**12/13 Individualization Phase Committee Meeting Meeting Minutes**

* November minutes approved
* Welcome to Kelly Moore- newly joined the Charlotte team
* Dr. Sheri Jordan has left our team, Dr. Gus Parker is retiring soon as well- gratitude for what they have both contributed
* Dr. Meredith Neiss will be taking the lead for Indy phase
* Student updates: in interview season, successful med school gala, military match occurring tomorrow
* **Campus updates:**
	+ Central: Course scheduling and lottery system is underway and going well
	+ Charlotte: Working on figuring out special permission routes on One45
	+ Asheville: no updates
	+ Wilmington: no updates
	+ Greensboro: no updates
	+ Raleigh: no updates
* **Dashboard report:**



* + New courses approved
* **Capacity and Competency Reviews from directors:**



* + Elective director (Claire Larson): broke down which specialties most need increased capacity (anesthesia, pediatrics, medicine)
		- Hoping to create new course proposals, increase branch campus offerings, increase away rotations, and offer individualized experiences for students
		- For competencies: discussed variability of experiences, importance of clarifying objectives and expectations
	+ Critical Care director (Dr. Jenny Maguire): capacity is very tight in critical care courses, majority are done at Chapel Hill ICU’s, will need to significantly increase capacity to accommodate more students in coming years
		- For competencies: many preceptors are used to CBA for residents/fellows, will consider adding more structure for comments for MSPE to add some consistency
	+ ACS director (Dr. Morgan McEachern):
		- For capacity: increased capacity needed especially in certain specialties
		- For competencies: recently added PGA at beginning of rotations and have been using this as a way to test competency; looking at ways to use clinical preceptor evaluations to assess competency (how to standardize, how best to capture competencies in this way, potential need for CBA training for preceptors)
	+ SHS5 director (Yee Lam): capacity struggle with faculty members available to grade assignments for SHS5 but not clinically based capacity problems
	+ Discussion regarding special permission courses and why they are needed/can’t be opened up for the general lottery