



THE OHIO STATE UNIVERSITY
COLLEGE OF MEDICINE

The Ohio State University College of Medicine

Part 2 Academic Program Committee

Meeting Minutes

Date: 2.11.15

Location: 1187 Graves

Presiding Chair: Kim Tartaglia, MD

Call to order:

4:05pm

Minutes recorded by: K.Tartaglia

Adjourned:

5:35pm

Member attendance

Last Name	First Name	Role	Present
Abdel-Misih	Sherif	UPRSN Surgery Unit Director	
Bakk	Ian	Student Representative, M2	
Belknap	Laurie	UPWP Family Medicine Unit Director	X
Boulger	Creagh	Expert Educator	
Cannon	Victoria	Director, Office of Evaluation, Curriculum Research and Development	X
Casey	Anthony	Associate Program Director, Mount Carmel Health Systems	X
Cios	Jacqueline	Expert Educator	
Collins	Shauna	Student Representative, M3	X
Cronau	Holly	UPWP Director of Integration	X
Ellis	David	Student Representative, M3	X
Exline	Matt	Expert Educator	
Grieco	Alex	Expert Educator	
Harzman	Alan	UPRSN Director of Integration	X
Hoyle	Chad	UPSMN Director of Integration	X
Johnson	Katrina	General Faculty Representative	
Jones	Christian	Expert Educator	
Kasich	David	Expert Educator	
Khandelwal	Sorabh	Assistant Dean for Clinical Science	
Lacuesta	Nanette	Program Director, OhioHealth	X
Ledford	Cynthia	Assistant Dean for Evaluation and Assessment	X
Lynch	Courtney	Expert Educator	
Macerollo	Allison	Expert Educator	
Martin	Stan	UPSMN Unit Director	X
McCallister	Jennifer	Expert Educator	
McIlroy	Mary	Expert Educator	X
Meyers	Lori	UPRSN Co-Unit Director	X
Musindi	Wanjiku	UPRSN OB/GYN Unit Director	
Niedermier	Julie	UPSMN Psych Unit Director	
Nwomeh	Benedict	Associate Academic Program Director, Foundational Science	X
Panchal	Ash	Expert Educator	

Pfeil	Sheryl	Expert Educator	
Post	Doug	Assistant Dean for Practice Based Learning	
Quick	Adam	UPSMN Neurology Unit Director	
Roach	Necrisha	Student Representative, M3	X

Part 2 Academic Program Committee

Roy	Shuvro	Student Representative, M2	X
Scherzer	Rebecca	UPWP Pediatric Unit Director	X
Schnedl	Bradley	Student Representative, M4	
Strafford	Katherine	Expert Educator	
Sylvester	Patrick	Student Representative, M4	X
Ungureanu	Corina	UPWP IM Unit Director	X
Walsh	Katherine	Expert Educator & General Faculty Rep.	
Add'l Guests			

Agenda Items:

1	Approval of January Meeting Minutes
2	Old Business
3	Part 2 Student Review Update
4	Evaluation and Assessment updates
5	Student Report

Item 1, Approval of Jan 14, 2015 Meeting Minutes

Discussion/Action

1. Meeting minutes from January were reviewed and approved.

Item 2, Old Business

Discussion None

Item 3, Student Review Update:

Discussion

1. B. Nwomeh updated the committee on the student review referral process, the makeup of the committee, and student reviews to date. Discussion occurred about the involvement of EEs as committee members as well as remediation specialists. Faculty should recuse themselves of a committee meeting involving a judgment to refer a student to a Level Two committee if they have previously worked with the student as a coach or in a remediation role.

Action Item: Moving forward, students who are referred to the Part 2 SRS will receive a list of faculty committee members such that a student could voice concerns about a potential conflict of interest prior to the meeting.

Item 4, Evaluation and Assessment updates

Discussion

- A. Student tardiness to assessments/exams. E/A team and coordinators requested formal guidance on what to do if a student is late to an exam. Discussion occurred that unexcused tardiness will not be given special dispensation but students who are late would be allowed to take the exam with whatever time is remaining. Tardiness related to practicals was a small issue this most recent assessment week. Accommodations were made for students this time that resulted in faculty having to stay significantly late; this will be monitored closely moving forward. Students reported the expectation amongst themselves was that they may not be permitted to complete an exam/practical/OSCE in the event of an unexcused tardiness.

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Action Item: Program will communicate to E/A and Part 2 coordinators that students should not be given additional time to complete exams in the event of unexcused tardiness.


- B. Gateway Dates for NBME remediation: In the spirit of student flexibility, current gateway dates were reviewed and additional dates were approved for the 2014-15 AY. Potential dates for next calendar year were also discussed. The recommended model moving forward would provide students 2 “early” options and 1 “late” option for retaking an exam. Exceptions will occur for students who fail more than 1 NBME exam or fail the unit/ring.

Action Item: The revised gateway dates for this academic year were approved and K.Tartaglia will bring 2015-16 dates to the March APC meeting for approval.

- C. OSCE Security: The definition of cheating was reviewed and a discussion occurred re: students talking amongst their peers about the OSCE cases. Students requested that the student body at large be reminded of the academic Honor code. Action Item: K.Tartaglia to send reminder email to the Class of 2016.

Item 5, Student Report

- A. Students requesting additional data about analysis of quiz data related to the UPSMN and UPWP rings and impact on grades.
- B. Students reported exams on Friday of assessment week are very chaotic with 3 different exams occurring. The start time was significantly delayed, and significant disruption occurred as coordinators tried to “check out” students. Additionally, the length of the Family Medicine exam is different from all others, making it more disruptive. Action Item: E/A team to work with coordinators and Part 2 program to identify alternate room for Family medicine exam. Additionally, all student check-out to occur OUTSIDE the exam room.

 THE OHIO STATE UNIVERSITY COLLEGE OF MEDICINE	The Ohio State University College of Medicine	
	Part 2 Academic Program Committee	
	Meeting Minutes	
	Date: 3.11.15	Location: 1187 Graves
Presiding Chair: Kim Tartaglia, MD Call to order: 4:05pm		
Minutes recorded by: Laura Volk Adjourned: 5:45pm		

Member attendance			
Last Name	First Name	Role	Present
Abdel-Misih	Sherif	UPRSN Surgery Unit Director	X
Bakk	Ian	Student Representative, M2	X
Belknap	Laurie	UPWP Family Medicine Unit Director	X
Boulger	Creagh	Expert Educator	
Cannon	Victoria	Director, Office of Evaluation, Curriculum Research and Development	X
Casey	Anthony	Associate Program Director, Mount Carmel Health Systems	
Cios	Jacqueline	Expert Educator	
Collins	Shauna	Student Representative, M3	X
Cronau	Holly	UPWP Director of Integration	X
Ellis	David	Student Representative, M3	X
Exline	Matt	Expert Educator	
Grieco	Alex	Expert Educator	X
Harzman	Alan	UPRSN Director of Integration	X
Hoyle	Chad	UPSMN Director of Integration	X
Johnson	Katrina	General Faculty Representative	
Jones	Christian	Expert Educator	
Kasich	David	Expert Educator	
Khandelwal	Sorabh	Assistant Dean for Clinical Science	
Lacuesta	Nanette	Program Director, OhioHealth	X
Ledford	Cynthia	Assistant Dean for Evaluation and Assessment	X
Lynch	Courtney	Expert Educator	
Macerollo	Allison	Expert Educator	
Martin	Stan	UPSMN Unit Director	X
McCallister	Jennifer	Expert Educator	
McIlroy	Mary	Expert Educator	X
Meyers	Lori	UPRSN Co-Unit Director	X
Musindi	Wanjiku	UPRSN OB/GYN Unit Director	X
Niedermier	Julie	UPSMN Psych Unit Director	
Nwomeh	Benedict	Associate Academic Program Director, Foundational Science	X

Panchal	Ash	Expert Educator	
Pfeil	Sheryl	Expert Educator	
Post	Doug	Assistant Dean for Practice Based Learning	
Quick	Adam	UPSMN Neurology Unit Director	X
Roach	Necrisha	Student Representative, M3	X

Part 2 Academic Program Committee

Roy	Shuvro	Student Representative, M2	
Scherzer	Rebecca	UPWP Pediatric Unit Director	X
Schnedl	Bradley	Student Representative, M4	
Strafford	Katherine	Expert Educator	
Sylvester	Patrick	Student Representative, M4	X
Ungureanu	Corina	UPWP IM Unit Director	X
Walsh	Katherine	Expert Educator & General Faculty Rep.	
Add'l Guests	Dawn Watson, Kevin Stringfellow, Elisa Butler		

Agenda Items:

1	Approval of February Meeting Minutes
2	Old Business
3	PWP Updates 2015-16 Academic Year
4	Standing Reports: Duty Hours, Learning Environment
5	Student Report

Item 1, Approval of February 11, 2015 Meeting Minutes

Discussion/Action

1. Meeting minutes from February were reviewed and approved.

Item 2, Old Business

Discussion

1. Students will be notified which EEs will be sitting on the Student Review Subcommittee in the event there is a conflict of interest.
2. K. Tartaglia presented the proposed Gateway dates for 15-16 which were reviewed and approved.
Action: The dates will be added to the Part 2 Student Handbook for next AY.
3. K. Tartaglia reviewed the quiz data provided by C. Ledford for UPWP and UPSMN during ring 1 (UPRSN reviewed in January). There was a brief discussion on the correlation between scores and grade assignment.

Item 3, PWP Updates 2015-16 AY:

Discussion

1. H. Cronau reviewed student feedback and presented changes and updates for the next academic year.

- a. Small group didactics and interactive sessions were highly valued.
- b. 2 week selective experiences will be expanded to 1 adult and 1 pediatric as we move to 16 week rings.
- c. Integrate Nutrition and ENT into selectives.
- d. 2 and 3 week Pediatric Inpatient experiences will be piloted as well as a longitudinal clinical experience.

Challenges identified

- a. Workable plan for preceptor recruitment
- b. Faculty development for interactive teaching sessions
- c. Improve E-resources
- d. Plan/organize longitudinal clinical experience

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Action Item: UPSMN and UPRSN will provide program updates at next meeting.

Item 4, Standing Reports


Discussion

1. PxDx – K. Tartaglia reported 100% compliance for Ring 2. (No alternate experiences needed across all three rings.)
2. Duty Hours – No violations were reported
3. Safety on Service – K. Tartaglia reported 1 violation for adult ambulatory, but follow up with the student indicated this was in error
4. S. Abdel-Misih announced UPRSN is piloting 2 questions addressing the learning environment.

Item 5, Student Report

1. Student representatives reported there is concern about disrespect and mistreatment on some of the OB and Surgery services. Discussion focused on reporting and the follow up process for such incidences. There are additional avenues to bring any issues forward such as during mid rotation feedback or during coaching sessions. W. Musindi stated the UPRSN ring has started to ask about the learning environment during the week 6 MRFB.

Action Item: K. Tartaglia to follow-up with J. Kopechek regarding having coaches explicitly ask about the learning environment during the week 10 coaches meetings.

 THE OHIO STATE UNIVERSITY COLLEGE OF MEDICINE	The Ohio State University College of Medicine			
	Part 2 Academic Program Committee			
	Meeting Minutes			
	Date: 4.8.15	Location: 1187 Graves		
Presiding Chair: Kim Tartaglia, MD			Call to order:	4:05pm
Minutes recorded by: Laura Volk			Adjourned:	5:15pm

Member attendance			
Last Name	First Name	Role	Present
Abdel-Misih	Sherif	UPRSN Surgery Unit Director	X
Bakk	Ian	Student Representative, M2	
Belknap	Laurie	UPWP Family Medicine Unit Director	X
Cannon	Victoria	Director, Office of Evaluation, Curriculum Research and Development	
Casey	Anthony	Associate Program Director, Mount Carmel Health Systems	
Collins	Shauna	Student Representative, M3	X
Cronau	Holly	UPWP Director of Integration	X
Ellis	David	Student Representative, M3	X
Harzman	Alan	UPRSN Director of Integration	X
Hoyle	Chad	UPSMN Director of Integration	X
Johnson	Katrina	General Faculty Representative	X
Khandelwal	Sorabh	Assistant Dean for Clinical Science	
Lacuesta	Nanette	Program Director, OhioHealth	X
Ledford	Cynthia	Assistant Dean for Evaluation and Assessment	X
Martin	Stan	UPSMN Unit Director	
Meyers	Lori	UPRSN Co-Unit Director	X
Musindi	Wanjiku	UPRSN OB/GYN Unit Director	X
Niedermier	Julie	UPSMN Psych Unit Director	
Nwomeh	Benedict	Associate Academic Program Director, Foundational Science	
Post	Doug	Assistant Dean for Practice Based Learning	
Quick	Adam	UPSMN Neurology Unit Director	
Roach	Necrisha	Student Representative, M3	X
Roy	Shuvro	Student Representative, M2	
Scherzer	Rebecca	UPWP Pediatric Unit Director	
Schnedl	Bradley	Student Representative, M4	
Sylvester	Patrick	Student Representative, M4	
Ungureanu	Corina	UPWP IM Unit Director	
Walsh	Katherine	Expert Educator & General Faculty Rep.	
Add'l Guests	Kevin Stringfellow, Elisa Butler, Cheri Bardales, Mike Horgan, Amber Clevenger, Alex Grieco		

Agenda Items:

1	Approval of March Meeting Minutes
2	Old Business
3	Part 2 HSIQ

Part 2 Academic Program Committee

4	UPRSN Updates
5	UPSMN Updates
6	Evaluation data for Ring 2
7	Student Report

Item 1, Approval of March 11, 2015 Meeting Minutes

Discussion/Action

1. Meeting minutes from March were reviewed and approved.

Item 2, Old Business

Discussion

1. Cheri Bardales – The Mid-ring Portfolio Coach meetings are happening soon and Cheri has put together a brief overview of the student mistreatment policies and reporting structure. This will be given to the coaches who will explicitly ask each of their students about the learning environment.
2. Follow up discussion regarding learning environment difficulties reported by students at the March meeting. The incident actually occurred at OSU, not Riverside as previously reported.
3. M. Horgan discussed the possible changes to the structure of the practical for next academic year. The changes would reduce the time (for both students and faculty) and it could be piloted during the 3rd Ring assessment week. The discussion focused on concerns with time rigidity and lack of student ability to manipulate videos, radiologic images, etc.

Action: The committee voted to keep the structure as is, but may revisit the topic next AY.

Item 3, Part 2 HSIQ: Discussion

1. A. Clevenger presented the HSIQ updates for next year:
 - a. DMAIC Methods are divided amongst the Rings to limit redundancy with only a few tools presented in each Ring.
 - b. By the end of Ring 3 students will have experienced all methods, but only once (instead of repetition).
 - c. Methods are packaged with a personal experience provided by the Safety Coach to add relevance.
 - d. Teaching notes for the Safety Coaches are being developed to improve the structure and guidance.

Discussion regarding opportunity for integration in clerkships and allowing students to gather their own data.

Action: Each ring is asked to look at the HSIQ topic for their ring and bring ideas for integration of ring and HSIQ content. Please submit those to Iahn Gonsenhauser

Item 4, UPRSN Updates Discussion

1. A. Harzman discussed updates for the UPRSN Ring for the next academic year.
 - a. Structure for clinical assignments will remain the same, but assignments will end at noon on Friday during the last week to allow students to take their perioperative quiz.
 - b. There were some revisions to the surgery small group readings
 - c. Trauma session is being changed to team based learning

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- d. Rings 2 & 3 may offer 1 week selectives in OPAC, Uro/Gyn, Genetics, Radiology, Urology, Pathology, and Breast.

Discussion regarding students completing reflections for the 1 week selectives as an alternate to clinical performance assessments. C.Ledford offered to work with the UPRSN ring to help determine assessment opportunities.

A. Harzman announced students from Meharry College are now rotating through surgery, but are on different services from our students.

Item 5, UPSMN Updates


1. C. Hoyle discussed updates for the UPSMN Ring for the next academic year.
 - a. Neuro/Psych will continue the 1 week block.
 - b. Quiz reviews are going very well and that will continue.
 - c. TBLs (1-3) are being developed to be implemented next ring.
 - d. Groundschool schedule being revised to account for student feedback on large group didactics
 - e. Each discipline will have an NBME review session in the final week of the ring.

Item 6, Evaluation Data for Ring 2

1. K. Tartaglia presented end-of-ring 2 evaluation data. Overall, Ring 2 data was much improved from ring 1
2. Strengths include clinical assignments and small group teaching
3. Biggest opportunities include HSIQ, groundschool and Tuesday didactics overall. Student provided feedback to try and make sessions as interactive as possible.
Action Item: Rings are currently making final adjustments to next AY that will address much of this feedback. Will continue to monitor through Ring 3.

Item 7, Student Report

1. Some services are asking students to report back after Tuesday didactics (at 4:30 or 5:30.) Discussion occurred that generally-speaking, rings do not expect students to go back to their service after didactics. L&D at OSU may be a notable exception because they have daily rounds at 5:30pm which is felt to be a good learning experience with students.
Action Item: Rings will clarify to students/faculty/residents the expectations.
2. Discussion regarding the quiz format for next year. Students requesting a reexamination of quizzes and whether they could be completely ungraded.
Action Item: Part 2 leadership to further discuss at the Director of Integration / Unit Director meeting in April.

 THE OHIO STATE UNIVERSITY COLLEGE OF MEDICINE	The Ohio State University College of Medicine	
	Part 2 Academic Program Committee	
	Meeting Minutes	
	Date: 7.9.14	Location: 1187 Graves
Presiding Chair: Kim Tartaglia, MD Call to order: 5:05pm		
Minutes recorded by: Laura Volk Adjourned: 5:45pm		

Member attendance			
First Name	Last Name	Role	Present
Sherif	Abdel-Misih	UPSRC Surgery Unit Director	X
Laurie	Belknap	UPWP Family Medicine Unit Director	X
Victoria	Cannon	Director, Office of Evaluation, Curriculum Research and Development	X
Anthony	Casey	Interim Program Director, Mount Carmel Health Systems	X
Holly	Cronau	UPWP Director of Integration	X
Doug	Danforth	Academic Program Director, Part 1	
Pat	Ecklar	Program Director, Mount Carmel Health Systems	
Alan	Harzman	UPSRC Director of Integration	X
Chad	Hoyle	UPSMN Director of Integration	X
Sorabh	Khandelwal	Assistant Dean for Clinical Science	X
Nanette	Lacuesta	Program Director, OhioHealth	
Stan	Martin	UPSMN Unit Director	X
Lori	Meyers	UPSRC Co-Unit Director	
Wanjiku	Musindi	UPSRC OB/GYN Unit Director	
Julie	Niedermier	UPSMN Psych Unit Director	
Benedict	Nwomeh	Associate Academic Program Director, Foundational Science	X
Doug	Post	Assistant Dean for Practice Based Learning	X
Adam	Quick	UPSMN Neurology Unit Director	
Rebecca	Scherzer	UPWP Pediatric Unit Director	X
Ahmad	Shabsigh	Assistant Professor Urology	
Katherine	Strafford	Assistant Professor OB/GYN	
Corina	Ungureanu	UPWP IM Unit Director	X
Ian	Bakk	Student Representative, M2	X
Shauna	Collins	Student Representative, M3	X
David	Ellis	Student Representative, M3	
Necrisha	Roach	Student Representative, M3	X

Part 2 Academic Program Committee

Shuvro	Roy	Student Representative, M2	X
Bradley	Schnedl	Student Representative, M4	
Patrick	Sylvester	Student Representative, M4	
Guests: Jack Kopechek, Kevin Stringfellow, Eric Fox, Dawn Watson, John Davis			

Guests:			
First Name	Last Name	Role	Present
Creagh	Boulger	Expert Educator	X
Jacqueline	Cios	Expert Educator	
Dean	Connors	Expert Educator	
Matt	Exline	Expert Educator	
Alex	Grieco	Expert Educator	X
Christian	Jones	Expert Educator	
David	Kasich	Expert Educator	
Courtney	Lynch	Expert Educator	
Allison	Macerollo	Expert Educator	
Jennifer	McCallister	Expert Educator	
Mary	McIlroy	Expert Educator	X
Ash	Panchal	Expert Educator	
Sheryl	Pfeil	Expert Educator	X
Katherine	Strafford	Expert Educator	
Katherine	Walsh	Expert Educator	

Agenda Items:

1	Approval of June Meeting Minutes
2	Announcements
3	HSIQ Project
4	LSI Procedural Curriculum
5	My Progress
6	Student Report
7	Peer review of teaching

Item 1, Approval of 6.11.14 Meeting Minutes

Discussion

1. Meeting minutes from June were reviewed and approved.

Item 2, Announcements

1. K. Tartaglia announced Stan Martin's appointment as the new Unit Director for Internal Medicine for the UPSMN ring.
2. Christian Jones has accepted the Expert Educator vacancy position part time. Contact K. Tartaglia if you know of anyone interested in the remaining .1 FTE.

3. K. Stringfellow discussed the proposed gateway date conflicts and Assessment week schedule.
 - a. A motion was made and approved to leave the gateway date schedule as is.
 - b. Extensive discussion re: timing of NBME exams with student rep input favoring the original schedule. A motion was made and approved to leave the Assessment week schedule as is (posted at end of minutes)

Part 2 Academic Program Committee

4. K. Tartaglia discussed the observance of University holidays in Part 2 (listed at end of minutes.)
 - a. A motion was made and approved that all University holidays will be observed. Students will not be required to report to their assigned service.
 - b. Tuesday didactics will need to be revised if it falls on a holiday.

Item 3, HSIQ Project Discussion

1. K. Tartaglia announced the orientation sessions are complete.
2. The students will meet with the coaches on 3 occasions during each ring.
3. Faculty should review the curriculum in Box.
4. Orientation will occur in ground school going forward.

Item 4, LSI Procedural Curriculum Discussion

1. S. Khandelwal reviewed the proposed LSI procedural curriculum.

Item 5, My Progress

Discussion

1. V. Cannon announced there will be an articulate module available with directions on MyProgress for faculty to review:
<http://vitals.osumc.edu/articulate/myprogress/player.html>
2. There was brief discussion on appropriate uses and expectations for Direct observations of competence (DOCs) and checklists.
 - a. Too many checklists and some are too long
 - b. Additional faculty are needed to assist in completing the checklists
 - c. Expert Educators can be called in to assist.
 - d. V. Cannon can attend sessions to help troubleshoot problems with the application.

Actions

1. Checklists and DOCs will be reviewed and revised for next session.
2. Expert Educators will be recruited to assist with skills sessions.

Item 6, Peer review of teaching

Postponed until next meeting

Item 7, Student Report

Discussion

1. Students would like to have reminders from the rings regarding deadlines and due dates.
2. Brief discussion regarding establishing a calendar, possibly in VITALS.
3. Students stated there is some confusion with PxDx and where the experiences are to occur.

Action

1. PxDx lists will be reviewed and rings encouraged to come up with organized list for clarity.


University Holidays

University Holidays	2014
New Year's Day	Jan. 1, 2014
Martin Luther King Day	Jan. 20, 2014
Memorial Day	May 26, 2014
Independence Day	July 4, 2014
Labor Day	Sep. 1, 2014
Veteran's Day (observed)	Nov. 11, 2014
Thanksgiving Day	Nov. 27, 2014
Columbus Day (observed)	Nov. 28, 2014
Christmas Day	Dec. 25, 2014
President's Day (observed)	Dec. 24, 2014

Assessment Week Schedule

Monday	Tuesday	Wednesday	Thursday	Friday
UPwP				
<i>Pediatric Subject Exam</i>	<i>Flex</i>	OSCE & Practical Exams	<i>Flex</i>	<i>FM Subject exam</i>
UPRSN				
OSCE & Practical Exams	<i>Flex</i>	<i>OB/GYN subject exam</i>	<i>Flex</i>	<i>Surgery subject exam</i>
UPSMN				

Part 2 Academic Program Committee

<i>Psychiatry subject exam</i>	OSCE & Practical Exams	<i>Neuro subject exam</i>	<i>Flex</i>	<i>IM subject exam</i>
 THE OHIO STATE UNIVERSITY COLLEGE OF MEDICINE		The Ohio State University College of Medicine		
		Part 2 Academic Program Committee		
		Meeting Minutes		
		Date: 8.13.14	Location: 1187 Graves	
Presiding Chair: Kim Tartaglia, MD		Call to order:	5:05pm	
Minutes recorded by: Laura Volk		Adjourned:	5:45pm	

Member attendance			
Last Name	First Name	Role	Present
Abdel-Misih	Sherif	UPSRC Surgery Unit Director	X
Bakk	Ian	Student Representative, M2	X
Belknap	Laurie	UPWP Family Medicine Unit Director	X
Boulger	Creagh	Expert Educator	
Cannon	Victoria	Director, Office of Evaluation, Curriculum Research and Development	X
Casey	Anthony	Associate Program Director, Mount Carmel Health Systems	
Cios	Jacqueline	Expert Educator	
Collins	Shauna	Student Representative, M3	X
Connors	Dean	Expert Educator	
Cronau	Holly	UPWP Director of Integration	X
Danforth	Doug	Academic Program Director, Part 1	
Ecklar	Pat		
Ellis	David	Student Representative, M3	X
Exline	Matt	Expert Educator	
Grieco	Alex	Expert Educator	X
Harzman	Alan	UPSRC Director of Integration	X
Hoyle	Chad	UPSMN Director of Integration	X
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Kasich	David	Expert Educator	
Khandelwal	Sorabh	Assistant Dean for Clinical Science	X
Lacuesta	Nanette	Program Director, OhioHealth	X
Lynch	Courtney	Expert Educator	X
Macerollo	Allison	Expert Educator	
Martin	Stan	UPSMN Unit Director	X

McCallister	Jennifer	Expert Educator	
Mclroy	Mary	Expert Educator	X
Meyers	Lori	UPSRC Co-Unit Director	X
Musindi	Wanjiku	UPSRC OB/GYN Unit Director	
Niedermier	Julie	UPSMN Psych Unit Director	
Nwomeh	Benedict	Associate Academic Program Director, Foundational Science	X
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Pfeil	Sheryl	Expert Educator	

Part 2 Academic Program Committee

Post	Doug	Assistant Dean for Practice Based Learning	X
Quick	Adam	UPSMN Neurology Unit Director	
Roach	Necrisha	Student Representative, M3	X
Roy	Shuvro	Student Representative, M2	X
Scherzer	Rebecca	UPWP Pediatric Unit Director	
Schnedl	Bradley	Student Representative, M4	
Shabsigh	Ahmad	Assistant Professor Urology	
Strafford	Katherine	Expert Educator	
Sylvester	Patrick	Student Representative, M4	X
Ungureanu	Corina	UPWP IM Unit Director	X
Walsh	Katherine	Expert Educator & General Faculty Rep.	
Add'l Guests	Cynthia Ledford, Eric Fox, Jack Kopecheck, Brad Watkins, John Davis, Dawn Watson, Lynnsay Sinclair; Kevin Stringfellow		

Agenda Items:

1	Approval of July Meeting Minutes
2	Old Business
3	My Progress / DOC requirements
4	Coach meeting Updates
5	PWP Updates
6	Peer Review of Teaching
7	Student Report
8	Standing Reports PxDx, Grade Entry, Violations

Item 1, Approval of 7.9.14 Meeting Minutes

Discussion

1. Meeting minutes from July were reviewed and approved with the following revisions:
 - a. Under "Item 2, Announcements", #s 3 and 4 should be listed under "New Items" instead.

Item 2, Old Business

1. Evaluation and Assessment:
 - a. K. Stringfellow discussed the ExamSoft Question Analysis Output and Medical Knowledge measures.
 - b. Quizzes and proctoring are going well.
 - c. Still working on a solution to review quizzes but E & A are available to meet with students as needed.
 - d. The students do like the immediate feedback with the quizzes and would prefer the same with the mid-term.

Item 3, My Progress / DOC Requirements

Discussion

1. V. Cannon discussed My Progress updates:

Part 2 Academic Program Committee

- a. Students can keep track of the forms they completed and view the responses through the app or web.
- b. There is some confusion on which checklists to use. (i.e. "Oral Presentation" can be used for Neuro, Psych and IM).
- c. V. Cannon would like to review and see what is required for each ring and the assignments.
- d. It was suggested to color code the checklist in the syllabus.
- e. You can identify which ring the report is from based on the time period identified in the report.
- f. Some checklists will be shortened and updates will be posted in Box.
- g. It is hoped the program coordinators will be able to manage the documents by Ring 3.
- h. V. Cannon will send another report during week 12. It was requested at week 10 also.

Item 4, Coach meeting Updates

Discussion

1. Coach meetings will occur during week 10 (8/29) so students should be excused from service during their hour. Those off campus will meet virtually (Skype).
2. J. Kopecheck reported week 6 went well.
3. B. Watkins reported he has some MRFB information collected already.
4. Brief discussion on information the coaches will receive and who will compile the information.

Item 5, PWP Updates Discussion

1. C. Ungureanu discussed the geriatric objectives.
2. Content is still being worked on and this will be looked at across all rings.

Item 6, Peer review of teaching Discussion

1. J. Mahan reviewed the Peer Review of Lectures and Clinical Teaching Forms.
2. These will be provided on paper for now but eventually will be housed in medSTAR/VITALS.

Item 7, Student Report

Discussion

1. Students reported the evaluations are not being done on time and there is concern their performance will not be accurately reported due to the time delay. (Preceptors will not remember them).
2. Students should notify the Unit Director if their time with attending has been fragmented. (Should be a minimum of 1 week exposure with faculty).
3. Brief discussion on who can see the evaluations. All evaluations are deidentified.
4. Discussion regarding the structure of the mid-term, technical issues and providing a better explanation of the platform.

Part 2 Academic Program Committee

Item 8, Standing Reports Discussion

1. K. Tartaglia will send out the reports for review due to time constraints
 - a. There were no duty hour violations
 - b. Please review the low score notifications for Ridicule & Intimidation and address at next meeting.
 - c. Safety notifications were received on DOC 2 and Nursery–newborn rotations and will be addressed at the next meeting.
 - d. Reports can be run out of VITALS. K. Tartaglia will send instructions.
 - e. Brief discussion on how the option “not observed” should be reported. It was agreed it should not be a low score notification.



THE OHIO STATE UNIVERSITY
COLLEGE OF MEDICINE

**The Ohio State University College
of Medicine**

Part 2 Academic Program Committee

Meeting Minutes

Date: 9.10.14

Location: 1187 Graves

Presiding Chair: Kim Tartaglia, MD

Call to order:

4:04pm

Minutes recorded by: Laura Volk

Adjourned:

5:10pm

Member attendance

Last Name	First Name	Role	Present
Abdel-Misih	Sherif	UPRSN Surgery Unit Director	X
Bakk	Ian	Student Representative, M2	X
Belknap	Laurie	UPWP Family Medicine Unit Director	
Boulger	Creagh	Expert Educator	
Cannon	Victoria	Director, Office of Evaluation, Curriculum Research and Development	X
Casey	Anthony	Associate Program Director, Mount Carmel Health Systems	X
Cios	Jacqueline	Expert Educator	
Collins	Shauna	Student Representative, M3	X
Connors	Dean	Expert Educator	
Cronau	Holly	UPWP Director of Integration	X
Ellis	David	Student Representative, M3	X
Exline	Matt	Expert Educator	
Grieco	Alex	Expert Educator	
Harzman	Alan	UPRSN Director of Integration	X
Hoyle	Chad	UPSMN Director of Integration	X
Johnson	Katrina	General Faculty Representative	
Jones	Christian	Expert Educator	
Kasich	David	Expert Educator	
Khandelwal	Sorabh	Assistant Dean for Clinical Science	X
Lacuesta	Nanette	Program Director, OhioHealth	X
Lynch	Courtney	Expert Educator	
Macerollo	Allison	Expert Educator	
Martin	Stan	UPSMN Unit Director	
McCallister	Jennifer	Expert Educator	
McIlroy	Mary	Expert Educator	X
Meyers	Lori	UPRSN Co-Unit Director	X
Musindi	Wanjiku	UPRSN OB/GYN Unit Director	X
Niedermier	Julie	UPSMN Psych Unit Director	

Part 2 Academic Program Committee

Nwomeh	Benedict	Associate Academic Program Director, Foundational Science	X
Panchal	Ash	Expert Educator	
Pfeil	Sheryl	Expert Educator	
Post	Doug	Assistant Dean for Practice Based Learning	
Quick	Adam	UPSMN Neurology Unit Director	
Roach	Necrisha	Student Representative, M3	X
Roy	Shuvro	Student Representative, M2	X
Scherzer	Rebecca	UPWP Pediatric Unit Director	
Schnedl	Bradley	Student Representative, M4	
Strafford	Katherine	Expert Educator	
Sylvester	Patrick	Student Representative, M4	
Ungureanu	Corina	UPWP IM Unit Director	X
Walsh	Katherine	Expert Educator & General Faculty Rep.	
Add'l Guests	Cynthia Ledford, Jack Kopecheck, Dawn Watson, Lynnsay Sinclair; Kevin Stringfellow, John Mahan		

Agenda Items:

1	Approval of August Meeting Minutes
2	Old Business
3	MyProgress Updates
4	Student Report
5	Ring 3 Assessment Week overlap with Ground School

Item 1, Approval of 8.13.14 Meeting Minutes Discussion

1. Meeting minutes from August were reviewed and approved.

Item 2, Old Business

1. Quizzes are being reviewed in real time as requested by the students.
2. Portfolio coach meetings went well.
3. Faculty Peer Review has started this week and is being done by expert educators.

Item 3, My Progress Update Discussion

1. V. Cannon discussed My Progress updates:
 - a. The working group, EE and Ring faculty met and reviewed forms (see summary at end of minutes).
 - b. Optional checklists will be removed.
 - c. Discussion regarding one and done and "optional" checklists.
 - d. Can use report function to see what was completed.
 - e. S. Khandelwal will clarify what is required in all 3 Rings from procedural checklist.

Item 4, Student Report

Discussion

1. The UPSMN students would like extra time to prepare for shelf – given there are 3 exams. After much discussion it was decided the schedule for the SMN week 14 will remain as is with consideration for a study day on the last day of week 14.
2. Students report getting checklists for ring requirements which have helped clarify expectations.

Item 5, Ring 3 Assessment Week overlap with Ground School Discussion

2

Part 2 Academic Program Committee

1. K. Tartaglia announced that as the calendar currently stands Ring 1 Ground School (for the second class) and Assessment week for Ring 3 will overlap at the end of this academic year. V.Cannon to review calendar.

Report from Part 2 MyProgress 9/2/14 Working Group Meeting

1. **All optional checklists will be removed from MyProgress** unless specifically indicated (example, breast exam for RSN). These optional checklists will be provided to students in the syllabi as learning tools, but not used in MyProgress,
2. **For Ground school procedural or workshop based curriculum-** we will set up MyProgress assessments as “**once and done**” removing these assessments from the students list after groundschool or completion
3. **For Ground school procedural or workshop based curriculum-** for the second ring, we will try **faculty-deployment**, using the basic office procedure workshop format that seems to be successful with Part 1 students.
4. **For all checklists, we will look at removing items that are less “critical” from an assessment and feedback purpose.** The length of the checklist should consider the context in which it will be used and the feasibility of the length, considering that context.
5. **The physical exam checklist and other “common core” checklists are under review by Kim Tartaglia and the Integration directors group.** Changes have already been made here.



THE OHIO STATE UNIVERSITY
COLLEGE OF MEDICINE

**The Ohio State University College
of Medicine**

Part 2 Academic Program Committee

Meeting Minutes

Date: 10.8.14

Location: 1187 Graves

Presiding Chair: Kim Tartaglia, MD

Call to order:

4:04pm

Minutes recorded by: Laura Volk

Adjourned:

5:35pm

Member attendance

Last Name	First Name	Role	Present
Abdel-Misih	Sherif	UPRSN Surgery Unit Director	
Bakk	Ian	Student Representative, M2	X
Belknap	Laurie	UPWP Family Medicine Unit Director	X
Boulger	Creagh	Expert Educator	
Cannon	Victoria	Director, Office of Evaluation, Curriculum Research and Development	X
Casey	Anthony	Associate Program Director, Mount Carmel Health Systems	X
Cios	Jacqueline	Expert Educator	
Collins	Shauna	Student Representative, M3	X
Connors	Dean	Expert Educator	
Cronau	Holly	UPWP Director of Integration	
Ellis	David	Student Representative, M3	X
Exline	Matt	Expert Educator	
Grieco	Alex	Expert Educator	X
Harzman	Alan	UPRSN Director of Integration	
Hoyle	Chad	UPSMN Director of Integration	X
Johnson	Katrina	General Faculty Representative	
Jones	Christian	Expert Educator	
Kasich	David	Expert Educator	
Khandelwal	Sorabh	Assistant Dean for Clinical Science	X
Lacuesta	Nanette	Program Director, OhioHealth	
Lynch	Courtney	Expert Educator	
Macerollo	Allison	Expert Educator	
Martin	Stan	UPSMN Unit Director	
McCallister	Jennifer	Expert Educator	
McIlroy	Mary	Expert Educator	X
Meyers	Lori	UPRSN Co-Unit Director	X
Musindi	Wanjiku	UPRSN OB/GYN Unit Director	
Niedermier	Julie	UPSMN Psych Unit Director	
Nwomeh	Benedict	Associate Academic Program Director, Foundational Science	X
Panchal	Ash	Expert Educator	

Pfeil	Sheryl	Expert Educator	
Post	Doug	Assistant Dean for Practice Based Learning	
Quick	Adam	UPSMN Neurology Unit Director	X
Roach	Necrisha	Student Representative, M3	X

Part 2 Academic Program Committee

Roy	Shuvro	Student Representative, M2	X
Scherzer	Rebecca	UPWP Pediatric Unit Director	X
Schnedl	Bradley	Student Representative, M4	
Strafford	Katherine	Expert Educator	
Sylvester	Patrick	Student Representative, M4	X
Ungureanu	Corina	UPWP IM Unit Director	X
Walsh	Katherine	Expert Educator & General Faculty Rep.	X
Add'l Guests	Cynthia Ledford, Kevin Stringfellow, Eric Fox, John Davis		

Agenda Items:

1	Approval of September Meeting Minutes
2	Old Business
3	MyProgress Updates
4	LSI Standard Score
5	Standing Reports
6	Groundschool #2 Updates
7	Student Report

Item 1, Approval of 9.10.14 Meeting Minutes Discussion/Action

1. Meeting minutes from September were reviewed and approved.

Item 2, Old Business

1. The revisions to the LSI calendar were approved by CITL. This will allow the 16 week rings to occur sooner (during the 2nd and 3rd sessions of the 15-16 AY) and avoid an overlap of ground school and assessment week.

Item 3, My Progress Update

Discussion

1. V. Cannon met with the program coordinators of each ring to streamline the assessments and checklists. Additional updates:
 - a. Ground School will have an iPad station set up.
 - b. Changes have been made to the Physical Exam form – you can now select the appropriate section from a drop down menu.
2. There was further discussion regarding the rationale behind Direct Observation and the importance of tracking the student's progress.
3. MyProgress reps visited campus and met with many staff and faculty members.
4. Version 5.0 has recently come out. They were able to incorporate about 50% of our requested change in this new version.

5. V. Cannon would like the students to do a teleconference with MP reps in the near future.

Item 4, LSI Standard Score

Discussion

1. C. Ledford reviewed the scoring criteria. The goal is to have our assessments and ring grades match the LSI Standard Score (see attachment.)

Item 5, Standing Reports

2

Part 2 Academic Program Committee

Discussion

1. PxDx: K. Tartaglia discussed PxDx logging
 - a. Some students were missing airway log – need to determine if they did not have an opportunity for this experience, and if not, will need to find an alternate experience.
 - b. Need to identify redundancies in MyProgress and PxDx.
2. Safety Violations: No Safety violations were reported as these will be included on the end-of-ring evaluation.
3. Ridicule & Intimidation: Three students reported issues with faculty. Program Coordinators and Unit Directors will investigate and report back to the Part 2 program.
4. Duty Hours and the grade audit will be reviewed next month.
5. Brief discussion about comments not showing up in reports. These can be run separately in medSTAR.


Item 6, Groundschool #2 Updates 1.

No updates were reported.

Item 7, Student Report

Discussion

1. The student representatives recognized Dr. Chad Hoyle for being receptive to their feedback and suggestions.
2. Discussion regarding when evaluations are due – students would like clarification from the rings.
3. Discussed expectations of the OSCE; Part 2 OSCE was a new format from what they were used to. There was further discussion that the Part 2 OSCEs have been designed to assess student's interpretation skills and reflect the format of USMLE Step 2 CS.
4. Students reported they like doing the physical exams in a group setting.

 THE OHIO STATE UNIVERSITY COLLEGE OF MEDICINE	The Ohio State University College of Medicine	
	Part 2 Academic Program Committee	
	Meeting Minutes	
	Date: 11.12.14	Location: 1187 Graves
Presiding Chair: Sorabh Khandelwal, MD		
		Call to order: 4:10pm
Minutes recorded by: Laura Volk		
		Adjourned: 5:40pm

Member attendance			
Last Name	First Name	Role	Present
Abdel-Misih	Sherif	UPRSN Surgery Unit Director	X
Bakk	Ian	Student Representative, M2	X
Belknap	Laurie	UPWP Family Medicine Unit Director	X
Boulger	Creagh	Expert Educator	
Cannon	Victoria	Director, Office of Evaluation, Curriculum Research and Development	X
Casey	Anthony	Associate Program Director, Mount Carmel Health Systems	
Cios	Jacqueline	Expert Educator	
Collins	Shauna	Student Representative, M3	
Connors	Dean	Expert Educator	
Cronau	Holly	UPWP Director of Integration	X
Ellis	David	Student Representative, M3	
Exline	Matt	Expert Educator	
Grieco	Alex	Expert Educator	X
Harzman	Alan	UPRSN Director of Integration	X
Hoyle	Chad	UPSMN Director of Integration	X
Johnson	Katrina	General Faculty Representative	X
Jones	Christian	Expert Educator	X
Kasich	David	Expert Educator	
Khandelwal	Sorabh	Assistant Dean for Clinical Science	X
Lacuesta	Nanette	Program Director, OhioHealth	X
Lynch	Courtney	Expert Educator	X
Macerollo	Allison	Expert Educator	
Martin	Stan	UPSMN Unit Director	X
McCallister	Jennifer	Expert Educator	
McIlroy	Mary	Expert Educator	X
Meyers	Lori	UPRSN Co-Unit Director	X
Musindi	Wanjiku	UPRSN OB/GYN Unit Director	
Niedermier	Julie	UPSMN Psych Unit Director	
Nwomah	Benedict	Associate Academic Program Director, Foundational Science	

Panchal	Ash	Expert Educator	
Pfeil	Sheryl	Expert Educator	X
Post	Doug	Assistant Dean for Practice Based Learning	X
Quick	Adam	UPSMN Neurology Unit Director	X
Roach	Necrisha	Student Representative, M3	X

Part 2 Academic Program Committee

Roy	Shuvro	Student Representative, M2	X
Scherzer	Rebecca	UPWP Pediatric Unit Director	X
Schnedl	Bradley	Student Representative, M4	
Strafford	Katherine	Expert Educator	
Sylvester	Patrick	Student Representative, M4	X
Ungureanu	Corina	UPWP IM Unit Director	
Walsh	Katherine	Expert Educator & General Faculty Rep.	X
Add'l Guests	Cynthia Ledford, Kevin Stringfellow, Eric Fox, Jack Kopecheck		

Agenda Items:

1	Approval of October Meeting Minutes
2	Student Report
3	Learning Environment Survey
4	Peer Review of Faculty
5	Clinical Reasoning
6	Observational Assessment Updates
7	Old Business

Item 1, Approval of 10.8.14 Meeting Minutes Discussion/Action

1. Meeting minutes from October were reviewed and approved.

Item 2, Student Report

Discussion

1. Student representatives reported there was some confusion regarding the completion of PxDx. Students unable to obtain certain experiences were concerned their grade would be delayed or not posted. C. Hoyle assured them this was not the case. There was further discussion regarding the process of verifying the students are getting the opportunities. They will be notified by the department coordinators when there are deficiencies.
2. Students requested that the UPRSN Tuesday didactic schedule alternate the student groups so that each group has an opportunity to end at 2:30.

Action: A. Harzman will implement this for 2015-2016.

3. There is concern that the quizzes in UPRSN do not correlate with the material students are learning. A. Harzman explained the quizzes are designed to replace the multiple choice midterm exam. Each quiz focuses on several key areas, assessing the basic understanding of; articles reviewed in small group, behavioral topics discussed, foundational science related to the clinical area, and the clinical

area to be discussed that day. A. Harzman will draft a response to share with the students for a better understanding.

Item 3, Learning Environment Survey

Discussion

1. J. Lynn presented a new Learning Environment survey that was distributed to the Part 2 students. She will disseminate to all rings once she is able to break down the data by ring.
2. It was suggested that this be a required annual survey and be presented to ECC
3. Rings could identify and share best practices.

2

Part 2 Academic Program Committee

Item 4, Peer Review of Faculty Discussion

1. S. Khandelwal discussed the process for Peer Review:
 - a. EEs will sign up for the peer review session through google doc
 - b. L. Volk will notify the Unit Director or Ring Director of the assignment
 - c. The UD/RD should then send an email to the faculty member of the session letting him/her know that they will be peer reviewed. The EE should also be copied in this correspondence.
 - d. The EE will then contact the faculty member by email to discuss the session
 - e. The EE will attend the session, provide feedback to the faculty member and the UD/RD if warranted

Action

The Peer Review process was unanimously approved.

Item 5, Clinical Reasoning

Discussion

1. S. Khandelwal distributed a guide on Clinical Reasoning Difficulties that faculty can use as a supplement. Discussion ensued on how to best disseminate the document to the faculty.
 - a. N. Lacuesta and S. Khandelwal will discuss the document at the next OhioHealth faculty meeting.
 - b. OSU will make it available electronically.
 - c. Further discussion regarding creating a module in FD4Me or provide a link from C. Ledford's module.
 - d. The DOIs will work on sharing with faculty.

Action

N. Lacuesta will get dates for OhioHealth faculty meeting

Item 6, Observational Assessment Updates


1. V. Cannon reported the syncing issue with My Progress has been fixed. Faculty and students should let her know if any problems persist.
2. Further discussion on how successful the observations are.

Action: S. Khandelwal will send out the AAMC's EPA's.

3. Discussion regarding creating a culture where observational assessments are expected and embraced . Any thoughts or suggestions should be submitted to S. Khandelwal

Item 7, Old Business

No updates were reported

 THE OHIO STATE UNIVERSITY COLLEGE OF MEDICINE	The Ohio State University College of Medicine					
	Part 2 Academic Program Committee					
	Meeting Minutes					
	Date: 12.10.14	Location: 1187 Graves				
Presiding Chair: Kim Tartaglia, MD <table style="float: right; border: none;"> <tr> <td>Call to order:</td> <td>4:03pm</td> </tr> <tr> <td>Adjourned:</td> <td>5:04pm</td> </tr> </table>			Call to order:	4:03pm	Adjourned:	5:04pm
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Member attendance			
Last Name	First Name	Role	Present
Abdel-Misih	Sherif	UPRSN Surgery Unit Director	
Bakk	Ian	Student Representative, M2	X
Belknap	Laurie	UPWP Family Medicine Unit Director	X
Boulger	Creagh	Expert Educator	
Cannon	Victoria	Director, Office of Evaluation, Curriculum Research and Development	X
Casey	Anthony	Associate Program Director, Mount Carmel Health Systems	X
Cios	Jacqueline	Expert Educator	
Collins	Shauna	Student Representative, M3	X
Connors	Dean	Expert Educator	
Cronau	Holly	UPWP Director of Integration	X
Ellis	David	Student Representative, M3	
Exline	Matt	Expert Educator	
Grieco	Alex	Expert Educator	X
Harzman	Alan	UPRSN Director of Integration	X

Hoyle	Chad	UPSMN Director of Integration	
Johnson	Katrina	General Faculty Representative	
Jones	Christian	Expert Educator	
Kasich	David	Expert Educator	
Khandelwal	Sorabh	Assistant Dean for Clinical Science	
Lacuesta	Nanette	Program Director, OhioHealth	
Lynch	Courtney	Expert Educator	
Macerollo	Allison	Expert Educator	
Martin	Stan	UPSMN Unit Director	X
McCallister	Jennifer	Expert Educator	
McIlroy	Mary	Expert Educator	X
Meyers	Lori	UPRSN Co-Unit Director	X
Musindi	Wanjiku	UPRSN OB/GYN Unit Director	X
Niedermier	Julie	UPSMN Psych Unit Director	
Nwomeh	Benedict	Associate Academic Program Director, Foundational Science	X
Panchal	Ash	Expert Educator	
Pfeil	Sheryl	Expert Educator	
Post	Doug	Assistant Dean for Practice Based Learning	
Quick	Adam	UPSMN Neurology Unit Director	
Roach	Necrisha	Student Representative, M3	X

Part 2 Academic Program Committee

Roy	Shuvro	Student Representative, M2	X
Scherzer	Rebecca	UPWP Pediatric Unit Director	X
Schnedl	Bradley	Student Representative, M4	
Strafford	Katherine	Expert Educator	
Sylvester	Patrick	Student Representative, M4	
Ungureanu	Corina	UPWP IM Unit Director	
Walsh	Katherine	Expert Educator & General Faculty Rep.	X
Add'l Guests	Cynthia Ledford, Kevin Stringfellow, Eric Fox, Jack Kopecheck, Dawn Watson		

Agenda Items:

1	Approval of November Meeting Minutes
2	Old Business
3	Standing Reports: Grade Entry Audit
4	End of Ring 1 Evaluation Data
5	Groundschool #1 2015-16
6	MRFB Documentation
7	Student Report

Item 1, Approval of 11.12.14 Meeting Minutes Discussion/Action

1. Meeting minutes from November were reviewed and approved.

Item 2, Old Business

Discussion

1. D. Watson confirmed for the 2015-16 AY, the didactic sessions in UPRSN will alternate student groups so that there aren't always the same "late groups" as requested during last month's APC meeting.
2. K. Tartaglia reported Peer Review sessions are going well and reviews will shift to the upcoming Groundschool.
3. Observation Assessments will be reviewed and discussed with the end of ring evaluations.

Item 3, Standing Reports:

Discussion

1. Grade Audit Report; K. Tartaglia reported deadlines (6 weeks post end of ring) were met for the first Ring. The goal for grade entry for future Rings will be to post as close to within 4 weeks of the end of the ring as possible.
2. Duty Hours Report; K. Tartaglia reported 2 violations for UPRSN. D. Watson indicated 1 was a typo and she will inquire about the other. No violations were reported for UPWP or UPRSN.
Action: D. Watson will follow up on the duty hour violation and report back to the program.

Item 4, End of Ring 1 Evaluation Data

Discussion

1. K. Tartaglia shared an overview of data collected so far from Ring 1. The committee acknowledged that many changes were already made to improve for Ring 2 which may not be reflected in this evaluation. Discussion ensued on quality vs value and question types on the evaluation
 - a. Successes include;

2

Part 2 Academic Program Committee

- i. Quality of Clinical Assignments
 - ii. Working with Ring Faculty in Small group
 - iii. Faculty Observed History
 - iv. Faculty Observed Physical Exam
- a. Opportunities include;
 - i. Groundschool
 - ii. Tuesday Didactics
 - iii. Patient Safety Coach sessions

Action: K. Tartaglia will send the Rings their individual reports to review specific data and develop action items.

Item 5, Groundschool #1 2015-16

Discussion

1. Discussion regarding having the Student Clinician Ceremony take place in Groundschool as well as an overall Part 2 Orientation for next academic year. Discussion on the best day/times for this to occur. Rings are willing to adjust their

schedule to accommodate; tentatively, the best time for this will be Monday morning of the first groundschool.

Item 6, MRFB Documentation

Discussion

1. Request for capture the ring MRFB electronically. MyProgress was suggested and PWP ring volunteered to pilot but any decisions tabled until reporting issues with MyProgress can be resolved.

Action Item: Victoria Cannon to look into other existing options to electronically capture this.

Item 7, Student Report

Discussion

1. Students expressed concern regarding the relevance of quizzes. They are concerned about their overall poor performance on quizzes and whether that is preventing any students from getting Honor's/Letters. One student suggested giving students full credit for the quiz if they met a minimum threshold. Lengthy discussion ensued regarding the benefits and purpose.

Action: C. Ledford will review the quality and blueprinting of quizzes to objectives as well as the quiz data to determine the actual impact on grades and correlation with other performance measures.