

CEPC MEETING AGENDA

05:00 PM - 06:30 PM
08/11/2021

CHAIR:

Dr. Irene Alexandraki, MD, MPH, FACP

VOTING MEMBERS:

Colby Genrich, MD; Fatima Gutierrez, MD; Fuhrman Brad MD; Houriya Ayoubieh, MD; Jessica Chacon, PhD; Nino Diego, MD, PhD; Niti Manglik, MD; Osvaldo Padilla, MD; Patricia Ortiz, MD

EX-OFFICIO:

Beinhoff Lisa PhD; Busey Blake, MS; Ellis Linda S, MD; Francis Maureen, MD; Hogg Tanis, PhD; Ortega Melissa, PhD

STUDENT REPRESENTATIVES:

Shaffer Whitney MS2 (Voting); Rereddy Rohan MS2 (Ex Officio); Nagineni Lokesh MS3 (Voting); Tran Daniel MS3 (Ex Officio); Palvadi Karishma MS4 (Voting); Ratnani Runail MS4 (Ex Officio)

INVITED/GUESTS:

Brower, Richard, MD, FAAN; Christiane Herber-Valdez, PhD; Lee Rosenthal, PhD, MS, MPH; Martin, Charmaine, MD; Gilberto Garcia

APPROVAL OF MINUTES

Minutes will be attached.

ANNOUNCEMENTS

- Presenter(s): Dr. Alexandraki**
- New Assistant Clerkship Director for Internal Medicine: Dr. Boppana; short presentation by Dr. Francis.
 - PGO brochure for AY 2021-2022 now finalized and available around campus and online.

CEPC 8/11/2021

ITEMS FROM STUDENT REPRESENTATIVES

Presenter(s): Students

ITEM I SUB-COMMITTEE FOR CURRICULUM EVALUATION POLICY

- Presenter(s):** Dr. Alexandraki
- Dr. Brower: Make small fix –Indent items under “Charge”
- Outcome:**
- Policy approved by asynchronous email vote.

ITEM II SCI SYLLABUS MODIFICATIONS

- Presenter(s):** Dr. Rosenthal
- Outcome:**
- SCI Syllabus approved by asynchronous email vote.

ITEM III CLERKSHIP INTERSESSION SYLLABUS & BOOTCAMP SYLLABUS

- Presenter(S):** Dr. Francis
- No comments or questions form committee.
- Outcome:**
- Both syllabi approved by asynchronous email vote.

OPEN FORUM

ADJOURN

CEPC Monthly Meeting Minutes

05:00 PM - 06:30 PM

08/11/2021

MEMBERS IN ATTENDANCE:

Irene Alexandraki, Jessica Chacon, Fatima Gutierrez, Patricia Ortiz, Houriya Ayoubieh, Tanis Hogg, Maureen Francis, Lisa Beinhoff, Whitney Shaffer, Runail Ratnani, Charmaine Martine, Richard Brower, Mirjana Babic

MEMBERS NOT IN ATTENDANCE:

Diego Nino, Niti Manglik, Colby Genrich, Brad Fuhrman, Ellis, Linda S, Blake Busey, Melissa Ortega, Rohan Rereddy, Lokesh Nagineni, Daniel Tran, Karishma Palvadi, Christiane Herber-Valdez

PRESENTERS:

Irene Alexandraki, Lee Rosenthal, Francis Maureen

GUESTS:

Gilberto Garcia, Lee Rosenthal

REVIEW AND APPROVAL OF MINUTES

Dr. Alexandraki • Minutes approved by asynchronous email vote.

ANNOUNCEMENTS

Dr. Alexandraki • New Assistant Clerkship Director for Internal Medicine: Dr. Boppana – presented by Dr. Francis.
 • PGO brochure for AY 2021-2022 now finalized and available around campus and online.

ITEMS FROM STUDENTS

MS1 • None elected yet.
MS2 – Shaffer Whitney • No comments or issues.
& Rereddy Rohan

CEPC 8/11/2021

Nagineni Lokesh &
Tran Daniel
MS4

- Not present.
- No comments or issues.

SUB-COMMITTEE FOR CURRICULUM EVALUATION POLICY

Dr. Alexandraki • Presented the policy.
Dr. Brower • Make small fix –indent items under “Charge”.

Policy approved by asynchronous email vote.

SCI-SYLLABUS MODIFICATION

Dr. Rosenthal • Presented Modifications to the SCI Syllabus.

OPEN DISCUSSION

Dr. Chacon asked if the Service Learning Symposium would be held in person. Dr. Rosenthal confirmed that it was going to be in person, and Dr. Alexandraki pointed out that because of the teamwork component the work in person would be better. Dr. Francis stated that MS3 students would like to have workshops in Spanish. Dr. Hogg expressed the concern that the program was ‘whittling down’ its clinical/situational learning experiences instead of having more each year.

Dr. Rosenthal shared that there has been a little bit of pushback from the school because of student overload concerns. She stressed out that there was not enough preceptors in the ObGyn, and the primary care pipeline has been tight as well. In addition, Dr. Rosenthal said that Pediatrics (including Burrell SOM) took many of student spots that SCI used to have. As a result, now it has become a challenge to place students. Dr. Alexandraki commented that the experiences should be restructured in the way that they are more meaningful and engaging for students. She suggested that guidelines should be structured so preceptors would know how to engage students more. Dr. Rosenthal said that training of community preceptors was planned for the fall. Dr. Hogg asked where the school stands as far as mask-wearing mandate for preceptors and vaccination status. Dr. Rosenthal reminded that some preceptors were not taking students who are not vaccinated. She pointed out that this topic was NOT addressed head-on. Dr. Alexandraki explained that the school can’t demand students to be vaccinated, but private clinics can. Dr. Francis addressed that The “Doctoring Curriculum” should be managed by the Med. Skills course, and not SCI.

Dr. Brower explained that it was planned to be throughout the 4 yr. curriculum, but it became hard to track if the particular skills had been met, and assessing was also a challenge. There was also the original intent by Dr. D. Steele (Society and the Community). He pointed out that these experiences were meant to be multidimensional and immerse the student in the community.

OUTCOME: SCI Syllabus was approved by asynchronous email vote.

CLERKSHIP INTERSESSION SC SYLLABUS & BOOTCAMP SYLLABUS

Dr. Francis Brief presentation.

OPEN FORUM

Final thoughts and comments from committee - None.

ADJOURN

Meeting adjourned at: 6:30pm



TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER
EL PASO

Paul L. Foster School of Medicine

Medical Education Program Policy

Policy Name:	Sub-Committee on Evaluation of Education Programs				
Policy Domain:	Strategic Planning and Continuous Quality Improvement/Curriculum Management, Evaluation, and Enhancement	Refers to LCME Element(s):	Standard 8: 8.1; 8.2; 8.3; 8.4; 8.5; 8.6; 8.7; 8.8		
Approval Authority:	Curriculum and Educational Policy Committee	Adopted:		Date Last Reviewed:	
Responsible Executive:	Associate Dean for Medical Education	Date Last Revised:			
Responsible Office:	Office of Medical Education	Contact:	Mirjana Babic, MPA mbabic@ttuhsc.edu		

1. **Policy Statement:** The Sub-Committee on Evaluation of Education Programs is a sub-committee of the Curriculum and Educational Policy Committee (CEPC) established per Article X, Section C, Subsection 2 of the PLFSOM Faculty Bylaws. The responsibility of the CEPC is to designate the operational responsibilities for the sub-committee and use the reports of the sub-committee for continuous quality improvement of the medical education program at Paul L. Foster School of Medicine.

2. **Reason for Policy:** This policy is intended to provide an outline of the responsibilities of the Sub-Committee on Evaluation of Education Programs, which oversees the design, methods, implementation, collection, and interpretation of all data utilized to evaluate the quality of the educational programs of the school.

3. **Who Should Read this Policy:**

- Members of the CEPC
- Senior Leadership of the Medical School
- Office of Medical Education leadership, administrative officers, and staff
- Pre-clerkship and clerkship coordinators
- The Office of Institutional Research and Effectiveness (OIRE)

4. **Resources:** The Sub-Committee on Evaluation of Education Programs is supported by the CEPC and the Office of Medical Education.

5. **Definitions:** The Sub-Committee on Evaluation of Education Committee is tasked with the oversight of the assessment and evaluation processes of the medical education program, including the initial stages of planning, design and implementation, and the final

Policies are subject to revision. Refer to the Office of Medical Education website or contact the Office of Medical Education to ensure that you are working with the current version.



TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER[™]
EL PASO

Paul L. Foster School of Medicine

reporting of evaluation outcomes to relevant stakeholders. The ultimate goal is to provide unbiased review and evaluation of the medical school's assessment and evaluation processes in order to assist the Curriculum and Educational Policy Committee (CEPC) on curriculum quality improvement initiatives and decisions regarding the medical education program.

6. **The Policy:**

- **Membership:** The membership of the Evaluation of Education Programs sub-committee is broadly representative of the faculty responsible for and participating in the Doctor of Medicine degree program. Membership consists of two (2) faculty members involved in the pre-clerkship phase, and two (2) faculty involved in the clerkship phase for a balanced representation from both phases of the medical education program. In addition, membership includes one (1) College Mentor who is not currently serving on the Committee on Curriculum and Educational Policy (CEPC). Candidates for membership are to be recommended and appointed by the Associate Dean for Medical Education for staggered three (3) year terms. Terms may be renewed by the Associate Dean for Medical Education; however, members may be appointed for no more than two (2) consecutive terms, after which they are ineligible to serve for the subsequent three (3) years. Candidates for these positions must be active faculty in the undergraduate medical education program at the Paul L. Foster School of Medicine and should have experience in the area of assessment and evaluation. Additional ex-officio, non-voting members of the committee shall include the Associate Dean for Medical Education, the Assistant Deans for Medical Education (i.e., pre-clerkship and clerkship phases), the Director for Assessment, Evaluation, Accreditation, and Quality Improvement, the Associate Director of Assessment and Evaluation, and the LCME program manager.
- **Leadership:** The Sub-Committee on Evaluation of Education Program will provide a report to the CEPC semi-annually of evaluation findings and recommendations to inform curricular decision-making, educational program policy development, and quality improvement initiatives. The sub-committee shall be chaired by a faculty appointee named by the Associate Dean for Medical Education. The chair's term(s) will adhere to the membership regulations listed above.
- **Charge:** The sub-committee's primary function is to provide oversight of the design, methods, implementation, collection, and interpretation of all data (quantitative and qualitative) that are utilized and evaluate the quality of the medical school's educational program. The charge of the committee includes the following:
 - Systematic and regular review of the school's medical education assessment and evaluation processes, including student evaluations of pre-clerkship and

Policies are subject to revision. Refer to the Office of Medical Education website or contact the Office of Medical Education to ensure that you are working with the current version.



TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER
EL PASO

Paul L. Foster School of Medicine

clerkship courses and faculty, validity of evaluation instruments, and alignment of evaluations

with the medical program's goals and objectives and individual courses' learning objectives.

- Utilization of evaluation findings to identify strengths and weaknesses of the educational program and any issues that might require modification or other actions for continuous quality improvement and LCME accreditation.
 - Utilization of evaluation findings for process and outcome evaluation of the entire medical education program, including courses in both the pre-clinical and clinical phases.
 - Make recommendations based on evaluation findings. Recommendations may include changes to evaluation processes and/or curricular/program modifications, ensuring ongoing use of evaluation data for continuous quality improvement.
- **Reporting:** The Sub-Committee on Evaluation of Education Program reports to the CEPC semiannually.
- **Constrains:** As stated above, the Sub-Committee on Evaluation of Education Programs oversees the assessment and evaluation processes and evaluation outcomes of the medical education program. However, the committee can only make recommendations, but cannot establish or approve assessment and evaluation instruments and processes of the medical education program.
- **Session time and sequencing:** The Sub-committee meets once per month.

Policies are subject to revision. Refer to the Office of Medical Education website or contact the Office of Medical Education to ensure that you are working with the current version.

SCI AY 21-22

Updated CEPC proposal 8-11-21

E. Lee Rosenthal, PhD, MS, MPH
SCI Course Director

SCI Community Health Experience PRE-CLERKSHIP YEARS OVERVIEW

SCI Community Health Experience (including preceptors) set time is:

- **MS1 Class: Tuesdays and Wednesdays 1-5 pm or less**
- **MS2 Class: Wednesdays and Thursdays 8- NOON or less**

AS APPROVED: MS1 – Class of 2025

IMMERSION & FALL	SPRING
<p style="text-align: center;"><u>Summer</u></p> <p>I. Immersion: Social Foundations of Medicine/Health Systems Science (HSS)</p> <p>II. Conversational Spanish</p> <p style="text-align: center;"><u>Fall</u></p> <p>I. Soc. Fnds of Med/HSS continues</p> <p>II. Medical Spanish (Return to In Person)</p> <p>III. Community Health Experiences (CHE*) (#4 per semester /monthly)</p>	<p>I. Introduction to Clinical Research (Part 1)</p> <p>II. Medical Spanish (cont. in Person) AND Canopy on-line Level I. (Summer access to Level 2 due mid MS2 Fall, Level three due MS2 End of Fall.) Require Level tests only</p> <p>III. Community Health Experiences (#4)</p>

AS APPROVED: MS2 – Class of 2024

FALL	SPRING
<p>I. Introduction to Clinical Research (Part 2)</p> <p>II. Class of 2024: Return to Spanish In Person</p> <p>III. Community Health Experiences (#4)</p>	<p>I. Social Foundations of Medicine</p> <p>II. Level 3 of Canopy Spanish (1-2 done)</p> <p>III. Community Health Experiences (#2)</p>

AS PLANNED MS1 COMMUNITY HEALTH EXPERIENCES 21-22

Fall Visits

Public Health Panel	Primary Preceptor Visit #1
Primary Preceptor Visit 2	Primary Preceptor Visit 3

Spring Visits

Pharmacy Visit	Service Learning Symposium (2 hours)
Primary Preceptor Visit 4	Community Health Center Visit

AS PROPOSED MS1 COMMUNITY HEALTH EXPERIENCES 21-22

Fall Visits

Public Health Panel	Outreach/build on Immersion comm. visits (NEW)
Pharmacy Visit (was Spring)	Community Health Center Visit (was Spring)

Spring Visits

Primary Preceptor Visit #1	Service Learning Symposium
Primary Preceptor Visit 2 (was Fall)	Primary Preceptor Visit 3 (was Fall)

AS PLANNED
MS2 COMMUNITY HEALTH
EXPERIENCES 21-22

Fall Visits

Primary Preceptor Visit Aug/#1	Ophthalmology - Sept
Dental - Oct/Nov	OB Panel- Dec

Spring Visits

Primary Preceptor Visit 2	Mental Health Panel
------------------------------	---------------------

AS PROPOSED
MS2 COMMUNITY HEALTH
EXPERIENCES 21-22

Fall Visits

Ophthalmology Sept-Oct	Primary Preceptor Visit #1 (now Oct/Nov)
Dental Oct/Nov	OB Panel Nov-Dec

Spring Visits

Primary Preceptor Visit 2	Primary Preceptor Visit #3 (NEW) (Mental Health session now integrated into SCI class)
---------------------------	---

Will need
to extend
until end
of Feb

Spanish

Gilberto Garcia, SCI's Spanish

Already in syllabus for Immersion

Conversational (Immersion) Spanish

For Immersion Spanish, final grades for novice and intermediate Spanish (all levels)) will be assessed with this distribution:

- 20%: Professionalism and daily attendance
- 20%: Daily participation and oral comprehension class assignments
- 20%: Participation/Assignments for off-campus activities (grocery & murals)
- 20%: Final assessments (varied by level)
- 20%: Final group presentation

NEW: Grading overview for Academic Year

Professionalism and attendance	20%
Participation in class that is active	20%
Two listening and comprehension quizzes, 10% each	20%
Two five-minute Spanish oral conversation evaluation, 10% each	20%
Final participative event that will consist of a 5-7 minute doctor-patient oral interaction or interview	20%

AY 2021-2022 Syllabi Bootcamp and Intersession

CEPC Presentation

Maureen Francis, MD, MS-HPed, FACP

8/11/2021

Bootcamp

- 2 week course required in spring 4th year/ 2 credits
- Main goal – preparation for residency
- Held in TECHS center
 - High fidelity simulations
 - SP encounters
 - Day in the clinic
 - Night on call
 - PASE cases
 - Didactics
 - Labs
- Grading is pass/fail
- All activities are mandatory

****Week One****

Activity Guide: In Person // Virtual/On-Line														
TIME	MONDAY (TECHS N)				TUESDAY (TECHS S)	WEDNESDAY (TECHS N)				THURSDAY (MEB #1200)	FRIDAY (TECHS N)			
07:30	Orientation/Overview/On-line Pre-Survey MEB # 1200				Day in the Clinic 4-1 hour clinic visits (30 min in room + 30 min for discharge and documentation)	08:00 – Morning Updates/Calling A Consultant MEB # 1200				08:00 - Pre-Op Evaluation 09:00 - Post Op Mgmt. Case Discussions 10:00 – Break 11:00 – CXR Interpretation	08:00 – Morning Updates/Behind the Scenes MEB # 1200			
8:30	Calling a Consultant – M. Parsa													
TECHS N	R#211	R#223	R#219	R#1200 Group DEF Ultrasound Didactic and Hands-On		R#219	R#223	R#215	MEB # 1200 Group ABC <u>ALIEM Pharm</u>		R#211	R# 223/217	R#219	MEB #1200 Group DEF EKG/X-Ray IC/P2P <u>ALIEM Pharm</u>
09:00	RR1 A	Long 1a B	TC 1a C			RR2 D	Long 1b E	TC 2a F			RR3 A	Long 1c B	TC 3a C	
10:00	RR1 B	Long 1a C	TC 1a A			RR2 E	Long 1b F	TC 2a D			RR3 B	Long 1c C	TC 3a A	
11:00	RR1 C	Long 1a A	TC 1a B		RR2 F	Long 1b D	TC 2a E	RR3 C		Long 1c A	TC 3a B			
12:00	Lunch				Lunch (variable)	Lunch				Lunch (variable)	Lunch			
12:30	Transition of Care					Transition of Care					Transition of Care			
13:00	RR1 D	Long 1a E	TC 1b F	R# 1200 Group ABC Ultrasound Didactic and Hands-On	Oral Case Presentations and Debrief of AM Cases	RR2 A	Long 1b B	TC 2b C	ME B# 1200 Group DEF <u>ALIEM Pharm</u>	13:00 – Colloquium – What’s Your Biggest Fear?	RR3 D	Long 1c E	TC 3b F	MEB #1200 Group ABC EKG/X-Ray IC/P2P <u>ALIEM Pharm</u>
14:00	RR1 E	Long 1a F	TC 1b D			RR2 B	Long 1b C	TC 2b A		RR3 E	Long 1c F	TC 3b D		
15:00	RR1 F	Long 1a D	TC 1b E			RR2 C	Long 1b A	TC 2b B		RR3 F	Long 1c D	TC 3b E		
16:00	Debrief MEB # 1200					Debrief MEB # 1200				15:00 – Glucose Management – Case Discussions	Debrief MEB # 1200			
17:00	Adjourn					1-Min Paper	Adjourn				1-Min Paper	Adjourn		

****Week Two****

TIME	MONDAY (TECHS N)				TUESDAY (TECHS S)	WEDNESDAY (TECHS N)				THURSDAY (MEB #1200)	FRIDAY (MEB # 1200)		
8:00	Morning Updates / Student Presentations MEB # 1200				Night-On-Call	Morning Updates / Student Presentations MEB # 1200				08:00 Oxygen Therapy 09:00 – Ventilator Management 10:45 - Break 11:00 EKG/ACLS Review	ACLS Debrief/Post Survey Course Wrap Up Adjourn Boot Camp		
RSTC	R#211	R#223	R#219	MEB #1200 Group ABC WOC ALIEM Pharm		R#219	R#223	R#215	½ Group DEF MEB #1200 PASE Cases ½ Group DEF MEB TECHS-S (Procedure Lab) --- WOC MEB #1120				
09:00	RR4 D	Long 2a E	TC 4a F			RR5 A	Long 2b B	TC 5a C					
10:00	RR4 E	Long 2a F	TC 4a D			RR5 B	Long 2b C	TC 5a A					
11:00	RR4 F	Long 2a D	TC 4a E			RR5 C	Long 2b A	TC 5a B					
12:00	Lunch				Lunch (variable)	Lunch				Lunch (variable)	Lunch		
12:30	Transition of Care					Transition of Care							
13:00	RR4 A	Long 2a B	TC 4a C	MEB #1200 Group DEF WOC ALIEM Pharm	Night-On-Call	RR5 D	Long 2b E	TC 5b F	½ Group ABC MEB #1200 PASE Cases ½ Group ABC MEB TECHS-S (Procedure Lab) --- WOB MEB #1120	13:00 – Colloquium – Burnout and Developing Resilience 15:00 Beeps at Night		Planning Committee Debrief Session Final Grading Preparation for following session	
14:00	RR4 B	Long 2a C	TC 4a A			RR5 E	Long 2b F	TC 5b D					
15:00	RR4 C	Long 2a A	TC 4a B			RR5 F	Long 2b D	TC 5b E					
16:00	Debrief MEB # 1200					Debrief MEB # 1200					1-Min Paper		Adjourn
17:00	Adjourn					Adjourn							

Focused on EPAs for Day 1 of Residency

- EPA 1: Gather a History and Perform a PE
- EPA 2: Prioritize a Differential Diagnosis
- EPA 3: Recommend and Interpret Common Tests
- EPA 4: Entering and Discussing Orders and Prescriptions
- EPA 5: Document in the Clinical Record
- EPA 8: Give or Receive a Patient Handover
- EPA 10: Recognize an Urgent or Emergent Situation and Initiate Treatment
- EPA 11: Obtain Informed Consent

Changes in AY 2021-2022

- Updating didactics
- Need to update disability paragraph
- Overall feedback for the course is excellent and there are minimal changes planned this year

Interession

- 2 week course/2 credits
- Focused on topics pertinent to all students and end of year assessment
- Transition year
 - Previously in prior clerkship configuration
 - 1 week in January after Block 2
 - 1 week in May after Block 3 at the end of the year
 - AY 2021-2022 - New configuration with the LIC (2 blocks)
 - 2 weeks in May at the end of the year
 - Many topics covered in the orientation weeks
 - AY 2022-2023 – Phase 2 of LIC Implementation
 - Will include orientation week at the beginning of the academic year + 1 week at the end of Block 1 and 2 weeks at the end of the academic year

AY 2021-2022

- Topics include:
 - Informed consent
 - Conflict of interest/compliance with relevant laws in healthcare
 - Law and Medicine session/documentation
 - Quality improvement/patient safety
 - High value care
 - Social determinants of health in relation to clinical experiences
 - Colloquium – professional identity formation
- Assessments
 - EOY OSCE
 - Procedure workshop
 - CCSE

Grading

- Grading is pass/fail
 - Includes a professionalism assessment
- EOY OSCE
 - Must pass on 1st or 2nd attempt
- Procedure workshop
 - Must pass the post-test
 - Must demonstrate competency in general procedures
 - IV/venipuncture/airway management (adult and child)
 - Bladder catheterization moved earlier in 3rd year prior to Surgery/OB rotation

AY 2021-2022

- No changes other than rearrangement due to schedules