First Year Curriculum Committee Meeting
Co-Chairs Stephen Chaney, Ph.D. and Alan Cross, MD
October 10, 2006, 8:00 - 9:30 A.M., 133 MacNider

In Attendance:

<table>
<thead>
<tr>
<th>Stephen Chaney</th>
<th>Eve Juliano</th>
<th>James Lindsey</th>
<th>Kathy Sulik</th>
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<tr>
<td>Alan Cross</td>
<td>James Evans</td>
<td>Ed Kernick</td>
<td>Arrel Toews</td>
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<td>Bruce Alexander</td>
<td>Kurt Gilliland</td>
<td>Nilsa Morales</td>
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<td>Claudia Condrey</td>
<td>Michael Goy</td>
<td>Chris Osmond</td>
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<td>Stephen Charles</td>
<td>Deborah Ingersoll</td>
<td>Sandra Void</td>
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<td>Ken Dudley</td>
<td>Lydia Lewis</td>
<td>Aldo Rustioni</td>
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1) Minutes From September 12, 2006 Meeting-
   - One suggestion was made to update the minutes with a change in syntax on the second page on the sentence before the box.
   - The minutes were approved with the one change made.

2) AIMS Task Force-
   Dr. Chaney read the changes in the AIMS Task Force Document in section 4.
   - There was discussion that the goal in future years was to have the exams ready two weeks before the course begins.
     - Dr. Goy stated that his concern is that lecturer could be in the situation in which they give the same information each year and the information may become stale.
   - OED needs a draft of the exam no less than a week before the exam begins and test finalized no later than 3 days before administered for this academic year. This AIMS Task Force document was changed so that with prior arrangement with Linda Fisher no more than 15% of the exam can be changed with a few days notice.
   - In the bullet 4A, OED will function in a consultative role with faculty to help make good test items. Dr. Hobgood is researching on exactly what resources her staff will have the ability to offer assistance to the faculty.
   - All punitive damages for the faculty not complying with the new recommendations have been removed.

3) Grading with Conditionals Grades
   - Dr. Chaney stated there were 7 students that failed the Molecules to Cells course.
   - The three students that were closest to failing were given a conditional grade. These three students will have the block of time in between the blocks to take the make up exam and pass the course. If these students do not bring this conditional grade up, then a new exam will have to be created for the summer remediation.

4) Audience Response System (ARS) Update
   - Attendance was the same at the beginning as at the end. However, there was a drop off in number of students responding to questions presented via the ARS towards the end of the course. At the beginning there was over 100 students responding in a minute. At the end, there were only about 80 students responding in a minute. There is not a definitive reason why the drop off in responses occurred.
   - Dr. Cross stated an example in which a faculty member that posted the PowerPoint slides with her notes. She asked the students to come to the lecture and close the computers and watch the lecture.
   - It was suggested that an educational grand round could help with the evolution of PowerPoint. Do you post the lectures before the exam? How much information should you put in the power points?
   - Dr. Cross stated that he had asked Eve Juliano to eliminate the word lecture from the CMS. Dr. Cross suggested “large group exercises” as an alternate wording.
   - Dr. Chaney said that next year he and Dr. Evans plan to ask everyone in their block to use at least 3-4 ARS slides per lecture. He suggested about every 10-15 minutes during the presentation it was a good idea to use an ARS slide. Dr. Chaney and Dr. Jim Evans created some ARS slides their course. Those ARS slide presentations are up on the CMS (Content Management System)
• Dr. Chaney stated that he did not put up answers to the ARS slides outside of class. Bruce Alexander stated that he would not even show the ARS on the power points. Bruce stated that if one block posted ARS questions, then the other blocks would be expected by the students to post the ARS questions. Bruce stated that he would not recommend allowing these ARS questions to be seen by students who did not attend the presentation.

• Dr. Goy stated that he had a concern that the ARS slides would slow down his lectures. If he had to repeat information, based on the responses from the ARS, it would slow down the lecture even more.

• Dr. Chaney stated that he had not done so, but you could have ARS slides on material previously covered or assigned readings.

• Dr. Goy stated that there is a need to have someone to come to each block to advocate for the ARS system. Dr. Hobgood stated she could have someone come to Dr. Goy’s block. Dr. Cross stated that one or two students should come and speak as well.

• Dr. Rustioni stated that lecturers are not aware of the emphasis on unifying and organizing the curriculum.

5) Professionalism Task Force Update
• Dr. Rao is working on the final report.
• Dr. Hobgood has convened two task forces, one for years 3-4 and one for years 1-2 to discuss professionalism and evaluations.
• Dr. Cross stated that the professionalism task force for the years 1 and 2 have had 4 meetings and are producing documents that span the broad spectrum of professionalism.
• There will be a joint group meeting for both committees. Dr. Hobgood stated that the joint task force will be convening in the near future.

6) Policy on Disputed Exam Questions
• There was a document presented by Dr. Goy for the policy on disputed exam questions.
• Dr. Chaney stated that the forum is not the only method to have faculty and student communication. This policy on disputed exam questions document could be changed to address the various ways of communicating with faculty and students.
• It was suggested that the policy on disputed exam questions document should be a curriculum policy.
• It was approved as a policy statement for MS1. It will go to MS2 for approval.

7) Team Learning in MS1
• Team Learning sessions were discussed at the last IMC meeting. Dr. Chaney stated that this was a useful method that we may want to consider. Team Learning is taking the concept of small group discussions and taking it into the larger classroom. You give students an assignment ahead of time, give the students an STE (pretest), faculty then will come up with questions (which they have not seen previously) that the students answer in groups, and use the ARS to get responses.
• You will only need one basic science expert and one clinician.
• You may need to switch rooms with MS2 and MS1 based on large team sessions. Dr. Park Willis uses this teaching method and should be sought out for advice.
• Dr. Goy stated that Block 3 plans to implement a series of similar exercises (but not with all of the features normally associated with “Team Learning”) this year. He will report on those activities after his course is completed.

8) Abbreviated Schedule ’07-’08
• Dr. Chaney stated that Dr. Rao and Dr. Shaheen moved pathology to the second year for the academic schedule for 2007-2008.
• Bruce Alexander stated that he may not need all of the current hours he has been given.
• December 18, 2007 was originally listed as the start date for winter break, however it should be changed to Dec. 17, 2006.
• The 2007-2008 schedule was accepted as long as each block has the same number of days as the academic schedule 2006-2007 and that the second-year course committee approves their schedule.