

January 23, 2024		3-5:00pm		Zoom	
Voting Members			Ex-Officio/ Non-voting members		
X	Jesse Young, PhD	<i>Faculty Chair</i>	X	Cynthia Ledford, MD, Ex-officio and administrative liaison	
X	Joseph Zarconi, MD	<i>PCS Rep</i>		Doug Moses, MD	
X	Merri Rosen, PhD	<i>PCS Rep</i>	X	Susan Nofziger, MD	
X	Adam Goodwill, PhD	<i>PCS Rep</i>			
X	Rachel Bracken, PhD	<i>CCS Rep</i>		Marc Basson, MD	
		<i>CCS Rep</i>			
X	Michael Appleman, M.Ed.	<i>CCS Rep</i>			
X	Brad Winters, PhD	<i>At-Large</i>	Regularly Invited Guests (non-voting)		
X	Rebecca Fischbein, PhD	<i>At-Large</i>		Jennifer Hillyer, PhD – Faculty Development	
	Bryce Pember, M2	<i>SCC Rep</i>	X	Katherine Miranda/Carli Toth – Registrar	
x	Nino Kovaljesko, M4	<i>SCC Rep</i>	X	Alyssa Pryor – Ops Team Rep	
Guests		X	X	Janet Holliday, PhD - Assistant Dean	
		Belinda Sasala		Sara Kosiba, PhD Curriculum Data Management	
X	Katie Tunney			Allison Hawkes- Director of Accreditation	
			X	Erica Stovsky, MD, MPH – CES Faculty Co-chair	
				Heather O’Leary, PhD – PCS Faculty Co-chair	
			X		
				Heather McEwen	

Quorum was met and the meeting was called to order by Dr. Young at 3:00pm

Presenter	J Young		
Approval of minutes	Minutes from January meeting was provided to the group in advance for consideration and review.		
Conclusions	Motion to approve December minutes – 1st – Dr. Rosen and 2nd Dr. Fischbein		
Action Items	Person Responsible	Deadline	
Final approved November minutes posted to TEAMS for member access	Katie Tunney	After meeting	

Presenter	All		
Acute Urgent Issues	<ul style="list-style-type: none"> April 8th, solar eclipse – NEOMED not having students come to classes in person. 		

	<ul style="list-style-type: none"> • Reaching out to course directors to have prerecorded lectures made for April 8th. • Snow days to keep in mind – course directors having a backup plan. We are going to experience absences as students' cars get frozen in and are not able to travel safely. Being able to switch to remote and have alternative recorded materials. Having recorded materials will help with having to reschedule classes. • Independent Student Analysis that is in part LCME critical metrics. • Preliminary data was disappointing for our M2 satisfaction. • The first step is the Student Impact Committee will be doing their independent surveys and giving us their interpretation of the results. • The first LCME report is April 1, 2024. This visit will include data and a status report. LCME will then deliberate again and tell us if we are making progress or not. <p>M4: No Updates</p> <p>M2:</p> <ul style="list-style-type: none"> • Changing the ways of taking surveys for the class. Switching to criteria aligned with M3 and M4's. At the end of each course, students at random will be selected to take a mandatory survey of how the course went. If those students do not take the survey their final grade will be withheld. • Bryce is on a task committee for integrating M1 material in the M2 Canvas page. Students can look back on M1 modules and more easily integrate them. • Two main concerns of PI are that the questions are not aligning well with Uworld questions. The questions are geared more towards Step 2 Prep.
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H. O'Leary	Course Approvals for M1 Calendar Shift
<p>Step Prep Course:</p> <ul style="list-style-type: none"> • AY 24-25 Application of Medical Science = M2 end of spring • Course objectives: apply foundational science concepts and multi system approach to identifying mechanisms and diagnosing diseases. • No EPOs is gained or lost EPO's 2.1, 2.3 • Course that content comes from directed review of M1/M2. • Completion of discussion, formative NBME assessment <p>Combined Body and Brain AY 24-25</p> <ul style="list-style-type: none"> • Body and Brain M1, Fall • 6.5 credit hours, 9 weeks (about 2 months), 16hr/week • Course objectives: 7.3, 2.3 • Assessments: 2 midterms, 2 practical exams, 1 NBME final • All content from HAC anatomy, all content Neuro, and content formally 12 sessions in CPR are not Brain and Body. • Grading and assessments: 10% engaged learning, 30% midterms, 10% practical exam, 50% NBME final. • Course faculty meet weekly to discuss course integration. <p>Foundations of Medicine AY 24-25:</p> <ul style="list-style-type: none"> • M1 Header • 4.5 credits, 15 hours per week • Updated course objectives • No EPO's gained or lost, NBME assessment • Material from Population Health and HAC. 	

- Assessed on PI, EBM assessments, midterm (exam soft), and final NBME.

Health System Course Overview Ay 24-25

- M1 Maymester
- Updated number of credits, 15 hours per week.
- No Epo's gained or lost.
- Biostats will go into foundations of Medicine.
- Course content came from PPC III, ICE, PPCII
- Quiz and final exam engaged learning of PBLI and motivational learning.

PPCI:

- M1 Summer
- 1 credit hour, 5 weeks, 24 contact hours.
- All course revised for POM 1 to indicate longitudinal progression,
- EPO's same as ICS with removal 2.1, 3.2,4.1,5.3.
- Assessments: 1 Essay, 2 clinical skills checklists.
- Content added all ICS, plus "Patient is Why I am Here," GAPE 1.
- Grading P/F - must attend all mandatory sessions.

PPC2:

- M1 Fall
- Credit hours, 16 weeks, 48 contact hours,
- All course objectives were revised for POM 2 to indicate longitudinal progression.
- EPO's: same as PPCI with removal of 4.1 and 8.3
- Assessments: 3 essays, 2 quizzes, 2 clinical checklists, LLASSI assignment.
- Content removed EBM Tertiary resources assignments moved to pop health course.
- Content added to PPCI Content.
- Grading P/F - must attend all mandatory sessions.

PPC3:

- M1 Spring
- 4.5 Credit hours, 16 weeks, 69.5 contact hours.
- All course objectives were revised for POM 2 to indicate longitudinal progression.
- EPO's same as PPC2 with removal of 2.2,3.1,6.1,6.2,8.3.
- Assessments: 3 essays, 3 quizzes, 1 EBM presentation, 1 Soap Note, 2 clinical skills checklist, LLASSO assignment.
- Content removed: journal club.
- Grading P/F - must attend all mandatory sessions.

CPR AY 24-25

- M1 Fall
- Updated credits: 5 credit hours, 7 weeks, 16 hrs per week.
- EPO's 2.3
- Content being removed: block A: Brain and Body, block B: Foundations of Medicine.
- Grading: Engaged Learning 10%, Midterm 30%, Lab practical 10%, comprehensive customized NBME final 50%.

IDI: FDP Name Change Course

- Infectious disease and immunity.
- 5.5 credit hours – 6 weeks, 15 hours per week.

- No change in course objectives.
- No EPO's gained or lost.
- 1 Midterm, 1 NBME final.
- All content FPD
- Grading: 10% PI, 35% Midterm, 2% lab. 53% final.

Presenter		
Conclusion	<ul style="list-style-type: none"> • Motion to Approve Application of Medical Science AY 24-25 course: 1st Dr. Goodwill, 2nd Dr Rosen 6/7 approve, 1/7 abstain, 0/7 no – motion approved. • Motion to Approve Brain and Body AY 24-25 course: 1st Dr. Goodwill, 2nd Dr. Winters 6/7 approve, 1/7 abstain, 0/7 no – motion approved. • Motion to Approve Foundations of Medicine AY 24-25 course: 1st Dr. Feschbein, 2nd Dr Rosen 6/7 approve, 1/7 abstain, 0/7 no – motion approved. • Motion to Approve Foundations of Medicine AY 24-25 course: 1st Dr. Goodwill, 2nd Dr Rosen 6/7 approve, 1/7 abstain, 0/7 no – motion approved. • Motion to Approve PPC1, PPC2, PPC3 AY 24-25 course: 1st Dr. Goodwill, 2nd Dr Rosen 6/7 approve, 1/7 abstain, 0/7 no – motion approved. • Motion to Approve CPR AY 24-25 course: 1st Dr. Winters, 2nd Dr Rosen 6/7 approve, 1/7 abstain, 0/7 no – motion approved. • Motion to Approve IDI AY 24-25 course: 1st Dr. Rosen, 2nd Dr. Winters 6/7 approve, 1/7 abstain, 0/7 no – motion approved. 	
<u>Action Items</u>	<u>Person Responsible</u>	<u>Deadline</u>
CC chair signed all course approval forms and transmitted to registrar	Young	2/1/2024

Presenter	S. Nofziger	
CCS Report: Changes to Clerkship NBME Exam Cutoffs for Determining Honors		
<ul style="list-style-type: none"> • Not how students perform overall in clerkships, this is the NBME score that gives them the opportunity to obtain honors. • Internal Medicine: 80% (no change) • Surgery: drop to 78% • OGBYN: 82% (no change) • Pediatrics: Drop to 82% • Family Medicine: Drop to 79% • Phys: Increase to 88% 		
AAMC Resident Director Survey 2022:		
<ul style="list-style-type: none"> • Students are rated in 19 areas. • NEOMED sends out a survey to residency programs to see how students were doing. • Nofziger noted that professionalism, performing a physical exam, and making a differential diagnosis were identified as areas of concern, based on annual downtrends in the number of NEOMED students recognized as “exceeding expectations”. Nofziger committed to presenting these results to PCS in February to increase interest in teaching such topics during the pre-clerkship years. 		
Conclusion	Motion to Approve NBME Subject Exam cutoffs 24-25 1 st Dr. Goodwill, 2 nd Dr Rosen 6/7 approve, 1/7 abstain, 0/7 no – motion approved.	

Action Items	Person Responsible	Deadline
N/A	N/A	N/A

Presenter	S. Kosiba and C. Ledford
<p>LCME Monitoring Areas:</p> <ul style="list-style-type: none"> Focusing on procedural as well as administrative areas in preparation for creating a complete Data Collection Instrument for next LCME visit. Areas of focus include: <ul style="list-style-type: none"> timely grading in M3 and M4 Need for formal formative feedback in all M1/M2 courses >4 weeks in duration <u>End of Course and Instructor Evaluation Process</u> <ul style="list-style-type: none"> M1 and M2 how are students going to ensure robust formal feedback, not informal. Receiving a record low response rate of 30% for many of our courses in December. Course/Instructor evaluations will be mandatory for M1/M2 starting Spring 2024. All students must participate for small group PDL seminars. For larger courses/groups, we'll follow the SOP created this summer, where the evaluations are mandatory for 1/3 of the class. Students who fail to complete mandatory evaluations will receive an incomplete in course until they complete the evaluation. Monday of the last week of the course evaluations will go out, following Wednesday the survey will cut off. Knowing in advance 5 business days for final grades. <p>Blueprint for AY 24-25:</p> <ul style="list-style-type: none"> M2/M2 Updated Credit Hours New Calendar affecting M2 students 2028. Reflecting new career transitions 	
Conclusion	Motion to approve Blueprint, 1 st Dr. Winters, 2 nd : Dr. Goodwill 7/7 approve, 0/7 abstain, 0/7 no

Presenter	Katherine Miranda & Carli Toth
<p>Semester Credit Policy:</p> <ul style="list-style-type: none"> Up for cycle review Added definitions: <ul style="list-style-type: none"> Specifically added HLC definitions for distance learning Clarifying engaged learning. Added international experience. Clarified laboratory/simulation. Schedule Type of CAP (capstone) added for COGS Instructional types down to three, online, hybrid and in person. Clarify college of medicine clinical experience range hours in a week. 36 to 45 → 40- 45 hrs. 	

Remediation Plan Changes (Pilot) - *Informational*:

- AMP Subcommittee on Remediation mapped the current remediation process and came up with possible solutions.
- AMP supported the pilot which changed the previous “Remediation Contract” to a “Remediation Plan” operationalized via a Qualtrics Survey. This will allow for more automated communication and reduce the administrative burden on faculty and staff.
- This pilot begins with Spring 2024 courses.
- The instructions for the new Remediation Plan may be found on the Office of the Registrar page of the Intranet.
- As this is a pilot, any faculty feedback is appreciated. Please e-mail feedback to Carli Toth ctoth@neomed.edu.
- AMP is working on a University level Remediation Policy. Once passed, this Policy will be brought to the CC for endorsement.

Conclusion

Motion to endorse Semester Credit Definition Policy: 1st Dr. Goodwill 2nd Dr. Rosen – 7/7 yes, 0/7 abstain, 0/7 no.

The meeting was adjourned by Dr. Young at 5:25 pm.

The next Curriculum Committee meeting is **February 27th 3pm-5pm**