions toward colleagueship.

12. Next CMPC meeting will be April 14, 2005 in 133 MacNider.

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<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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