



**Wexner
Medical
Center**

**The Ohio State University College of
Medicine**

Executive Curriculum Committee

Meeting Minutes

Date: 1/22/2013

Location: 150 Meiling

Presiding Chair: Stanley I. Martin, M.D.

Call to order:

4:05PM

Minutes recorded by: Angela Miles

Adjourned:

5:10PM

Member attendance

Name	Role	Present
Stanley Martin	Chair, Faculty member	Y
Daniel Clinchot	Vice Dean for Education, Faculty member	Y
John Davis	Associate Dean for Medical Education	Y
Sam Colachis	Faculty member	Y
Nicholas Kman	Faculty member	Y
Thomas Mauger	Clinical science chair	N
Cynthia Kreger	Chair, Academic Review Board	N
Amy Lovett-Racke	Faculty member	Y
Pat Ecklar	Assistant Dean, Affiliated program	Y
Doug Knutson/Nanette Lacuesta	Assistant Dean, Affiliated program	N / Y
Curtis Gingrich	Assistant Dean, Affiliated program	N
Mary McIlroy	Academic Program Director, Assistant Dean, Aff Prog	Y
Larry Schlesinger	Chair, Basic Science Department	N
Douglas Post	Academic Program Director, Assistant Dean, Med Ed	Y
Douglas Danforth	Academic Program Director	Y
Leon McDougale	Academic Program Director, Associate Dean Diversity	Y
Cynthia Ledford	Assistant Dean, Med Ed	Y
Sorabh Khandelwal	Assistant Dean, Med Ed	Y
Keerthana Bolisetty	Med student representative	Y
Kevin Heinsimer	Med student representative	Y

Additional attendees

- Sean Bragg
- Carla Granger
- John Gunn
- Nikki Radcliffe

Agenda items

- Item 1, Approval of Minutes
- Item 2, VITALS Demonstration
- Item 3, Biomedical Undergraduate Program Discussion
- Item 4, MedPath Discussion
- Item 5, Formative Assessments

Executive Curriculum Committee Agenda

Item 1, Approval of last meeting's minutes

Presenter: Dr. Stanley Martin, Presiding Chair

Discussion

1. The meeting minutes from December 11, 2012 were reviewed by the committee and approved.

Item 2, VITALS Demonstration and Discussion

Presenter: Sean Bragg

Discussion

1. Sean Bragg provided ECC with a brief overview of how to search for content in VITALS. Dr. Clinchot discussed how much easier this system is in comparison to medSTAR for the ECC members being able to search the database for curricular content. In addition the assistant deans utilize the system to ensure both vertical and horizontal integration of the curriculum.

Item 3, Biomedical Undergraduate Program Discussion

Presenter: Dr. John Gunn, Director, Biomedical Science Major

Discussion

1. Dr. Gunn presented the Biomedical Undergraduate program report for 2011-2012.
2. Dr. Gunn discussed the demographics of the students interviewed and also the criteria that are used to select interviewees. Interviews for the program are blinded and students are required to answer an essay comprised of a variety of questions.
3. Please see attached report.

Action Items

1. A motion to approve the report was set forth and the committee approved.

Executive Curriculum Committee Agenda

Item 4, MedPath Discussion

Presenter: Dr. Leon McDougle

Discussion

1. Dr. McDougle reviewed the past year's MedPath Program and discussion was had about outcomes and future goals.
2. Please see attached report.

Action Items

1. A motion to approve the report was set forth and the committee approved.

Item 5, Formative Assessments in the curriculum

Presenter: Dr. John Davis

Discussion

1. Dr. Davis lead ECC in a discussion regarding the need to evaluate the process of Formative Assessments in all existing curriculum similar to the way it was completed for LSI.

Action Items

1. The committee agreed that to start, each program director will compile a list of formative assessments to be brought back to the committee for further discussion, review and to develop plans moving forward.



**Wexner
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**The Ohio State University College of
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Executive Curriculum Committee

Meeting Minutes

Date: 2/26/2013

Location: 150 Meiling

Presiding Chair: Stanley I. Martin, M.D.

Call to order:

4:05PM

Minutes recorded by: Angela Miles and Stanley Martin

Adjourned:

6:00PM

Member attendance

Name	Role	Present
Stanley Martin	Chair, Faculty member	Y
Daniel Clinchot	Vice Dean for Education, Faculty member	Y
John Davis	Associate Dean for Medical Education	Y
Sam Colachis	Faculty member	Y
Nicholas Kman	Faculty member	Y
Thomas Mauger	Clinical science chair	Y
Cynthia Kreger	Chair, Academic Review Board	N
Amy Lovett-Racke	Faculty member	N
Pat Ecklar	Assistant Dean, Affiliated program	N
Doug Knutson/Nanette Lacuesta	Assistant Dean, Affiliated program	N / Y
Curtis Gingrich	Assistant Dean, Affiliated program	N
Mary McIlroy	Academic Program Director, Assistant Dean, Aff Prog	Y
Larry Schlesinger	Chair, Basic Science Department	N
Douglas Post	Academic Program Director, Assistant Dean, Med Ed	Y
Douglas Danforth	Academic Program Director	Y
Leon McDougale	Academic Program Director, Associate Dean Diversity	Y
Cynthia Ledford	Assistant Dean, Med Ed	Y
Sorabh Khandelwal	Assistant Dean, Med Ed	Y
Keerthana Bolisetty	Med student representative	Y
Kevin Heinsimer	Med student representative	Y

Additional attendees

Joanne Lynn

Agenda items

Item 1, Approval of Minutes

Item 2, Med 3-4 Program Discussion

Item 3, Med 3 Clerkship Linkage Proposal

Item 4, Graduate Questionnaire Student Mistreatment Working Group Discussion

Executive Curriculum Committee Agenda

Item 1, Approval of last meeting's minutes

Presenter: Dr. Stanley Martin, Presiding Chair

Discussion

1. The meeting minutes from January 22, 2013 were reviewed by the committee and approved.

Item 2, Med 3-4 Program Discussion

Presenter: Dr. Mary McIlroy, Academic Program Director

Discussion

1. The 2011-2012 Annual Report of the Med 3-4 Academic Program was presented to the ECC.
2. Discussion of items included:
 - a. Curricular adjustments for semester conversion
 - b. Anticipated planning for the larger class size
 - c. Curriculum improvement working groups
 - d. Expansion of Direct Observation of Competence
 - e. New policies such as the hand hygiene violations, duty hours, away elective and visiting student policies
 - f. Student promotion and review
 - g. Future challenges
3. Please see attached report.

Action Items

1. The success and spread of faculty observation of student skills will need to be reviewed again at ECC during annual review and discussion
2. The Committee voted and approved the report

Item 3, Med 3 Clerkship Linkage Proposal

Presenter: Dr. Mary McIlroy, Academic program Director

Discussion

1. Dr. McIlroy presented a proposal for ECC decision regarding 2013-2014 Med 3 Clerkship Linkage. Options included maintaining the previous approach vs. linking all clerkships to coincide with the upcoming LSI Part 2 curriculum, or linking only a few clerkships.

Executive Curriculum Committee Agenda

2. The proposal recommends linking all the required Med 3 clerkships during 2013-2014 in the pairs that represent the rings of the upcoming Part 2 of the LSI curriculum.

Action Items

1. The Committee voted to approve the recommended proposal to link all clerkships

Item 4, Graduate Questionnaire Student Mistreatment Working Groups Update

Presenters: Dr. Cynthia Ledford/ Dr. Leon McDougle /Dr. Joanne Lynn

Discussion

1. Previously the ECC had recommended that the issue of student mistreatment be revisited for further review. Dr. Ledford was assigned this responsibility and enlisted the aid of Dr. McDougle and Dr. Lynn. They collectively presented updates on the issue for review and discussion.
2. Discussion items included:
 - a. Review of best practices from the literature and other institutions
 - b. Current measures and interventions
 - c. Student Life perspectives and recommendations
3. Please see attached report.

Action Items

1. The Committee voted and approved recommendations to address student mistreatment by doing the following:
 - a. Restart an annual learning environment survey
 - b. Create a more direct and nuanced physician (faculty and resident) evaluation
 - c. Communicate the importance of this kind of evaluation to students
 - d. Communicate the importance of avoiding student mistreatment to faculty and residents
2. The Working Group will return to ECC later this year to review progress



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Executive Curriculum Committee

Meeting Minutes

Date: 3/26/2013

Location: 150 Meiling

Presiding Chair: Stanley I. Martin, M.D.

Call to order:

4:05PM

Minutes recorded by: Stanley Martin

Adjourned:

5:15PM

Member attendance

Name	Role	Present
Stanley Martin	Chair, Faculty member	Y
Daniel Clinchot	Vice Dean for Education, Faculty member	Y
John Davis	Associate Dean for Medical Education	Y
Sam Colachis	Faculty member	Y
Nicholas Kman	Faculty member	Y
Thomas Mauger	Clinical science chair	N
Cynthia Kreger	Chair, Academic Review Board	N
Amy Lovett-Racke	Faculty member	N
Pat Ecklar	Assistant Dean, Affiliated program	Y
Doug Knutson/Nanette Lacuesta	Assistant Dean, Affiliated program	N / N
Curtis Gingrich	Assistant Dean, Affiliated program	N
Mary McIlroy	Academic Program Director, Assistant Dean, Aff Prog	Y
Larry Schlesinger	Chair, Basic Science Department	N
Douglas Post	Academic Program Director, Assistant Dean, Med Ed	Y
Douglas Danforth	Academic Program Director	Y
Leon McDougale	Academic Program Director, Associate Dean Diversity	N
Cynthia Ledford	Assistant Dean, Med Ed	N
Sorabh Khandelwal	Assistant Dean, Med Ed	Y
Keerthana Bolisetty	Med student representative	Y
Kevin Heinsimer	Med student representative	Y

Additional attendees

Eric Ermie

Agenda items

Item 1, Approval of minutes

Item 2, Educator training on teaching and assessment

Item 3, Annual entire curriculum review policy

Item 4, ABRC discussion

Item 5, USMLE Step 1 sand Step 2 CK/CS review and discussion

Executive Curriculum Committee Agenda

Item 1, Approval of last meeting's minutes

Presenter: Dr. Stanley Martin, Presiding Chair

Discussion

1. The meeting minutes from February 26, 2013 were reviewed by the committee and approved.

Item 2, Educator training on teaching and assessment

Presenter: Dr. John Davis, Associate Dean

Discussion

1. Residents, graduate students and postdoctoral fellows involved in the teaching of medical students should be familiar with the educational objectives of the course or clerkship and be prepared for their roles in teaching and assessment.
2. The role of who is responsible for this at the GME level vs. the medical school and the value of a universalized approach was discussed
3. A proposal was put forward that the medical school adopt a proposal in line with the LCME standards and that the Academic Programs be responsible for developing and implementing the policy (see attached).

Action Items

1. The committee voted and approved the proposal
2. Dr. Sorabh Khandelwal volunteered to develop a working group to try and develop an approach that could be broadly implemented at the GME office level. This will be brought back to the ECC later for review and discussion.

Item 3, Annual entire curriculum review policy

Presenter: Dr. John Davis, Associate Dean

Discussion

1. A proposal was put forward to concretely establish when the ECC would review and revise the overall educational program as a whole (see attached).
2. A suggestion was put forward to edit the proposal to say "within one year of the completion of the cycle of the individual academic program reviews."

Executive Curriculum Committee Agenda

Action Items

1. The Committee voted to approve the recommended proposal with the suggested edit.

Item 4, ABRC discussion

Presenters: Dr. Mary McIlroy, Academic Program Director/Assistant Dean

Discussion

1. The ABRC has a responsibility to expedite student reviews in a fair, balanced and timely manner. Dr. McIlroy brought forth concerns that the ABRC quorum deviated from other committees in number of required faculty.
2. Dr. McIlroy proposed an amendment to the handbook to establish a quorum as being made of 5 members, not the previous 7, in order to be consistent with other student review committees.

Action Items

1. The Committee voted and approved the proposal effective immediately.

Item 5, USMLE Step 1 and Step 2 CK/CS review and Discussion

Presenters: Mr. Eric Ermie, in lieu of Dr. Cynthia Ledford

Discussion

1. The scores from this past year's USMLE Step 1 and Step 2 CK/CS examinations were reviewed. Of note, the USMLE Step 1 average was 233, higher than the national average. Of the 217 students who took it, 213 passed. USMLE Step 2 scores were equally if not better comparatively speaking (see attached).
2. A proposal was put forward to move the deadline for USMLE Step 2 takers from December 31 to October 31 to help prevent complications of MSPE and identify the few failing or uncooperative students earlier in the academic year.

Action Items

1. The proposal was tabled for further discussion.



**Wexner
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Executive Curriculum Committee

Meeting Minutes

Date: 4/23/2013

Location: 150 Meiling

Presiding Chair: John Davis, PhD, MD

Call to order:

4:05PM

Minutes recorded by: Angela Miles

Adjourned:

5:30PM

Member attendance

Name	Role	Present
Stanley Martin	Chair, Faculty member	N
Daniel Clinchot	Vice Dean for Education, Faculty member	Y
John Davis	Associate Dean for Medical Education	Y
Sam Colachis	Faculty member	Y
Nicholas Kman	Faculty member	N
Thomas Mauger	Clinical science chair	N
Cynthia Kreger	Chair, Academic Review Board	N
Amy Lovett-Racke	Faculty member	N
Pat Ecklar	Assistant Dean, Affiliated program	N
Doug Knutson/Nanette Lacuesta	Assistant Dean, Affiliated program	N / Y
Curtis Gingrich	Assistant Dean, Affiliated program	N
Mary McIlroy	Academic Program Director, Assistant Dean, Aff Prog	Y
Larry Schlesinger	Chair, Basic Science Department	Y
Douglas Post	Academic Program Director, Assistant Dean, Med Ed	Y
Douglas Danforth	Academic Program Director	Y
Leon McDougle	Academic Program Director, Associate Dean Diversity	Y
Cynthia Ledford	Assistant Dean, Med Ed	Y
Sorabh Khandelwal	Assistant Dean, Med Ed	Y
Keerthana Bolisetty	Med student representative	Y
Kevin Heinsimer	Med student representative	Y

Additional attendees

Dave Way

Joanne Lynn

Diana Weiser-Med Student

Bradley Schnedl- Med Student

Andrew Keaster- Med Student

Heather McDonagh- Med Student

Agenda items

Item 1, Approval of minutes

Item 2, Student Survey Results

Item 3, Clinical Curriculum Survey

Executive Curriculum Committee Agenda

Item 1, Approval of last meeting's minutes

Presenter: Dr. John Davis

Discussion

1. The meeting minutes from March 26, 2013 were reviewed by the committee and approved.

Item 2, Student Survey Results

Presenter: Medical Students: Diana Weiser, Bradley Schnedl, Andrew Keaster, Heather McDonagh

Discussion

1. Medical Students presented preliminary results in detail from the LCME Student Assessment Survey. The committee consisted of a team of 10 members, from all 4 classes.
2. The survey covered Student Life, LSI and M3/M4 rotations.
3. In the presence of the students the ECC discussed the results in great length.
4. In talking with ECC, Dr. Clinchot raised concerns about differing criteria for areas of concern for Med 1 versus Med 2.
5. Dr. Davis discussed that many of these issues were identified in other feedback mechanisms.
6. Dr. Ledford asked the students for clarification regarding the scales that were used.
7. Please see attached report.

Action Items

1. ECC charged Dr. Davis to form a subcommittee to develop and implement a plan to address student concerns. He will report back to ECC.
2. The medical students will present the finalized report to ECC in June or July.

Executive Curriculum Committee Agenda

Item 3, Clinical Curriculum Survey

Presenter: Dr. Cynthia Ledford

Discussion

1. Reviewed recent Clinical Curriculum Survey
2. ECC discussed how the current report shows improvement in OBGYN performance as a result of a meeting with OBGYN department and the Med 3/4 committee. Dr. McIlroy, Dr. Clinchot, Dr. Samuels and Dr. Landon met and changes were made as previously requested by ECC, including changing the clerkship director. Full effects of these interventions have yet to set in.

Action Items

1. Dr. McIlroy will meet with OBGYN department again to review.
2. ECC would like to invite the clerkship director from OBGYN to an upcoming meeting to provide an interim report on how implemented changes are working.



**Wexner
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**The Ohio State University College of
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Executive Curriculum Committee

Meeting Minutes

Date:5/28/13

Location: 150 Meiling

Presiding Chair: Stanley Martin, MD

Call to order:

4:05PM

Minutes recorded by: Angela Miles

Adjourned:

5:10PM

Member attendance

Name	Role	Present
Stanley Martin	Chair, Faculty member	Y
Daniel Clinchot	Vice Dean for Education, Faculty member	Y
John Davis	Associate Dean for Medical Education	Y
Sam Colachis	Faculty member	Y
Nicholas Kman	Faculty member	Y
Thomas Mauger	Clinical science chair	N
Robert Dephilip	Chair, Academic Review Board	N
Amy Lovett-Racke	Faculty member	N
Pat Ecklar	Assistant Dean, Affiliated program	Y
Doug Knutson/Nanette Lacuesta	Assistant Dean, Affiliated program	N / N
Curtis Gingrich	Assistant Dean, Affiliated program	N
Mary McIlroy	Academic Program Director, Assistant Dean, Aff Prog	N
Larry Schlesinger	Chair, Basic Science Department	N
Douglas Post	Academic Program Director, Assistant Dean, Med Ed	Y
Douglas Danforth	Academic Program Director	Y
Leon McDougale	Academic Program Director, Associate Dean Diversity	Y
Cynthia Ledford	Assistant Dean, Med Ed	Y
Sorabh Khandelwal	Assistant Dean, Med Ed	Y
Keerthana Bolisetty	Med student representative	Y
Kevin Heinsimer	Med student representative	Y

Additional attendees

None

Agenda items

Item 1, Approval of minutes

Item 2, Match Report

Item 3, Curriculum Implementation Taskforce Status

Item 4, Announcements

Executive Curriculum Committee Agenda

Item 1, Approval of last meeting's minutes

Presenter: Dr. Stanley Martin

Discussion

1. The meeting minutes from April 23, 2013 were reviewed by the committee and approved with the following requested changes:
 - a. Amend the previous minutes report to note Dr. McIlroy's request regarding the wording of the changes with ABRC
 - b. Amend the minutes to include M1 and M2 in the Student Survey results (Item 2)

Item 2, Match Report

Presenter: Dr. Daniel Clinchot, Vice-Dean of Education

Discussion

1. Dr. Clinchot reviewed the results from the residency match for this year with the Committee (see attached)
2. Discussion focused on a review of the different matches (military vs. ophtho vs. urology vs. NRMP) and student outcomes
3. Overall this past year was an increase in # of positions and an increase in the # of applications, though there was a nationwide slight decrease in U.S. senior match rate
4. Out of 210 students from OSU in the NRMP, 11 did not match (5%), similar to previous years. The committee discussed the outcomes of those particular students and how to address in the future.
5. The top 3 matching fields were pediatrics, emergency medicine, and internal medicine. Roughly 40% of students went into fields that could qualify as primary care (similar to previous years)

Action Items

1. None

Item 3, Curriculum Implementation Taskforce Status

Presenter: Dr. John Davis, Associate Dean of Education

Discussion

1. Reviewed taskforce composition including new members: Drs. Westman, Tartaglia, and himself (see attached)

Executive Curriculum Committee Agenda

2. Described new positions, including Director of Integration for sections of LSI Part 2
3. Reviewed student scores in differing areas of competencies for the Blocks completed to date in LSI Part 1.
4. Discussed a proposal to involve students in the Cardiopulmonary Block in a patient simulation project. Student participation completely voluntary at this time.

Action Items

1. Proposal for patient simulation project was approved. Information regarding the outcomes of this project and plans for next year to be reviewed in the future.

Item 4, Announcements

1. Dr. Doug Post: The availability of accessing educational material through a program entitled "Library Prescription" will be available starting July 1.
2. Dr. Larry Schlesinger: The College of Assembly was recently updated on the MSTP program and outcomes.



**Wexner
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**The Ohio State University College of
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Executive Curriculum Committee

Meeting Minutes

Date:6/25/13

Location: 150 Meiling

Presiding Chair: Stanley Martin, MD

Call to order:

4:05PM

Minutes recorded by: Angela Miles

Adjourned:

5:30

Member attendance

Name	Role	Present
Stanley Martin	Chair, Faculty member	Y
Daniel Clinchot	Vice Dean for Education, Faculty member	Y
John Davis	Associate Dean for Medical Education	Y
Sam Colachis	Faculty member	Y
Nicholas Kman	Faculty member	Y
Thomas Mauger	Clinical science chair	Y
Robert Dephilip	Chair, Academic Review Board	N
Amy Lovett-Racke	Faculty member	Y
Pat Ecklar	Assistant Dean, Affiliated program	Y
Doug Knutson/Nanette Lacuesta	Assistant Dean, Affiliated program	N / N
Curtis Gingrich	Assistant Dean, Affiliated program	N
Mary McIlroy	Academic Program Director, Assistant Dean, Aff Prog	N
Larry Schlesinger	Chair, Basic Science Department	Y
Douglas Post	Academic Program Director, Assistant Dean, Med Ed	N
Douglas Danforth	Academic Program Director	Y
Leon McDougale	Academic Program Director, Associate Dean Diversity	Y
Cynthia Ledford	Assistant Dean, Med Ed	Y
Sorabh Khandelwal	Assistant Dean, Med Ed	N
Courtney Gilliam	Med student representative	Y
Thomas Feehan	Med student representative	Y

Additional attendees

Dr. Kim Tartaglia

Dr. Wanjiku Musindi

Dr. Katherine Strafford

Agenda items

Item 1, Approval of minutes

Item 2, Health Literacy

Item 3, OB Clerkship Progress

Item 4, Changes to LSI based on Student Feedback

Executive Curriculum Committee Agenda

Item 1, Approval of last meeting's minutes

Presenter: Dr. Stanley Martin

Discussion

1. The meeting minutes from May 28, 2013 were reviewed by the committee and approved

Item 2, Health Literacy

Presenter: Dr. Leon McDougle, Associate Dean, Diversity and Inclusion

Discussion

1. Dr. McDougle presented on a Health Literacy Distance Learning Program.
2. The Health Literacy modules containing lists of objectives, assessments and quizzes are free to faculty, staff and students.
3. Dr. McDougle is asking for permission for the modules to be used in the LSI curriculum.
4. Current coverage of Health Literacy in the curriculum was reviewed by ECC, including the one Longitudinal Group session in which it is addressed.
5. Please see attached proposal.

Action Items

1. Proposal for Healthy Literacy modules to be added to the curriculum was approved by ECC. The Assistant Deans will review the modules and design a 4 year plan for incorporation into LSI and report back to ECC.

Item 3, OB Clerkship Progress

Presenter: Dr. Wanjiku Musindi, OB Clerkship Director

Discussion

1. Dr. Musindi provided ECC with a response regarding the progress in the OB clerkship.
2. Several changes have been implemented since last Academic year, including the creation of a medical student education committee, more communication with site Directors and implementation of Faculty evaluations after each 2 week block.

Executive Curriculum Committee Agenda

3. Dr. Musindi stated that the goal is to improve faculty/student interaction and faculty members are now required to complete FD4me (Faculty Development) modules.
4. Overall, Dr. Musindi feels that the Clerkship is moving in the right direction in terms of improvements
5. Please see attached report.

Action Items

1. ECC would like Dr. Musindi to attend a future meeting to provide a continuous progress report for the current Academic Year.

Item 4, Changes to LSI based on Student Feedback

Presenter: Dr. Douglas Danforth, Part One Academic Program Director

1. Dr. Danforth discussed several changes that have been made to Part One based on feedback from the students. The changes are listed below:
 - When possible, Anatomy will be front-loaded in the block calendar as opposed to integrated throughout.
 - Anatomy Self-Study time has been added to student calendars.
 - Each block calendar is being reviewed to ensure that there is no more than 20 hours of new content scheduled each week.
 - Articulate modules are shorter and student calendars reflect a more accurate timeframe in which the modules are to be completed
 - There has been an increased emphasis on quality control of the modules. Each module will be reviewed by a peer reviewer. A new Associate Director of the Office of Evaluation, Curriculum Research, and Development has been hired to help with this process.
 - All summative quizzes have been moved to Monday mornings and will take place in-class.
 - Correspondence from the Office of Medical Education has been streamlined and centralized to reduce the number of emails that students receive.
 - The Medical Practice and Patient Care block has been divided into two blocks; Foundations 1 and Foundations 2.

Executive Curriculum Committee Agenda

- Portfolio Coaches meetings following Bone and Muscle have been moved to after Winter Break to allow students more time for the break.
- Exploration weeks for the first and second year have been synchronized.
- Increased emphasis has been placed on using TBL and small group TLMs.
- Power Points are not being provided to all students for the LG sessions.
- Specific student feedback regarding projects, especially the Health Coaching Project has been sought and will be used to refine the projects and their requirements.
- Numerous changes were made during the Neurological Disorders block to help students manage the pace and content of the block.

Action Items

1. ECC is requiring that each block leader provide students with an overview at the start of each curricular component and for review sessions to be built in the block schedule.



Wexner Medical Center

The Ohio State University College of
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Executive Curriculum Committee

Meeting Minutes

Date: 7/23/13

Location: 150 Meiling

Presiding Chair: Stanley Martin, MD

Call to order:

4:05PM

Minutes recorded by: Angela Miles

Adjourned:

5:00PM

Member attendance

Name	Role	Present
Stanley Martin	Chair, Faculty member	Y
Daniel Clinchot	Faculty member	N
John Davis	Associate Dean for Medical Education	Y
Sam Colachis	Faculty member	Y
Nicholas Kman	Faculty member	Y
Thomas Mauger	Clinical science chair	Y
Amy Lovett-Racke	Chair, Academic Review Board	Y
Daniel Wozniak	Faculty member	N
Pat Ecklar	Assistant Dean, Affiliated program	N
Doug Knutson/Nanette Lacuesta	Assistant Dean, Affiliated program	N / Y
Curtis Gingrich	Assistant Dean, Affiliated program	N
Mary McIlroy	Academic Program Director, Assistant Dean, Aff Prog	Y
Larry Schlesinger	Chair, Basic Science Department	Y
Douglas Post	Assistant Dean, Med Ed	Y
Douglas Danforth	Academic Program Director, LSI Part One	Y
Leon McDougale	Academic Program Director, Associate Dean Diversity	Y
Cynthia Ledford	Assistant Dean, Med Ed	Y
Judith Westman	Assistant Dean	N
Kim Tartaglia	Academic Program Director, LSI Part Two	N
Sorabh Khandelwal	Assistant Dean, Med Ed	N
Courtney Gilliam	Med student representative	Y
Thomas Feehan	Med student representative	N

Additional attendees

Carla Granger

Agenda items

Item 1, Approval of minutes

Item 2, LSI Part One End of Year Program Evaluation

Executive Curriculum Committee Agenda

Item 1, Approval of last meeting's minutes

Presenter: Dr. Stanley Martin

Discussion

1. The meeting minutes from June 25, 2013 were reviewed by the committee and approved with changes.
2. Dr. Danforth brought forth concerns regarding action item:
 - ECC is requiring that each block leader provide students with an overview at the start of each week and for review sessions to be built in the block schedule.ECC had a discussion and it was decided that the item would remain with one change:
 - ECC is requiring that each block leader provide students with an overview at the start of each **curricular component** and for review sessions to be built in the block schedule.

Item 2, LSI Part One End of Year Program Evaluation

Presenter: Dr. Douglas Danforth, Academic Program Director

Discussion

1. Dr. Danforth presented the LSI Part One End of year program evaluation. This report was compiled by the Evaluation and Assessment team and is comprised of student evaluations of all components of Part One and Faculty evaluations of LP and LG.
2. Student response rate is 100%.
3. The Neurological Disorders block was rated low. Changes were implemented during the block as a result of earlier student feedback.
4. The ECC committee felt it could not appropriately discuss LSI curricular outcomes in absence of paper copies and without time to process.
5. Preliminary Discussions centered around:
 - Concerns from ECC committee members regarding the percentage of students performing procedures in Longitudinal Practice.
 - Need for a process to be implemented that would allow more faculty to evaluate the curriculum.
6. Please see the attached report.

Action Items

1. ECC would like copies of the report to be distributed to the committee members and an action plan will be discussed at the August meeting.



**Wexner
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**The Ohio State University College of
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Executive Curriculum Committee

Meeting Minutes

Date:8/27/13

Location: 150 Meiling

Presiding Chair: Stanley Martin, MD

Call to order:

4:05PM

Minutes recorded by: Angela Miles

Adjourned:

5:55PM

Member attendance

Name	Role	Present
Stanley Martin	Chair, Faculty member	Y
Daniel Clinchot	Faculty member	Y
John Davis	Associate Dean for Medical Education	Y
Sam Colachis	Faculty member	Y
Nicholas Kman	Faculty member	Y
Thomas Mauger	Clinical science chair	Y
Amy Lovett-Racke	Chair, Academic Review Board	Y
Daniel Wozniak	Faculty member	Y
Pat Ecklar	Assistant Dean, Affiliated program	Y
Doug Knutson/Nanette Lacuesta	Assistant Dean, Affiliated program	N / N
Curtis Gingrich	Assistant Dean, Affiliated program	N
Mary McIlroy	Academic Program Director, Assistant Dean, Aff Prog	Y
Larry Schlesinger	Chair, Basic Science Department	Y
Douglas Post	Assistant Dean, Med Ed	Y
Douglas Danforth	Academic Program Director, LSI Part One	Y
Leon McDougale	Academic Program Director, Associate Dean Diversity	Y
Cynthia Ledford	Assistant Dean, Med Ed	Y
Judith Westman	Assistant Dean	N
Kim Tartaglia	Academic Program Director, LSI Part Two	N
Sorabh Khandelwal	Assistant Dean, Med Ed	Y
Courtney Gilliam	Med student representative	Y
Thomas Feehan	Med student representative	N

Additional attendees

Sarah Sukalich

Lauren Hassen

Agenda items

Item 1, Approval of minutes

Item 2, LSI Part One End of Year Program Evaluation

Item 3, Health Literacy Report

Executive Curriculum Committee Agenda

Item 1, Approval of last meeting's minutes

Presenter: Dr. Stanley Martin

Discussion

1. The meeting minutes from July 23, 2013 were reviewed by the committee and approved.

Item 2, LSI Part One End of Year Program Evaluation

Presenter: Dr. Douglas Danforth, Academic Program Director

Discussion

1. Dr. Danforth addressed the concerns regarding the percentage of students performing procedures in Longitudinal Practice.
2. Dr. Danforth is concerned that the data in the chart pertaining to number of patients seen by students is skewed due to underreporting.
3. Please see the attached report.

Action Items

1. Dr. Clinchot moved that any objective in Longitudinal Practice for a History and Physical Exam component must be required of the students. If the skills are not able to be performed, the LSI curriculum must provide an alternative experience for the students. This proposal was voted on by the committee and was approved.
2. CITL is charged with making a recommendation to ECC regarding how many patients a student should be required to see in LP and will set guidelines accordingly.
3. The action plans presented in the report were approved with accepted modifications.

Item 3, Health Literacy Report

Presenter: Dr. Doug Post, Assistant Dean

1. The Assistant Deans were charged to review and implement a plan for Health Literacy in LSI.
2. Dr. Post reviewed the current Health Literacy objectives in the current curriculum and after reviewing the Health Literacy modules, a proposed plan was drafted for implementation into LSI.
3. The modules will be used in years 1, 3 and 4. The committee felt the modules fit nicely with the curriculum.

Executive Curriculum Committee Agenda

Action Items

1. Proposed Health Literacy curriculum was approved by the ECC committee.



**Wexner
Medical
Center**

**The Ohio State University College of
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Executive Curriculum Committee

Meeting Minutes

Date:9/24/13

Location: 150 Meiling

Presiding Chair: Stanley Martin, MD

Call to order:

4:05PM

Minutes recorded by: Stanley Martin, MD

Adjourned:

5:05PM

Member attendance

Name	Role	Present
Stanley Martin	Chair, Faculty member	Y
Daniel Clinchot	Faculty member	Y
John Davis	Associate Dean for Medical Education	Y
Sam Colachis	Faculty member	Y
Nicholas Kman	Faculty member	N
Thomas Mauger	Clinical science chair	Y
Amy Lovett-Racke	Chair, Academic Review Board	Y
Daniel Wozniak	Faculty member	N
Pat Ecklar	Assistant Dean, Affiliated program	N
Doug Knutson/Nanette Lacuesta	Assistant Dean, Affiliated program	N / N
Curtis Gingrich	Assistant Dean, Affiliated program	N
Mary McIlroy	Academic Program Director, Assistant Dean, Aff Prog	Y
Larry Schlesinger	Chair, Basic Science Department	N
Douglas Post	Assistant Dean, Med Ed	Y
Douglas Danforth	Academic Program Director, LSI Part One	Y
Leon McDougale	Academic Program Director, Associate Dean Diversity	Y
Cynthia Ledford	Assistant Dean, Med Ed	Y
Judith Westman	Assistant Dean	N
Kim Tartaglia	Academic Program Director, LSI Part Two	N
Sorabh Khandelwal	Assistant Dean, Med Ed	Y
Courtney Gilliam	Med student representative	Y
Thomas Feehan	Med student representative	N

Additional attendees

Sarah Sukalich

Carla Granger

Nikki Radcliffe

Agenda items

Item 1, Approval of minutes

Item 2, Role of the Academic Standing Committee

Item 3, Post-baccalaureate Program (Medpath)

Item 4, MSTP students and independent HD Block

Item 5, Input from Committee for Future Agendas

Executive Curriculum Committee Agenda

Item 1, Approval of last meeting's minutes

Presenter: Dr. Stanley Martin

Discussion

1. The meeting minutes from August 27, 2013 were reviewed by the committee and approved.

Item 2, Academic Standing Committee Review

Presenter: Dr. Sorabh Khandelwal, Assistant Dean for Medical Education

Discussion

1. The role of the committee was reviewed and discussed with the particular focus of insuring and integrating the tracking of student progress throughout the curriculum
2. The committee reviewed numbers of students undergoing academic and professional evaluations and discussion of root cause analysis
3. Some proposed changes for the coming year include a new chair of the Academic Review Board (Dr. Lovett-Racke), involving the admissions leadership in the committee, improving tracking between different review committees, making some changes with the upcoming LSI Part 2 Program, and improving follow-up on recommendations given to students in order to address deficiencies
4. Please see the attached report.

Action Items

1. The action plans presented in the report were approved

Item 3, Post Baccalaureate Program (Medpath) review

Presenter: Dr. Leon McDougle, Associate Dean of Diversity

Discussion

1. The Post Baccalaureate Program was reviewed in detail for this past year. There were an increased number of non-matriculants this year and the program is looking at developing a Masters degree in Anatomy that could be earned by non-matriculants after going through the program.
2. In order to help promote successful students to complete USMLE Step 1 successfully, a prep course is being developed for this purpose.

Executive Curriculum Committee Agenda

3. The diversity of the program ethnically is broadening to insure inclusiveness of all disadvantaged students.

Action Items

1. A motion to approve the report was set forth and was unanimously accepted by the ECC committee.

Item 4, The MSTP Program and the independent study HD Block Presenter: Douglas Danforth, PhD

Discussion

1. As agreed previously by the ECC, MSTP students underwent an independent study HD Block this past summer. Some identified strengths of the program have included positive informal feedback by students on the preference of the independent approach. Requests were even made to have this available in other Blocks by some students. Some of the identified weaknesses have included the lack of sufficient time to complete all the modules prior to starting the GI/Renal Block. A number of students have yet to finish and complete all testing.

Action Items

1. The ECC decided to formally review again after all students have completed the modules in order to assess more fully changes needed moving forward for next year.

Item 5, Input from Committee for Future Agendas Presenter: Stanley I. Martin, MD, Chair of the ECC

Discussion and Action Items

1. A request was put to the committee to continue input by members on agenda items for discussion and review by the committee
2. A request was made by the committee to start regular email messaging to elicit requests by members for agenda items.



**Wexner
Medical
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**The Ohio State University College of
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Executive Curriculum Committee

Meeting Minutes

Date: 10/22/13

Location: 150 Meiling

Presiding Chair: Stanley Martin, MD

Call to order:

4:05PM

Minutes recorded by: Angela Miles

Adjourned:

5:15PM

Member attendance

Name	Role	Present
Stanley Martin	Chair, Faculty member	Y
Daniel Clinchot	Faculty member	Y
John Davis	Associate Dean for Medical Education	Y
Sam Colachis	Faculty member	Y
Nicholas Kman	Faculty member	Y
Thomas Mauger	Clinical science chair	N
Amy Lovett-Racke	Chair, Academic Review Board	Y
Daniel Wozniak	Faculty member	N
Pat Ecklar	Assistant Dean, Affiliated program	Y
Doug Knutson/Nanette Lacuesta	Assistant Dean, Affiliated program	N / N
Curtis Gingrich	Assistant Dean, Affiliated program	N
Mary McIlroy	Academic Program Director, Assistant Dean, Aff Prog	Y
Larry Schlesinger	Chair, Basic Science Department	N
Douglas Post	Assistant Dean, Med Ed	Y
Douglas Danforth	Academic Program Director, LSI Part One	Y
Leon McDougale	Academic Program Director, Associate Dean Diversity	Y
Cynthia Ledford	Assistant Dean, Med Ed	Y
Judith Westman	Assistant Dean	N
Kim Tartaglia	Academic Program Director, LSI Part Two	N
Sorabh Khandelwal	Assistant Dean, Med Ed	Y
Courtney Gilliam	Med student representative	Y
Thomas Feehan	Med student representative	N

Additional attendees

Larry Kirschner

Carla Granger

Agenda items

Item 1, Approval of minutes

Item 2, IPEC Competencies

Item 3, CAPS Report

Item 4, Graduate Questionnaire Report

Executive Curriculum Committee Agenda

Item 1, Approval of last meeting's minutes

Presenter: Dr. Stanley Martin

Discussion

1. The meeting minutes from September 24, 2013 were reviewed by the committee and approved.

Item 2, IPEC Competencies

Presenter: Dr. Daniel Clinchot

Discussion

1. Based on likely upcoming new accreditation standards, there is a need to propose and create interprofessional health education to help promote collaboration for medical students among other health care providers in a team setting.

Action Items

1. CITL will review IPEC Competencies and make a recommendation to ECC regarding how to teach and assess collaborative care.

Item 3, CAPS Report

Presenter: Dr. Doug Post, Assistant Dean for Medical Education

Discussion

1. Dr. Post presented the CAPS program report for 2012-2013.
2. Please see attached report. Discussion was had about moving forward with the new LSI curriculum, transitioning from CAPS to the Longitudinal Group and Practice settings

Action Items

1. The ECC approved the report and recommendations by Dr. Post with moving forward to the LSI curriculum.

Executive Curriculum Committee Agenda

Item 4, Graduate Questionnaire Report

Presenter: Dr. Cynthia Ledford, Assistant Dean for Medical Education

Discussion

1. Dr. Ledford presented the Graduate Questionnaire Results from the graduating class of 2013. The data were collected late spring of their senior year and just recently started to be analyzed.

Action Items

1. Further discussion regarding the GQ report focused on student mistreatment was to be focused on December's ECC meeting.



**Wexner
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**The Ohio State University College of
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Executive Curriculum Committee

Meeting Minutes

Date: 11/19/13

Location: 1187
Graves Hall

Presiding Chair: Stanley Martin, MD

Call to order:

4:00pm

Minutes recorded by: Angela Miles

Adjourned:

5:10pm

Member attendance

Name	Role	Present
Stanley Martin	Chair, Faculty member	Y
Daniel Clinchot	Faculty member	Y
John Davis	Associate Dean for Medical Education	Y
Sam Colachis	Faculty member	N
Nicholas Kman	Faculty member	Y
Thomas Mauger	Clinical science chair	Y
Amy Lovett-Racke	Chair, Academic Review Board	N
Daniel Wozniak	Faculty member	Y
Pat Ecklar	Assistant Dean, Affiliated program	Y
Doug Knutson/Nanette Lacuesta	Assistant Dean, Affiliated program	N
Curtis Gingrich	Assistant Dean, Affiliated program	N
Mary McIlroy	Academic Program Director, Assistant Dean, Aff Prog	N
Larry Schlesinger	Chair, Basic Science Department	Y
Douglas Post	Assistant Dean, Med Ed	Y
Douglas Danforth	Academic Program Director, LSI Part One	Y
Leon McDougale	Academic Program Director, Associate Dean Diversity	Y
Cynthia Ledford	Assistant Dean, Med Ed	Y
Judith Westman	Assistant Dean	N
Kim Tartaglia	Academic Program Director, LSI Part Two	Y
Sorabh Khandelwal	Assistant Dean, Med Ed	Y
Courtney Gilliam	Med student representative	Y
Thomas Feehan	Med student representative	Y

Additional attendees

Robert Ruberg

Carla Granger

Joann Lynn

Agenda items

Item 1, Approval of minutes

Item 2, LCME Process/Self Study Summary

Executive Curriculum Committee Agenda

Item 1, Approval of last meeting's minutes

Presenter: Dr. Stanley Martin

Discussion

1. The meeting minutes from October 22, 2013 were reviewed by the committee and approved with recommended changes.

Item 2, LCME Process/Self- Study Summary

Presenter: Dr. Ruberg

Discussion

1. Dr. Ruberg presented the LCME reaccreditation process for the medical education program at OSU-COM.
2. There are 131 LCME standards that we are expected to meet.
3. LCME review process consists of completion of a comprehensive database, an independent student analysis as well as a site visit.
4. There are 5 areas (Institutional Setting; ED; Med student group; Faculty Group; Educational Resources) that are analyzed for the Self-Study Summary and the data is compiled to a single report of 35 pages.
5. Documents will be submitted to LCME site visit team by December 15.
6. Please see attached report.

Action Items



**Wexner
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**The Ohio State University College of
Medicine**

Executive Curriculum Committee

Meeting Minutes

Date: 12/17/13

Location: 1187
Graves Hall

Presiding Chair: Stanley Martin, MD

Call to order:

4:00pm

Minutes recorded by: Angela Miles

Adjourned:

5:50pm

Member attendance

Name	Role	Present
Stanley Martin	Chair, Faculty member	Y
Daniel Clinchot	Faculty member	Y
John Davis	Associate Dean for Medical Education	Y
Sam Colachis	Faculty member	Y
Nicholas Kman	Faculty member	Y
Thomas Mauger	Clinical science chair	N
Amy Lovett-Racke	Chair, Academic Review Board	Y
Daniel Wozniak	Faculty member	N
Pat Ecklar	Assistant Dean, Affiliated program	Y
Doug Knutson/Nanette Lacuesta	Assistant Dean, Affiliated program	N
Curtis Gingrich	Assistant Dean, Affiliated program	N
Mary McIlroy	Academic Program Director, Assistant Dean, Aff Prog	Y
Larry Schlesinger	Chair, Basic Science Department	Y
Douglas Post	Assistant Dean, Med Ed	N
Douglas Danforth	Academic Program Director, LSI Part One	N
Leon McDougle	Academic Program Director, Associate Dean Diversity	Y
Cynthia Ledford	Assistant Dean, Med Ed	Y
Judith Westman	Assistant Dean	N
Kim Tartaglia	Academic Program Director, LSI Part Two	Y
Sorabh Khandelwal	Assistant Dean, Med Ed	Y
Courtney Gilliam	Med student representative	Y
Thomas Feehan	Med student representative	Y

Additional attendees

Bryan Martin

Carla Granger

Joann Lynn

Agenda items

Item 1, Approval of minutes

Item 2, Resident Instruction on Teaching Medical Students

Item 3, USMLE Step 2 Dates

Item 4, Student Mistreatment Update

Executive Curriculum Committee Agenda

Item 1, Approval of last meeting's minutes **Presenter: Dr. Stanley Martin**

Discussion

1. The meeting minutes from November 19, 2013 were reviewed by the committee and approved

Item 2, Resident Instruction on Teaching Medical Students **Presenter: Bryan Martin**

Discussion

1. Dr. Bryan Martin presented on Resident Instruction on Teaching Medical students.
2. To date, 63% of residents/fellows have completed the necessary modules, 100% completion is anticipated by Jan 1.
3. Currently, there are two modules focused on the education of medical students
4. ECC suggested that creation of new modules for residents to review as they progress, would aid in improving training.

Action Items

1. Dr. Bryan Martin, Dr. Sorabh Khandelwal and Dr. Pat Ecklar will meet regarding the suggestions and improvement strategies and will report back to ECC at a later date.

Item 3, USMLE Step 2 Dates **Presenter: Cynthia Ledford**

Discussion

1. Dr. Ledford presented a proposal for changing Part One USMLE Step 2 dates.
2. Step 1 discussion:
 - ECC agreed that there should be a standard date for all students to ensure equity
 - Please see attached document.

Executive Curriculum Committee Agenda

3. Step 2 CK/CS discussion:

- Part Two completion is not required to take CK
- Process to determine how many days a student is allowed off from a rotation should be formalized.

Action Items

1. Motion to approve the Step 1 proposal with suggested changes was set forth and accepted.
2. ECC approved 1st two dates in the Step 2 CK/CS report and will revisit the 3rd item at a later date.
3. Dr. Ledford will send final versions of the documents to ECC committee members.

Item 4, Student Mistreatment Update

Presenter: Cynthia Ledford, Joann Lynn, Leon McDougle

Discussion

1. Dr. Ledford provided an update on student mistreatment.
2. Overall, the students reporting mistreatment has decreased since last year.
3. ECC would like to implement a formal process on how to speak with students and faculty after an incident occurs.
4. Please see attached report.

Action Items

1. Motion to approve action plan was set forth and accepted.
2. Dr. Ledford, Dr. Lynn and Dr. McDougle will report back to ECC on outcomes of item #3 within the next 6 months.