

Education Council (EC) Meeting Minutes

October 19, 2010

Members present: S Allen, L Anderson, M Baird, S Chahla, R Cormier, T Ebner, A Friedman, H Grothe, L Hansen, L Henson, R Hoffman, G Jacobs, S Katz, W Miller, A Minenko, P Mulcahy, C Niewoehner, J Nixon, P Pant, L Repesh, A Severson, R Sonnino, L Stroup, T Thompson, T Walseth, D Wangensteen, P White, R Wong, M Woods

Members absent J Beattie, B Benson, B Brandt, K Brooks, K Crossley, C Hegarty, M Hordinsky, A Johns, T Killeen, M Kondrak, J Kreuser, L Ling, M LuBrandt, B Marsh, J Miller, C Patow, L Perkowski, D Power, T Stillman, K Watson,

I. Approval of Minutes

September 21, 2010 were approved with no corrections or additions.

II. LCME

Launch Retreat Report

Dr. Lindsey Henson reported that the LCME Self-Study Launch was held on October 12, 2010. This was an off campus retreat for Committee Chairs, Co-Chairs and resource people who will play a role in the Self-Study process. Guest speaker, Barbara Barzansky, Ph.D., LCME Secretary, furnished a good deal of insight into the LCME priorities and guided attendees through review of institutional case studies, actual scenarios experienced at other medical school site visits.

Small groups met to discuss case studies, the correlating Standards and circumstances present at the time of actual LCME site visits. Each group discussed certain cases to determine if the institution was meeting the Standards, had a plan for how to meet the standards in the future or were deficient for the Standard being discussed. Comments from attendees included the following; good start toward enlightening faculty and other participants, demystified and generated excitement to begin the work, interesting to learn about varying views with regard to compliance vs. mediocre attempts that do not reach accreditation goals, it's now apparent why comprehensive preparation is needed, more realistic understanding of why the prep time is extensive, see parallels and better understand the continuum between UMD, GME, and CME, better understanding a need for planned and standardized remediation process, and Dr. Barzansky's knowledge and insight provided basis for work to be done.

Dr. Friedman and EC members agreed that an update email (Launch purpose & results) should be sent very soon to students and faculty. There is a consensus that updates will keep the Accreditation process and efforts visible and in the forefront. Periodic email updates will be part of ongoing contact with UMMS constituents. Patti Mulcahy reported that work on the basic database and the information Committees will need to begin their work, has started. Self-Study Subcommittees will begin meeting regularly in January, 2011.

Consolidation of Domains/Competencies and Program Objectives

Dr. Aaron Friedman, Education Council Chair, referenced the *Consolidation of Domains* document, noting that once completed the format of the document (populating column 3) will be a significant set of data for use in completing the LCME Self-Study Database. He reported that the Council's oversight role requires an in depth look at defining these aspects of the curriculum. Dr. Henson covered the history of the development of the Medical Degree goals and objectives, beginning in 2002 through 2010. She focused on

3 documents (each formally approved by Council member votes at different times) currently posted on the MED ED web page; **Competencies Required for Graduation, Education Program Objectives, and Domains of Competencies**. Each of them have been developed at different times in a period from 2002-2010. At this time due to curriculum revisions, it is necessary to make changes to reflect the current program and to define “terms” so they are accurately representing course content, course objectives and overarching goals. The *Consolidation of Domains* document synthesizes changes within the MD program. Redesign of the Medical School web page will include linkage between the Duluth and the TC curricula under this document.

Specifically the “*Consolidation*” is based upon historical and current information. Over a period of several months TC Medical Education leadership, Drs. Hoffman and Davis (Duluth), course and clerkship directors and curriculum professional staff have consolidated all existing program criteria. All Competencies (LCME-Education Program Objectives) have been mapped to the degree’s existing overarching Domains of Competence and Definitions (LCME-General Competency). The result will be refined and fleshed out to include a 3rd set of data, Outcome Measure(s) which will illustrate how the program determines if students have achieved competence. Dr. Henson noted that to gather the last set of data, course directors will complete a required course form (Excel), some of which will be populated with their courses’ basic information. Through consultation Drs. Henson, Hoffman and Perkowski feel confident that this process will allow them to develop a unified document to satisfy LCME Standards.

After review and discussion, upon a motion duly made by C. Niewoehner and seconded by T. Ebner to endorse the proposed Consolidation of Domains/Competencies and Program Objectives, Education Council members unanimously approved implementation of the document.

Curriculum UPATE

Dr. Majka Woods reported some progress has been made in gathering information from the course directors. The form is an Excel document that can be uploaded to the CurrMIT data base, which will be used as an interim mapping system for LCME preparation. The original timeline had a deadline of October 1st but the deadline has been extended to November 1st. Dr. Hoffman reported for Duluth objectives for all required courses are linked to their calendar function and all elective courses except 1 have objectives linked in the same way. He expects to have completed them by next week. Their database will be searchable at that point. Dr. Henson noted that LCME requires at minimum, 2 objectives per course but they instruct directors to identify their top 10 objectives for each course and each session (defined as required course activities).

III. Discussion

Exam Development Requirements

Dr. Woods introduced a **draft of Exam Development Requirements**, these have been created in keeping with the following Policy documents; the Principles for Course Assessment, Secure Exams and Exam Retakes. She noted that the Office of Medical Education (OME) is asking for input from EC members before it becomes criteria for course directors to follow. This proposed document includes timelines for submission of mid-term and course final exams to Medical Education course managers; mid terms are related specifically to 15-week courses in Fall Semester and 19-week courses in Spring Semester.

Dr. Woods reported that the **Requirements** address the need to establish more consistent oversight of assessment as an aspect of governance of the curriculum. Particularly the structure of exams (not content); to insure exams are valid, logically arranged and test completion time is consistent with exam periods and the students’ ability to complete the exam. Several issues arose for a Year-2 integrated course in the revised curriculum, i.e. because of placement of questions in the integrated exam the Scantron results gave 1 ½ point questions 3 points, and logistically students were unable to complete the exam within the 3-hr

time limit. There have been 2 other integrated exams that were submitted with time for adjustments in structure and they have gone well; with completion times ranging from 2.5 hr for most students and with a couple of students finishing in 1 hour. The OME has offered and has the resources to receive the exam from course directors, have it reviewed by education specialists (no changes to content), have it copied and assembled in a timely manner. Staff have done this for some courses in the past, but without timing guidelines some exams are delivered for production with a very short turn-around time.

Questions raised by other Course Directors for Spring Semester, dealt with their current practice of producing their own exams because those courses aren't integrated. Dr. Woods encouraged them to take advantage of the OME offer to do the production work, but also noted that for the time being they could continue their current practice. Other questions and concerns include:

- How are Shelf Exams affected? They are not affected, the document applies to Year 1 & 2, exam practices and proctoring criteria are set by NBME. This does not affect course exams and OSCE's.
- How do course directors transition to this new process? OME staff have met 1:1 with many during the Fall semester; and the meetings will continue until all CD's have met with staff.
- How to use sample questions? Sample questions must follow the same format as the test questions and address all disciplines that will occur in the final exam. Data from student surveys indicate their preference for formative quizzes with feedback for them.
- Concerned that responsibility will be shifted to OME; not all CD's are skilled at exam construction, especially with integrated courses and CD's will continue to determine the content.
- When CD's make last minute changes to exam depending on student responses in class, how will they adjust the questions? When courses are developed with Objectives for the course and for each required educational session, the exams are based upon these Objectives. Another thought is to vary how students get the material/knowledge – learning outside the lecture format. Learn objectives and content should correlate to the assessment.

Dr. Woods reminded EC members that the document is a draft and feedback is being sought before the process is finalized. EC members requested changes be made to the **Requirements** with further discussion to follow at a future meeting. Dr. Aaron Friedman asked that any additional concerns and/or suggestions be sent to smowbray@umn.edu for inclusion in the new document.

Dr. Katz asked for follow-up discussion to the September 21st meeting regarding the 3 new grading and exam policies that will be implemented for the revised curriculum. Dr. Catherine Niewoehner reported that for the November 5th Scientific Foundations Committee meeting CD's will discuss changes made to the policy documents, based on feedback from EC and SFC members.

Next Education Council Meeting – November 16, 2010