First Year Curriculum Committee Meeting
Alan Cross, M.D., and Stephen Chaney Ph.D, Co-Chairs
May 13, 2008, 8:00 - 9:30 A.M., 133 MacNider Hall

In Attendance:

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<tr>
<td>Stephen Chaney</td>
<td>Jake Achey</td>
<td>Marco Aleman</td>
<td>Stephen Charles</td>
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<td>Bruce Cairns</td>
<td>Janne Cannon</td>
<td>Deborah Ingersoll</td>
<td>James Evans</td>
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<td>Kurt Gilliland</td>
<td>Michael Goy</td>
<td>James Lindsey</td>
<td>Nilsa Morales</td>
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<td>Ed Kernick</td>
<td>Lydia Lewis</td>
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<td>Poonam Patel</td>
<td>Kristen Rake</td>
<td>Ellen Roberts</td>
<td>Aldo Rustioni</td>
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<td>Kathy Sulik</td>
<td>Sandra Void</td>
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1) Announcements- Open
   - Mari-Wells Hedgepath was introduced as the new AIMS Coordinator. Mari-Well’s office in 322 MacNider.
   - Dr. Margaret Jamison was introduced as one of the statisticians for OED.

2) Space – Bob Marriott
   - There was a feasibility study completed to see if Berryhill Hall should be renovated or replaced. The conclusion was that the building should be replaced.
   - Based on the program that was given, Berryhill would need to be 330,000 square feet.
   - Bob brought a model of where the new building would be.
   - The new Medical Education Building will go over Medical Center Drive. It would do away with the metal stairs at the back of Berryhill leading to the parking deck.
   - If the legislature approves the purposed plan, the new Medical Education Building would be finished for the fall of 2012.
   - The new Medical Education Building will include one auditorium that seats 280. It will also include a new clinical skills center. It was stated there will be wet laboratory space in the new building.
   - Bob Marriott will get together a group of faculty members to provide input about the classrooms. However, this is contingent on funding. Currently, all work has stopped on the new building plans.
   - There are currently 40 medical schools that are expanding.

3) OED Update- Ellen Roberts
   - OED is trying to revise the end of course institutional evaluations from across all four years of the medical school.
   - Ellen discussed the distributed revised evaluation form. Please see the attached form.
   - There has been some additions that address the following concerns:
     1. They have added suggestions at the end of each component.
     2. Learning environment is a new component.
     3. Student Affairs section has been added.
   - Ellen stated that each faculty member would still, be able to add their own 5 additional questions.
   - Ellen proceeded to state that she needed to know what services that the faculty members need from the Office of Educational Development. Ellen stated now is the time to speak up about services that are being met and which services are not being met. It was stated that there is a reorganization committee for the Offices of Medical Education that is having its last meeting soon.
   - Suggestions for assistance include
     1. AIMS test question assistance
     2. Curriculum Support
     3. Assistance with Students Evaluating Faculty

4) Recording of Lectures- Dr. Chaney
   - Dr. Pisano has made the decision that there will be lecture recording pilot in the fall.
   - Dr. Chaney asked several questions that the committee needed to focus on.
     1. Will the pilot be mandatory or voluntary?
     2. What restrictions do we place on students?
3. **Do we want a true pilot with an evaluation?**

- Dr. Chaney stated there needs to be coordination with CC2.
- Kristen and Poonam presented on a survey done from the student perspective on recording of lectures during the limited pilot in Block 3. Please see the Powerpoint attached.
- Eve Juliano presented on her recommendations for the software to do lecture recordings. Eve sent her recommendations for Echo 360.
- Eve showed two recordings that had voice and the lecturer recorded. This was displayed as a streaming video online.
- This software has capability to choose a slow and fast connection. It is possible to set this system to start automatically.
- Eve suggested having an appropriate use policy for lecture recording.
- Eve stated that they must have the Echo 360 in house by June 10\(^{th}\), 2008 in order to have the pilot ready to run in August for the new academic year.
- Eve recommended having an archive that last full year.
- Eve stated that she cannot move forward until funding sources are found, bid process, and policies are decided on.
- Bruce Alexander stated the students that he had spoken with agreed that video recording effects attendance.
- Dr. Chaney stated that from other schools he has heard that the attendance doesn’t decrease during the pilot but does decrease in the years after that.
- Dr. Goy stated it would not be a bad idea to use recorded lectures instead of class time and have more time for small groups.