

CEPC Monthly Meeting

01.09.2017 05:00 PM - 06:30 PM

Purpose:	
Presenters:	Brower, Richard, Francis, Maureen, Lacy, Naomi
Note Taker:	De Lara, Veronica
Attendees:	De Lara, Veronica, Beinhoff, Lisa, Blunk, Dan, Brower, Richard, Gashin, Laura , Cervantes, Jorge, Dankovich, Robin, Francis, Mark, Francis, Maureen, Gest, Thomas, Hogg, Tanis, Horn, Kathryn, Janssen, Herb , Kassar, Darine, Lacy, Naomi, Lopez, Josev, Maldonado, Frankj, Padilla, Osvaldo, Perry, Cynthia, Parr, Curt , Piskurich, Janet, Salazar, Ricardo, Uga, Aghaegbulam H
Guests:	brittany.harper@ttuhsc.edu, carolina.blotte@ttuhsc.edu, claire.zeorlin@ttuhsc.edu, daniel.welder@ttuhsc.edu, david.e.morris@ttuhsc.edu, douglas.weier@ttuhsc.edu, hilda.alarcon@ttuhsc.edu, justin.hartmann@ttuhsc.edu, laura.palmer@ttuhsc.edu, rima.r.patel@ttuhsc.edu
Location:	MEB 1140

1. Review of prior meeting's minutes

General Note

December 5, 2016 minutes were approved.

December 12, 2016 minutes were approved. (Both Dr. Francis' were in attendance)

2. Student Rep Reports

Presenter(s): Brower, Richard

General Note

MS1- No concerns.

MS2- No concerns.

MS3- None present

MS4- None present.

3. Prep for the CEPC and Eval Committee review of the Curriculum as a Whole

Presenter(s): Brower, Richard

 Clerkship Administration Proposal rev09JAN2017.pptx

General Note

Dr .Lacy requested that minutes note this is a joint meeting of the two committees.

Invited Eval committee members – to bring in added help to each team and provide additional input.

Bylaws revision- Reviewing curriculum as a whole is natural Function of the evaluation committee.

Brower, Richard

Introduction/background for need to review the Curriculum as a whole

- Review the Curriculum as a whole - upcoming- see PowerPoint for details
- What the LCME considers what we have to compare to the PGOs and not the outcomes of testing, matching, etc...

Review of the process to review the curriculum as a whole:

- Dr. Lacy's office have prepared reported on PGO and assessment linkages for review
 - Will be posted on the CEPC website – eraidier protected
- Review of the upcoming schedule

- ◊ Each committee has two assigned set of program goals – to be reported on different dates
- Each team needs to self-organize
 - ◊ SWOT analysis for each element
 - ◊ Identify/prioritize critical issues
 - ◊ Recommendations & identify tracking process
- Evaluations based on
 - ◊ Annual eval report
 - ◊ Course/Clerkship Reviews
 - ◊ Reports regarding objectives and assessment linkages - Dr. Lacy's Office
 - ◊ Other data as made available by OME
- Teams need to provide Structure Analysis
 - ◊ Collate outcomes into a team compiled report

4. Update of the Annual Educational Program Evaluation Report

Presenter(s): Lacy, Naomi

Lacy, Naomi

- Executive summary to include paragraph on the first two years of GQ data
- Changed tables for PGOs-- Annual Report and PGO report
- New section on the learning environment
- New reports by Program Goals – 8 reports
 - ◊ Methodology section
 - ◊ Listing of Program goal from this year
 - ◊ Table from what syllabus covered
 - ◊ Table what the assessment associated (still a work in progress)
 - ◊ Complete listing of the objectives that are linked in CHAMP to that goal
 - ◊ Assessment section (LCME table 6.1 & Dr. Maureen Francis – Assessment linkages)
 - ◊ Navigation pane to side allows headings to jump around the documents with ease

5. Distribution and Discussion of Objectives and Assessment Linkages

Presenter(s): Brower, Richard

Brower, Richard

Dr. Brower discusses to consider that there are potentially other aspects of the student experience that may support or contribute to the fulfillment of the goal.

Each committee to think about PGO – linked to competencies – is there an issue with the goal itself – or the items supporting the goal.

Discussion ensued.

Contact Veronica to help you out scheduling meetings/lunches.

6. Course Evaluation Proposal

Presenter(s): Lacy, Naomi

  Med Ed Policy Course Evaluations proposal to CEPC.docx

General Note

- Codification of what we do
- Major changes
 - ◊ Who gets the report
 - ◊ Added report – clerkship preparation report
 - What would have prepared them better
 - Ask about Spanish

Conclusion

Approved and implement immediately.

- Dr. Horn will email students about change and the amended numbers – the length of time is 5 days.

7. Faculty Evaluation Proposal

  Med Ed Policy Faculty Evaluations 2016 proposal to CEPC.docx

General Note

- Students need to do 8 faculty teaching per block – updated to 4 per clerkship

- Year 1 & 2 – three were done at the end of the unit for WCE
 - Proposed how they are assigned – will assign teaching evals for each that teaches – but if slots are left over then we will open to WCE
 - It will reduce number of eval by students (3 less per students)
 - All Med Ed faculty will be available to evaluate that teach in the unit
 - (student concern) – being assigned faculty that the student had never seen – unavoidable – but will happen less with less assigned evals
 - My evaluations will no longer be used – all will be in QUALTRICS
 - There is some report that students have not believed that it was submitted properly
 - Overtime for evaluations – defined by student affairs – must be revised.

Dr. Hogg -Are you striving for a minimum number “n” evals per faculty member?

Dr. Lacy answered striving for a minimum of 10; and the sample size (n) will be part of the report.

Brower, Richard

Narrative Feedback Policy is coming via email to vote.

Conclusion

Approved and Implement immediately.

8. Block 1 Performance & Comparability Report

Presenter(s): Francis, Maureen

Francis, Maureen

New Name- Performance and Comparability Performance

Standard 8.7 –A medical school ensures that the medical curriculum includes comparable educational experiences and equivalent methods of assessment across all locations within a given course and clerkship to ensure that all medical students achieve the same medical education program objectives.

Structure and Process

- Data to be collected
 - Op log entries
 - Top 10 diagnoses
 - NBME scores
 - Clerkship grade
 - Student satisfaction data
- Review
 - End of each block at CEPC
 - End of academic year in aggregate at CEPC
- Determinations
 - CEPC will transmit recommendations to Year 3 & 4 Committee for implementation
 - At annual review of clerkships
 - At monthly meetings of year 3 & 4 Committee
 - Ad hoc as needed with individual Clerkship Directors

General Note

Please see attachment for details.

  Performance and Comparability Report Block 1 AY 2016-2017.pptx

10. Adjourn

Presenter(s): Brower, Richard

General Note

Meeting adjourn at 6:40pm.

Parked Items

9. New Syllabus for Neurocritical Care Rotation