

**University of Minnesota Medical School
Education Council Minutes**

November 15, 2011
B646 Mayo
4:00-5:30 pm

| Council members present: | | Council members absent: |
|---------------------------------|--------------|--------------------------------|
| S Allen | W Miller | B Benson |
| L Anderson | A Minenko | B Brandt |
| J Andrews | P Mulcahy | K Brooks |
| M Baird | C Niewoehner | K Crossley |
| J Beattie | D Power | H Grothe |
| M Becker | A Severson | R Hoffman |
| B Clarke | T Thompson | G Jacobs |
| J Clinton | K Watson | T Killeen |
| R Cormier | P White | L Ling |
| T Ebner | M Woods | J Miller |
| C Hegarty | | J Nixon |
| A Johns | | C Patow |
| S Katz | | L Repesh |
| B Marsh | | T Stillman |
| J Metzger | | L Stroup |

| Action Topic | October 18, 2011EC Meeting | Action | Responsible | Date | Final |
|---------------------|---|---|----------------------|-------------|----------------------------------|
| <u>LCME</u> | Grading Policies -- related to LCME ED 30 and ED 31 To address deficiencies in UMMS compliance with Standards ED-30 and ED-31 (see attachments). <u>Year 3 and 4: Course and Clerkship Grades (timelines of submission)</u> | Policy Implementa- -tion in progress | ESC for revisions | Oct 2011 | No, Review in Nov, 2011 |

| Action Topic | Continue October 18, 2011 EC Meeting | Action | Responsible | Date | Final |
|---|--|--|---------------------------|-----------|---|
| LCME ESC Draft Proposal for Central Oversight of the UMMS Curriculum | <p>Proposed (draft) oversight and governance of the curriculum, Governance and Curriculum Oversight Committee Structure: In response to Mock Site Visit to facilitate faculty and student leaders' understanding of oversight, including the following:</p> <ul style="list-style-type: none"> • process for course changes • monitor CQI • responsibility for decisions on curricular matters • how review is done to ensure comparability across both campuses • how integration is determined across courses and across campuses • who reviews horizontal and vertical integration • which body approves changes • how do multiple committees fit together • which responsibilities are charged to which committees <p>For Governance details see: Governance and Curriculum Oversight Committee Structure</p> | <p>Changes to the comm. structure <u>and</u> <u>function-</u> Discussed, requested changes & additions to make flow more apparent</p> <p>Add examples of point people to resolve issues/questions</p> <p>Present to <i>SFC/CEC</i></p> | EC agrees to move forward | Oct, 2011 | Review in Nov, 2011 on-going on-going |
| Action Topic | NOVEMBER, 2011 EC Meeting | Action | Responsible | Date | Final |
| <u>November 18, 2011</u> Consent Agenda | Year 1-4: Student Education Records Policy | Apprv'd | EC membership | Nov 2011 | yes |
| Minutes Minutes | <p><u>October 18, 2011 Minutes</u> were not approved, additions and changes were made regarding the Mid Course and Clerkship Feedback and Narrative Feedback Policy based upon follow up advice from Dr. Barbara Barzanski of the LCME reaccreditation administration. "The mid- course evaluation and narrative feedback policies apply only to required courses." (background these points are addressed in ED 30, 31 and 32)</p> <p>October Minutes were approved as amended (asterisk notation appears in October 18 minutes). November 15, 2011</p> | | | Nov, 2011 | |

| Action Topic | NOVEMBER, 2011 EC Meeting | Action | Responsible | Date | Final |
|--|--|--|---|--|---|
| Discussion | <p>Preparation for LCME Site Visit <u>Week of March 12, 2012; Site visitors will be here and it is also the Match day and the University has a “holiday”.</u></p> <p>ASAP an LCME Site Visit Agenda template will be provided as far in advance as possible</p> <p>UPDATE Deficiencies for LCME standards ED-30, 31 and 32 have been addressed with policy upgrades or policy development to address non-cognitive narrative feedback, and mid-course and clerkship feedback requirement for all courses.</p> <p>UMMS Diversity Statement will be revised based upon feedback from Mock Site Visit Team – to document the diversity of MN & how UMMS has affected improvement</p> <p>Black Bag (curriculum management database) is in progress for implementation on TC (Duluth in use)</p> | <p>Planning in progress to manage multiple major events</p> <p>Implementa-tion – Non-cognitive feedback process – will be addressed at SFC, 12/2 meeting</p> <p>Revisions in progress</p> <p>Data is currently</p> | <p>UME admin & staff</p> <p>Course dir., UME admin & staff</p> <p>Clerkships are compliant</p> <p>Mulcahy, Tate, Dorscher</p> <p>Ad Hoc</p> | | <p>on-going</p> <p>on-going</p> <p>on-going</p> |
| LCME ESC Proposal for Central Oversight of the UMMS Curriculum | <p>Proposed oversight and governance of the curriculum, Governance and Curriculum Oversight Committee Structure: In response to Mock Site Visit to facilitate faculty and student leaders’ understanding of oversight, including the following:</p> <ul style="list-style-type: none"> • process for course changes • monitor CQI • responsibility for decisions on curricular matters • how review is done to ensure comparability across both campuses • how integration is determined across courses and across campuses • who reviews horizontal and vertical integration • which body approves changes | <p>Changes to the comm. structure <u>and function</u></p> <p>Governance app’ d by EC, distributed to SFC & CEC</p> | <p>EC <u>Membership</u></p> | <p>Oct <u>2011</u></p> <p>Nov 2011</p> | <p>No</p> <p>Yes,</p> |

| | | | | | |
|--|---|---|----------------|---------------------|----------------------|
| | <ul style="list-style-type: none"> • how do multiple committees fit together • which responsibilities are charged to which committees <p>For Governance details see: Governance and Curriculum Oversight Committee Structure</p> <p>Implementation process: Clarification of(define ESC & EC) possibly EC as Curriculum Committee in Spring 2012</p> | <p><u>Procedures</u> implementa- tion being developed – in progress</p> | <p>SFC/CEC</p> | <p>12, 2011</p> | <p>on- going</p> |
|--|---|---|----------------|---------------------|----------------------|

Next meeting, January 17, 2011