THE FIRST YEAR CURRICULUM COMMITTEE MEETING MINUTES

December 9, 2008: 8:00-9:30pm in Bondurant 2020

Attendance: Stephen Chaney, Alan Cross, Funto Abimbola, Bruce Alexander, Claudia Condrey, Sophia Delpe, Michael Goy, Cortilya Jones, David Klapper, James Lindsey, Erin Malloy, Nilsa Morales, Gwen Sancar, Barry Saunders, Karen Stone, Kathy Sulik, Sandra Void

Approval of the Abbreviated 09-10 Calendar: The abbreviated calendar was not approved. MSTL will follow up with information pertaining to second-year medical students assisting with first-year medical students’ orientation. The committee will look over the abbreviated calendar and will send changes to MSTL’s Scheduling Coordinator at cfacilitator@listserv.med.unc.edu before the end of the year.

Retreat Reactions and Follow-up Ideas: The minutes from the Curriculum Retreat are available through a wiki to invite discussion. If you did not get the link to the wiki and would like access to it, contact Jake Achey at jake_achey@med.unc.edu.

The Curriculum Facilitator will schedule meetings for Course Directors of paired blocks to discuss integration of course topics. The pairings for the meetings will be sent to the CC1 listserv.

There was discussion about having lectures that were captured available on the curriculum website for more than a year. Students will be able to use the captured lectures as resources to review topics discussed in their third year and study for the boards. In order for the lectures to be available for more than a year, more server space would have to be purchased and the authorization form for faculty would have to be revised. Faculty can request a copy of their captured lecture in two ways: as a QuickTime file with no chaptering (such file may be very large depending on the duration of the lecture) or on a DVD or CD with chaptering. Faculty or Course Directors can request a copies of captured lectures from OIS. The Authorization form for faculty can be revamped if needed.

Lecture Capture Update: Students are using Lecture Capture as review. Faculty wants a user-friendly presentation mouse that can be captured over the lecture capture system. Video clip frames are not being captured as fast as they are actually moving. Contact Claudia Condrey at ccondrey@med.unc.edu for the best way to show video clips for lecture capture purposes. Everyone is urged to use caution with respect to copyright when using commercial videos for captured lectures.

CMPC re-organization plans: Co-chairs of the curriculum committees, students, and AHEC will be members of CMPC. Meetings may occur less frequently with longer sessions.

OED re-organization plans: The reorganization of OME has begun but the changes that have been implemented are not set in stone. OME is moving to a centralized budget office and centralized information systems within the next month or two. The new name for OED is Teaching and Learning Resources. One of the goals of the reorganization is to have a department that solidifies assessment, evaluation, and curriculum. Some reporting relationships will change due to the reorganization.
PeopleSoft is software that will handle all student processing, budgeting and human resources. Main Campus has mandated that PeopleSoft be used within the whole University. SOM Admissions will be the first to go live with PeopleSoft.

One45 is a software that is used at this time for third-year scheduling and evaluations but it may or may not affect years one and two scheduling process.

**General Discussion:** One “just do it” is to have course syllabus with PowerPoint presentations and course schedules along with exam dates posted on the Online Curriculum System well in advance of the course start date. These items should be posted for the fall course by Aug 1st and for the spring courses by Dec 1st. Some faculty members would like assistance with writing test questions. Two issues to look at will be to know what the board questions look like and who has expertise in writing questions. It was proposed but not approved to form a committee that can develop good test questions.