THE SECOND YEAR CURRICULUM COMMITTEE MEETING MINUTES
May 6th, 2008: 4:00-5:30 pm in 133 MacNider

In Attendance:

<table>
<thead>
<tr>
<th>Kathleen Rao</th>
<th>Jean Dostou</th>
<th>Eve Juliano</th>
<th>Robyn Stewart</th>
<th>Harneet Gujral</th>
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<tr>
<td>Marco Aleman</td>
<td>Ken Dudley</td>
<td>Debbie Keelean-Fuller</td>
<td>Ellen Roberts</td>
<td>Kristen Rake</td>
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<td>Thomas Bouldin</td>
<td>Bob Esther</td>
<td>Lydia Lewis</td>
<td>Sandra Void</td>
<td>Bob Marriott</td>
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<td>Ali Chhotani</td>
<td>Hammett-Stabler</td>
<td>James Lindsey</td>
<td>David Warshauer</td>
<td>Ashley Henderson</td>
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<td>Claudia Condrey</td>
<td>Gerald Hladik</td>
<td>Douglass Mann</td>
<td>Frank Wilson</td>
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<td>Alan Cross</td>
<td>Deborah Ingersoll</td>
<td>Howard Reisner</td>
<td>Poonam Patel</td>
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1) Space Update – B. Marriott
   a. Mr. Marriott brought a model of the new purposed Medical Education Building.
   b. The purposed Medical Education building would be 330,000 square feet. This is about twice the size of Berryhill.
   c. The new building would run over Medical Center Drive and down to the Berryhill Parking lot and the metal staircase would not exist any more.
   d. The first year will be on one floor and the second year will be on another floor. There will be a living room space for each class on each floor.
   e. There will be a 280 seat auditorium and a 100 seat auditorium.
   f. The Medical School paid for a feasibility study for Berryhill. This study was designed to see if it would be better to renovate Berryhill or to replace Berryhill. The study concluded that the Medical School would get the same amount of space for the same amount of money in either proposal. The study concluded you will get more usable space if you demolish Berryhill and replace it with a new building. Therefore it was recommended to demolish and replace Berryhill by the University to the Board of Governor’s as part of the enrollment increase plan. This plan is currently under discussion by the North Carolina State Legislature.
   g. If the proposal was approved it would be the fall of 2012 before the building would be ready to open.
   h. It was asked that faculty members have input into how the rooms were designed. Bob Marriott stated that he wanted to get a group of faculty members that do most of the teaching to help with room layout and design.

2) Student Guidelines for Evaluation of Courses- R. Boyce
   a. There are two documents in your agenda packet. One is the Student Guidelines for evaluation of courses for the preclinical years and the PowerPoint presented at the Whitehead Curriculum Committee in April.
   b. The students pulled together this document to standardize feedback and to standardize evaluation of blocks across the preclinical years.
   c. Please see the PowerPoint and the document called Guidelines for Evaluation of Courses for specific details.
   d. Dr. Rao stated that she was disappointed in some of the blocks not following the rules and polices that the CC2 had set forth (such as putting materials up before the course starts, ten minutes break within each hour, etc.).
   e. Dr. Rao asked that each course director to read through and adhere to these CC2 policies.
   f. This document suggested to have exam review standardized across the blocks.
   g. It was stated that there were only a limited number of questions that course directors could use for exam questions.
   h. Ross stated that the Honor Code had to be trusted by the faculty and students to have a successful exam review.
   i. This document suggested scheduling a pre and post course meeting. There would need to be several months notice for the logistics to work.
   j. Dr. Rao stated that the committee will be coming back to this topic.

3) OED Update- E. Roberts
   a. Mari-Wells Hedgepath was announced as the new AIMS coordinator and NBME Administrator.
   b. Mari-Wells is located in 322 MacNider.
   c. Margaret Jamison will be sending out new questions for course evaluations.
   d. Dr. Rao reminded the faculty about the current policy about AIMS test preparation.
   e. Karen Stone stated that OED is working on addressing this policy to make it reasonable and attainable. When OED is finished they will bring it to the curriculum committees for polishing in the near future.

4) Reorganization of OME- K. Rao
   a. It was suggested to have a review of technology under OED for example, AIMS.
   b. It was stated that the reorganization is looking at potential support for assistance with AIMS.
   c. Dr. Rao stated that if consistency was going to occur across the year there has to be administrative support staff that is willing to work with course directors. This position is currently being called curriculum facilitator.
   d. Dr. Rao stated that turnover in the curriculum facilitator needs to be low. The curriculum facilitator should be working with the same blocks year after year.
e. Stephen Charles stated that in previous discussions, it was requested to have 2 curriculum facilitators per year of medical school.
f. Dr. Rao stated this position is necessary due to turnover in course directors.
g. Dr. Cross stated that it is not sufficient to have an email address that does not go to one person.
h. It was suggested to have course directors to put input into the curriculum facilitator description.

5) **Announcements- K. Rao and N. Shaheen**
   a. It was stated that there will be a pilot of recording lectures this year.
   b. Fletcher Fairey will be coming to the next meeting. He is an attorney for the University for fair use and copyright.
   c. Kristen Rake and Poonam Patel were introduced as the student representatives for the rising MS2s.
   d. Harneet Gujral was introduced as the Vice President for Educational Development for the Whitehead Society.

6) **Completed Blocks - Open**
   a. Dr. Keelean-Fuller is one of the course director for Repro/Genetics Block.
   b. The block received praise for being so organized.
   c. They received some complaints about small groups being Berryhill.
   d. The mean was 89% overall.
   e. A student commented on the Repro block being one of the best blocks of the year in terms of forums and administrative issues. The student went on to say that the acoustics were bad in Berryhill and there was not wireless in the small group rooms.