



**Wexner  
Medical  
Center**

**The Ohio State University College of  
Medicine**

**Executive Curriculum Committee**

**Meeting Minutes**

Date: 1/28/2014

Location: 150 Meiling

Presiding Chair: Stanley Martin, MD

Call to order:

Minutes recorded by: Cynthia Ledford, MD

Adjourned:

**Member attendance**

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

**Additional attendees**

**Agenda items**

- Item 1, Approval of minutes
- Item 2, Med 3-4 Program Annual Review
- Item 3, USMLE deadlines, policy
- Item 4, Health Literacy update

# Executive Curriculum Committee Agenda

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## **Item 1, Approval of last meeting's minutes**

**Presenter:**

### Discussion

1. The meeting minutes from December 17, 2013 were reviewed by the committee and approved

## **Item 2, Med 3-4 Program Annual Review**

**Presenter: Dr. Mary McIlroy**

### Discussion

1. Med 3-4 Program presented the program annual report. Please see attachment.

### Action Items

1. The report was formally accepted by the ECC.

## **Item 3, USMLE deadlines, policy**

**Presenter: Dr. Cynthia Ledford**

### Discussion

1. The USMLE Step 1 and 2CK, 2CS. The Step 1 deadlines were adjusted to reflect the 2014-2015 academic year. The Step 2 CK and 2CS deadlines and language were approved for distribution to the class in order to allow them to plan ahead schedule Step 2 CS in the next few weeks in order to meet the new deadline (see attached section, approved)

### Action Items

1. Further language is needed regarding the consequences and handling of delayed entry into Part 2 (and its impact on the 2015-2016 academic year) and the maximum 3 attempts per licensure exam. (see initial draft of language presented to meeting and revised)

## Executive Curriculum Committee Agenda

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### **Item 4, Health Literacy update** **Presenter: Dr. Doug Post**

#### Discussion

1. In the interest of time, the Health Literacy update was deferred until February.



# Wexner Medical Center

The Ohio State University College of  
Medicine

Executive Curriculum Committee

Meeting Minutes

Date: 2/25/2014

Location: 150 Meiling

Presiding Chair: Stanley Martin, MD

Call to order:

4:00pm

Minutes recorded by: Angela Miles

Adjourned:

5:15pm

## Member attendance

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

## Additional attendees

Joanne Lynn

Casey Leitwein

## Agenda items

Item 1, Approval of minutes

Item 2, LCME Site Visit Update

Item 3, Clinical Curriculum Survey

Item 4, Health Literacy update

# Executive Curriculum Committee Agenda

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## **Item 1, Approval of last meeting's minutes**

**Presenter:**

### Discussion

1. The meeting minutes from Jan 28, 2014 were reviewed by the committee and approved

## **Item 2, LCME Site Visit Update**

**Presenter: Dr. Daniel Clinchot**

### Discussion

1. Dr. Clinchot discussed preparation for the upcoming LCME site visit.

## **Item 3, Clinical Curriculum Survey**

**Presenter: Dr. Cynthia Ledford**

### Discussion

1. Dr. Ledford presented the Clinical Curriculum Survey.
2. This survey was given at the end of Med 3 for the graduating class of 2014.
3. OB ratings have increased since 2012.
4. It was suggested that small groups are incorporated into LSI Part Two and that there be a focus on Faculty Development.
5. Please see attached report.

### Action Items

## **Item 4, Health Literacy update**

**Presenter: Dr. Doug Post**

### Discussion

1. Dr. Post provided an update on the integration of Health Literacy into LSI.
2. The committee felt that this plan can be easily integrated and would like for the Med 4 students to experience the modules as well. They can be offered as a Med-Ed elective.

## Executive Curriculum Committee Agenda

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3. Please see attached report.

### Action Items

1. There was a motion to approve the integration plan with the addition of the elective opportunities. The committee unanimously agreed.



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

**Executive Curriculum Committee**

**Meeting Minutes**

Date: 4/22/14

Location: 150 Meiling

Presiding Chair: Stanley Martin, MD

Call to order:

4:00pm

Minutes recorded by: Casey Leitwein

Adjourned:

5:25pm

**Member attendance**

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

**Additional attendees**

John Mahan

Keerthana Bolisetty

**Agenda items**

Item 1, Approval of minutes

Item 2, LCME/ECC Update

Item 3, Match Report

Item 4, CITL Update

# Executive Curriculum Committee Agenda

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## **Item 1, Approval of last meeting's minutes**

**Presenter:**

### Discussion

1. The meeting minutes from Feb 25, 2014 were reviewed by the committee and approved

## **Item 2, LCME/ECC Update**

**Presenter: Dr. Daniel Clinchot**

### Discussion

1. Dr. Clinchot discussed the preliminary outcome of the LCME site visit.
2. The OBGYN and Surgery clerkships will need further monitoring based on the LCME findings.
3. Committee membership processes will change to include faculty nominations, based on LCME findings.
4. Dr. Davis brought forth a proposal for Inclusion of College Faculty on Education Committees, attached.
5. It was suggested to include descriptions of the committees and to make appointments a two year limit with no term limit for full time faculty.
6. Committee members reviewed and approved the proposal.
7. Please see attached report.

### Action Items

1. It was suggested to invite the Surgery clerkship director to the next ECC meeting to discuss the clerkship.

## **Item 3, Match Report**

**Presenter: Dr. John Davis**

### Discussion

1. Dr. Davis presented the Match Report.
2. The GME Program had a 47% increase in under-represented minority matches.
3. Dr. Schlesinger mentioned that the MSTP students received 8 out of the 10 slots based the high quality of the applications.
4. Please see attached report.



## Executive Curriculum Committee Agenda

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### **Item 4, CITL Update**

**Presenter: Dr. John Davis, Assistant Deans**

#### Discussion

1. Dr. Davis and the Assistant Deans presented a comprehensive LSI Part One Curriculum Implementation Team report.
2. Please see attached report.

#### Action Items

1. The May ECC meeting will have dedicated time on the agenda to review the full report and answer any questions.



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

**Executive Curriculum Committee**

**Meeting Minutes**

Date:5/27/14

Location: 150 Meiling

Presiding Chair: Stanley Martin, MD

Call to order:

4:10pm

Minutes recorded by: Casey Leitwein

Adjourned:

5:30pm

**Member attendance**

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

**Additional attendees**

Larry Kirschner

Keerthana Bolisetty

Alan Harzman

**Agenda items**

Item 1, Approval of minutes

Item 2, CITL Report follow-up and vote

Item 3, Review Mission & Charge of CITL

Item 4, Surgery Rotation Changes

Item 5, MSTP Diversity Recruitment

# Executive Curriculum Committee Agenda

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## **Item 1, Approval of last meeting's minutes**

**Presenter:**

### Discussion

1. The meeting minutes from April 22, 2014 were reviewed by the committee and approved with one correction.
  - a. Item 2, Action item 2 was corrected to reflect that at the last meeting the committee reviewed, voted on and approved the proposal for committee membership.

## **Item 2, CITL Report Follow-up and Vote**

**Presenter: Dr. Stanley Martin**

### Discussion

1. The committee was given a chance to review the CITL report from the last meeting.
2. The committee agreed that the report was comprehensive and the format did not need to change.
3. This report will be presented periodically based on running old curriculum simultaneously with the LSI curriculum.
4. The committee voted on and approved the CITL report.

## **Item 3, Review Mission & Charge of CITL**

**Presenter: Dr. John Davis/ Dr. Stanley Martin**

### Discussion

1. CITL acts on the behalf of ECC.
2. The committee agreed that CITL needs to still exist and run as often as needed by the committee members.
3. Dr. Martin suggested to write a formal charge for CITL.
4. Dr. Clinchot suggested that ECC should get monthly CITL updates and ECC can decide if the committee needs more detailed information from CITL.
5. Dr. Ledford suggested that ECC could formally approve the CITL minutes and decide if they need more clarification.

### Action Items

1. Dr. Martin will discuss the formal written charge at the next meeting.

# Executive Curriculum Committee Agenda

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## **Item 4, Surgery Rotation Changes**

**Presenter: Dr. Alan Harzman**

### Discussion

1. Dr. Harzman presented a presentation on the results of the clinical curriculum survey and changes made to the surgery rotation.
2. The clinical curriculum survey will be released after each ring and will include the same type of questions.
3. It was suggested to poll med 4 students that rated outside sites highly to find out what made it a good experience.
4. Please see attached report.

### Action Items

1. Dr. Harzman will come back next year to report on the changes the ring has implemented.
2. Dr. Tartaglia will report to the committee after the first ring is complete.

## **Item 5, MSTP & Diversity Recruitment**

**Presenter: Dr. Lawrence Kirschner**

### Discussion

1. Dr. Kirschner presented the Medical Scientist Training Program recruitment and admissions data for 2013-14.
2. The program has plans to expand to double the enrollment and cap the completion time to 8 years.
3. Dr. Kirschner has been working with Dr. Capers and Dr. McDougle to increase diversity recruitment.
4. Dr. McDougle suggested gathering a cohort of diverse students to help with recruitment.
5. Dr. McDougle also suggested creating a survey for students that declined the MSTP program to solicit feedback on our recruitment efforts.
6. Please see attached report.

### Action Items

1. Dr. McDougle volunteered to document all suggestions on diversity recruitment to share with Drs. Kirschner and Schlesinger and ultimately the committee.



# Wexner Medical Center

The Ohio State University College of  
Medicine

Executive Curriculum Committee

Meeting Minutes

Date: 7/22/14

Location: 150 Meiling

Presiding Chair: Stanley Martin, MD

Call to order:

4:00pm

Minutes recorded by: Casey Leitwein

Adjourned:

5:30pm

## Member attendance

Name	Role	Present
Stanley Martin	Chair, Faculty member	Y
John Mastronarde	Faculty Member	Y
John Davis	Associate Dean for Medical Education	Y
Kristen Lewis	Faculty Member	N
Nicholas Kman	Faculty member	Y
Thomas Mauger	Clinical science chair	Y
Andrej Rotter	Faculty Member- Faculty Council Rep	Y
Carl Gelfius	Chair, Academic Review Board	N
Wanda McEntyre	Faculty Member, Faculty Council Rep	Y
Charles Sanders	Assistant Dean, Affiliated program	N
Nanette Lacuesta	Assistant Dean, Affiliated program	Y
Curtis Gingrich	Assistant Dean, Affiliated program	N
Mary McIlroy	Academic Program Director, Assistant Dean, Aff Prog	Y
Larry Schlesinger	Chair, Basic Science Department	Y
Douglas Post	Assistant Dean, Med Ed	Y
Douglas Danforth	Academic Program Director, LSI Part One	Y
Leon McDougle	Academic Program Director, Associate Dean Diversity	Y
Cynthia Ledford	Assistant Dean, Med Ed	Y
Judith Westman	Assistant Dean	N
Kim Tartaglia	Academic Program Director, LSI Part Two	Y
Sorabh Khandelwal	Assistant Dean, Med Ed	Y
Shauna Collins	Med Student Representative	N
Keerthana Bolisetty	Med Student Representative	Y
Dheeraj Duggineni	Med Student Representative	Y

## Additional attendees

Carla Granger

Courtney Gilliam

## Agenda items

Item 1, Approval of minutes

Item 2, CITL Charge

Item 3, Part One

# Executive Curriculum Committee Agenda

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## **Item 1, Approval of last meeting's minutes**

**Presenter:**

### Discussion

1. The meeting minutes from May 27, 2014 were reviewed by the committee and approved with one correction.
  - a. Item 5, typos on Dr. McDougle's name needs corrected.

## **Item 2, CITL Charge**

**Presenter: Dr. Stanley Martin**

### Discussion

1. The role of ECC is to oversee the entire curriculum; the role of CITL was to implement the new curriculum.
2. Dr. Martin suggested that Part One be discussed at every ECC meeting.
3. The committee agreed that a regular communication mechanism be put in place for CITL and ECC.
4. The committee also agreed to quarterly updates on Part Two and Part Three.
5. Dr. Ledford will write a proposal for the new communication mechanism; the proposal is attached.

### Action Items

The committee will review and vote on the communication proposal at the next meeting.

## **Item 3, Part One**

**Presenter: Dr. Danforth**

### Discussion

1. Dr. Danforth gave a presented the draft of the Part One final report.
2. The draft presentation is attached.



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

**Executive Curriculum Committee**

**Meeting Minutes**

Date:8/26/14

Location: 150 Meiling

Presiding Chair: Stanley Martin, MD

Call to order:

4:00pm

Minutes recorded by: Casey Leitwein

Adjourned:

5:02pm

**Member attendance**

<b>Name</b>	<b>Role</b>	<b>Present</b>
Stanley Martin	Chair, Faculty member	Y
John Mastronarde	Faculty Member	Y
John Davis	Associate Dean for Medical Education	Y
Kristen Lewis	Faculty Member	Y
Nicholas Kman	Faculty member	Y
Thomas Mauger	Clinical science chair	Y
Andrej Rotter	Faculty Member- Faculty Council Rep	Y
Carl Gelfius	Chair, Academic Review Board	N
Wanda McEntyre	Faculty Member, Faculty Council Rep	Y
Charles Sanders	Assistant Dean, Affiliated program	Y
Nanette Lacuesta	Assistant Dean, Affiliated program	N
Curtis Gingrich	Assistant Dean, Affiliated program	N
Mary Mclroy	Academic Program Director, Assistant Dean, Aff Prog	Y
Larry Schlesinger	Chair, Basic Science Department	Y
Douglas Post	Assistant Dean, Med Ed	Y
Douglas Danforth	Academic Program Director, LSI Part One	Y
Leon McDougle	Academic Program Director, Associate Dean Diversity	N
Cynthia Ledford	Assistant Dean, Med Ed	Y
Judith Westman	Assistant Dean	N
Kim Tartaglia	Academic Program Director, LSI Part Two	N
Sorabh Khandelwal	Assistant Dean, Med Ed	N
Shauna Collins	Med Student Representative	N
Keerthana Bolisetty	Med Student Representative	N
Dheeraj Duggineni	Med Student Representative	Y

**Additional attendees**

Lori Meyers

David Way

Troy Schaffernocker

**Agenda items**

Item 1, Approval of minutes

Item 2, CITL Charge Proposal

Item 3, Cardiopulmonary Simulation Pilot

# Executive Curriculum Committee Agenda

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## **Item 1, Approval of last meeting's minutes**

**Presenter:**

### Discussion

1. The meeting minutes from July 22, 2014 were reviewed by the committee and approved with three corrections.
  - a. Item 2, discussion point 5.
  - b. Typo in Dr. McEntyre's name.
  - c. Dr. Lewis was present but not accounted for.

## **Item 2, CITL Charge Proposal**

**Presenter: Dr. Stanley Martin**

### Discussion

1. The members of the committee reviewed the Dr. Ledford's communication proposal.
2. There was a motion to re-write the proposal and electronically vote to approve it before the next meeting.

### Action Items

The committee will review and virtually vote on the communication proposal prior to the next meeting.

## **Item 3, Cardiopulmonary Simulation Pilot**

**Presenter: Dr. Lori Meyers**

### Discussion

1. Dr. Meyers gave a presentation on the Simulation Pilot that was done during the med 1, Part One, Cardiopulmonary Block.
2. Dr. Danforth proposed a motion to include the simulation sessions in the curriculum if proper resources are available. The motion was approved by the committee.
3. The members of ECC also suggested doing research on the simulation sessions.
4. The presentation is attached.





**Wexner  
Medical  
Center**

**The Ohio State University College of  
Medicine**

**Executive Curriculum Committee**

**Meeting Minutes**

Date:9/23/14

Location: 150 Meiling

Presiding Chair: Stanley Martin, MD

Call to order:

4:05pm

Minutes recorded by: Casey Leitwein

Adjourned:

5:06pm

**Member attendance**

<b>Name</b>	<b>Role</b>	<b>Present</b>
Stanley Martin	Chair, Faculty member	Y
John Mastronarde	Faculty Member	N
John Davis	Associate Dean for Medical Education	N
Kristen Lewis	Faculty Member	Y
Nicholas Kman	Faculty member	N
Thomas Mauger	Clinical science chair	Y
Andrej Rotter	Faculty Member- Faculty Council Rep	Y
Carl Gelfius	Chair, Academic Review Board	N
Wanda McEntyre	Faculty Member, Faculty Council Rep	Y
Charles Sanders	Assistant Dean, Affiliated program	Y
Nanette Lacuesta	Assistant Dean, Affiliated program	Y
Mary McIlroy	Academic Program Director, Assistant Dean, Aff Prog	Y
Larry Schlesinger	Chair, Basic Science Department	Y
Douglas Post	Assistant Dean, Med Ed	N
Douglas Danforth	Academic Program Director, LSI Part One	Y
Leon McDougale	Academic Program Director, Associate Dean Diversity	Y
Cynthia Ledford	Assistant Dean, Med Ed	Y
Judith Westman	Assistant Dean	N
Kim Tartaglia	Academic Program Director, LSI Part Two	Y
Sorabh Khandelwal	Assistant Dean, Med Ed	Y
Shauna Collins	Med Student Representative	N
Keerthana Bolisetty	Med Student Representative	N
Dheeraj Duggineni	Med Student Representative	N

**Additional attendees**

Chris Pierson

Paul Paetow

**Agenda items**

Item 1, Approval of minutes

Item 2, Biomedical Science Undergraduate Program Report

Item 3, LSI Standard Scores

Item 4, CITL Report

# Executive Curriculum Committee Agenda

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## **Item 1, Approval of last meeting's minutes**

### Discussion

1. The meeting minutes from August 23, 2014 were reviewed by the committee and approved.

## **Item 2, Biomedical Science Undergraduate Program Report Presenters: Dr. John Gunn and Steven Mousetes**

### Discussion

1. The Biomedical Science Undergraduate annual report is attached.
2. A motion was proposed by Dr. McDougale and passed by the committee for the Biomedical Science Undergraduate Program to collaborate with the College of Medicine's Office of Diversity & Inclusion as well as the other health science programs.

## **Item 3, LSI Standard Scores Presenter: Dr. Cynthia Ledford**

### Discussion

1. Dr. Ledford presented a proposal on using standard scores in all parts of the LSI curriculum.
2. There was discussion that focused on the application of the standard scoring in Part Two and Part Three.
3. A motion to use the LSI Standard Scores was passed by the committee.
4. The proposal is attached.

## **Item 4, CITL Report**

### Discussion

1. Minutes from the CITL meeting on 9/12/14 were distributed to the committee for review.
2. Dr. Danforth asked the committee to review a proposal on learning objective modification that was approved by CITL.
3. Currently Primary Learning Objectives (PLO) are always assessed, Secondary Learning Objectives (SLO) are sampled. Any changes must be submitted to the program for ECC and CITL decision.
4. The proposed change was for Secondary Learning Objectives to be addressed at the program level.
5. The motion was approved.

## Executive Curriculum Committee Agenda

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6. Program Directors will review objectives over time to keep in line with the level of depth and breadth they should be covered in the curriculum.



**Wexner  
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Medicine**

**Executive Curriculum Committee**

**Meeting Minutes**

Date: 10/28/14

Location: 150 Meiling

Presiding Chair: Stanley Martin, MD

Call to order:

4:05pm

Minutes recorded by: Casey Leitwein

Adjourned:

5:22pm

**Member attendance**

<b>Name</b>	<b>Role</b>	<b>Present</b>
Stanley Martin	Chair, Faculty member	Y
John Mastronarde	Faculty Member	Y
John Davis	Associate Dean for Medical Education	Y
Kristen Lewis	Faculty Member	Y
Nicholas Kman	Faculty member	Y
Thomas Mauger	Clinical science chair	N
Andrej Rotter	Faculty Member- Faculty Council Rep	N
Carl Gelfius	Chair, Academic Review Board	N
Wanda McEntyre	Faculty Member, Faculty Council Rep	Y
Charles Sanders	Assistant Dean, Affiliated program	Y
Nanette Lacuesta	Assistant Dean, Affiliated program	N
Mary McIlroy	Academic Program Director, Assistant Dean, Aff Prog	N
Larry Schlesinger	Chair, Basic Science Department	Y
Douglas Post	Assistant Dean, Med Ed	Y
Douglas Danforth	Academic Program Director, LSI Part One	Y
Leon McDougle	Academic Program Director, Associate Dean Diversity	Y
Cynthia Ledford	Assistant Dean, Med Ed	N
Judith Westman	Assistant Dean	N
Kim Tartaglia	Academic Program Director, LSI Part Two	N
Sorabh Khandelwal	Assistant Dean, Med Ed	Y
Shauna Collins	Med Student Representative	N
Keerthana Bolisetty	Med Student Representative	Y
Daniel Yanes	Med Student Representative	Y

**Additional attendees**

Carla Granger

Dan Clinchot

**Agenda items**

Item 1, Approval of minutes

Item 2, Meharry Medical College Affiliation Agreement

Item 3, LCME Report

Item 4, Medical Scientist Training Program Report

Item 5, CITL Report

# Executive Curriculum Committee Agenda

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## **Item 1, Approval of last meeting's minutes**

### Discussion

1. The meeting minutes from September 23, 2014 were reviewed by the committee and approved.

## **Item 2, Meharry Medical College**

**Presenters: Carla Granger**

### Discussion

1. Carla Granger proposed an affiliation agreement with Meharry Medical College. The proposal is attached.
2. The affiliation will not affect current resources or students.
3. The Meharry students will be exposed to new environments with a possibility of a mentorship down the line.
4. A formal program including an orientation and housing for students will be developed with Drs. McDougle and Higgins once the affiliation is approved.
5. A motion to approve the affiliation with a modification to include rationale and goals was approved.

## **Item 3, LCME Report**

**Presenter: Dr. Dan Clinchot**

### Discussion

1. Dr. Clinchot presented the full LCME site visit report. The report is attached.
2. The college is accredited for the next eight years.
3. The student experience and grades for OBGYN will need to be addressed.
4. The report will be available to the faculty through general announcements on Onesource, OSU Today, link in faculty matters and the report will go to the Council of Chairs.

## **Item 4, Medical Scientist Training Program Report**

**Presenter: Dr. Larry Schlesinger**

### Discussion

1. Dr. Schlesinger presented the annual MSTP report. The report is attached.

## Executive Curriculum Committee Agenda

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2. Dr. McDougle suggested a more targeted recruitment of under-represented minority students from the medical students by collaborating with the admissions office.
3. Drs. Schlesinger, Kirschner and Davis will work on flexible re-entering for Part Two.
4. Dr. Schlesinger believes that the competitive loss of URM applicants is more of an issue than recruitment.
5. A motion to approve the annual report was passed.

### **Item 4, CITL Report**

**Presenter: Dr. John Davis**

#### Discussion

1. The minutes from the last two CITL meetings are attached.
2. A proposed motion to modify the LSI calendar to avoid overlapping assessment weeks was approved.



**Wexner  
Medical  
Center**

**The Ohio State University College of  
Medicine**

**Executive Curriculum Committee**

**Meeting Minutes**

Date: 11/25/14

Location: 150 Meiling

Presiding Chair: Stanley Martin, MD

Call to order:

4:02pm

Minutes recorded by: Casey Leitwein

Adjourned:

5:34pm

**Member attendance**

<b>Name</b>	<b>Role</b>	<b>Present</b>
Stanley Martin	Chair, Faculty member	Y
John Mastronarde	Faculty Member	N
John Davis	Associate Dean for Medical Education	Y
Kristen Lewis	Faculty Member	Y
Nicholas Kman	Faculty member	Y
Thomas Mauger	Clinical science chair	N
Andrej Rotter	Faculty Member- Faculty Council Rep	Y
Carl Gelfius	Chair, Academic Review Board	N
Wanda McEntyre	Faculty Member, Faculty Council Rep	Y
Charles Sanders	Assistant Dean, Affiliated program	Y
Nanette Lacuesta	Assistant Dean, Affiliated program	N
Mary McIlroy	Academic Program Director, Assistant Dean, Aff Prog	Y
Larry Schlesinger	Chair, Basic Science Department	Y
Douglas Post	Assistant Dean, Med Ed	Y
Douglas Danforth	Academic Program Director, LSI Part One	Y
Leon McDougale	Academic Program Director, Associate Dean Diversity	Y
Cynthia Ledford	Assistant Dean, Med Ed	Y
Judith Westman	Assistant Dean	N
Kim Tartaglia	Academic Program Director, LSI Part Two	N
Sorabh Khandelwal	Assistant Dean, Med Ed	Y
Shauna Collins	Med Student Representative	N
Keerthana Bolisetty	Med Student Representative	N
Daniel Yanes	Med Student Representative	N

**Additional attendees**

**Agenda items**

- Item 1, Approval of minutes
- Item 2, Academic Standing Committee Annual Report
- Item 3, USMLE Step 2 CK/CS Update
- Item 4, Graduate/Program Director Survey
- Item 5, CITL Report

# Executive Curriculum Committee Agenda

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## **Item 1, Approval of last meeting's minutes**

### Discussion

1. The meeting minutes from October 28, 2014 were reviewed by the committee and approved.

## **Item 2, Academic Standing Committee Annual Report**

**Presenters: Dr. Sorabh Khandelwal**

### Discussion

1. Dr. Khandelwal presented an annual report from the Academic Standing Committee. The presentation is attached.

## **Item 3, USLME Step 2 CK/CS Update**

**Presenter: Dr. Cynthia Ledford**

### Discussion

1. Dr. Ledford presented the USMLE Step 2 CK/CS results. The report is attached.
2. There was a lengthy discussion on what it means that the OSUCOM scores are above the national average.

## **Item 4, Graduate/ Program Director Survey**

**Presenter: Dr. John Davis**

### Discussion

1. Dr. Davis presented the results from the combined Graduate and Program Director Survey. The report is attached.
2. The graduate survey should be designed based on questions you would ask about Part Three in the future.

## **Item 4, CITL Report**

**Presenter: Dr. John Davis**

### Discussion

1. The minutes from the last two CITL meetings are attached.