

# \*REMINDER\* CEPC Monthly Meeting

02.12.2018 05:00 PM - 06:30 PM

<b>Purpose:</b>	
<b>Presenters:</b>	Brower, Richard, Francis, Maureen, Hogg, Tanis
<b>Note Taker:</b>	Morales, Trinidad
<b>Attendees:</b>	Morales, Trinidad, Beinhoff, Lisa, Brower, Richard, Cervantes, Jorge, Dankovich, Robin, De-Lara, Veronica, Francis, Mark, Francis, Maureen, Gajendran, Mahesh, Gest, Thomas, Hogg, Tanis, <del>Horn, Kathryn</del> , Kassar, Darine, <del>Laey, Naomi</del> , <del>Lopez, Josev</del> , Maldonado, Frankj, <del>Martin, Charmaine</del> , Padilla, Osvaldo, Perry, Cynthia, Pfarr, Curt, Saucedo, Dianne, Uga, Aghaegbulam H, Wojciechowska, Joanna
<b>Guests:</b>	brittany.harper@ttuhsc.edu, carolina.blotte@ttuhsc.edu, daniel.welder@ttuhsc.edu, douglas.weier@ttuhsc.edu, hilda.alarcon@ttuhsc.edu, justin.hartmann@ttuhsc.edu, kristoffer.gonzalez@ttuhsc.edu, maggie.scribner@ttuhsc.edu, roberto.l.garcia@ttuhsc.edu
<b>Location:</b>	MEB 1110

## 1. Review Prior Meeting Minutes

Presenter(s): Brower, Richard

 Jan\_2018\_mtg\_sign\_in\_sheet.pdf  REMINDER CEPC Monthly Meeting - Minutes.pdf

### General Note

A motion was made to approve the January 2018 meeting minutes.

Perry, Cynthia

Dr. Perry seconded motion to approve January meeting minutes. No one opposed.

### Conclusion

January 2018 meeting minutes were approved.

## 2. Introduction of new CEPC member: Dr. Joanna Wojciechowska

Presenter(s): Brower, Richard

Dr. Joanna Wojciechowska joins the CEPC, with a specialty in pediatrics.

Brower, Richard

Dr. Brower introduced Dr. Wojciechowska briefly and gave her the floor to introduce herself to the CEPC.

Wojciechowska, Joanna

Dr. Wojciechowska introduced herself to the CEPC.

### Conclusion

Dr. Brower asked CEPC staff (Trinidad Morales) to provide Dr. Wojciechowska CEPC materials to assist in her orientation. Task assigned.

## 3. SCEC Report

Presenter(s): Brower, Richard

### 3. 1. MS1

#### General Note

Nothing to report.

### 3. 2. MS2

#### General Note

Nothing to report.

### 3. 3. MS3

General Note

Nothing to report.

### 3. 4. MS4

General Note

No representatives were present.

### 4. Policy Voting (BYOD, LCME 5.8, 5.9)

Presenter(s): Brower, Richard

*Bring Your Own Device* policy was approved (electronically) by 10 members of the CEPC: Cervantes, Jorge; Gajendran, Mahesh; Gest, Thomas; Horn, Kathryn; Kassir, Darine; Lacy, Naomi; Lopez, Jose; Padilla, Osvaldo; Perry, Cynthia; Pfarr, Curt.

No one opposed.

**ACTION:** BYOD proposal was **approved** (electronic vote) by CEPC and was submitted to be added by IT to the *Medical Education Program Policies* website.

See attached copy of the approved policy.

 BYOD Policy\_Final.pdf

Brower, Richard

Dr. Brower discussed the status of the Bring Your Own Device (BYOD) policy and how it is being revised after IT reviewed the policy and provided feedback/requests for revisions. Dr. Brower mentioned it was worth crafting and releasing the BYOD in late-January to get others to view and provide feedback, this helped to strengthen the policy and move it towards a finalized state. The BYOD is very much alive and has a target revise and complete timeline of late March 2018.

### Conclusion

Dr. Brower tasked Trinidad Morales (before CEPC meeting) to follow-up with Jose Lopez and others from IT to work on the BYOD policy with the goal of having the policy revised and finalized by end of March 2018. Task assigned.

### 5. Phase Review - Pre-Clerkship (LCME 8.3, 8.4)

Presenter(s): Brower, Richard, Hogg, Tanis

Brower, Richard

Dr. Brower discussed the curriculum review and how PLFSOM follows a three-year review cycle (1 year for pre-clerkship; 1 year for clerkship; and 1 year courses/curriculum as a whole). He mentioned it is easier to look at the curriculum in phases rather than a whole. Other medical schools are reviewing all aspects yearly, which may be too burdensome, while another school review it on an 8 year cycle, which is not likely to pass LCME "muster". This year (2018) the goal is to review the pre-clerkship phase, with a May 2018 completion phase (finish around graduation time to allow CEPC to have energy to work on curriculum tweaking afterwards).

Dr. Brower also wanted the number of extra meetings to be minimal and currently only an April 30

th

additional meeting has been scheduled. Perhaps other meetings may run long, but it may be better to have longer meetings rather than additional meetings.

Dr. Brower presented a PowerPoint with topics to be discussed and dates of discussion (relative to the pre-clerkship review), with various presenters attached to each topic.

 AY2017-18 Pre-clerkship Review Plan v09JAN2018.pptx

### Conclusion

Dr. Brower requested PowerPoint with topics to be discussed in relation to the pre-clerkship review that was presented during this CEPC meeting be attached to these meeting minutes prior to distribution to CEPC. Task assigned.

### 5. 1. Additional meeting required to support the Pre-Clerkship Review Plan

Presenter(s): Brower, Richard

An additional meeting was requested by Dr. Brower to support the Pre-Clerkship Review Plan.

Meeting day, time, and location: Monday, April 30th from 5pm to 6:30pm in MEB 1110.

**ACTION:**

- Accepted meeting: Alarcon, Hilda; Blotte, Carolina; Brower, Richard; Cotera, Maria; Gajendran, Mahesh; Garcia, Roberto; Gest, Thomas; Gonzalez, Kristoffer; Harper, Brittany; Horn, Kathryn; Lacy, Naomi; Lopez, Jose; Maldonado, Frankj; Morales, Trinidad; Perry, Cynthia; Saucedo, Dianne; Uga, Aghaegbulam;
- Declined meeting: Scribner, Maggie (taking STEP on this day)

## Conclusion

Additional CEPC meeting to support Pre-Clerkship Review Plan will occur 4/30/18

## 6. Annual Report Summary - Pre-Clerkship Focus (LCME 8.4)

Presenter(s): Brower, Richard

Dr. Lacy will not be present, attached is the link for the video. You will need eRaider authentication.

 [Annual Report Summary - Pre-Clerkship Focu \(LCME 8.4\)](#)

Brower, Richard

Dr. Brower discussed but did not showcase this video. Dr. Brower mentioned the video can be played at double speed to assist members of the CEPC view the contents. He requested the CEPC voting members watch the video before the March CEPC meeting and send any comments/questions to CEPC staff.

## Conclusion

Dr. Brower requested CEPC voting members view Dr. Lacy's video before March 2018 meeting and send any comments/questions to CEPC staff. Trinidad will send out video link and reminder e-mail on 3/2/18. Task assigned.

## 7. Examine Learning Objective Samples by Course (examine quality and linkages)

Presenter(s): Hogg, Tanis

 Bloom's Taxonomy.docx  Sample Objectives for Clinical Presentation Week.docx

Hogg, Tanis

Dr. Hogg made a presentation on writing better learning objectives for courses, using Bloom's Taxonomy as a guide. He discussed the difficulty of creating quality learning objectives, gave a handout to show with examples of good and bad learning objectives, and also the need to map the learning objectives to PGOs.

He discussed the work of creating better learning objectives, using SMART criteria (S- Specific; M- Measurable; A- Achievable; R- Relevant; and T- Timely and time-bound). The CEPC gave feedback on some of the examples he shared and how they could be improved.

Dr. Hogg also talked about an evaluation pilot using two units, (HEM and END) to do a qualitative analysis to see if the Continuous Quality Improvement should be improved or modified.

Learning objectives should also be connected to keywords (on handout) to assist overall connection to LCME. LCME does site visits and expects PLFSOM to connect key words to courses/course objectives.

CPEC members discussed how non-user-friendly the software (CHAMP) is when trying to connect course learning objectives to LCME keywords. Lack of learning objectives to keywords may be indicative of non-user-friendly software or lack of objectives that are connected to LCME. Perhaps use paper to connect learning objectives to keywords and later ask students or tutors to enter data into software.

Dr. Maureen Francis made the point that a mapping to PGOs is also necessary, Dr. Hogg concurred.

Dr. Hogg talked about how students should be able to critique learning objectives as they become experts in their field Perhaps scaffolding the objectives, building one on another.

Dr. Brower asked if there is a specific metric or number of connections to Bloom's Taxonomy and Dr. Hogg answered he does not know. Dr. Brower suggested the scheme presenters should write learning objectives from beginning of the week to the end.

Dr. (Mark) Francis said it was dangerous to just look at the words (Bloom) when creating learning objectives. Medical student said perhaps verbs should be selected.

Finally, Dr. Hogg said templates should be created across competency domains, perhaps including action verbs to create more uniformity and work all of this into the curriculum review process. Dr. Hogg will ask Jose for a report of the linkages to assist in mapping to Bloom and also to the keywords, using SMART criteria.

Francis, Maureen

Dr. (Maureen) Francis made the point that a mapping to PGOs is also necessary, Dr. Hogg concurred.

Brower, Richard

Dr. Brower asked if there is a specific metric or number of connections to Bloom's Taxonomy and Dr. Hogg answered he does not know. Dr.

Brower suggested the scheme presenters should write learning objectives from beginning of the week to the end.

Francis, Mark

Dr. (Mark) Francis said it was dangerous to just look at the words (Bloom) when creating learning objectives. Medical student said perhaps verbs should be selected.

#### **Conclusion**

Dr. Hogg will work with Jose to see if there is an easier method to connect Bloom, keywords, and PGOs to course learning objectives, make it easier on faculty to map the connections.

### **8. Pre-clerkship Syllabus Template Review/Discussion**

Presenter(s): Hogg, Tanis

 PLFSOM - Curriculum Keywords - AY2017-18.pdf  Step 1 Content Outline.pdf

Hogg, Tanis

Dr. Hogg also led this discussion, letting the CEPC know the syllabi should avoid vague terms, be able to assess something and needs to be more specific. There needs to be a better connection to clinical practice, perhaps using templates. The syllabi should be mapped to external curriculum-mapping frameworks, connected to USMLE STEP 1 perhaps with content outline, or a bulleted list.

Dr. (Maureen) Francis made the comment there needs to be a connection to USMLE Step 1 and Dr. Brower responded that USMLE is not the end all, it is just a part.

Dr. Hogg said there is a template on the CEPC website so all syllabi can have a uniformed look. CEPC and student feedback is needed on the syllabi templates, perhaps in an effort to create a "super syllabus one-stop shop". He requested feedback on what should be included in a super-syllabus, please give Dr. Hogg feedback, maybe working with the clerkship directors.

Francis, Maureen

Dr. (Maureen) Francis made the comment there needs to be a connection to USMLE Step 1 and Dr. Brower responded that USMLE is not the end all, it is just a part.

#### **Conclusion**

CEPC will provide Dr. Hogg feedback on what should be included in a super-syllabus, obtaining feedback from students, clerkship directors, and/or faculty. Task assigned.

### **9. Clerkship Directors, updated list**

Presenter(s): Francis, Maureen

Francis, Maureen

Dr. (Maureen) Francis gave the CEPC a short update on clerkship director updates. Dr. Cashin left Internal Medicine in November 2017 and now Dr. Davis and Dr. Uga maybe are sharing the responsibility. In Family Medicine, Dr. Martin has transitioned over to Student Affairs and Dr. Molokwu entered Family Medicine as Clerkship Director in February and still waiting for an Assistant Director for her.

### **10. Roundtable**

Presenter(s): Brower, Richard

Brower, Richard

Dr. Brower asked the CEPC if they liked the new meeting room, describing how the thought was to move to a room where CEPC members could see each other, but this room (MEB 1110) was not very conducive to members being able to see each other. He said it might be better to go back to MEB 1140 and asked the CEPC if anyone had an issue with this, no one opposed.

#### **Conclusion**

March CEPC meeting will be held in MEB 1140.

### **11. Adjourn**

Presenter(s): Brower, Richard

#### **Conclusion**

Meeting adjourned at 6:37 p.m.

#### **Tasks Summary**

Task	Due Date	Owner	Project	Completion	Priority
Send CEPC Dr. Lacy's video prior to March meeting.	03.01.2018	Morales, Trinidad		0%	*****
Pre-clerkship PowerPoint added to Feb. minutes	03.02.2018	Morales, Trinidad		0%	*****
Send Dr. Wojciechowska CEPC materials to assist in orientation	03.04.2018	Morales, Trinidad		0%	*****
Obtain feedback from students, clerkship directors, and/or faculty on what should be included in super-syllabus	03.09.2018	Hogg, Tanis		0%	*****
Follow-up with IT and Jose in regards to the BYOD revision	03.30.2018	Morales, Trinidad		0%	*****