THE SECOND YEAR CURRICULUM COMMITTEE MEETING MINUTES  
August 28, 2007: 4:00-5:30 pm in 133 MacNider

In Attendance:

<table>
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<tr>
<th>Kathleen Rao</th>
<th>Nicholas Shaheen</th>
<th>Marco Aleman</th>
<th>Shannon Carson</th>
<th>Ali Chhotani</th>
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<tr>
<td>Alice Chuang</td>
<td>Frank Church</td>
<td>Alan Cross</td>
<td>Georgette Dent</td>
<td>Jean Dostou</td>
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<td>Ken Dudley</td>
<td>Bob Ester</td>
<td>Amy Fowler</td>
<td>Hammett-Stabler</td>
<td>Gerald Hladik</td>
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<td>Cherri Hobgood</td>
<td>Deborah Ingersoll</td>
<td>Debbie Keelean-Fuller</td>
<td>Martin Kohlmeier</td>
<td>Carmen Lewis</td>
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<td>Lydia Lewis</td>
<td>James Lindsey</td>
<td>Douglas Mann</td>
<td>Cheryl McCartney</td>
<td>Nilsa Morales</td>
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<td>Christopher Osmond</td>
<td>Gayle McGhee</td>
<td>Jeffery Sonis</td>
<td>Sandra Void</td>
<td>Robyn Stewart</td>
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1) Minutes-
   a. The minutes were approved from the July 31, 2007 Meeting.

2) Follow Up on Responsibilities of Block Committee Document- K. Rao
   a. It was suggested to change the following statement to add the phrase when requested. “Provide course faculty with an overall course evaluation incorporating student evaluations, faculty evaluations, and results of the Course Review - suitable for inclusion in their teaching portfolio” when requested.
   b. Dr. Hobgood emphasized that the data from the instructors evaluations needed to be in their teaching portfolio.
   c. Dr. Rao suggested dividing up parts of the block to certain faculty members to evaluate their peers. Dr. Rao stated this would reduce the amount of time commitment.
   d. Dr. Church suggested that course directors get their course feedback in a form other than PDF. Dr. Church requested to have the form in Excel.
   e. Dr. Hobgood stated she would look at their evaluation structure and figure out how to make it more digestible.
   f. It was decided to accept the Responsibilities of Block Committee Document as policy.
   g. Dr. Rao will send a slightly modified statement and Steve Charles will post on CC2 website.
   h. It was suggested to have an open part of the website and a closed part.

3) Discussion of Computer Policy for Testing from FACET- N. Shaheen
   a. This item will be held over until the September 25, 2007 meeting.

4) Update on School Expansion – C. McCartney
   a. The discussion is that if School of Medicine will expand, it will expand by building a branch campus in Charlotte (50 students) and Asheville (20 students).
   b. The budget will be made and sent to all of the Universities agencies through the Board of Governors and that the University President will present this information to the Legislature sometime in Jan.
   c. The first two years would be held at UNC-Chapel Hill. Then the cohorts will move to either Charlotte or Ashville.
   d. The goal is to provide more physicians to North Carolina.
   e. There is a designer that will be hired to help either renovate or rebuild the Berryhill Building.
   f. Personnel will have to change.
      i. The numbers of teachers will need to increase.
      ii. Curriculum Facilitators- Stephen Charles’s’s job description was rewritten. Sandra Void and Stephen Charles have been asked to meet with Dr. Rao and Dr. Shaheen to discuss a more active role in supporting the course directors and instructors.
      iii. Teaching Intensivist- This will be a faculty member who is paid for a large proportion of their time to teach.
      iv. Increase basic science knowledge by asking senior clinical students to assist in the courses.
      v. Teach Attending- Clerkship directors are strapped by administrative duties, therefore this attending will take these clerkship students to see patients and evaluate patients.
   g. Space-
      i. Team Based Learning- done in a larger auditorium. This auditorium will be made whether the school is expanded or not.
      ii. There will not be 4 or 5 hours of lectures.
   h. The first class could come in as early as 2009. This would be phased in plan and would be dependent on the approval of the legislature. Dr. McCartney is showing that space is not sufficient for the current class. Another suggestion is to send current students to branch campuses.
   i. The LCME requires that the home institution be the responsible party for the curriculum and make sure that it is comparable across sites. There would be an opportunity for the student to show their preference for the Charlotte branch campus. They would be labeled from day one as the Charlotte branch students. Their diploma will state UNC Chapel Hill.
5) Creating Good Test Questions—C. Osmond
   a. OED has developed a PowerPoint presentation on what is a NBME test question. There are a few slides on how to use AIMS to establish the quality of test items.
   b. This content is based entirely on NBME provided material.
   c. The target is primarily the teaching faculty whose main focus is not education.
   d. Dr. Osmond will send the curriculum committee members an email in the next week.
   e. Dr. Hobgood stated that each course director has a test bank that comes with all of the data about the question performance. Therefore, you would actually be able to generate a consistent set of questions that you use for your core and substitute changes as content changes.
   f. In the first year it was policy that faculty state very clearly what is tested and what is not tested. The faculty members put in their syllabus exactly what days and where material that would only be found in class.
   g. KR20 is a measure of internal reliability. If KR20 is low, more random error is in the measurement. Therefore, you would like your KR20 to be high.

6) LCSF Update- C. Hobgood
   a. Dr. Hobgood gave an update on the Longitudinal Clinical Skills Faculty Group (LCSF).
   b. Please review the attached document.
   c. Dr. Hobgood stated that she needed volunteers to partner with ICM 2 to have patients to use during ICM. These patients will be paid like a Standardized Patient. The only difference is that the patient will have the pathological signs of their health issue. Dr. Hobgood has the support staff to call patients. Dr. Hobgood is just asking for help upfront in identifying the patient. Please contact Dr. Hobgood first.
   d. Dr. Hobgood stated that they have an adult human simulator and in the future will also have baby human simulators.
   e. It was suggested that there be a trip to go see these simulators.

7) Announcements-
   a. Textbooks lists for spring courses are due to Stephen Charles by October 1, 2007.
   b. Schedules for spring courses are due to Stephen Charles by October 1, 2007. The primary focus is on rooms to be reserved for the classes not the content covered on each lecture.
   c. Dr. Dent stated that there is a plan to replace Step 1 and Step 2 by a new exam offered at the end of the third year. There is session at the AAMC in November.