THE SECOND YEAR CURRICULUM COMMITTEE MEETING MINUTES
April 1, 2008: 4:00-5:30 pm in 321 MacNider

In Attendance:

<table>
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<tr>
<th>Laptop Exam Policy – Eve Juliano</th>
<th>OED Update – Ellen Roberts</th>
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<td>1)</td>
<td>a. Ellen Roberts announced the retirement of Linda Fisher and stated that OED is currently interviewing for her replacement.</td>
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<td>a. The major changes were at the #5 item under Penalties. Enforcing penalties is difficult. There was much discussion for changes to the document. It was proposed to change the statement of meeting with the Promotions Committee to meet with Georgette Dent. The floor was open to changing that sentence.</td>
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<td>b. Tom Clark stated that this could be a type of trigger that would indicate that the students need to come before the promotions committee.</td>
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<td>c. Robyn Stewart indicated that this may be a professionalism issue. Suggested that they meet with Dr. Dent and a professional form processed.</td>
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<td>d. Penalties for not bringing an Ethernet cord were discussed.</td>
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<td>e. There are 8 loaner laptops (old and slow) available in MSTL, and OIS has 2 or 3 that they use for loaners on a general basis.</td>
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<td>f. Last year there were only 5 loaner laptops which were exhausted for one exam which left one student without a laptop. However, Stephen Charles had to loan his laptop to that student.</td>
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<td>g. If there are no loaner laptops available then the student will have to reschedule their exam.</td>
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<td>h. It was agreed to make the following change: “an appointment will be scheduled with Associate Dean of Student Affairs or designee and a professionalism form generated”.</td>
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<td>i. It was moved that this will go before the CC1 next week with that change which will be made by Eve Juliano</td>
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b. Ellen Roberts announced the retirement of Linda Fisher and stated that OED is currently interviewing for her replacement. |

c. NBME – Interim Proctor is Gina Horne. Gina’s contact information is gina_horne@med.unc.edu at 966-0589. |

d. Course Evaluation – institutional course evaluations have not been reviewed in 10 years. CC1 faculty are being asked to please review the course evaluations and submit their comments, suggestions, edits, revisions, new questions, etc. to OED. |

e. ONE45 is being put in place for years 3 and 4. This includes uploading MS3 and MS4 student course schedules, placing on-line clerkship evaluation logs for student evaluation, student evaluation forms for preceptors and residents. All the Selectives and Electives will go up on line. |

f. CurrMIT (Curriculum Management & Information Tool) is the AAMC Curriculum Mapping System. CurrMit is a feature of ONE45. OED is currently working with ONE45 to build a demonstration site for UNC to pilot all features on ONE45. |

g. Years MS1 and MS2 will continue with the Content Management System. |

h. Institutional evaluations being looked at. How do you want to evaluate the course material? Trying to get feedback from the students. |

i. Alice Chuag has put together a survey using Survey Monkey for Repro Med and it has worked well.
i. Dr. Georgette Dent stated that we absolutely as an institution must have a system of having centrally managed evaluation of individual faculty.

j. Dale Krams is the ONE45 system manager. It may be worthwhile at a later date to invited Dale to attend a CC1 meeting to present the system.

k. OED has done three separate pilot tests on student evaluation of the faculty for teaching effectiveness. OED is starting their 4th pilot. Data will not be available until the course ends.

l. Nick Shaheen recommended that this be tabled for further discussion until we get more data.

m. OED will send the evals that you are doing and the CD can share them with their faculty.

n. OIS is working with OED to have faculty pictures in the faculty portfolios.

3) **Pre-clinical Course Evaluation – Robyn Stewart**
   a. Refer to attached handout.
   b. This is a system that was used at Rush.
   c. Student Evaluation of Experience
   d. Review of Course Objective and Materials
   e. Review of Evaluation Processes
   f. Review of Course Administration
   g. Oversight by the Course Directors.
   h. There will be a team made up of Course Directors not related to the block that is being reviewed.
   i. Each team member will have its own bullet to review.
   j. Course Evaluation might be tailored to meet UNC’s requirements.
   k. Main concern time consumption especially pertaining to the “Review of Evaluations Processes”
   l. Time investment – two hours per individual
   m. This may be something that your course goes through every third year.
   n. It was the group consensus that it is a good idea to work in this direction before implementation.
   o. Dr. Dent stated that it is absolutely necessary that the school have a centrally managed Course, Student and Faculty evaluations to comply with LCME requirements. Due to the impending medical school expansion it is important that these evaluation and feedback functions be easily accessible to faculty and students to improve efficiency of information exchange.

4) **Exam Review Policy – Jeffrey Sonis**
   a. Dr. Sonis stated that this is more of a discussion item and not a policy.
   b. What is the best way to provide feedback to the students about their performance on the exam, specifically on how they can learn from the exam and how can we provide feedback that allow students to learn from the exam and allow students to challenge questions that they think are inappropriately worked. How do we do this and not compromise the integrity of the exam?
   c. How are CDs dealing with this in their blocks? Some blocks hand out blank pieces of paper and the students come into my office and review the exam…..This is done on a single student by single student basis. Last year about 10 students. Usually about 15 – 20 minutes.
   d. Dr. Rao indicated that on occasions there are test items, where each due to the phrasing can be interpreted by the students to have more than one correct answer, and these questions are often dropped from the exam. Occasionally students who answered those questions correctly are upset by this. However it is the faculty who has the final say on which items will be graded.
   d. A student stated that the students prefer to have all blocks use one uniform way to review exams. It was discussed that this would not be possible due to the different circumstances of each block.

5) **Updates on the Completed Blocks:**
   a. NSS (Dr. Bouldin) No Comments
   b. **Endo/ Nutrition:** The block went well. The faculty stated that the support for ARS was great. However they had some technical problems and did not get the desired student responses, during one session 22 responses were recorded by the program out of a possible 160 students
c. **Repro/Genetics:** The block is going well. Students do not like Berryhill labs. The room lay out is not very conducive to teaching. Due to the lack of acoustic ceiling tiles the students have difficulty hearing the instructor and the sound quality is also poor when they are in small groups.

d. Faculty inquired about the possibility of keeping their small groups in the MacNider and Bondurant Rooms. Dr. Lindsey inform them that is a possibility, however we will lose BDHL 2035. This room will be given to Allied Health School due to their program expansion.

e. Dr. Lindsey also announced that MSTL office staff will relocate to MacNider 323. The projected date is April 9, 2008.

**Next Year Block Schedules and Small Group Rooms**

a. Dr. Lindsey stat that there are 5 small group rooms – MacNider 18, MacNider 12, BDHL 2025, BDHL and Berryhill – Osler space. Effective with the 08/09 academic year we are losing BDHL 2035.

b. Dr. Shaheen asked if faculty is getting the support they need given the transition of staff in OED. (No comments made) He also stated that the final draft of the Block schedule for 08-09 has been out for a while and faculty should check it and start setting a more detailed schedule to make sure everything fits into the time blocks allotted for each course. This needs to be done early because there are times when events do not fit neatly into a block. It is also critical for the purpose of scheduling rooms, notifying teaching faculty so they can set their schedule, setting contact hours and avoiding “curriculum creep” (avoid increase of contact hours).