NOTES FROM THE CURRICULUM MANAGEMENT AND POLICY STEERING COMMITTEE MEETING
July 14, 2005 at 7:00 a.m. in 133 MacNider

Members Present/Absent: ☑ Dr. McCartney, Chair; Drs. ☑ Byerley, ☑ Chaney, ☑ Cross, ☐ Dent, ☑ Hobgood, ☑ Hoole, ☑ Ingersoll, ☑ Rao, ☑ Shaheen, ☑ Yankaskas, ☑ Lewis, ☑ Osmond, ☑ Quintina Benson, ☑ Jeff Keyes

1. **New members**: Dr. Julie Byerley (co-chair, ¾) Chris Osmond (Curriculum Consultant, minutes) were welcomed.

2. Dr. McCartney expressed **congratulations** to Dr. Chaney on upcoming presentation on 1st year curriculum work at IAMSE.

3. **Notes from the May 26, 2005** meeting were distributed for comment and corrections.

4. Dr. McCartney noted that **Annual Curriculum Reports are now due August 15th**. The 1st year Curriculum Report was handed out as template.

5. **Course Review Update and End of Course Review Cycle proposal**. Dr. Hobgood asked Committee Co-Chairs to support course directors in submitting Course Forms and scheduling meetings. Dr. McCartney emphasized role of these meetings in effectively deploying OED support for faculty and noted that Course Forms complied with LCME expectations in preparation for future accountability. End of Course Review Cycle proposal was discussed and procedural feedback was noted. New draft to be submitted by OED to CMPC for discussion and vote on July 28.

6. **Grade Submission Policy proposal**: Dr. McCartney noted examples of unacceptable delays in submission of student grades. Dr. Hobgood stated that OED intends to generate a regular one-page report of outstanding grades to support implementation of the Grade Submission Policy proposal. Dr. McCartney emphasized the concern of the Vice Dean regarding this issue. Grade Submission Policy proposal was discussed and procedural feedback was noted. New draft to be submitted by OED to CMPC for discussion and vote on July 28.

7. **Progress on ED-2**: Dr. Yankaskas reported that the leadership of Drs. Connolly and Byerley has resulted in a first implementation of paper-based listings of number and types of patients to be seen in the clerkships. It is anticipated that first data will be available in August and September for review. Dr. McCartney emphasized that in addition to collecting these data, the clerkships will need to demonstrate evidence of systems to monitor and verify that learning objectives are being met, as well as plans for alternative student experiences or teaching techniques in the event that they are not. The relation of conceptual objectives of the clerkships to numbers and types of patients and the benefits and shortcomings of number and types of patients as a metric to measure the achievement of those objectives was discussed.

8. **Consistency and creativity in leadership**: Dr. McCartney noted that the effectiveness of the CMPC in curriculum leadership was an issue highlighted by the LCME. Dr. McCartney emphasized the importance of maintaining the consistency of the message communicated by the CMPC to the faculty.

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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>Submit Annual Curriculum Reports</td>
<td>Committee Co-Chairs</td>
<td>August 15</td>
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<tr>
<td>Revise notes and procedures proposals on End of Course Review Cycle and Grade Submission Expectations</td>
<td>OED</td>
<td>July 28</td>
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