



called to order at 8:01 am

Attended: K. Diebel, J. Boulger, R. Christensen, A. Johns, K. Haas (TC), K. Nordgren, A. Greminger, G. Simmons, P. Fernandez-Funez, J. Pearson, E. Onello, A. Shaw, M. Statz, R. Westra, N. Jauss. **Absent:** R. Christensen, R. Harden, G. Trachte, M. Conlon

Welcome:

Dr. Boulger entertained a motion to approve the meeting minutes of August 15th. Dr. Statz seconded the motion: All in favor of approval: none-opposed.

Student Updates:

- Class elections for the Class of 2021 take place this week.
- Megan Conlon, MS II, asked why a MediaSite recorded lecture video wouldn't immediately post to the internet for viewing after a lecture is completed. Dr. Johns and Kelaine Hass explained that it can take up to 1 to 2 hours for the video to be processed prior to being released for review by the students. This back-end processing causes the short delay in the posting. Dr. Diebel will forward this information to Megan Colon.

Increased Class Size:

- Dr. Diebel was asked by Dr. Pereira (TC) to provide a list of required resources needed to accommodate 70 students incoming students within the next 5 years.
- Drs. Diebel, Shaw, Nordgren, Onello, and Johns volunteered to be on a subcommittee to review resource needs. Terri Ach and/or Dr. Severson will be invited to participate as well to get insight on the needs that will be required of the gross anatomy lab.
- This subcommittee will meet prior to the October CUMED meeting and present their initial findings during that meeting.

ExamSoft Training and Question Tagging Procedures:

- Dr. Diebel held 4 faculty-staff ExamSoft training sessions on question submission
 - question creation sessions on 8/23 and 8/31
 - assessment creation sessions on 8/25 and 9/1.
- The goal of these sessions was to teach relevant faculty how to create questions in ExamSoft, generate an ExamSoft exam, add/remove questions on the exam, post the exam, and conduct an exam review using ExamSoft
- In total, there were about 20 attendees for the question creation sessions and 6 attendees for the exam creation sessions.
- For those that couldn't make it to the training, a URL link has been provided for you to use when submitting questions into ExamSoft. This guide gives you step-by-step instructions on how to submit, review, and revise questions in ExamSoft.
 - This guide can also be found on BlackBag at:
<https://drive.google.com/file/d/0B7pdPUH8gogQVTNJV0ZRUEQxRkk/view?usp=sharing>
- At the conclusion of the training sessions Dr. Diebel noted that we should try and review our question tagging procedures so that questions that are used year after year do not have to be retagged every year that the question is

used.

- Dr. Diebel proposed the creation of an ExamSoft question tagging subcommittee to discuss the issues of question tagging and to try and problem solve a better way to tag questions moving forward.
 - Drs. Diebel, Shaw, Nordgren, Johns, and Natasha Jauss volunteered to be on this subcommittee. This subcommittee will meet prior to the October CUMED meeting and proposed an exam question tagging protocol to be adopted for questions used on ExamSoft exams.

Exam Review Protocol (*carry-over topic*):

- Drs. Diebel, Nordgren and Pearson met and provided their recommendations at the August CUMED meeting.
- The final recommendation to the Exam Review Protocol is provided to members in the September CUMED folder
- Dr. Diebel asked members to vote on this proposal. (*As a caveat, exam reviews are not required, including final exams*).
- It was suggested that the wording around a few issues including scheduled exam reviews vs. 1:1 exam reviews with direct supervision be changed in the document.
 - Dr. Diebel will make the changes to the document and send out a poll to vote on the Exam Review Policy prior to the October CUMED meeting. If a unanimous decision is made, the policy for secure exam reviews using ExamSoft will be adopted for the Duluth campus.

Discipline Gaps & Redundancies:

- Dr. Johns presented a planned oversight of discipline gaps and redundancies to members.
- The objective is to help identify discipline gaps and redundancies across the DU two year curriculum and to provide transparency for Course Directors as they coordinate their courses.
- In 2013, Dr. Regal chaired a subcommittee responsible for delivering pharmacology content.
 - The initial discussion included how students performed in pharmacology on the National Board of Medical Examiners Step 1 exam. This was followed by pharmacology lecture hours taught by internal faculty vs. outside faculty and where pharmacology was placed within the curriculum across the two years.
 - The findings of course reviews concluded pharmacology should emphasize mechanisms of action rather than therapeutics.
 - The [Pharmacology Curriculum Review](#) report is located in the CUMED Google Doc file for further review.
- The Pharmacology recommendations facilitated best practice for planned redundancies and helped reduce duplications and enhance teaching.
- Dr. Diebel, as a Course Director of Skin/MS, Neuro, IHO, as well as teaching in the other basic science course looked at the big picture of where his expertise would best fit and created a sequence that enhanced his content delivery.
- Dr. Johns indicated the Class of 2019 participated in a survey to help us identify gaps. Biostats was identified as a gap in our curriculum.
- A [DU Medical Knowledge Category Representatives](#) document was available to members in the CUMED Google file. This includes discipline content experts. Members are asked to review for updates.
- ExamSoft reports where exam questions are tagged with disciplines will be run and placed in the CUMED October Google file. CUMED Student Representatives will not have access to this file.
- Next steps will be discussed at the October CUMED meeting.

USMLE Step 1 Update:

- Dr. Johns reported we have had 3 failed grades and we have two students yet to take the Step 1 exam.
- Dr. Johns met with Dr. Michaels and it was felt the curriculum was not the issue.

Meeting adjourned at 9:02 am. Next CUMED meeting: ***Oct. 10th @ 8am (165 Med)***.

Minutes transcribed by Brenda Doup and reviewed by Dr. Diebel (Chair) & Dr. Johns (ex-Officio)