



Curriculum and Educational Policy Committee Meeting

Date: April 11, 2016

Time: 5:00 PM – 6:30 PM

Location: MEB 1140

Meeting Called By	Richard Brower, M.D., Associate Dean for Medical Education
Type of Meeting	Curriculum and Educational Policy Committee
Chair	Richard Brower, M.D.
Staff Support	Vianey Flores
Attendees	See sign-in sheet

I. Convene and review of minutes from the previous meeting **Richard Brower, M.D.**

Minutes of the April 4, 2016 meeting were reviewed and approved with below revision.

Item III – 2nd Paragraph

Add the words “reduce the” before the “Primary Care experience in SCI.”

II. SCEC Rep Reports **Student Representatives**

No student reports were presented for discussion.

MS II students inquired about the status of the SPM Mind and Human Development Unit grades. Dr. Hogg mentioned that grades would be released on April 12th after faculty members finished reviewing and processing student challenges. It was also mentioned that End of Year exam will be designed to survey basically all the content from the entire year to include SPM, Medical Skills and SCI; once the exam is finished, Dr. Hogg will send out a blueprint to the class 2018 outlining number of questions per discipline keyword and per organ system.

III. SPM Course Syllabus Review Presentation **Olof Sundin, M.D.**
Aghaegbulam Uga, M.D.
Kathryn Horn, M.D.

Dr. Baatar is the Course Director for SPM Year 1 and Dr. Larry Alexander is the new Course Director for SPM Year 2. A detailed review of the SPM course ensued. No major changes for this course. Emphasis was placed on the grading policies and that the Renal System Unit will stay in Year 1 and Reproduction Systems Unit will be in fall semester of Year 2. Reviewers mentioned the syllabus is well written and organized; it includes a comprehensive listing of policies and expectations. Suggestions were to include a “Quick start guide”, to include fewer abbreviations or a glossary, adding a statement about absences, and also to consider changing the grading system to flat pass.

Action item: The CEPC authorized changing the grading system for SPM to a flat pass. SPM Course Directors will make revisions based on the input provided by reviewers, and will send it

to Dr. Hogg for review. Consensus of the CEPC was to authorize Dr. Hogg to issue final approval of the syllabus.

IV. SURG-FM Clerkship Syllabus Review Presentation

**Dan Blunk, M.D.
Janet Piskurich, Ph.D.
Mark Francis, M.D.**

Surgery – Stacey Milan, M.D.

Dr. Francis presented the proposed syllabus in the absence of Stacey Milan, Surgery Clerkship Director. No major changes ensued. Mainly the addition of the Urologic and ENT Surgery selectives, it was increased the clarity of details for rotations; no changes to structure or grading for rotation. Reviewers mentioned that expectations are well described and the grading policy is clear. It was suggested to describe where the integration treads would be addressed in the clerkship.

Family Medicine – Charmaine Martine, M.D.

Discussion focused on longitudinal selectives, integration treads and grading clearly identified. A suggestion was to clarify what is the procedure for when a student misses an activity.

On the combined section of both syllabi, the term “institutional Learning Objectives” needs to be updated to the newer term, there are some typos to be corrected, and also make learning topics and teaching schedule more students friendly.

Action item: The syllabus is basically acceptable; however, the Surgery and Family Medicine Course Directors will work on the suggested revisions provided by the review team, and will send it to Dr. Maureen Francis for final review. The CEPC authorized Dr. Maureen Francis to issue final approval.

V. Target Graduation Rates for SACS

Naomi Lacy, Ph.D.

Dr. Lacy asked the CEPC to come to an agreement on setting a target Expected Graduation Cohort (EGC) graduation rate for TTUHSC PLFSOM. Currently this target is set at 91%. Dr. Horn also mentioned that TTUHCS PLFSOM has a policy that says a student cannot spend more than 6 years in medical school, including drop offs, sabbatical years and other student leaves. Expected Graduation Cohort for TTUHSCPEP will be 150% of normal time.

Action item: The CEPC consented to leave the target EGC graduation rate at 91% for PLFSOM.

VI. Non Faculty Physician Participation in the Educational Program

Richard Brower, M.D.

Item postponed for future meeting because Dr. Brower will try to get additional feedback from the LCME and from Dr. Steel, who is assisting at consultant level during the accreditation.

VII. Open Forum

There were no items for discussion.

VIII. Adjourn

Richard Brower, M.D.

The next CEPC meeting is scheduled for 5:00pm on May 9, 2016. Dr. Brower adjourned the meeting at 6:38p.m.