



Presiding Chair: Kim Tartaglia, MD

Call to order:

4:05 pm

Minutes recorded by: Rita Arnold

Adjourned:

5:30 pm

**Member Attendance**

LAST NAME	FIRST NAME	ROLES	PRESENT
Abdel-Misih	Sherif	UPRSN Surgery Unit Director	x
Basuray	Rakhi	Expert Educator	x
Cannon	Victoria	Director, Office of Evaluation, Curriculum Research and Development	x
Casey	Anthony	Associate Program Director, Mount Carmel Health Systems	
Collins	Shauna	Student Representative, M3	
Cronau	Holly	Expert Educator	x
Duggirala	Vijay	UPSMN Associate Director of Integration	x
Evans	Cynthia	General Faculty Representative	
Farrell	Matthew	UPWP FM Unit Director	x
Grieco	Alex	Expert Educator	x
Harzman	Alan	UPRSN Director of Integration	
Hoyle	Chad	UPSMN Director of Integration	x
Johnson	Katrina	General Faculty Representative	
Khandelwal	Sorabh	Assistant Dean for Clinical Science	
Kopechek	Jack	Educational Portfolio and Coaching	x
Khurma	Anand	Associate Director for Education Technology	x
Lacuesta	Nanette	Program Director, OhioHealth	
Ledford	Cynthia	Assistant Dean for Evaluation and Assessment	x
Macerollo	Allison	UPWP Director of Integration	x
Magana	Francisco	Student Representative M3	
Meyers	Lori	UPRSN Co-Unit Director	x
Musindi	Wanjiku	UPRSN OB/GYN Unit Director	x
Nelin	Timothy	Student Representative M3	
Niedermier	Julie	UPSMN Psych Unit Director	
Nwomeh	Benedict	Associate Academic Program Director	x
Pfeil	Sheryl	Expert Educator	
Post	Doug	Assistant Dean for Practice Based Learning	

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Quick	Adam	UPSMN Neurology Unit Director	
Roy	Shuvro	Student Representative, M3	<b>x</b>
Scherzer	Rebecca	UPWP Pediatric Unit Director	
Schmerler	Betsy	UPWP Associate Director of Integration	
Sheehan	Cameron	Student Representative M3	
Sinha	Tejas	Student Representative M4	
Strafford	Katherine	UPRSN Associate Director of Integration	
Ungureanu	Corina	UPWP Internal Medicine Unit Director	
Traugott	Amber	Expert Educator	<b>x</b>
Walsh	Katherine	UPSMN Internal Medicine Unit Director	<b>x</b>
GUESTS:	Eliza Butler, John Davis, Alissa MacAdam, Kevin Stringfellow, Laura Volk, Curt Walker, Dawn Watson		

### Agenda Items:

1	Approval of January Meeting Minutes
2	Old Business/ Announcements
3	Groundschool Discussion
4	Assessment Week - Practical
5	UPRSN Updates
6	Student Report
7	Standing Reports

### Item 1, Approval of January 2016 Meeting Minutes

#### Discussion/Action

1. Meeting minutes from December 9, 2015 were reviewed and approved.

### Item 2, Old Business/ Announcements Discussion

#### 1. Introduce New Part 2 Faculty –

- a. Matthew Farrell, Family Medicine – UPWP Family Medicine Unit Director
- b. Amber Traugott, Colon & Rectal Surgery- Expert Educator

#### 2. Announcements –

##### Victoria Cannon

- a. **CGEA** – CGEA acceptances are out and the College of Medicine will be hosting a Showcase Event to allow presenters an opportunity to run through their materials (posters, orals, workshops, panels.) The event is scheduled for March 8 from 8 – 11 am and more information will be distributed via email. If you have been accepted to present at this conference please let the OECRD know by emailing [ecrd@osumc.edu](mailto:ecrd@osumc.edu).

- b. **My Progress** - My Progress will be hosting a user group meeting for all of their customers in Columbus on May 24<sup>th</sup> in the BRT. There will be a variety of sessions on EPAs, direct observations in clinical settings as well as

## Part 2 Academic Program Committee

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presentations from faculty at a few other colleges. There will be concurrent hands-on breakout sessions for training, trouble shooting, or just conversing with the people from My Progress. This is a great opportunity to learn more about the application and give them your feedback.

- c. **Spring Symposium** – The College of Medicine’s Spring Symposium will be held Wednesday, June 1<sup>st</sup> in Meiling Hall. Our theme is Addressing Wellness and Burnout in Health Care Professionals and we will have two plenary speakers, Drs. Michael Leiter and Bernadette Melnyk, Chief Wellness Officer and Dean of the College of Nursing. Announcements and links to RSVPs will be coming soon.

### **Item 3, Groundschool Focus Group Discussion** Discussion/Action

1. At the initiative of the college, two groups of students met with Stephanie Rohdieck from the University Center for the Advancement of Teaching. They answered three open –ended questions individually and then participated in a brief open discussion as a group. The students provided comments and suggestion on content, length and format of the three rings, individually and as a group.
  - a. January 22, 2016; 3 Students
  - b. February 16, 2016; 15 Students
  - c. Reports attached in buckeye box. General thoughts: Too much downtime and would prefer shorter, more condensed week with “free time” for students to prepare on their own. Also discussed ring 1 should incorporate a more robust intro to working in the hospital (for all rings) and ring 3 should have time set aside for 4<sup>th</sup> year scheduling and career development activities.
  - d. Discussion that no consistent schedule that would work for all rings and all sessions. Each ring encouraged to review student feedback of their groundschool and modify schedule/length as they see appropriate to meet the learning objectives of the ring.

### **Item 4, Assessment Week - Practical**

#### Discussion/Action

1. Discussion regarding moving the practical out of Assessment Week.
  - a. **UPRSN** – Believes that there may be a disadvantage to moving the Practical since some students don’t do anesthesia until just before Assessment week, and they believe it is a reasonable summative assessment
  - b. **UPSMN** – Plans to move from Assessment Week; exact date TBD
  - c. **UPWP** – Still discussing and will present decision with their annual update.
  - d. **E/A** team noted they will still support the practical but ask that it does not occur concurrently with another (Part 1) assessment week

### **Item 5, UPRSN Annual Report** Discussion/Action

1. Dr. Sherif Abdel- Misih presented a review and update on the UPRSN Ring. Updates and changes to Groundschool, Clinical Scheduling, Small Groups and Assessments.  
-See powerpoint (attached in buckeye box).

Action Item: UPRSN report accepted.

### **Item 6, Student Report** Discussion

1. **New Vitals evaluations:** for the most part, students are responding well to having all of their evaluations in one place, but there has been an overwhelmingly negative

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response to the fact that students cannot actually open their evaluations, since a report is not generated until there are 3 responses from a service.

**Action Item:** Dr. Tartaglia to discuss at the VITALS Integration meeting. Students will be emailed once a solution is in place.

- 2. Teaching Rounds:** A number of students have made a point to emphasize the quality of the sessions lead by Dr. Levin and Dr. Fontana, as well as those lead by Dr. Hoyle with regards to different aspects of the physical exam. We'd like to discuss the possibility of expanding these sessions to cover Pulmonary, ICU patients, etc.

**Action Item:** Each ring will review options for more hands-on teaching of physical exam and physical diagnosis.

- 3. UPSMN Scheduling Challenges:** Changing didactic schedules on UPSMN without any notification for students. Due to faculty cancellations and conflicts, schedules have been changing without much, if any notice. Action Item: UPSMN leadership aware and addressing.

### Item 7, Standing Reports Discussion/Action

- 1. Grade Audit Report –** Grades from Ring 2 for UPSMN are delayed due to the NBME retakes; plan is to release grades 2/22/16, prior to the revised 6 week deadline. PWP is reporting the Adult Ambulatory with their own unique due-dates, resulting in the appearance of late grades on the report. Action Item: PWP ring to work with Kevin Douglas on revising due-dates for curricular components (specially adult ambulatory unit grade.)



Presiding Chair: Kim Tartaglia, MD

Call to order:

4:05 pm

Minutes recorded by: Rita Arnold

Adjourned:

5:05 pm

**Member Attendance**

LAST NAME	FIRST NAME	ROLES	PRESENT
Abdel-Misih	Sherif	UPRSN Surgery Unit Director	
Cannon	Victoria	Director, Office of Evaluation, Curriculum Research and Development	X
Casey	Anthony	Associate Program Director, Mount Carmel Health Systems	X
Collins	Shauna	Student Representative, M3	
Cronau	Holly	Expert Educator	X
Duggirala	Vijay	UPSMN Associate Director of Integration	
Evans	Cynthia	General Faculty Representative	X
Farrell	Matthew	UPWP FM Unit Director	X
Harzman	Alan	UPRSN Director of Integration	X
Hoyle	Chad	UPSMN Director of Integration	X
Johnson	Katrina	General Faculty Representative	
Khandelwal	Sorabh	Assistant Dean for Clinical Science	
Kopechek	Jack	Educational Portfolio and Coaching	X
Khurma	Anand	Associate Director for Education Technology	X
Lacuesta	Nanette	Program Director, OhioHealth	X
Ledford	Cynthia	Assistant Dean for Evaluation and Assessment	X
Macerollo	Allison	UPWP Director of Integration	X
Magana	Francisco	Student Representative M3	
Meyers	Lori	UPRSN Co-Unit Director	X
Musindi	Wanjiku	UPRSN OB/GYN Unit Director	X
Nelin	Timothy	Student Representative M3	X
Niedermier	Julie	UPSMN Psych Unit Director	
Nwomeh	Benedict	Associate Academic Program Director	X
Pfeil	Sheryl	Expert Educator	
Post	Doug	Assistant Dean for Practice Based Learning	
Quick	Adam	UPSMN Neurology Unit Director	
Roy	Shuvro	Student Representative, M3	X

Scherzer	Rebecca	UPWP Pediatric Unit Director	X- PHONE
Schmerler	Betsy	UPWP Associate Director of Integration	X- PHONE
Sheehan	Cameron	Student Representative M2	X
Sinha	Tejas	Student Representative M4	
Strafford	Katherine	UPRSN Associate Director of Integration	
Ungureanu	Corina	UPWP Internal Medicine Unit Director	x

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Walsh	Katherine	UPSMN Internal Medicine Unit Director	X
GUESTS:	Cheri Bardales, Elisa Butler, John Davis, Carol Moore, Kevin Stringfellow, Regina Swartz, Laura Volk, Howard Werman, Alex Grieco, Rahki Basuray		

### Agenda Items:

1	Approval of February Meeting Minutes
2	Old Business/ Announcements
3	UPWP Report and Update
4	Required Clinical Encounters (Px Dx) – MyProgress Demo
5	Portfolio Coaching Report and Update
6	Student Report

### Item 1, Approval of February 2016 Meeting Minutes

#### Discussion/Action

1. Meeting minutes from February 17, 2016 were reviewed and approved.

### Item 2, Old Business/ Announcements Discussion

#### 1. Introduction

- a. Regina Swartz, Pediatric Program Manager, Medical Student Education Nationwide Children's Hospital

#### 2. Announcements –

- a. LSI Part 2 awards for 2015-16 year will be awarded June 1 at 7:30 am (just prior to the Spring Symposium.)
- b. AAMC MERC sessions will be available June 1 and 2, in coordination with the spring symposium. Spots are limited; look for an email to register soon.

#### 3. Old Business-

- a. **VITALS release of completed evaluations:** Issue has been fixed and students can see evaluations completed about them, provided they have completed the reciprocal evaluation. Student reps report no additional issues with this.
- b. **Career Counseling & Exploration –** Each ring is looking at a time during Groundschool to accommodate some time for career counseling and exploration.

### Item 3, UPWP Ring Report and Update

### Discussion/Action

1. Dr. Allison Macerollo presented updates on the UPWP ring.
  - a. Practical to remain in Assessment week.
  - b. Family Medicine Shelf will now include Chronic Care and Musculoskeletal items. If possible, they would like to pilot it this ring and not count those questions. Next year the questions would be counted.
  - c. Groundschool Changes- Content is largely the same, the scheduling has been streamlined
    - i. Friday will have more flexibility. Most time is open.
    - ii. 5 live lectures- 3 Peds, 1FM, 1Radiology
    - iii. 1 Panel, 2 Workshops and 1OSCE
  - d. Quizzes- The ring is still working out the details of how quizzes will be structured in the coming academic year. Considerations for scheduling and timely student feedback. Discussion about the provision of quizzes that provide the most useful feedback to students.

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### Action Items:

1. Kevin Stringfellow to contact NBME to determine how score reports for longer FM shelf are reported and if it's possible to get a score report for the core that is separate from the overall report (for piloting purposes in Ring 3.)
2. K. Tartaglia to follow-up with PWP ring on requirements for periodic medical knowledge assessments in PWP.

### **Item 4, Required Clinical Encounters (Px Dx) – MyProgress Demo** Discussion/Action

1. Victoria Cannon presented some details regarding options for Px Dx in the next academic year. MyProgress is the only viable electronic option for the May start of the AY.
  - a. MyProgress' newest update will allow for nesting Px Dx encounters in separate folders. This allows for students to easily track their activities and also for coordinators to easily complete reporting.
  - b. If MyProgress is used for Px Dx, the College of Medicine OECRD Team will spearhead the building and deployment of the Px Dx forms for the 2016-17AY.

**Decision:** The committee voted to move forward with MyProgress for Px Dx.

### **Item 5, Portfolio Coaching Report and Update**

#### Discussion/Action


1. Dr. Jack Kopechek presented an update on Educational Portfolio and Coaching.
  - a. The biggest opportunity for improvement is in student appreciation of reflective portfolio assignments. They will be addressing this by convening a Student Advisory Board with students from classes of 2017, 2018 and 2019.
  - b. They would like to provide students more choice on reflection topics so that they can choose something relevant to their most recent clinical experiences. Would like to incorporate the Psychiatry and OB/GYN reflection into our Part 2 Menu of Prompts and allow students to choose which prompt to use. **Decision:** Reflective assignments previously under UPSMN and UPRSN will be folding in the portfolio coaching program.

**Item 6, Student Report Discussion**

**1. Transition for Incoming Part 2 students:** Student representatives wanted bring to the table questions regarding protocol for easing this next class into their third year once they are finished with Step 1. They thought it would be helpful to see if the group can address any potential pitfalls for the students next year as they make the stressful transition of their clinical years.

- a. Student Preferencing has begun within the rings. Detailed information is generally release about a week before the ring begins.
- b. There is an orientation and white coat ceremony scheduled where detailed information will be disseminated.
- c. Optional ICM experience being offered for students who have been on LOA.
- d. Any ring specific information will come from individual ring coordinators. All program specific information will come from the Part 2 Coordinator, Rita Arnold.

Meeting adjourned at 5:05pm.

 <b>THE OHIO STATE UNIVERSITY</b> COLLEGE OF MEDICINE	<b>The Ohio State University College of Medicine</b>	
	<b>Part 2 Academic Program Committee</b>	
	Meeting Minutes	
	Date: 5.13.15	Location: 1063 Graves
Presiding Chair: Kim Tartaglia, MD	Call to order:	4:05pm
Minutes recorded by: Laura Volk	Adjourned:	5:45pm

<b>Member attendance</b>			
<b>Last Name</b>	<b>First Name</b>	<b>Role</b>	<b>Present</b>
Abdel-Misih	Sherif	UPRSN Surgery Unit Director	<b>X</b>
Bakk	Ian	Student Representative, M2	<b>X</b>
Belknap	Laurie	UPWP Family Medicine Unit Director	<b>X</b>
Cannon	Victoria	Director, Office of Evaluation, Curriculum Research and Development	<b>X</b>
Casey	Anthony	Associate Program Director, Mount Carmel Health Systems	<b>X</b>
Collins	Shauna	Student Representative, M3	<b>X</b>
Cronau	Holly	UPWP Director of Integration	<b>X</b>
Ellis	David	Student Representative, M3	
Harzman	Alan	UPRSN Director of Integration	<b>X</b>
Hoyle	Chad	UPSMN Director of Integration	<b>X</b>
Johnson	Katrina	General Faculty Representative	



Khandelwal	Sorabh	Assistant Dean for Clinical Science	
Lacuesta	Nanette	Program Director, OhioHealth	
Ledford	Cynthia	Assistant Dean for Evaluation and Assessment	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
Post	Doug	Assistant Dean for Practice Based Learning	
Quick	Adam	UPSMN Neurology Unit Director	X
Roach	Necrisha	Student Representative, M3	
Roy	Shuvro	Student Representative, M2	X
Scherzer	Rebecca	UPWP Pediatric Unit Director	X
Schnedl	Bradley	Student Representative, M4	
Ungureanu	Corina	UPWP IM Unit Director	
Walsh	Katherine	UPSMN Internal Medicine Unit Director	
Add'l Guests	Kevin Stringfellow, Cheri Bardales, Elisa Butler, Jack Kopecheck		

**Agenda Items:**

1	Approval of April Meeting Minutes
2	Old Business
3	Announcements
4	Student Review Updates
5	Late Start Students
6	Results of SWOT Analysis

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7	Standing Reports: Px Dx
8	Student Report

**Item 1, Approval of April 8, 2015 Meeting Minutes**

Discussion/Action

1. Meeting minutes from April were reviewed and approved.

**Item 2, Old Business**

Discussion

1. Rings to start doing TBLs and tech needs need to be coordinated with V. Cannon/OECD. University has Turning Point but will transition to using TopHat. UPSMN will begin using it next week.
2. Review of the assessment week schedule will be tabled until next month's meeting.
3. HSIQ syllabus is now updated in VITALS. Reminder to bring integration ideas to Iahn Gonsenhauser.

4. The Part 2 Student Handbook has been updated. Rings were reminded to update their syllabi to reflect the changes in NBME scoring (do not publish cut-offs).

### **Item 3, Announcements**

1. K. Tartaglia introduced Rita Arnold, Program Coordinator for Part 2 and 3.
2. V. Cannon announced Anand Khurma's role as Associate Director for Education Technology.
3. Kathy Walsh is the new Internal Medicine Unit Director for UPSMN replacing Stan Martin.
4. CITL approved the Associate Director of Integration positions. The job description can be found in Part 2 folder – Meeting Minutes / May Meeting in Buckeye Box.
5. Unit grading meetings should be scheduled within 2 weeks after Assessment week and Ring grading in the 3<sup>rd</sup> week.
6. Part 2 will hold a Faculty Development workshop on writing ring narratives during early June. Students who have questions regarding already published grade narrative should be directed to the DOI.

### **Item 4, Student Review Updates**

#### Discussion

1. The communication challenges identified for Student Review have been addressed:
  - a. A chair will be appointed for each meeting.
  - b. Students referred to the committee multiple times will be considered for referral to ABRC. The Part 2 SRS will make a recommendation to the APD and all referrals to ABRC will come from the APD (K. Tartaglia.)
  - c. K. Tartaglia provided templates to use for referral to provide greater detail. This information should be included in the comments section of the grade card.
  - d. K. Tartaglia reviewed the template SRS will complete after meeting with student which will be uploaded into medSTAR/VITALS.

### **Item 5, Late Start Students**

1. Increased number of late starts this academic year; combination of delay in taking Step 1 and delayed PhD defense
2. Discussion on making sure information communicated to rings in a timely fashion so as not to hinder their ability to make schedules.

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3. Rings should review student color status to help determine whether a late start student needs special placement.

Action Item: Part 2 program to monitor effects of staggered late starts and impact on student assessments and clinical assignment placement for next AY.

### **Item 6, Results of Part 2 SWOT analysis**

1. K. Tartaglia presented summary results of SWOT analysis. Discussion ensued on various strengths (collaboration, small group teaching, coordinator reliability, smaller class size) and weaknesses (new technologies, faculty buy-in, EE role confusion.)
2. Major threat is declining ambulatory preceptor availability which is expected to worsen.

Action Items: A. Faculty Development to leverage vitals to improve curricular transparency. (Scheduled for June Part 2 APC.)

B. K. Tartaglia to work on improving EE accessibility to rings. Rings to communicate needs to Part 2 program

C. Faculty workshop for Scholarship in Part 2 being scheduled for July.

D. K.Tartaglia to work with J.Davis to centralize efforts for recruiting ambulatory preceptors.

**Item 7, Standing Reports: PxDx**

1. PxDx interim report for Ring 3 reviewed. Most entries have <20% incompleteness at this point (9 days left of ring) although it appears incomplete entries related to certain students not logging anything.

Action Item: Rings and student reps will remind students to log encounters ASAP and contact DOI for any missing encounters.

**Item 8, Student Report**

1. Starting Part 2 students expressed confusion with MyProgress functionality and the difference between direct observations and PxDx. Clarified that PxDx are required student encounters that students log in MedStar. MyProgress is used for direct observation.

Action Item: Ring coordinators to review with students. Students advised to review Part 2 orientation slides and contact Part 2 program if confusion persists.



Meeting Minutes

Date: 6.10.15

Location: 1063 Graves

Presiding Chair: Kim Tartaglia, MD

Call to order:

4:05pm

Minutes recorded by: Laura Volk

Adjourned:

5:10pm

**Member attendance**

LAST NAME	FIRST NAME	ROLES	PRESENT
Abdel-Misih	Sherif	UPRSN Surgery Unit Director	X
Basuray	Rakhi	Expert Educator	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
Cronau	Holly	UPWP Director of Integration	X
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	X
Jones	Christian	Expert Educator	
Kasich	David	Expert Educator	
Khandelwal	Sorabh	Assistant Dean for Clinical Science	
Kumar	Anand	Associate Director for Education Technology	X
Lacuesta	Nanette	Program Director, OhioHealth	X
Ledford	Cynthia	Assistant Dean for Evaluation and Assessment	X
Lynch	Courtney	Expert Educator	
Macerollo	Allison	Expert Educator	
Magana	Francisco	Student Representative M3	X
McCallister	Jennifer	Expert Educator	
McIlroy	Mary	Expert Educator	
Meyers	Lori	UPRSN Co-Unit Director	X
Mostafavifar	A. Mehran	Expert Educator	
Musindi	Wanjiku	UPRSN OB/GYN Unit Director	

Nelin	Timothy	Student Representative M3	
Niedermier	Julie	UPSMN Psych Unit Director	
Nwomeh	Benedict	Associate Academic Program Director, Foundational Science	X

## Part 2 Academic Program Committee

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Pfeil	Sheryl	Expert Educator	
Post	Doug	Assistant Dean for Practice Based Learning	
Quick	Adam	UPSMN Neurology Unit Director	X
Roy	Shuvro	Student Representative, M3	X
Scherzer	Rebecca	UPWP Pediatric Unit Director	X
Schmerler	Betsy	UPWP Associate Director of Integration	
Sheehan	Cameron	Student Representative M3	
Sinha	Tejas	Student Representative M4	X
Strafford	Katherine	UPRSN Associate Director of Integration	
Ungureanu	Corina	UPWP Internal Medicine Unit Director	X
Walsh	Katherine	UPSMN Internal Medicine Unit Director	
GUESTS:	Cheri Bardales, Kevin Stringfellow, Dawn Watson		

### Agenda Items:

1	Approval of May Meeting Minutes
2	Old Business
3	Announcements
4	VITALS Update / Overview
5	Student Report
6	Review of Evaluations in Part 2
7	Standing Reports: Duty Hours, Safety on Service

#### **Item 1, Approval of May 13, 2015 Meeting Minutes**

##### Discussion/Action

1. Meeting minutes from May were reviewed and approved.

#### **Item 2, Old Business Discussion**

1. Narrative writing workshop on 6/2 went well. Reviewed components/aspects of the MSPE and narratives.

#### **Item 3, Announcements**

1. K. Tartaglia announced the following new faculty appointments for Part 2:
  - a. Betsy Schmerler - Associate Director of Integration for UPWP

- b. Katherine Strafford – Associate Director of Integration for UPRSN.
- c. A. Mehran Mostafavifar – Expert Educator (IM/Hospital Med)
- d. Rakhi Basuray – Expert Educator (Peds/Ambulatory)
- e. An Associate DOI has not yet been named for UPSMN.

**Item 4, VITALS Update / Overview**

- 1. B. Sabatino reviewed the faculty portal in VITALS.

**Item 5, Student Report**

- 1. Student representatives expressed concern that there is a lack of interaction with attendings on some rotations which hinders completion of the DOCs in My Progress and asked if these could be completed by residents. Discussion topics:

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- a. better onboarding of faculty may be needed
  - b. DOCs can be provided to the students via email and also as a resource in VITALS so students and faculty can access later
  - c. Residents can observe but a faculty member should also observe at least once in the clinical discipline or unit (and complete MyProgress)
  - d. An arrangement can be made with an Expert Educator if needed
  - e. Student can address this issue during MRFB.
- 2. Discussion regarding having the didactic resources available prior to the sessions.

**Item 6, Review of Evaluations in Part 2**

- 1. C. Ledford reviewed current practices related to evaluations in Part 2 Evaluation.  
**Action:** Ring leadership should review and report back their best practices. Discussion will be continued at the next Director of Integration meeting.

**Item 7, Standing Reports: Duty Hours, Safety on Service 1.**

- Tabled until next meeting.

 <b>THE OHIO STATE UNIVERSITY</b> COLLEGE OF MEDICINE	<b>The Ohio State University College of Medicine</b>	
	<b>Part 2 Academic Program Committee</b>	
	Meeting Minutes	
	Date: 07.08.15	Location: 1063 Graves
Presiding Chair: Kim Tartaglia, MD <span style="float: right;">Call to order: 4:05pm</span>		
Minutes recorded by: Rita Arnold <span style="float: right;">Adjourned: 5:40pm</span>		

<b>Member attendance</b>			
<b>LAST NAME</b>	<b>FIRST NAME</b>	<b>ROLES</b>	<b>PRESENT</b>
Abdel-Misih	Sherif	UPRSN Surgery Unit Director	<b>X</b>
Basuray	Rakhi	Expert Educator	<b>via phone</b>
Belknap	Laurie	UPWP Family Medicine Unit Director	<b>X</b>
Cannon	Victoria	Director, Office of Evaluation, Curriculum Research and Development	<b>X</b>
Casey	Anthony	Associate Program Director, Mount Carmel Health Systems	
Collins	Shauna	Student Representative, M3	
Cronau	Holly	UPWP Director of Integration	<b>X</b>
Grieco	Alex	Expert Educator	<b>X</b>
Harzman	Alan	UPRSN Director of Integration	<b>X</b>
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Kopechek	Jack	Educational Portfolio and Coaching	<b>X</b>
Kumar	Anand	Associate Director for Education Technology	
Lacuesta	Nanette	Program Director, OhioHealth	
Ledford	Cynthia	Assistant Dean for Evaluation and Assessment	<b>X</b>
Magana	Francisco	Student Representative M3	
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Strafford	Katherine	UPRSN Associate Director of Integration	
Ungureanu	Corina	UPWP Internal Medicine Unit Director	
Walsh	Katherine	UPSMN Internal Medicine Unit Director	

## Part 2 Academic Program Committee

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GUESTS:	Kevin Stringfellow, Dawn Watson, Todd Lash, Dr. John Davis, Mike Horgan, Beth Sabatino (via phone)
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### Agenda Items:

1	Approval of May Meeting Minutes
2	Old Business
3	Assessment Week Practical- Pilot
4	Clinical Assignment Evaluations in Part 2
5	End of Ring 3 / Part 2 Evaluation Data
6	Student Report
7	Standing Reports: Duty Hours, Safety on Service

### Item 1, Approval of June 10, 2015 Meeting Minutes

#### Discussion/Action

1. Meeting minutes from June were reviewed and approved.

### Item 2, Old Business

#### Discussion

1. No items to discuss.

### Item 3, Assessment Week Practical - Pilot

1. M. Horgan shared details of the new Practical from for Assessment Week.
  - a. Non Procedure Based Stations will be set up for large groups in seminar rooms.
  - b. Procedure Based items will have additional components scheduled separately for each student.

### Item 4, Clinical Assignment Evaluations in Part 2

1. K.Tartaglia presented a draft standard evaluation of clinical assignments; feedback given on buckeye box and revisions discussed. After discussion, the draft was reviewed and approved.  
Action Item: K.Tartaglia to provide final approved version to E/A team.

### Item 5, End of Ring 3 / Part 2 Evaluation Data



1. C. Ledford reviewed end of Part 2 evaluation data. K. Tartaglia presented on end-ofring 3 evaluation data.
2. Discussion focused on what was successful and what were the challenges.
  - a. Successes/ Highlights
    - i. Subject Exam Performance
    - ii. No major overhaul of curriculum
  - b. Opportunities Already Addressed
    - i. Minor revisions to Ground School
  - c. Opportunities Yet to Address
    - i. More interactive activities during Ground School
    - ii. Secure preceptors and sites due to increasing competition with outside programs.
    - iii. Software and organizational challenges

**Action Item:** Full end-of-part 2 evaluation data will be provided to rings with results compared to the 2006 curriculum survey and distributed to the rings.

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## Part 2 Academic Program Committee


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### **Item 6, Student Report**

1. UPRSN ring feedback great for majority of sites.
  - a. Awareness of process for DOC's still a challenge for some Ohio Health sites.
  - b. Students expressed concerns with preparation and expectations for Oral Exams.
2. UPSMN
  - a. Midterm review was scheduled immediately following the midterm but did not happen.
  - b. Some of the Medicine Mentors are not aware of direct observation expectations.

### **Item 7, Standing Reports: Duty Hours, Safety on Service**

1. No duty hour violations.
2. Safety on Service Reports will be distributed to rings.

 <b>THE OHIO STATE UNIVERSITY</b> COLLEGE OF MEDICINE	<b>The Ohio State University College of Medicine</b>	
	<b>Part 2 Academic Program Committee</b>	
	Meeting Minutes	
	Date: 08.12.15	Location: 1063 Graves
Presiding Chair: Kim Tartaglia, MD <span style="float: right;">Call to order: 4:05pm</span>		
Minutes recorded by: Rita Arnold <span style="float: right;">Adjourned: 5:40pm</span>		

<b>Member attendance</b>			
<b>LAST NAME</b>	<b>FIRST NAME</b>	<b>ROLES</b>	<b>PRESENT</b>
Abdel-Misih	Sherif	UPRSN Surgery Unit Director	<b>X</b>
Basuray	Rakhi	Expert Educator	<b>via phone</b>
Belknap	Laurie	UPWP Family Medicine Unit Director	<b>X</b>
Cannon	Victoria	Director, Office of Evaluation, Curriculum Research and Development	<b>X</b>
Casey	Anthony	Associate Program Director, Mount Carmel Health Systems	<b>X</b>
Collins	Shauna	Student Representative, M3	<b>X</b>
Cronau	Holly	UPWP Director of Integration	
Evans	Cynthia	General Faculty Representative	<b>X</b>
Grieco	Alex	Expert Educator	<b>X</b>
Harzman	Alan	UPRSN Director of Integration	<b>X</b>
Hoyle	Chad	UPSMN Director of Integration	<b>X</b>
Khandelwal	Sorabh	Assistant Dean for Clinical Science	
Kopechek	Jack	Educational Portfolio and Coaching	<b>X</b>
Khurma	Anand	Associate Director for Education Technology	
Lacuesta	Nanette	Program Director, OhioHealth	
Ledford	Cynthia	Assistant Dean for Evaluation and Assessment	<b>X</b>
Magana	Francisco	Student Representative M3	<b>X</b>
Meyers	Lori	UPRSN Co-Unit Director	<b>X</b>
Musindi	Wanjiku	UPRSN OB/GYN Unit Director	
Nelin	Timothy	Student Representative M3	<b>X</b>
Niedermier	Julie	UPSMN Psych Unit Director	
Nwomeh	Benedict	Associate Academic Program Director	
Pfeil	Sheryl	Expert Educator	<b>X</b>
Post	Doug	Assistant Dean for Practice Based Learning	
Quick	Adam	UPSMN Neurology Unit Director	<b>X</b>

Roy	Shuvro	Student Representative, M3	X
Scherzer	Rebecca	UPWP Pediatric Unit Director	via phone
Schmerler	Betsy	UPWP Associate Director of Integration	X
Sheehan	Cameron	Student Representative M3	X
Sinha	Tejas	Student Representative M4	X
Strafford	Katherine	UPRSN Associate Director of Integration	
Ungureanu	Corina	UPWP Internal Medicine Unit Director	

## Part 2 Academic Program Committee

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Walsh	Katherine	UPSMN Internal Medicine Unit Director	
GUESTS:	Cheri Bardales, John Davis, Kevin Stringfellow, Laura Volk, Dawn Watson		

### Agenda Items:

1	Approval of July Meeting Minutes
2	Old Business
3	Standing Reports - PxDx
4	Overall Part 2 Grade Breakdown
5	Student Report
6	Announcements

### Item 1, Approval of July 8, 2015 Meeting Minutes

#### Discussion/Action

1. Meeting minutes from July were reviewed and approved.

### Item 2, Old Business

#### Discussion

1. No items to discuss.

### Item 3, standing Reports - PxDx

1. K. Tartaglia reviewed PxDx report.

### Item 4, Overall Part 2 Grade Breakdown

1. K. Tartaglia presented a proposed breakdown of the Part 2 Overall Grade.
  - a. UPRSN, 32.5 / UPSMN, 32.5 / UPwP, 32.5 / HSIQ, 2.5
2. Discussion regarding the grading weight (course based vs competency based) and how this would be noted in MSPE.

**Action Item:** Committee voted unanimously to keep overall grade using proposed weighting with recommendation that MSPE only note Letters and Honors.

### Item 5, Student Report

1. Clarification on Assessment Week Information-
  - a. Practical is separated into two sessions

- i. Procedures Component (UPRSN & UPSMN only)- This is completed one on one with a faculty member and will consist of performing a procedure and being evaluated via My Progress by that faculty member
  - ii. Seminar Component (UPRSN, UPSMN & UPWP) - The Seminar component will consist of an exam taken via the iPad through Examsoft. Students will be presented with case information and be required to answer the corresponding questions in Examsoft.
- 2. Duty Hours during Holidays –
  - a. Students requested clarification for how to handle service days around University recognized holidays. K. Tartaglia clarified which days are recognized.
- 3. Evaluations
  - a. Students are concerned that their evaluations are not timely to their experience and they miss the opportunity for more immediate feedback.

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## Part 2 Academic Program Committee

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- i. Faculty suggested that the type of feedback the students seek should come on a daily basis, and not as a part of the overall evaluation.
  - ii. Students requested some coaching on ways to solicit feedback that is immediately useful.

**Action Item:** It was suggested that tips for requesting more immediate feedback would be addressed in Ground School and in Coaches meetings.

- 4. Communications
  - a. Students requested that there be some standardization across the rings for the methods of regular communication.
    - i. Students appreciate the UPSMN weekly email. This email collates information for the upcoming week and reminds them with a Checklist what is required, when items are due and the calendar items for the upcoming week.
- 5. EMR Access- Several students have had issues with EMR access at their rotation sites across ring locations.

### Item 6, Announcements

- 1. Victoria Cannon-
  - a. Celebration of Scholarship reminder to faculty to sign up.
  - b. Canopy Spanish Course- NIAH is running a special for faculty and students to learn medical Spanish at a greatly discounted rate.
    - i. Faculty, \$50 ii. Students, \$25

 <b>THE OHIO STATE UNIVERSITY</b> COLLEGE OF MEDICINE	<b>The Ohio State University College of Medicine</b>	
	<b>Part 2 Academic Program Committee</b>	
	Meeting Minutes	
	Date: 09.09.15	Location: 1059 Graves
Presiding Chair: Kim Tartaglia, MD		
Call to order:		4:05 pm
Minutes recorded by: Rita Arnold		
Adjourned:		4:55 pm

<b>Member attendance</b>			
<b>LAST NAME</b>	<b>FIRST NAME</b>	<b>ROLES</b>	<b>PRESENT</b>
Abdel-Misih	Sherif	UPRSN Surgery Unit Director	
Basuray	Rakhi	Expert Educator	<b>Via phone</b>
Belknap	Laurie	UPWP Family Medicine Unit Director	<b>X</b>
Cannon	Victoria	Director, Office of Evaluation, Curriculum Research and Development	
Casey	Anthony	Associate Program Director, Mount Carmel Health Systems	<b>X</b>
Collins	Shauna	Student Representative, M3	<b>X</b>
Cronau	Holly	UPWP Director of Integration	<b>X</b>
Duggirala	Vijay	UPSMN Associate Director of Integration	
Evans	Cynthia	General Faculty Representative	<b>X</b>
Grieco	Alex	Expert Educator	<b>Via phone</b>
Harzman	Alan	UPRSN Director of Integration	<b>X</b>
Hoyle	Chad	UPSMN Director of Integration	
Johnson	Katrina	General Faculty Representative	
Khandelwal	Sorabh	Assistant Dean for Clinical Science	
Kopechek	Jack	Educational Portfolio and Coaching	<b>X</b>
Khurma	Anand	Associate Director for Education Technology	<b>X</b>
Lacuesta	Nanette	Program Director, OhioHealth	
Ledford	Cynthia	Assistant Dean for Evaluation and Assessment	
Magana	Francisco	Student Representative M3	<b>X</b>
Meyers	Lori	UPRSN Co-Unit Director	<b>X</b>
Musindi	Wanjiku	UPRSN OB/GYN Unit Director	
Nelin	Timothy	Student Representative M3	
Niedermier	Julie	UPSMN Psych Unit Director	
Nwomeh	Benedict	Associate Academic Program Director	<b>X</b>
Pfeil	Sheryl	Expert Educator	

Post	Doug	Assistant Dean for Practice Based Learning	
Quick	Adam	UPSMN Neurology Unit Director	
Roy	Shuvro	Student Representative, M3	X
Scherzer	Rebecca	UPWP Pediatric Unit Director	X
Schmerler	Betsy	UPWP Associate Director of Integration	X
Sheehan	Cameron	Student Representative M3	X
Sinha	Tejas	Student Representative M4	X

## Part 2 Academic Program Committee

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Strafford	Katherine	UPRSN Associate Director of Integration	
Ungureanu	Corina	UPWP Internal Medicine Unit Director	
Walsh	Katherine	UPSMN Internal Medicine Unit Director	
GUESTS:	Todd Lash, Laura Volk, Curt Walker, Dawn Watson		

### Agenda Items:

1	Approval of August Meeting Minutes
2	Old Business
3	Assessment Week Practical Exam
4	Portfolio Coach Meetings
5	Student Report
6	Standing Reports – Learning Environment, Grade Entry

#### **Item 1, Approval of August 12, 2015 Meeting Minutes**

##### Discussion/Action

1. Meeting minutes from August 12, 2015 were reviewed and approved.

#### **Item 2, Old Business Discussion**

1. None

#### **Item 3, Assessment Week Practical Exam**

1. Practical Exam Pilot from Assessment week discussed; PWP favored the format and other rings reported no difficulties. There were some scheduling issues related to OSCE times and Practical Times.

**Action Item:** Motion passed to continue practical as seminar format when applicable

#### **Item 4, Portfolio coach Meetings**

1. Discussed Portfolio Coach meetings during ground school and students not feeling free to leave ground school activities (due to overlapping schedule.) UPRSN

reported scheduling difficulties due to Labor Day holiday preventing ability to have affiliated hospital orientations.

2. Discussed taping any lectures so students can watch if that is causing conflicts (for students needing to leave early to attend coach meetings.)

**Action Item:** Reinforced support for plan of NO overlapping activities 12-4pm on Friday of ground school that would prevent student from meeting with portfolio coach. Kim Tartaglia to discuss this with the Ultrasound group as well. Cheri Bardales to continue to work with ring coordinators to avoid scheduling conflicts

#### **Item 5, Student Report**

1. Ground School ran smoothly for Session 2.
2. Ring Checklists have been implemented; no details provided on their utility as of yet.


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## Part 2 Academic Program Committee

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#### **Item 6, Standing Reports – Learning Environment, Grade Entry**

1. Learning Environment- Ridicule reports sent to each ring. Ring leadership to followup with residents and faculty who had reports of lack of respect for students or others.
2. Grade Entry - Grade entry from Ring 3 (last academic year) on time at ring level

 <b>THE OHIO STATE UNIVERSITY</b> COLLEGE OF MEDICINE	<b>The Ohio State University College of Medicine</b>	
	<b>Part 2 Academic Program Committee</b>	
	Meeting Minutes	
	Date: 10.14.15	Location: 1187 Graves
Presiding Chair: Kim Tartaglia, MD		
Call to order:		4:05 pm
Minutes recorded by: Laura Volk		
Adjourned:		4:55 pm

<b>Member attendance</b>			
<b>LAST NAME</b>	<b>FIRST NAME</b>	<b>ROLES</b>	<b>PRESENT</b>
Abdel-Misih	Sherif	UPRSN Surgery Unit Director	<b>X</b>
Basuray	Rakhi	Expert Educator	<b>X</b>
Belknap	Laurie	UPWP Family Medicine Unit Director	<b>X</b>
Cannon	Victoria	Director, Office of Evaluation, Curriculum Research and Development	<b>X</b>
Casey	Anthony	Associate Program Director, Mount Carmel Health Systems	
Collins	Shauna	Student Representative, M3	<b>X</b>
Cronau	Holly	UPWP Director of Integration	<b>X</b>
Duggirala	Vijay	UPSMN Associate Director of Integration	
Evans	Cynthia	General Faculty Representative	<b>X</b>
Grieco	Alex	Expert Educator	<b>X</b>
Harzman	Alan	UPRSN Director of Integration	<b>X</b>
Hoyle	Chad	UPSMN Director of Integration	<b>X</b>
Johnson	Katrina	General Faculty Representative	
Khandelwal	Sorabh	Assistant Dean for Clinical Science	
Kopechek	Jack	Educational Portfolio and Coaching	<b>X</b>
Khurma	Anand	Associate Director for Education Technology	<b>X</b>
Lacuesta	Nanette	Program Director, OhioHealth	
Ledford	Cynthia	Assistant Dean for Evaluation and Assessment	<b>X</b>
Magana	Francisco	Student Representative M3	<b>X</b>
Meyers	Lori	UPRSN Co-Unit Director	<b>X</b>
Musindi	Wanjiku	UPRSN OB/GYN Unit Director	
Nelin	Timothy	Student Representative M3	<b>X</b>
Niedermier	Julie	UPSMN Psych Unit Director	
Nwomeh	Benedict	Associate Academic Program Director	<b>X</b>
Pfeil	Sheryl	Expert Educator	



Post	Doug	Assistant Dean for Practice Based Learning	
Quick	Adam	UPSMN Neurology Unit Director	
Roy	Shuvro	Student Representative, M3	X
Scherzer	Rebecca	UPWP Pediatric Unit Director	X
Schmerler	Betsy	UPWP Associate Director of Integration	X
Sheehan	Cameron	Student Representative M3	X
Sinha	Tejas	Student Representative M4	X

## Part 2 Academic Program Committee

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Strafford	Katherine	UPRSN Associate Director of Integration	
Ungureanu	Corina	UPWP Internal Medicine Unit Director	
Volk	Laura	Part 2 & 3 Program Manager	
Walsh	Katherine	UPSMN Internal Medicine Unit Director	
GUESTS:	Dawn Watson, Alissa MacAdam, John Mahan, Kevin Stringfellow, Elisa Butler, Howard Werman, John Davis		

### Agenda Items:

1	Approval of September Meeting Minutes
2	Old Business
3	Announcements
4	Radiology Thread Update
5	Ring 1 Evaluation Data
6	Part 2 Structure
7	Student Report

### Item 1, Approval of September 9, 2015 Meeting Minutes

#### Discussion/Action

1. Meeting minutes from September were reviewed and approved with 1 revision:
  - a. Lori Meyers was present at the September meeting.

### Item 2, Old Business Discussion

1. UPWP reported there were no scheduling conflicts for the coaches meeting. This will continue to be monitored.

### Item 3, Announcements

1. V. Cannon announced call for submissions for Innovations in Medical Education – successes and failures. Deadline for submission is 10/21 to D. Clinchot.
2. K. Tartaglia introduced Rakhi Basuray as the new Part 2 Expert Educator.

### Item 4, Radiology Thread Update

1. A. Grieco presented a review of the Radiology thread in Parts 1, 2 and 3. Discussion focused on the rationale and changes to the structure throughout the curriculum.

**Item 5, Ring 1 Evaluation Data Discussion**

1. K. Tartaglia presented the evaluation data from Ring 1 of this year in comparison with last year.
  - a. Ground School continues to be an area of challenge.

Action: A workgroup will be established consisting of students and faculty to craft the “ideal” ground school. Additional workgroups will be created to address challenges with Direct Observation, and HSIQ/Safety Coach Sessions. Results will be reported at the December meeting.

**Item 6, Part 2 Structure**

Discussion

1. K. Tartaglia reviewed the structure of Part 2 and how it came to be.

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## Part 2 Academic Program Committee


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- a. Reviewed comparison of national data to OSU on length of time spent in each clerkship.
- b. Feedback from OSU students indicated they would like to spend more time in Internal Medicine.
- c. Discussed offering students interested in a particular discipline additional time.
- d. An alternate proposal was reviewed and discussed which would move clinical selectives to the end of the ring, however, this could create logistical issues.

**Item 7, Student Report**

Discussion

1. As discussed above, students would like to spend more time in Internal Medicine.
2. Student reps reported there is some concern with a lack of correlation on the IM evaluations and other measures. C. Ledford explained the structure and indicated some faculty development may need to be done.

 <b>THE OHIO STATE UNIVERSITY</b> COLLEGE OF MEDICINE	<b>The Ohio State University College of Medicine</b>	
	<b>Part 2 Academic Program Committee</b>	
	Meeting Minutes	
	Date: 12.10.15	Location: 1165 Graves
Presiding Chair: Kim Tartaglia, MD		
Call to order:		4:05 pm
Minutes recorded by: Rita Arnold		
Adjourned:		5:55 pm

<b>Member attendance</b>			
<b>LAST NAME</b>	<b>FIRST NAME</b>	<b>ROLES</b>	<b>PRESENT</b>
Abdel-Misih	Sherif	UPRSN Surgery Unit Director	
Basuray	Rakhi	Expert Educator	X
Belknap	Laurie	UPWP Family Medicine Unit Director	X
Cannon	Victoria	Director, Office of Evaluation, Curriculum Research and Development	X
Casey	Anthony	Associate Program Director, Mount Carmel Health Systems	
Collins	Shauna	Student Representative, M3	
Cronau	Holly	UPWP Director of Integration	X
Duggirala	Vijay	UPSMN Associate Director of Integration	
Evans	Cynthia	General Faculty Representative	X
Grieco	Alex	Expert Educator	X
Harzman	Alan	UPRSN Director of Integration	X
Hoyle	Chad	UPSMN Director of Integration	X
Khandelwal	Sorabh	Assistant Dean for Clinical Science	
Kopechek	Jack	Educational Portfolio and Coaching	X
Khurma	Anand	Associate Director for Education Technology	X
Lacuesta	Nanette	Program Director, OhioHealth	X
Ledford	Cynthia	Assistant Dean for Evaluation and Assessment	X
Macerollo	Allison	Expert Educator	X
Magana	Francisco	Student Representative M3	X
Meyers	Lori	UPRSN Co-Unit Director	X
Musindi	Wanjiku	UPRSN OB/GYN Unit Director	
Nelin	Timothy	Student Representative M3	X
Niedermier	Julie	UPSMN Psych Unit Director	
Nwomeh	Benedict	Associate Academic Program Director	
Post	Doug	Assistant Dean for Practice Based Learning	

Quick	Adam	UPSMN Neurology Unit Director	X
Roy	Shuvro	Student Representative, M3	X
Scherzer	Rebecca	UPWP Pediatric Unit Director	
Schmerler	Betsy	UPWP Associate Director of Integration	X
Sheehan	Cameron	Student Representative M3	X
Sinha	Tejas	Student Representative M4	X
Strafford	Katherine	UPRSN Associate Director of Integration	X

## Part 2 Academic Program Committee

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Ungureanu	Corina	UPWP Internal Medicine Unit Director	
Volk	Laura	Part 2 & 3 Program Manager	X
Walsh	Katherine	UPSMN Internal Medicine Unit Director	Via Phone
GUESTS:	Cheri Bardales, Elisa Butler, Kevin Stringfellow, Curt Walker, Dawn Watson		

### Agenda Items:

1	Approval of October Meeting Minutes
2	Old Business / Announcements
3	Student Report
4	Faculty Evaluations of Part 2
5	Standing Reports

#### Item 1, Approval of October, 2015 Meeting Minutes Discussion/Action

1. Meeting minutes from October were reviewed and approved

#### Item 2, Old Business Discussion

1. Results of focus group for groundschool restructuring will not be reported today; focus group will occur on Jan 8 (2-3:30pm). Student reps reported that day/time should allow them enough student volunteers to participate. Students should prioritize coach meetings if there's a conflict.
2. The Part 2 Informational Meeting for current Med 2 Students will be held Monday January 4, 2016 during Exploration Week. This meeting is not mandatory and it will be taped.
3. Kevin Stringfellow shared that this Assessment Week will be the last time that the Friday exams will be differing lengths. The Family Medicine exam will still be shorter than the Surgery and IM exams. There was some discussion regarding moving the Family Medicine exam to either Thursday or Friday afternoon.

#### Item 3, Student Report

1. Students report difficulty finding parking on Tuesday afternoons for didactics. Even though they pay for surface lot parking, they spend \$11-12/day to pay for garage

(visitor) parking b/c no spots are available. Discussion about parking on west campus and using a shuttle but students expressed concern with spending 1.5h or more in transit time during days when they have am clinical responsibilities.

2. Discussed taping/not requiring large group didactics.

**Action Item: K. Tartaglia to discuss with Joanne Lynn to see if anything can be done re: parking situation.**

#### **Item 4, Faculty Evaluations, Part 2**

1. Approved faculty evaluation questions have been approved and are being built in VITALS. Three versions exist: curriculum leaders (unit directors, DOIs), faculty preceptors and didactic/small group facilitators.

**Action Item: Each ring to identify a faculty cohort for whom to deploy evaluations to obtain initial ring feedback.**

## Part 2 Academic Program Committee

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### **Item 5, Standing Reports Discussion**

1. PxDx and Learning Environment Reports reviewed. Discussion around students logging PxDx in a timely fashion. Regarding learning environment, data sent to unit directors to address any issues. Additional support re: faculty development and feedback offered by Part 2 program and College if needed.



**THE OHIO STATE UNIVERSITY**  
COLLEGE OF MEDICINE

**The Ohio State University College of Medicine**

**Part 2 Academic Program Committee**

Meeting Minutes

Date: 04.13.16

Location: 1165 Graves

Presiding Chair: Kim Tartaglia, MD

Call to order:

4:05 pm

Minutes recorded by: Rita Arnold

Adjourned:

5:15 pm

**Member Attendance**

LAST NAME	FIRST NAME	ROLES	PRESENT
Abdel-Misih	Sherif	UPRSN Surgery Unit Director	
Cannon	Victoria	Director, Office of Evaluation, Curriculum Research and Development	
Casey	Anthony	Associate Program Director, Mount Carmel Health Systems	
Collins	Shauna	Student Representative, M3	
Cronau	Holly	Expert Educator	X
Duggirala	Vijay	UPSMN Associate Director of Integration	X
Evans	Cynthia	General Faculty Representative	X
Farrell	Matthew	UPWP FM Unit Director	X
Harzman	Alan	UPRSN Director of Integration	
Hoyle	Chad	UPSMN Director of Integration	X
Johnson	Katrina	General Faculty Representative	
Khandelwal	Sorabh	Assistant Dean for Clinical Science	
Kopechek	Jack	Educational Portfolio and Coaching	
Khurma	Anand	Associate Director for Education Technology	X
Lacuesta	Nanette	Program Director, OhioHealth	
Ledford	Cynthia	Assistant Dean for Evaluation and Assessment	X
Macerollo	Allison	UPWP Director of Integration	X
Magana	Francisco	Student Representative M3	
Meyers	Lori	UPRSN Co-Unit Director	X
Musindi	Wanjiku	UPRSN OB/GYN Unit Director	
Nelin	Timothy	Student Representative M3	
Niedermier	Julie	UPSMN Psych Unit Director	
Nwomeh	Benedict	Associate Academic Program Director	X
Post	Doug	Assistant Dean for Practice Based Learning	
Quick	Adam	UPSMN Neurology Unit Director	
Roy	Shuvro	Student Representative, M3	X
Scherzer	Rebecca	UPWP Pediatric Unit Director	X
Schmerler	Betsy	UPWP Associate Director of Integration	
Sheehan	Cameron	Student Representative M2	X

## Part 2 Academic Program Committee

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Sinha	Tejas	Student Representative M4	
Strafford	Katherine	UPRSN Associate Director of Integration	
Ungureanu	Corina	UPWP Internal Medicine Unit Director	X- PHONE
Walsh	Katherine	UPSMN Internal Medicine Unit Director	X
<b>GUESTS:</b>	Cheri Bardales, Kevin Stringfellow, Regina Swartz, Laura Volk, Howard Werman, Lindsey Jeric, Rahki Basuray, Curt Walker		

### Agenda Items:

1	Approval of March Meeting Minutes
2	Old Business
3	HSIQ Report and Update
4	UPSMN Report and Update
5	Student Report
6	Standing Reports - PxDx
7	Announcements

### Item 1, Approval of February 2016 Meeting Minutes

#### Discussion/Action

1. Meeting minutes from March 9, 2016 were reviewed and approved.

### Item 2, Old Business/ Announcements Discussion

#### 1. Old Business-

- a. **UPWP Quiz Structure:** Matt Farrell updated the UPWP Quiz structure; the combination of these items will comprise 10 points of the Unit grade.
  - 10 Quizzes (lowest quiz to be dropped)
  - 1 TBL
  - Midterm
- b. **PxDx:** Make sure all rings send PxDx lists to Victoria. Katherine Ray is helping to get the cohorts built into the new MyProgress module.

### Item 3, HSIQ Report and Update

#### Discussion/Action

1. Allison Heacock reported updates on HSIQ.
  - a. **Curriculum Objectives:** no additions were made to the HSIQ Curriculum Objectives.
    - i. A few secondary objectives were removed.
    - ii. Proposed addition of content regarding the patient safety reporting system. Discussion that this may require a new primary objective.
  - b. **EPA 13:** Reviewed functions of EPA 13 as the basis for what HSIQ is trying to accomplish.
  - c. **Overall Structure:** - Content is largely the same, the scheduling has been streamlined
    - i. Consist of a combination of classroom didactics, individual assignments (quizzes and modules) and group work to deliver working knowledge of patient safety, value creation and process improvement methodology.



- ii. Part 2 students will be prepared for and begin to theorize and plan their culminating process-improvement experience project, which will take place during Part 3
  - iii. 9 linear classes that build on each other instead of 9 content classes.
- d. **Content Changes:** - The Changes in content secondary to student / coach feedback will include:
  - i. Spending less time on DMAIC minutiae.

## Part 2 Academic Program Committee

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- ii. Incorporating more general QI in sessions 1-6 including reporting of errors/ Just culture
  - iii. Spending 3 linear sessions working through a problem and improvement initiative using fundamental knowledge.
- e. **Proposed Structure**
- i. Classes 1-3 Fundamentals
  - ii. Classes 4-6 Application/ Demonstration/ Real World Examples
  - iii. Classes 7-9 Preparation for Part 3

Discussion: Important to clarify the point of HSIWQ though the use of a burning platform, roadmap, take-away points.

Also discussed that students requested a longitudinal relationship with their safety coach (same one all year) but that will not be feasible unless all rings schedule their HSIQ sessions on the same time/day each ring.

Action Items: HSIQ changes for Parts 2/3 to be presented to CITL

### Item 4, UPSMN Report and Update

#### Discussion/Action

1. Vijay Duggirala reported updates for the UPSMN ring.
  - a. **Ground School:** Student feedback showed that there was a great desire for more hands-on sessions in a no risk environment to practice, Students felt that there as too much down time during ground school, the lectures were redundant and they felt strongly that they needed to hear how to present and how to perform an exam. The following changes are being proposed to accommodate this feedback.
    - i. See details in the UPSMN slides in Box
    - ii. "Student Flex Time" Can be used by students for: Meeting with Portfolio Coach, Studying, getting acquainted to the hospital/EPIC.
    - iii. Next academic year the proposed Friday morning Flex Day will be 3 cases (One Neuro, One Psych, One IM case each) with 30 minutes to obtain history and physical, followed by 10 minutes to collect thoughts and create written plan for oral presentation. 5-minute oral presentation. Followed by 15 minutes for feedback for each case.
  - b. **Lectures:** The students felt that the lectures should be more coordinated learning, Students would like to see their lectures weighted with what the exams actually cover, and they enjoy more interactive small group lectures.
    - i. Continue with Tuesday afternoon lectures but use smaller groups and the the lectures will be based on the clinical rotations that students are currently partaking in (IM or Psych/Neuro)
    - ii. Reviewed NBME blueprints- Reviewed current lecture topics and adjusted time allotted for subject material based on frequency tested on NBME.
    - iii. Medicine Mentors- In the process of developing high-yield case based learning resources for facilitator use.
  - c. **Assessment:** These are the proposed changes to the Assessments for the ring.
    - i. Quizzes will be changed to an Online modality and less frequent. ii. Midterm will be unchanged
    - iii. Practical will be moved to directly after the midterm.
    - iv. Harvey (Heart Murmur evaluations) will be completed Tuesday afternoon AFTER
  - d. **Ring Grading:** the following are the proposed changes to the ring grading structure.

## Part 2 Academic Program Committee

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- i. 45% CPA
- ii. 36% NBME
  - 1. 12% IM
  - 2. 12% Neuro
  - 3. 12% Psych iii. 10% OSCE
- iv. 5% Practical
- v. 4% Quizzes and Midterm
  - 1. 1% per quiz
  - 2. 1% Midterm

**Decision:** The committee discussed ways to ensure that sufficient timely feedback about knowledge acquisition was addressed. UPSMN discussed that they would be willing to have more quizzes (smaller) if they could be given asynchronously (such that not all students were taking the same quiz.) UPSMN group modified their assessment proposal to the following:

40% Medical Knowledge:

33% NBME Shelf examinations  
6% Quizzes (1% per each Quiz)  
1% Midterm

60% Clinical Performance:

45% Clinical Performance Evaluations  
10% OSCE  
5% Practical

### Item 5, Student Report

#### Discussion/Action:

1. Students have been busy with scheduling for Part 3, not much to report.
2. New representatives will report next month.
3. Kevin Stringfellow asked what was the student rep understanding of scheduling/taking USMLE Step 2 CK and CS exams. Rep felt that the understanding was not great. Maybe something could be put together early ring three to help them understand the exams and resources.

### Item 6, Standing Reports- PxDx Discussion

1. The committee reviewed the PxDx reports for each ring. A few students have a significant logging to do but most items are <10% non-completion at this point in ring.

### Item 6, Announcements Discussion:

1. **Vitals:** Finalizing reporting structure for things we used to do on standing reports. We should be able to review ring 2 and ring 3 data at the next APC.
2. **New Articulate Modules** – Anand sent an email to gauge the need for new articulate modules if you are using asynchronous learning and online learning modules.
3. **Direct Observation Forms** – We are working on shortening the forms.
4. **Re- Matriculation Course** – an ICM like experience for students who have been out of the curriculum for more than two years.

Meeting adjourned at 5:15pm.