**M.D. Program Curriculum Committee Meeting Minutes**

**Date**: October 20, 2023 **Time**: 2:02 PM – 2:38 PM

**Chaired by**: Dr. Jeffrey Plochocki

# **V****oting members present:** Drs. Beg, Castiglioni, Dil, Fagan, Gros, Kay, Khan-Assad, Martinez, Piazza, and Rubero; (M1) Brandt, (M2) Brown, (M1) Cunningham, and (M3) Press

**Attendees:** Drs. Bradshaw, Dexter, Kauffman, Lone, Pasarica, Selim, Smith, Torre, and Verduin; Ms. Berry, Ms. Borges, Ms. Brooks, Ms. Myszkowski, Ms. Poole, Mr. Staack, Mr. Van Blaricom, and Mr. Voorhees

# **Approval of Minutes**

* September 15, 2023: Minutes were approved as circulated.

**Pre-Clerkship Course Proposals – Dr. Kauffman**

* Members approved the following proposed pre-clerkship courses.
	+ Foundations
	+ IS1
	+ IS2
	+ IS3
	+ IS4
	+ IS5
* There was a typo in the IS2 proposal, which was corrected from 13 weeks to 16 weeks.
* The proposed courses are 80% complete. Will submit to main campus for the purpose of moving them forward since the deadline for submission is October 25th. The final version will be submitted to CCom for review and approval.
* The new directors for the new courses were invited to join the Development and Implementation Working Group of the CREATe Task Force. This group is not only actively working on the guidelines for the pedagogy for the pre-clerkship curriculum, but will also address the concerns, suggestions and recommendations related to the HSS domains and objectives.

**M1 Representatives**

* The new M1 representatives were welcomed and introduced.
	+ Michael Cunningham – M1 primary
	+ Kennie Brandt – M1 alternate

**Rescheduling the GI/Renal Final Exam – Dr. Kauffman**

* Members approved rescheduling the GI/Renal final exam. Given that the main campus administration has announced the University will be closed for the Winter Break starting on Wednesday, December 20, 2023, the GI/Renal final examination that is currently scheduled on Friday, December 22, 2023, will need to be rescheduled.  The GI/Renal faculty have worked to adjust the calendar in the following ways:
	+ Reschedule the exam to Tuesday, December 19, 2023.
	+ The last scheduled class session (a TBL) was moved to Friday, December 15, 2023.
		- This leaves 1 class day and 2 weekend days for study time before the exam.

**M3/M4 Subcommittee – Mr. Staack**

* Members approved the M3 and M4 Academic Calendar for 2024-2025. The main change from the current year is Intersession I will be directly after block 7, which will begin prior to the winter break. It will run from December 16th to December 20th and resume January 6th.

# **PES Recommendations – Dr. Plochocki**

* The following PES recommendations were approved.

**HB-2 Module:**

* + Evaluate level-appropriateness of assessments and alignment with material.
	+ Use asynchronous instruction when learning appropriate.

**P-1 Module:**

* + Continue to work with faculty and SPs to make sure feedback to students is constructive and actionable.
	+ Continue ongoing faculty recruitment efforts with the goal to obtain a cadre of faculty who can be consistent across the instructional sessions.

# **Students Updates**

* M1: No updates.
* M2: Students are adjusting well so far.
* M3: Nothing major to report.

# **Announcements/Updates – Dr. Plochocki**

* The following updated policies were approved electronically by voting members on October 2nd.
	+ Policy 9.9.1 Standards for Promotion and Graduation
	+ Policy 9.9.2 Student Evaluation and Promotions Committee
	+ Policy 9.9.3 Grading and Assessment Policy

# **Action Items**

* CREATe Task Force will submit the final proposed pre-clerkship courses for review and approval.