

East Tennessee State University

## Digital Commons @ East Tennessee State University

---

Medical Student Education Committee Minutes

---

10-18-2022

### 2022 October 18 - Medical Student Education Committee Retreat Minutes

Medical Student Education Committee, East Tennessee State University

Follow this and additional works at: <https://dc.etsu.edu/msec-minutes>



Part of the [Higher Education Commons](#), and the [Medical Education Commons](#)

---

#### Recommended Citation

Medical Student Education Committee, East Tennessee State University, "2022 October 18 - Medical Student Education Committee Retreat Minutes" (2022). *Medical Student Education Committee Minutes*. 181.

<https://dc.etsu.edu/msec-minutes/181>

This Minutes is brought to you for free and open access by Digital Commons @ East Tennessee State University. It has been accepted for inclusion in Medical Student Education Committee Minutes by an authorized administrator of Digital Commons @ East Tennessee State University. For more information, please contact [digilib@etsu.edu](mailto:digilib@etsu.edu).



**QUILLEN**  
**COLLEGE of MEDICINE**

**EAST TENNESSEE STATE UNIVERSITY**

The Medical Student Education Committee (MSEC) of the Quillen College of Medicine met for a Retreat Meeting on Tuesday, October 18, 2022 in the Medical Library Basement.

**Attendance**

<b><u>FACULTY MEMBERS</u></b>	<b><u>EX OFFICIO NON-VOTING MEMBERS</u></b>
Ivy Click, EdD, Chair	Beth Anne Fox, MD, MPH, Vice Dean
Caroline Abercrombie, MD	Ken Olive, MD, Assoc Dean for Accreditation Compliance
Jennifer Hall, PhD	
Paul Monaco, PhD	<b><u>ACADEMIC AFFAIRS STAFF</u></b>
Jerry Mullersman, MD	Kortni Dolinger, MS, Staff
Antonio Rusinol, PhD	Sharon Smith, Staff
Russell Hayman, PhD	
Jason Moore, MD	<b><u>GUESTS</u></b>
Jean Daniels, PhD	Rebecca Blair, M4
Thomas Ecay, PhD	Mollee Cohee, M4
	Jen Davis, M4
<b><u>STUDENT MEMBERS</u></b>	Michelle Duffourc, PhD
Michael Jacobs, M1	Amy Johnson, EdD
Helen Mistler, M2	Kelly Karpa, PhD
	Doug Thewke, PhD
<b><u>EX OFFICIO VOTING MEMBERS</u></b>	Wendy Williams, Associate Registrar
Deidre Pierce, MD	
Melissa Robinson, MD	
Robert Schoborg, PhD	
Amanda Stoltz, MD	
Rachel Walden, MLIS	

**Retreat Meeting Minutes**

Dr. Click opened the meeting at 12:00 pm and welcomed everyone to the new space in the basement of the Medical Library. Dr. Click asked Rachel Walden to give an overview of the capabilities of the room. Ms. Walden noted that all the furniture is on wheels, there are several glass boards, tv monitors, cameras, speakers, document camera, air media function, and more. Ms. Walden commented that students are enjoying using the room to study and that the room is available to reserve for meetings and classes.

1. **Approve: Minutes from the MSEC Meeting – September 20, 2022.**

Dr. Click asked for comments/updates to the September 20, 2022 meeting minutes, which were distributed to MSEC members via email on Friday, October 14, 2022.

**A motion was made to accept the September 20, 2022 meeting minutes and seconded. MSEC approved the motion.**

*The MSEC meeting minutes for September 20, 2022 are shared with MSEC members via Microsoft Teams document storage.*

**Announcements:**

- Faculty Development
  - October 19 – 12:00-1:00 pm – Votaw Auditorium
    - Wellness and Professional Boundaries with Michael Baron, MD, MPH, DFASAM, Medical Director for the Tennessee Medical Foundation-Physician’s Health Program
  - October 26 – 12:00-1:00 pm (Zoom)
    - Narrative Assessment for Clinical Students with Blair Reece, MD and Deidre Pierce, MD
  - November 2 – 12:15-1:15 pm – Large Auditorium
    - Grant Funding with Nicholas Hagemeyer, PharmD, PhD, Vice Provost for Research
  - November 16 – 3:15-4:45 pm – Medical Library Basement
    - Overcoming Student Resistance with Amy Johnson, EdD and Alison Barton, PhD
  - January 18, 2023 – Time and Location to be determined
    - Writing Grants for foundations with Karen Smith, Dept. of Family Medicine Grants Administrator

**2. Approval: Pharmacology CQI Plan**

*Please see the Pharmacology course CQI Plan document for additional information.*

Dr. Click stated that the M3/M4 Review Subcommittee recommended that Dr. Michelle Duffourc complete a CQI Plan for the Pharmacology course due to below expectation ratings in educational outcomes and student feedback.

Dr. Michelle Duffourc presented the Pharmacology CQI Plan.

**Problem Areas:**

- There were 46% of students who scored below average on the NBME exam.
- There were only 80-84.5% of students who were satisfied with course, course organization, and teaching quality.

**Goals for Intervention:**

- Improve performance on NBME shelf exam
  - Use a custom shelf exam to better reflect actual course topic coverage
- Reduce dissatisfaction with teaching quality to <15%
  - Replace two teaching faculty members
  - Replace course director

**A motion was made to accept the Pharmacology course CQI Plan as presented and seconded. MSEC discussed and approved the motion.**

*The presented Pharmacology course CQI Plan document is shared with MSEC members via Microsoft Teams document storage.*

### **3. Approval: M4 Year Requirements Policy**

Dr. Click presented a revised M4 Year Requirements policy for MSEC review and approval. Dr. Click stated that the maximum away rotation weeks increased from 12 weeks to 16 weeks. Dr. Click reviewed other changes made in the policy including schedule changes must be requested 14 days prior to the rotation start date, that 12 weeks of unscheduled time is built into the M4 schedule and additional language describing unscheduled, and allowing an additional away elective to be designated as selective credit making a total of two away electives that can count toward selectives.

**A motion was made to approve the M4 Year Requirements policy as presented and seconded. MSEC discussed and approved the motion.**

*The presented M4 Year Requirements policy document is shared with MSEC members via Microsoft Teams document storage.*

### **4. Approval: M3 Attendance Policy**

Dr. Click presented the revised M3 Attendance Policy for MSEC review and approval. Dr. Click stated that flex days were added to the policy like was done for the M1 and M2 students and listing those days in which flex time would not be approved. Dr. Click noted that in the past, M3 students could only take leave for medical leave or educational leave and stated that several instances had occurred where students asked to take off for a family member's wedding and there was nothing in the policy that allowed for that. These situations were left up to the discretion of the clerkship director could potentially cause friction between students and clerkship directors. Dr. Click stated that students could not take more than two flex days off in a clerkship. Dr. Click stated that they would ask course directors to include specific days when students may not request flex days in the syllabus. Dr. Olive suggested that the first day of the clerkship be added as a day that students could not take as a flex day. Dr. Click noted that language was also added to the policy in which students may ask to be absent from rotations for religious observance. Dr. Click stated that this is in-line with the ETSU attendance policy.

Dr. Mullersman commented that in looking at the policy, it is not clear with how faculty are being apprised of the student being granted the flex days and stated there needs to be something that ensures faculty are looped in on the awarding of the flex days. Dr. Click noted this would be discussed at the next clerkship director meeting and asked Kortni Dolinger to comment on the process. Kortni stated that when the student submits the form to request leave, it will go to the coordinators via email for approval, then to the clerkship director via email for approval, and then to her so she can track the number of flex days students are taking. Students will be sent the final approval.

**A motion was made to approve the M3 Attendance Policy as presented and seconded. MSEC discussed and approved the motion.**

*The presented M3 Attendance Policy document is shared with MSEC members via Microsoft Teams document storage.*

### **5. Approval: USMLE Study Skills Courses and Special Studies**

USMLE Step 1 Study Skills Course

*Please see the USMLE Step 1 Study Skills Course document for additional information.*

Dr. Click stated that approximately a year ago, a discussion was held with MSEC members about maintaining a six-week dedicated time for Step 1 study. Because this is not be a course, students are not enrolled during this time, and it has been found to be an issue as students cannot obtain financial aid in addition to other reasons. A discussion was had about making this dedicated time period a course for students. This would be an online asynchronous course and would still be an independent study time for students. Dr. Click noted the goal of the course would be to successfully prepare students for the national USMLE Step 1 examination. The course outline included that the student will work with an academic support counselor to create a study plan, take self-assessments during the course and share results with an academic support counselor and course director, submit progress reports to the course director, and schedule the USMLE Step 1 exam. Dr. Click stated the course would be pass/fail and the course objectives would be for students to assess one's own learning needs and identify strengths and gaps in knowledge, demonstrate the ability to set learning and improvement goals and incorporate feedback into practice, and to demonstrate readiness to take the USMLE Step 1 exam. Dr. Click noted that this is primarily self-directed learning but students would have the opportunity for one-on-one meetings with faculty and staff on an as needed basis.

Dr. Olive asked if this would be an elective or required course. Dr. Click stated that it could be conceivably made into a required course. Dr. Olive noted that one potential implication of making it a requirement might be increasing student indebtedness. Dr. Click asked Dr. Pierce to comment regarding this and Dr. Pierce stated that it would not affect the student indebtedness. She stated this would be beneficial to students, such as military students, because if they were unenrolled for a thirty-day period they would lose their stipend. Dr. Click stated the only known potential issue with making this a required course would be the possibility that a student fail at the end of their second year. They would be required to remediate during the dedicated study time and therefore would be unable to complete the Step 1 study course at the same time. Comment was made that the student could complete the Step 1 study course after remediation. It was discussed that if the students who were not meeting with Dr. Daniels were the same students who were not passing the Step 1 exam, then it was likely that those students would not take the Step 1 study course if it were an elective. Assessment methods for the course were discussed. It was proposed that students would be assessed through self-assessment, participation, and scheduling the Step 1 exam. It was decided that passing the Step 1 exam would be removed as an assessment method because students were not required to pass the Step 1 exam in order to pass the study skills course. A checklist will be given to the course director that he/she will go over with the student and check off that everything has been done. Dr. Daniels will determine if the student needs additional special studies for the exam.

**A motion was made to approve the USMLE Step 1 Study Skills Course as a six-week required course with the adjustment of removing passing the Step 1 exam from the assessment methods and seconded. MSEC discussed and approved the motion.**

*The presented USMLE Step 1 Study Skills Course document is shared with MSEC members via Microsoft Teams document storage.*

### USMLE Step 2 Study Skills Course

*Please see the USMLE Step 1 Study Skills Course document for additional information.*

Dr. Click stated that there has never been dedicated study time for Step 2 and since Step 1 has gone to pass/fail grading, it is expected that there will be more emphasis placed on Step 2. The calendar has also changed to a shortened pre-clerkship phase, which moved up the clerkships, allowing for time to have a dedicated study period that we did not have before. Currently students use part of their unscheduled time during the M4 year to study for Step 2. The main question regarding the course is whether it should be an elective or a requirement. Dr. Click felt that it would have to be an elective because of off-cycle students, students on special studies, or students who have had to take a leave of

absence. If the course were required, students would have more required weeks to complete before they could graduate. Dr. Pierce noted that making the course required would also affect military students as they were required to do away electives and may not be able to take the entire Step 2 study course due to an away elective. The course would also be beneficial in solving the issue of having two groups of fourth year students at one time as the M3 class will have finished their third year by March, but the M4 class will not graduate until May so there will be an overlap in March and April. Both classes should not be taking clinical rotations at the same time because the graduating students needed to be prioritized to complete their graduation requirements.

As the form was set up almost identical to the Step 1 study skills course, passing the Step 2 exam will need to be removed from the assessment methods since students are not required to pass the Step 2 exam to pass the Step 2 study skills course. Dr. Mullersman asked if the course would be too demanding for MPH students to take another course at the same time. Dr. Click stated she did not think the study skills course would be too demanding. It was discussed that taking the study skills course would affect weeks of clinical time. Students would still be required to complete the same minimum number of required patient care electives. It was noted that there would probably need to be a policy brought back to MSEC stating that students who chose not to take the study skills elective would only be allowed to take other specified courses (non-clinical) during this same block of time due to potential capacity issues.

Dr. Click stated that we should consider whether we need to look at changing the elective requirements in general due to the moving of the year, leaving more time available and offering more selective time away. Selective weeks were reduced from four weeks to two weeks during the pandemic and that reduction has remained due to capacity issues, however, with more time available and the potential of more selectives being done away, this could alleviate some of the capacity issues. This will be a future MSEC agenda item.

**A motion was made to approve the USMLE Step 2 Study Skills Course as a four-week elective with the adjustment of removing passing the Step 2 exam from the assessment methods and seconded. MSEC discussed and approved the motion.**

*The presented USMLE Step 2 Study Skills Course document is shared with MSEC members via Microsoft Teams document storage.*

### Special Studies

*Please see the Special Studies document for additional information.*

Dr. Click stated that special studies already exists as an independent study course that is primarily used for students who need additional time to study for the Step 1 exam. This is being brought to MSEC to create more specific objectives and requirements around what students can do during this time. It was noted that the duration was stated as six weeks on the document sent out beforehand, however, that was changed to a 2 – 8 week period due to the upcoming changes necessary in clerkship duration for the transitional period in the new curriculum (6 and 8 weeks / 5 and 7 weeks). This language would alleviate having to change the policy multiple times to match this transitional period. After a brief discussion, it was determined that the prerequisite for this course should be changed from “M1” to “Pre-clerkship phase” as students would have to complete all pre-clerkship courses to be eligible to take the Step 1 exam. A brief discussion was held with minor language changes being suggested for the policy in the course outline and clarification of some student activities listed in the outline.

**A motion was made to approve the updated Special Studies as an elective and seconded. MSEC discussed and approved the motion.**

*The presented Special Studies document is shared with MSEC members via Microsoft Teams document storage.*

## **6. Presentation: Learning Environment Workshop**

Dr. Amy Johnson led a workshop on learning environment. Topics covered included nurturing students as people, providing student feedback, respect for diversity, and showing empathy and respect. Dr. Johnson led participants through a team exercise with the participants dividing into four groups based on the topics above and discussing the following four tasks:

1. Identify at least three reasons why your team's focus is an important element of the learning environment.
2. Use the scale below to indicate how difficult it may be to address this element of the learning environment.
3. Create a working definition of what success in this focus area would look like. In other words, if we had a learning environment that included this focus area what would that mean?
4. Identify 5 strategies we could use to improve in the area of this focus area. Be specific. Think about all of the individuals in the learning environment(s) – students, pre-clerkship faculty, clerkship faculty, residents.

After group discussions, participants came back together and reported on their group's discussion.

**No voting action required.**

*The presented Learning Environment Workshop document is shared with MSEC members via Microsoft Teams document storage.*

## **7. Report: M4 OSCE**

Representatives from the M4 class requested time to speak during this MSEC meeting to voice concerns regarding the upcoming M4 OSCE that was approved by MSEC on March 15, 2022. It was felt that this OSCE was necessary for the Class of 2023 because they did not have a normal in-person M3 OSCE due to COVID-19 and were not able to take Step 2 CS as that exam was discontinued. Due to a lapse in communication, M4 students were not notified regarding the approval of this M4 OSCE until October 4, 2022. Dr. Click apologized for this oversight. Class officers sent out a survey to the Class of 2023 and asked to present their survey results to MSEC. Overall, students felt the timing of the OSCE could negatively impact their interview season and conflict with previously made plans. The representatives had prepared a list of questions from their classmates regarding the OSCE, which were addressed by Dr. Click. They also presented alternative proposals from their classmates regarding the M4 OSCE. These proposals were also addressed by Dr. Click.

Dr. Click assured the M4 representatives that interviews would take precedence over the OSCE and if a student received an interview for the date they had planned to take the OSCE, they would be allowed to reschedule the OSCE. There were approximately 148 slots available over several different days to schedule the OSCE. Dr. Click noted that students would not have to use an excused absence from a rotation for an OSCE. Dr. Click addressed the question regarding the various M3 OSCEs taken during clerkships and stated those did not meet the criteria to count as a comprehensive clinical skills OSCE required for graduation. Dr. Click stated the OSCE would not be graded on a bell curve like the Transitions OSCE, a threshold was set at 70 to pass. Dr. Click noted that the OSCE was scheduled in a timeframe that would give students enough time to remediate if they did not receive a

passing score and still graduate on time. Dr. Abercrombie would be sending out a document to the M4 class providing information about what to expect in the near future including rubrics, grading, and remediation. A remediation plan for students who fail to demonstrate competency will be sent to MSEC members for approval by an electronic vote.

Student representatives stated the class understood why the OSCE was necessary, the main concern was with the timing of it during interview season and not knowing about it until a few weeks ago. They thought some of the anxiety could be alleviated by adding some January and February dates for the OSCE that students could choose. Dr. Click again apologized for the oversight in this not being communicated to the class and stated a better communication plan was being worked on. After further discussion, Dr. Fox stated that perhaps some January dates could be added, but February dates would probably not give enough time for remediation if necessary. Dr. Fox also addressed a comment made regarding students frontloading their schedules and moving away from Johnson City as they only had to be here for Keystone stating that while unscheduled time was the students' time, it was not free time as students were still enrolled and could potentially be scheduled for school activity during that time.

**No voting action required.**

*The presented M4 OSCE Student Presentation document is shared with MSEC members via Microsoft Teams document storage.*

**8. Report: Disciplines – Checkpoint Dashboard**

Dr. Kelly Karpa presented a new process for tracking student individual performance across different disciplines using weekly checkpoints. Questions on weekly checkpoints are tagged by discipline in ExamSoft and these discipline percentiles are being exported weekly from ExamSoft and imported into Leo using the gradebook so that students can view their individual performance across the different disciplines in their Portrait in Leo. These reports are also being sent to Student Affairs for assistance in identifying tutors for students who need them. Michael Jacobs, M1 student MSEC representative, asked if there was a way to add the information regarding the number of assessments and the number of questions to the dashboard as that would be beneficial to the students and that will be added if possible. Discussion was raised if this information would be compartmentalized or longitudinal across courses and that has not been decided yet.

**No voting action required.**

*The presented Disciplines – Checkpoint Dashboard document is shared with MSEC Members via Microsoft Teams document storage.*

**9. Approval: CIS Recommendations for New Curricular Threads**

Dr. Abercrombie presented an updated report from the Curriculum Integration Subcommittee regarding the threads recommended for the TRAILS curriculum. Based on feedback from the report given at the June retreat, a few changes were made to the recommendations. Health equity was moved to one of the societal issues and a new thread was created for patient care. The threads were framed out with phases and keywords and topics were added to the threads for each phase of the curriculum. Thread directors and/or coordinators were recommended for each thread to facilitate content integration and reporting. The thread directors would pull together a report for the CIS that would include the thread objectives, current content, and desired content. Once approved by CIS, the report would then be presented to MSEC for final approval. Dr. Olive asked if having patient care as a thread would add anything to what we already track as that is one of our institutional educational objectives and Dr. Abercrombie stated that she thought it would provide more in-depth information on what content is being taught. It was noted that self-study forms would need to be updated to



include the new threads. The keywords and topics in phases were discussed and Dr. Abercrombie explained that these were only guidelines where the CIS thought the content might be taught to be used as a “starting point”. The thread report would outline where the thread director actually thinks the content should fall. The recommendation being brought to MSEC by the CIS does not include the keywords, topics, and phases. The recommendations are to combine the regional societal issues into a single thread, approve the seven threads recommended by the CIS, appoint thread directors and/or coordinators for each thread, define thread objectives and locate and suggest content placement for each thread through an initial thread report, and maintain annual thread reviews for each thread engaging thread directors and/or coordinators for completion of each review.

**A motion was made to accept the CIS Recommendations for New Curricular Threads report with the understanding that the guidelines presented were not part of the approval. The motion was seconded. MSEC discussed and approved the motion.**

*The presented CIS Recommendations for New Curricular Threads document is shared with MSEC members via Microsoft Teams document storage*

#### **10. Report: Lessons Learned Foundations of Medical Knowledge**

Dr. Antoni Rusinol and Dr. Michelle Chandley gave a report on lessons learned in the Foundations of Medical Knowledge course. Dr. Rusinol stated they had done 39 team-based learning (TBL) activities, including 11 anatomy labs, and 44 Just-in-time teaching (JiTT) sessions. Every Friday they had a weekly checkpoint quiz with between 25-30 questions and they had a midterm and a final, as well as an anatomy practical midterm and final. Dr. Rusinol explained the details and grading used for the TBLs and JiTTs, then discussed what they had learned throughout the course regarding pre-class materials, TBLs, JiTTs, checkpoints, NBME CAS exams, and miscellaneous other issues that came up during the course. A robust discussion was had regarding these issues and what could be done to continue to improve future courses.

**No voting action required.**

*The presented Lessons Learned Foundations of Medical Knowledge document is shared with MSEC members via Microsoft Teams document storage*

Due to time constraints, the Item for Gaps and Redundancies will be presented at the November MSEC meeting.

The MSEC meeting adjourned at 5:15 p.m.

#### **Meeting Follow-up:**

The M4 OSCE Remediation Plan proposed by Dr. Abercrombie for students who failed to demonstrate competency was sent out to MSEC members for approval by electronic vote on October 20 and was approved.

After passage of the USMLE Step 2 Study Skills elective, it was recognized that the M4 Requirements Policy would need to be updated to specify that the Step 2 course will NOT count toward their 22 weeks of required elective time. That line has been added as a bullet under the Elective Requirements heading. The revised policy was sent out to MSEC members for approval by electronic vote on October 20 and was approved.

### MSEC Meeting Documents

MSEC Members have access to the meeting documents identified above through the shared Microsoft Teams document storage option made available with their ETSU Email account and login.

**If you are unable to access Microsoft Teams MSEC Team please contact: Aneida Skeens at: [skeensal@etsu.edu](mailto:skeensal@etsu.edu). Telephone contact is: 423-439-6233.**

### MSEC Meeting Dates 2022-2023: (Zoom meetings unless noted)

July 19, **2022** – 3:30 – 6:00 pm

August 16 – 3:30-6:00 pm

September 20 – 3:30-6:00 pm

October 18 – **Retreat** – 11:30 am-5:00 pm (**in-person**)

November 8 – 3:30-6:00 pm\*

December 13 – 3:30-6:00 pm\*

January 17, **2023 Retreat** – 11:30 am-5:00 pm (**in-person**)

February 21 – 3:30-6:00 pm

March 21 – 3:30-6:00 pm

April 18 – 3:30-6:00 pm

May 16 – 3:30-6:00 pm

June 20 - **Retreat** -11:30 am-3:00 pm (**in-person**)

June 20 - **Annual Meeting** - 3:30-5:00 pm (**in-person**)