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Medical Student Education Committee Minutes

5-15-2012

2012 May 15 - Medical Student Education Committee Minutes Called Meeting

Medical Student Education Committee, East Tennessee State University

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**EAST TENNESSEE STATE UNIVERSITY
QUILLEN COLLEGE OF MEDICINE
Medical Student Education Committee
Minutes
Called Meeting
May 15, 2012**

The Medical Student Education Committee of the Quillen College of Medicine
met on Tuesday, May 15, 2012 at 4:15 p.m.
in the Academic Affairs Conference Room, Stanton-Gerber Hall.

**Voting Members
Present:**

Ken Olive, MD
Caroline Abercrombie, MD
Ramsey McGowen, PhD
Paul Monaco, PhD
Jeremy Brooks, M1

***Ex officio* / Non-Voting & Others
Present:**

Joe Florence, MD
Tom Kwasigroch, PhD
Tiffany Lasky, MD
Theresa Lura, MD
Cindy Lybrand, MEd
Cathy Peeples, MPH
Lisa Myers, BA

1. Approval of Minutes

The minutes from the 4-10-12, 4-24-12 and 5-1-12 meetings were approved as distributed.

2. STANDARD: ED-46 – A medical education program must collect and use a variety of outcome data, including national norms of accomplishment, to demonstrate the extent to which its educational objectives are being met.

FINDING: The college of medicine collects a variety of educational program outcome data. These data have not systematically been used to evaluate the extent to which commencement objectives are being met.

Discussion that began at the 4-10-12 meeting continued in regard to:

- Developing a systematic process for using student assessment data to evaluate whether commencement / milestone / course objectives are being met; specific tools = outcome measures will be used to monitor advancement of particular objectives

Outcome Measures			
Commencement Objective >>	Milestone Objective >>	Course Objective >>	<ul style="list-style-type: none">• Course-level assessments• NBME Subject Exams• M2 OSCE• USMLE Step 1, 2 CK and CS exams

Discussion continued in regard to –

- Possibly having students provide program feedback in an evaluation of the entire M1&2 curriculum; other possibilities, including use of institutional milestone exams or the NBME Comprehensive Basic Science Exam (CBSE)
- Defining criteria for outcome results that would indicate institutional accomplishment of objectives
- Identifying additional members for an ad hoc committee to be chaired by Dr. McGowen
- Ad hoc committee's first task of determining the set of outcome measures from which data for evaluation will be collected; *their recommendation to be reported to MSEC at the July meeting*

3. Action Grids for Standards – In compliance with monitoring – ED–2, 30, 37 & 38

As with previous Action Grids, the committee reviewed the content of each grid as submitted by Academic Affairs staff; action plans are sequenced under the headings:

TASKS (Steps that will lead to the desired outcome)	INDIVIDUAL(S)/GROUP(S) RESPONSIBLE	INDICATORS THAT THE SPECIFIC TASK HAS BEEN ACCOMPLISHED	EXPECTED DATE OF ACCOMPLISHMENT OF THE TASK	DESIRED OUTCOME(S) THAT ILLUSTRATE COMPLIANCE WITH THE STANDARD
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MSEC modified and approved the plans.

STANDARD: ED-2 – Required clinical experiences and monitoring

- Date of accomplishment postponed to July 2012 for:
 - 1) Development of mid-clerkship review form by Academic Affairs staff / form circulated to clerkship directors for feedback and to MSEC for approval
 - 2) Revision of end-of-clerkship assessment form by Academic Affairs staff to reflect review of patient logs and procedures / form submitted to MSEC for approval
- Discussed how the documentation and reports in New Innovations' will insure patient types and procedures' requirements have been met

STANDARD: ED-30 – Formative and summative assessment

- Plan is on target for directors to submit and Academic Affairs to monitor clerkship assessments/grades in New Innovations
- Turnaround time has greatly improved for the summative assessments, which are to be submitted in New Innovations within three weeks of clerkship completion

STANDARD: ED-37 – Monitoring curriculum content

- Before transition to an electronic database, Academic Affairs staff and course directors will coordinate their efforts to systematically use, update and review the current content spreadsheet
- Quillen has been invited to collaborate with New Innovations in their attempt to develop a mapping system

STANDARD: ED-38 – Monitoring duty hours

- Since Period 2, 2010-2011, our “Student Evaluation of Clerkship” in New Innovations has included the item: “During this rotation, my duty hours were *less* than 80 hours per week. [Time in hospital or clinic/office; in didactic education (lectures, conferences); in any mandatory educational activity]”
- Every period, students’ evaluations of clerkships are to be reviewed by a Medical Education coordinator and compliance with the work hour policy reported to clerkship directors and coordinators; this information will be reported to MSEC each semester; *recently compiled data will be presented at the June meeting*
- Dr. Olive commended Surgery for their communication and stringency in regard to this policy; students are held personally responsible for their professional duties and hours

3. Recent documents / topics {Linked or on file in Academic Affairs – contact myers@etsu.edu}

[ED-33] Handouts / Links for [LCME Faculty Development Workshops](#)

[ED-33] Example of curricular mapping from Boonshoft School of Medicine/Wright State University: <http://www.med.wright.edu/curriculum/courses/CATOS>

[ED-46] Example: Assessing Student Competence (from University of Minnesota)

[ED-46] Action Grid

Action Grids for LCME Standards “In compliance with monitoring” – ED-2, 30, 37 & 38

4. Announcements

Dr. Olive outlined the schedule for the Accreditation Consultation Visit with Dr. Barbara Barzansky and Dr. Dan Hunt

The next MSEC meeting will be the regularly scheduled one on June 5, 2012.

5. Adjournment

The meeting adjourned at 5:10 p.m.