

**Part 2 Leadership Task Force
Meeting Minutes July 17, 2013**

Attendees: Michael Ezzie, Victoria Cannon, Doug Post, Mary McLroy, Kim Tartaglia, Alan Harzman, Wanjiku Musindi, Holly Cronau
Guests: Eric Fox, Alex Grieco; Student Reps: Madison MS3, Sean MS3, Steve Jaeger MS2, David Kallile MS4

Start Time:

AGENDA	Presenters	ACTIONS / FOLLOW-UP
I. Opening		
A. Approval of Minutes	Review June 19 Minutes	Minutes approved
B. Announcements	<ol style="list-style-type: none"> Applications for Part 2 positions are being reviewed and applicants will be contacted for interviews. Need to discuss what process would be best for those that applied to more than one position. Congratulations to Dr. Tartaglia, Reid was born on 6/28 and everyone is doing well. Student representatives introduced themselves. 	
II Old Business		
A. Project 4: Health Systems, Informatics, and Quality	Project proposal to be re-presented to CITL on July 19. Follow-up to be presented at the next Part 2 meeting.	
II. New Business		
A. Educational Technology Presentation	<p>Eric introduced himself as the new Associate Director for Education Technology and introduced his team who will be able to assist with the Part 2 technology needs, Aiko Yonamine, Nikki Verbeck, and Victoria Cannon. Discussion ensued regarding the following tools and resources for course content authoring and delivery:</p> <ul style="list-style-type: none"> -Articulate; is relatively easy to use and similar to PowerPoint, one disadvantage is not accessible exports to flash, they are developing an html5 version but it is not ready yet. Eric's team can assist with licenses and development of modules. Brief discussion regarding receiving teaching credit for peer reviewing the modules. This insures that the goals and objectives are being addressed in the articulate module. Tweak review process for Part 2. One suggestion was to have the peer reviewers be the expert educators. -iBooks Author is another option, interactive textbook, interactive widgets, pretty easy to use, quiz questions, can plug in other media elements, good for iPad display, can download content to allow access without internet access. exports into pdf, no tracking of student responding though. Eric's team can provide training. -Media site video capture system, can record and catalog lectures, text of slides will be searchable, supported and being piloted by main campus, can access after about 15 minutes, downloads into a zipfile is a disadvantage, viewing by streaming is the most used and is better. Looking into putting in it iTunes u. Another disadvantage is you have to be online to access the catalog. Event Tech can provide training and support. This is in the implementation phase so if you are interested let Victoria know. No cost to use the service. Discussion about difficulty of accessing the podcasts and articulate modules. Need to find multiple methods for the students without the faculty having to do multiple recordings. -Carmen is the course management system that we currently use, disadvantage is interface is not always good, have to be online to access. Nikki Verbeck can provide assistance. The College of Medicine is moving away from Carmen and toward Vitals. -iTunes U for content delivery, can take notes, communication, good interface and can have off line access to content, can push out notifications to students, works great with ipads and iphone; disadvantage is it is not a full management system, not connected or integrated with other tools, Aiko Yonamine can provide support. The Digital Union initiative is coming to Prior in the fall semester. Using iTunes for Med 1 orientation. -Vitals will be replacing Carmen and medSTAR eventually, advantage is it's custom built, LSI specific assignment calendar, disadvantage is it is not yet finished, does not work well with iPad yet. Sean Bragg is coming to our August meeting to discuss our needs, etc. Conferencing Collaboration is used for video conferencing for webinars, can record the meeting, have multiple hosts and presenters, Teleconferencing costs extra though, - Carmen Connect - Nikki Verbeck is our Carmen affiliate. -WebEx offers integrated teleconferencing, no recording feature though, you also have to download the software to your browser. It is supported by IT. - Turning Point is the assessment/evaluation system and can collect student responses; advantage is it is interactive, formative assessments, disadvantage is it requires hardware and software. Nikki Verbeck can provide support and Event Technologies helps with hardware and provide workshops across campus. -Another assessment evaluation tool is Word Press which is presently being used for EPortfolio, easy to use, disadvantage is it is another independent system. Maybe have a demo in October for this program. Victoria's team can do consulting to help determine which tool(s) would work best for your particular situation. Further discussion regarding funding that was received to provide technology enhancements for 6 of the conference rooms in Graves. 	
B. Incorporation of iPads	Part 1 students are receiving ipads this year and will have iPad-minis during Part 2. Consider how you might be able to use these in your rings. Send the information on to Dr. Tartaglia.	
C. Incorporation of MedU	Consider how you could use this as well as Doc.com.	
III. Ring Updates		
A. UPSMN	Come October will have to do mini updates quarterly on content development, etc. We will also try to save time at the end of each meeting to address any issues the rings have encountered.	

B. UPSRC		
C. UPWP		

Meeting adjourned at

iTunes U Information

The Digital First team, part of The Office of Distance Education and eLearning, has released two resources for educators interested in using iPads for teaching & learning. "iPads in Education" provides information and resources to help institutions and teachers make informed decisions regarding apps, device management, and more. "iTunes U: A Course Creation Guide for Educators" covers instructional design best practices for iTunes U via video tutorials and bulleted guides. In addition, we continue to update our website with app recommendations, training videos, and the latest mobile technology news from Ohio State: <http://digitalfirst.osu.edu/>. **iBook Example**

If you have an iPhone, iPad, or iTouch, you can view a sample iBook made by Dave Renton in Surgery. Once you've downloaded the iTunes U app to your device, you can find his iBook by typing Ohio State Surgery into iTunes U.

MedU access

Anyone with an osu.edu or osumc.edu email may sign in and use these resources under our institutional license http://www.med-u.org/?utm_source=MedU+Educators+List&utm_campaign=241939bca5-MedU_2_0_Up_and_Running7_2_2013&utm_medium=email&utm_term=0_a7955deec6-241939bca5-60008865

Doc.Com

<http://webcampus.drexelmed.edu/doccom/user/>

**Part 2 Leadership Task Force
Meeting Minutes August 21, 2013**

Attendees: Brandon Merling, Steve Jaeger, Alex Grieco, Sean Bragg, Sorabh Khandelwal, Pat Ecklar, Alan Harzman, Mary McIlroy, Victoria Cannon, Chad Hoyle, Holly Cronau, Kim Tartaglia, Doug Post. Laura Volk - recording

Start Time: 5:05

AGENDA	Presenters and Discussion	ACTIONS / FOLLOW-UP
I. Opening / Announcements		
A. Approval of Minutes	Reviewed the minutes from 7/17 and the motion was made to approve with the following revisions; correct the names for Madison Li and Irving Cheung..	Approved with revisions
B. Announcements	A retreat to define milestones and outline assessments for Part 2 is scheduled for October 10th from 2-5 pm. We would like representatives from each ring to be present. If not enough people are available for the retreat, we will look at alternate dates.	
II Old Business		
A.	Project 4 in Part 2. The report from CITL was that Project 4 would be limited to 30 hours in Part 2. Discussion ensued regarding the difficulty of students devoting time to a project when they are first immersed in clinical medicine.	Kim Tartaglia and Doug Post to get update from Project 4 leadership
II. New Business		
A. VITALS Presentation & Organization	Sean Bragg presented an overview of the structure of VITALS. Faculty can log in by using their med center log in and ID to vitals.osumc.edu. Let Sean know if you have trouble accessing. Brief discussion regarding defining primary and secondary objectives. It was mentioned Dr. Westman has been very involved and she is schedule to come to September's meeting. Victoria Cannon announced that scheduling for the 2013-14 AY will be done in medSTAR and not VITALS. Further discussion ensued regarding viewing what was taught in Part 1 using the reports feature. Sean offered to come to each meeting for further training or he can also do individual sessions.	
Integration of Threads	Dr. Tartaglia distributed the Part 2 Thread Objectives (as they currently stand) and Procedural Task Force compenents. Rings were asked to look over these objectives and provide updates at a future meeting regarding how they may be already incorporating the threads into their rings.	Ring leadership to provide update at Sept meeting regarding how they may be incorporating the thread objectives in the ring
B. Integration of Foundational Sciences: NEJM articles and ProblemBased Learning	A spreadsheet with topics from the NEJM was reviewed and sent out via email. These have been reviewed and suggested by Dr. Westman as a method to integrate foundational sciences in a way that is complimentary to Part 1 content. Ring leaders should consider using these topics in their rings. Additionally, a sample case from the old PBL curriculum was emailed out. Members were asked to review this and to collect cases in their clinical practice that could be de-identified and changed for use in a PBL curriculum in Part 2.	Members to review PBL case example and discuss using this format in small group sessions.
III. Ring Updates: Update on thread integration and content development from each ring		

A.	UPSMN		No Report
B.	UPSRC		No Report
C.	UPWP		No Report
		Meeting adjourned at 6:10	



Presiding Chair: Kim Tartaglia, MD

Call to order:

4:05 PM

Minutes recorded by: Laura Volk

Adjourned:

6:15 PM

Member attendance

First Name	Last Name	Role	Present
Sherif	Abdel-Misih	UPSRC Surgery Unit Director	Y
Laurie	Belknap	UPWP Family Medicine Unit Director	Y
Victoria	Cannon	Director, Office of Evaluation, Curriculum Research and Development	Y
Stefanie	Christopher	Student Representative, MS4	N
Irving	Chung	Student Representative, MS3	Y
Holly	Cronau	UPWP Director of Integration	Y
Doug	Danforth	Academic Program Director, Part 1	N
Pat	Ecklar	Program Director, Mount Carmel Health Systems	N
Michael	Ezzie	UPSMN IM Unit Director	N
Carmine	Grieco	Assistant Clerkship Director, Radiology	N
Alan	Harzman	UPSRC Director of Integration	Y
Chad	Hoyle	UPSMN Director of Integration	N
Stephen	Jaeger	Student Representative, MS2	N
David	Kallile	Student Representative, MS4	N
Sorabh	Khandelwal	Assistant Dean for Clinical Science	N
Nanette	Lacuesta	Program Director, OhioHealth	N
Madeline	Li	Student Representative, MS3	N
Mary	Mclroy	Assistant Dean of Medical Education	Y
Brandon	Merling	Student Representative, MS4	N
Lori	Meyers	UPSRC Co-Unit Director	Y
Wanjiku	Musindi	UPSRC OB/GYN Unit Director	N
Julie	Niedermier	UPSMN Psych Unit Director	N
Benedict	Nwomeh	Associate Academic Program Director, Foundational Science	Y
Doug	Post	Assistant Dean for Practice Based Learning	N
Adam	Quick	UPSMN Neurology Unit Director	Y
Rebecca	Scherzer	UPWP Pediatric Unit Director	Y
Ahmad	Shabsigh	Assistant Professor Urology	N
Katherine	Strafford	Assistant Professor OB/GYN	N
Corina	Ungureanu	UPWP IM Unit Director	Y

Guests: Cynthia Ledford, Assistant Dean Evaluation and Assessment, Kevin Stringfellow, Program Manager Evaluation and Assessment

Part 2 Academic Program Committee

Agenda Items:

1	Approval of 12.18.13 Minutes
2	Announcements
3	Ultrasound Teaching in Part 2
4	Competency-Based Assessments
5	Health Systems, Information and Quality Project Update
6	Part 2 Student Presentation
7	Standing Reports

Item 1, Approval of 12.18.13 Meeting Minutes

Discussion

1. Meeting minutes from December were reviewed and approved.

Item 2, Announcements

Discussion

1. K. Tartaglia announced the Deans will be meeting to decide on the Expert Educator selections.
2. The Part 2 Academic Program Committee will now meet the 2nd Wednesday of each month at 4:00 p.m. going forward.
3. There will be a tour of the Clinical Skills lab on January 21st at 4:00 p.m. An Outlook invitation has been sent out.
4. The “Big Bang” for Part 2 will be held in June. There will be a Clinical Faculty Teaching development immersion held on June 10 & 11. Look for an email. Preference will be given to faculty who have a major role in Part 2 LSI. There will be a \$100 fee for OSU Faculty, and \$450 for others.
5. Buckeye Box will be utilized for Part 2 documents (look for an invite).
6. Four of thirteen EPA’s were identified as measures required for residency. Faculty should review the AAMC document in Buckeye Box.
7. Med 3 scheduling meeting will be held on January 21st.
8. NBME will soon become electronic. Discussion ensued on having the infrastructure to support it.

Item 3, Ultrasound Teaching in Part 2

No report. Dave Bahner to come to the February Meeting

Item 4, Competency-Based Assessments

Discussion

1. C. Ledford led the discussion on Competency Based Assessments for the Part 2 curriculum. (see attached ppt for presentation as well as folder created for each Part 2 Leader)

2. Medical knowledge assessments will include quizzes (weekly or bi-weekly) and a mid-point medical knowledge assessment (midterm)
3. Discussion regarding standardizing grade weights across the rings, but having variability on components.

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Part 2 Academic Program Committee

4. Committee decided to weight medical knowledge as 40% of the ring grade. Additional parameters will be decided as assessments get more flushed out.
5. We will form a clinical competency committee that will review students at the programmatic level to make sure all students are making satisfactory progress for the clinical core. Rings will have their own grading committees as well.
6. Discussion ensued about how distinctions (Honor, Letter) would be handled. Part 1 uses a 10% cutoff for Honors and a 15% cutoff for Letter of Commendation.

Action

1. Rings need to work on identifying assessment methods, quizzes, etc. (menu of options included in presentation.)
2. Part 2 APC will continue to make decisions about standardizing grades through the next few meetings.
3. Part 2 APC will continue to discuss how we want to handle distinctions.

Item 5, Health Systems, Information and Quality Project Update

No report

Item 6, Part 2 Student Report

No report

Item 7, Standing Reports
None

Lead. Serve. Inspire. Team Ring Leaders Part 2 Task Force
1/16/2013
Minutes
MEMBERS

X	Sorabh Khandelwal	X	Chad Hoyle	X	Alan Harzman
X	Doug Post		Rose Shim	X	Mary McIlroy
	Julie Niedermier		Katherine Strafford	X	Michael Ezzie
X	Holly Cronau		Ahmad Shabsigh	X	Kim Tartaglia
X	Stefanie Christopher	X	Alok Tripathi	X	Jim Harrington
X	Victoria Cannon	X	Nicole Verbeck		(Key: X=Present)

TOPIC		DISCUSSION
1.	MAY 15TH DEADLINE	<p>A. Is this doable? Each ring will need to provide their <u>organizational structure, content</u>, and how integration will work. What will the integration half days look like?</p> <ol style="list-style-type: none"> 1. Understanding Specialized Medical Care – On pace to be done by April 30th. They have not included Dr. Goleman in their discussions. 2. Patients within Populations - Currently on pace to be done by the deadline. They have not worked with Dr. Goleman either. 3. Surgical and Reproductive Care – Should be done by the deadline. <p>B. The Part 2 Academic Program should be hired by the end of February and working by March.</p> <p>C. New 16 week Longitudinal Groups will form at the start of Part 2. We still plan for some type of peer mentorship between the groups in Part 1 and Part 2 but we haven't worked out the details.</p>

2.	CORE TOPICS	<p>A. Specific topics that would be covered in a progressive manner regardless of the ring you are in and there will be specific topics you will learn in each ring as well.</p> <p>B. The E+A team wants to develop an OSCE that all students will take after each ring but there will also be components specific to each ring.</p> <p>C. There will be milestones that each student needs to complete by the end of the first ring that all students need to complete as well as specialty specific milestones. What are these milestones? What are these core topics?</p> <p>Example from AAMC</p> <p>D. Constant Topics: (assess as a core group)</p> <ol style="list-style-type: none"> 1. Clinical Reasoning 2. Communication 3. Professionalism 4. Moral Reasoning <p>E. Variable Topics (assess specific to ring)</p>	
		<ol style="list-style-type: none"> 1. Knowledge 2. Procedures <p>Group Thoughts</p> <p>A. Communication – yes</p> <p>B. Moral Reasoning</p> <ol style="list-style-type: none"> 1. This hasn't been explicitly taught 2. The students felt it would be helpful. They haven't had much clinical experience with this. 3. Ethics and Professionalism Task Force could help with development. C. Evidence Based Physical <p>Diagnostics – This would be a variable topic.</p> <p>D. EKG, chest x-ray, etc. – Work backwards to determine where these items are covered. Determine what all the students need when they graduate then determine where best to teach and assess.</p> <p>Assessment Within the OSCE</p> <p>A. How do we determine whether students are on the path to pass the Ring?</p> <ol style="list-style-type: none"> 1. Direct Observation could be used to save time and resources. 	

	MED 3 SCHEDULING	<p>A. We need to transition the Med 3 year from the current curriculum to LSI. To facilitate the transition we are looking at lumping together the courses that become rings. They don't become integrated but they are conjoined. This would allow ground school and orientation to line up. Students will still have the flexibility to say what they want most and where they want it.</p> <p>Student Feedback</p> <p>A. As long as the student will get their first two rotations they really want, it will work.</p> <p>B. Students would not want the length of the blocks to change during the year. They wouldn't want a different experience than their peers. They also feel it will affect their evaluations. C. Let the students know up front what rotations will be paired.</p>	
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Presiding Chair: Kim Tartaglia, MD			Call to order:	4:05 PM
Minutes recorded by: Laura Volk			Adjourned:	5:35 PM

Member attendance

First Name	Last Name	Role	Present
Sherif	Abdel-Misih	UPSRC Surgery Unit Director	Y
Laurie	Belknap	UPWP Family Medicine Unit Director	Y
Victoria	Cannon	Director, Office of Evaluation, Curriculum Research and Development	Y
Stefanie	Christopher	Student Representative, MS4	Y
Jillian	Chong	Student Representative, MS2	Y
Irving	Chung	Student Representative, MS3	Y
Holly	Cronau	UPWP Director of Integration	Y
Doug	Danforth	Academic Program Director, Part 1	
Pat	Ecklar	Program Director, Mount Carmel Health Systems	
Michael	Ezzie	UPSMN IM Unit Director	
Carmine	Grieco	Assistant Clerkship Director, Radiology	
Alan	Harzman	UPSRC Director of Integration	Y
Chad	Hoyle	UPSMN Director of Integration	Y
Stephen	Jaeger	Student Representative, MS2	
David	Kallile	Student Representative, MS4	
Sorabh	Khandelwal	Assistant Dean for Clinical Science	
Nanette	Lacuesta	Program Director, OhioHealth	
Madeline	Li	Student Representative, MS3	
Mary	Mclroy	Assistant Dean of Medical Education	
Brandon	Merling	Student Representative, MS4	Y
Lori	Meyers	UPSRC Co-Unit Director	Y
Wanjiku	Musindi	UPSRC OB/GYN Unit Director	
Julie	Niedermier	UPSMN Psych Unit Director	
Benedict	Nwomeh	Associate Academic Program Director, Foundational Science	Y
Doug	Post	Assistant Dean for Practice Based Learning	Y
Adam	Quick	UPSMN Neurology Unit Director	Y
Rebecca	Scherzer	UPWP Pediatric Unit Director	Y
Ahmad	Shabsigh	Assistant Professor Urology	
Katherine	Strafford	Assistant Professor OB/GYN	
Corina	Ungureanu	UPWP IM Unit Director	Y

Part 2 Academic Program Committee

Agenda Items:

1	Approval of 1.8.14 Minutes
2	Announcements
3	Ultrasound Teaching in Part 2
4	Clinical Core Task Force Report Out

Item 1, Approval of 1.8.14 Meeting Minutes

Discussion

1. Meeting minutes from January were reviewed and approved.

Item 2, Announcements

Discussion

1. K. Tartaglia announced a Save the Date went out for the Big Bang which will be held on June 10th & 11th.
2. K. Tartaglia reviewed the list of Expert Educators for Part 2 and asked the committee for input on how to best utilize the educators, such as content development, thread integration, etc.
3. K. Tartaglia reviewed the ring scheduling dates.
4. A preferencing template is being developed for the students to use.

Action

1. K. Tartaglia will make sure all committee members receive the Big Bang announcement.
2. Committee members should send suggestions on use of Expert Educators to K. Tartaglia.

Item 3, Ultrasound Teaching in Part 2

Discussion

1. D. Bahner reviewed the Ultrasound Immersion Course that has been offered in Med 1 and 2 and will now be available to Med 3 and 4.
2. He is available to meet with each ring to insure the needs are being met.
3. Faculty training will be available at the Skills Center if needed.
4. Student representatives reported that they have found residency programs feel this is a desirable skill to have.
5. Discussion ensued regarding using a checklist to document the experiences.

Item 4, Clinical Core Task Force Report Out

Discussion

1. There was discussion on the checklists for PE, History, Oral presentations and Written documentation.

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Part 2 Academic Program Committee


Action

1. The checklists will be revised and sent out for review prior to the next APC meeting.

Item 5, Miscellaneous

Discussion

1. K. Tartaglia reviewed the Part 2 timeline and progress thus far.

 THE OHIO STATE UNIVERSITY COLLEGE OF MEDICINE	The Ohio State University College of Medicine	
	Part 2 Academic Program Committee	
	Meeting Minutes	
	Date: 3.12.14	Location: B124 Graves
Presiding Chair: Kim Tartaglia, MD	Call to order:	4:08 PM
Minutes recorded by: Laura Volk	Adjourned:	5:35 PM

Member attendance			
First Name	Last Name	Role	Present
Sherif	Abdel-Misih	UPSRC Surgery Unit Director	Y
Laurie	Belknap	UPWP Family Medicine Unit Director	Y
Victoria	Cannon	Director, Office of Evaluation, Curriculum Research and Development	Y
Stefanie	Christopher	Student Representative, MS4	
Jillian	Chong	Student Representative, MS2	
Irving	Chung	Student Representative, MS3	
Holly	Cronau	UPWP Director of Integration	Y
Doug	Danforth	Academic Program Director, Part 1	
Pat	Ecklar	Program Director, Mount Carmel Health Systems	
Michael	Ezzie	UPSMN IM Unit Director	Y
Carmine	Grieco	Assistant Clerkship Director, Radiology	
Alan	Harzman	UPSRC Director of Integration	Y
Chad	Hoyle	UPSMN Director of Integration	Y
Stephen	Jaeger	Student Representative, MS2	
David	Kallile	Student Representative, MS4	
Sorabh	Khandelwal	Assistant Dean for Clinical Science	
Nanette	Lacuesta	Program Director, OhioHealth	
Madeline	Li	Student Representative, MS3	
Mary	Mclroy	Assistant Dean of Medical Education	
Brandon	Merling	Student Representative, MS4	Y
Lori	Meyers	UPSRC Co-Unit Director	Y
Wanjiku	Musindi	UPSRC OB/GYN Unit Director	Y
Julie	Niedermier	UPSMN Psych Unit Director	
Benedict	Nwomeh	Associate Academic Program Director, Foundational Science	Y
Doug	Post	Assistant Dean for Practice Based Learning	Y
Adam	Quick	UPSMN Neurology Unit Director	Y
Rebecca	Scherzer	UPWP Pediatric Unit Director	Y
Ahmad	Shabsigh	Assistant Professor Urology	
Katherine	Strafford	Assistant Professor OB/GYN	

Corina	Ungureanu	UPWP IM Unit Director	Y
Guests: Brad Watkins, ePortfolio, Kevin Stringfellow, Evaluation & Assessment, John Davis, John Mahan			

Part 2 Academic Program Committee

Agenda Items:

1	Approval of 2.12.14 Minutes
2	Announcements
3	Assessments
4	Mid Ring Feedback Opportunities
5	Update on Clinical Core Task Force Progress

Item 1, Approval of 2.12.14 Meeting Minutes

Discussion

1. Meeting minutes from February were reviewed and approved.

Item 2, Announcements

No Announcements

Item 3, Assessments

Discussion

1. C. Ledford led the follow up discussion on type of assessments that will be utilized in Part 2 (see ppt.)
2. Discussed examination week options for timing of medical knowledge exams, OSCEs and practicals.
3. The part 2 faculty will develop the common core content and assessments.
4. Shelf exam can only be used once per ring.
5. Discussion regarding what the midterm will assess and what the relative weight would be.
6. The midterm will also be used for mid-rotation feedback.
7. Quizzes will be done in Exam Soft. Further discussion ensued on the timing of quizzes (approximately every other week).
8. The committee discussed several assessment options and agreed to have the mid-term be a formative evaluation.

Item 4, Mid-Ring Feedback Opportunities

Discussion

1. CITL has reviewed and approved mid rotation feedback in LSI; each student will have 2 MRFB meetings during a ring. One will be with the ring faculty and one will be with their portfolio coach.

Item 5, Miscellaneous


Discussion

1. Applications are being reviewed for the Stanford Development Series.
2. The selected applicants will be known by next week.
3. Part 2 preferencing is complete. The schedules will be release on Friday, 2/14.
4. There will be a Faculty Development and orientation session for the Expert Educators on April 7, 2014.

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Part 2 Academic Program Committee

5. V. Cannon will share the Peer review structure for articulate modules, etc. at next meeting.
6. Faculty can view lectures from Part 1 on Media-site to avoid duplication in Part 2 (Instructions to access are in the Part 2 folder on buckeye box.)

 THE OHIO STATE UNIVERSITY COLLEGE OF MEDICINE	The Ohio State University College of Medicine	
	Part 2 Academic Program Committee	
	Meeting Minutes	
	Date: 4.9.14	Location: B124 Graves
Presiding Chair: Kim Tartaglia, MD	Call to order:	4:07 pm
Minutes recorded by: Laura Volk	Adjourned:	6:00 pm

Member attendance			
First Name	Last Name	Role	Present
Sherif	Abdel-Misih	UPSRC Surgery Unit Director	Y
Laurie	Belknap	UPWP Family Medicine Unit Director	Y
Victoria	Cannon	Director, Office of Evaluation, Curriculum Research and Development	Y
Anthony	Casey	Interim Director, Mount Carmel Health Systems	
Stefanie	Christopher	Student Representative, MS4	
Jillian	Chong	Student Representative, MS2	
Irving	Chung	Student Representative, MS3	
Holly	Cronau	UPWP Director of Integration	Y
Pat	Ecklar	Program Director, Mount Carmel Health Systems	Y
Michael	Ezzie	UPSMN IM Unit Director	
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David	Kallile	Student Representative, MS4	
Sorabh	Khandelwal	Assistant Dean for Clinical Science	
Nanette	Lacuesta	Program Director, OhioHealth	
Madeline	Li	Student Representative, MS3	
Mary	Mclroy	Assistant Dean of Medical Education	Y
Brandon	Merling	Student Representative, MS4	
Lori	Meyers	UPSRC Co-Unit Director	Y
Wanjiku	Musindi	UPSRC OB/GYN Unit Director	
Julie	Niedermier	UPSMN Psych Unit Director	
Benedict	Nwomeh	Associate Academic Program Director, Foundational Science	Y
Doug	Post	Assistant Dean for Practice Based Learning	Y
Adam	Quick	UPSMN Neurology Unit Director	Y
Rebecca	Scherzer	UPWP Pediatric Unit Director	Y
Ahmad	Shabsigh	Assistant Professor Urology	
Katherine	Strafford	Assistant Professor OB/GYN	

Corina	Ungureanu	UPWP IM Unit Director	Y
Daniel	Yanes	Student Representative, MS1	Y
Cynthia	Ledford	Assistant Dean for Evaluation/Assessment	Y
Guests: John Davis, Eric Fox, Todd Isler			
Expert Educators: Carmine Grieco, Sheryl Pfeil			

Part 2 Academic Program Committee

Agenda Items:

1	Approval of April Meeting Minutes
2	Mobile Support Services
3	Technology Needs
4	ED-2 list for rings
5	Handbook updates: Absence policy, Late start
6	Ring updates for small groups / thread integration
7	Working Groups for Part 2 Assessments

Item 1, Approval of 4.9.14 Meeting Minutes

Discussion

1. Meeting minutes from April were reviewed and approved.

Item 2, Mobile Support Services

Discussion

1. T. Isler discussed support services offered by Mobile Services.
 - a. Determining systems needed when off site
 - b. Can trouble shoot IHIS issues
 - c. iPad support
 - d. laptop support
 - e. presentations
 - f. some equipment loans

Action

1. C. Ledford will research a contingency plan for when a student forgets or has trouble with their iPad.

Item 3, Technology Needs

Discussion

1. E. Fox put together a survey for the faculty to complete to identify any instructional challenges they may need help with.
2. Some Articulate modules have been processed for publishing.
3. Rings should identify the Articulates using the spreadsheet housed in Buckeye Box and forward to L. Volk to assign a VITALS resource ID.

Item 4, ED-2 List for rings

Discussion

1. The rings need to identify the required clinical encounters for posting in medSTAR.
2. Refer to the common core task force materials in Buckeye Box.
3. Due date is may 28th.
4. These will be finalized at the June 11th Part 2 APC meeting.

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Part 2 Academic Program Committee

Item 5, Handbook updates: Absence Policy, Late start

Discussion

1. Discussion ensued regarding how to address students who will be a delayed start due to step 1 failure or other issues.
 - a. Students can retake by June 23 to start ring on time
 - b. Students will be required to participate in ground school if delayed.
 - c. Students must start by week 3 to be able to participate in assessment week.
2. The Absence Policy was reviewed with multiple suggestions for revision

Action

1. The delayed start policy was approved by committee.
2. K. Tartaglia will make the suggested revisions to the Absence Policy and send out for final review and approval.

Item 6, Ring Updates for small groups / thread integration

Discussion

1. UPSMN reported they altered their Neuro & Psych integration to ½ days over 2 weeks for more continuity.
 - a. There was brief discussion on small group sessions and testing strategies.
2. UPSRN reported they have identified the subspecialty experiences that will be offered.
3. UPWP briefly discussed review of the ground school topics, and integrated small group discussion for week 13.
4. K. Tartaglia announced she will meet with Susan Moffat-Bruce on Thursday regarding the HSIQ project. They are presently determining appropriate times for the sessions.

Lead. Serve. Inspire. Team Ring Leaders Part 2 Task Force
4/17/2013
Minutes
MEMBERS

X	Sorabh Khandelwal		Chad Hoyle	X	Alan Harzman
X	Doug Post		Rose Shim		Mary McIlroy
	Julie Niedermier	X	Katherine Strafford		Michael Ezzie
X	Holly Cronau	X	Ahmad Shabsigh	X	Kim Tartaglia
X	Stefanie Christopher	X	Alok Tripathi	X	Jim Harrington
X	Victoria Cannon		Nicole Verbeck		(Key: X=Present)

TOPIC		DISCUSSION
1.	MAY 15TH DEADLINE	<p>A. Discussion focused on each ring's progress, challenges, and longitudinal components.</p> <ul style="list-style-type: none"> a. Dr. Stafford reported her group met and drafted a list of tasks and assignments which will be completed by 5/15. They are presently working on how assessments are going to work, etc. b. Dr. Tartaglia reported they are taking the group approach and meeting every 2 weeks. They have a good framework for the ½ day sessions and are working on the structure of assessments. The objectives in Vitals have been updated and they plan to meet with Drs. Ledford and Goleman before May 15 for their input. c. Dr. Shabsigh reported that have had very informative meetings which improved the ground school structure. They now need to finalize the topics for ground school. d. Dr. Cronau reported that ground school is solid. They will review the objectives once more and pare them down if necessary. They are also looking at electronic resources for their small groups. They will meet with Dr. Goleman as well.

2.	LONGITUDINAL TOPICS	<p>A. Discussion regarding making sure all topics created are reviewed and that it will take time so the earlier we begin the better. It was suggested that topics be reviewed at the next meeting with leadership.</p> <p>B. Faculty need to be aware of resources such as iBooks, Articulate, etc. Is there a way we can expose them to these resources and then offer training/workshops. It was mentioned the Digital Union will have an office in Prior in 2014. Training can be done at individual faculty meetings.</p> <p>C. The major topics are:</p> <ul style="list-style-type: none"> Critical Thinking Critical Reasoning Communication Professionalism Moral Reasoning Informal Self-Assessment/feedback 	
		<p>The above topics and discipline specific topics were discussed. Dr. Khandelwal will send out the list for everyone to review and think about. Specifically, how do we assess that students are increasing their skills in these topics over time (OSCE's, etc.); and how to teach them to be self-learners. It was suggested to let the students know what the goals and objectives of the rotations are. Going forward, it was suggested each group meet with Dr. Goleman, maybe have her come to our meeting; go over the objectives and see where they fit in with the topics. Victoria suggested that she can look at the topics and the tags in Vitals.</p>	
	ROUND TABLE	Dr. Shabsigh discussed the value and benefit of investing in the "Virtual Patient".	
		Next Meeting will be held on May 15 th	



Presiding Chair: Kim Tartaglia, MD			Call to order:	4:07 pm
Minutes recorded by: Laura Volk			Adjourned:	6:00 pm

Member attendance

First Name	Last Name	Role	Present
Sherif	Abdel-Misih	UPSRC Surgery Unit Director	Y
Laurie	Belknap	UPWP Family Medicine Unit Director	Y
Victoria	Cannon	Director, Office of Evaluation, Curriculum Research and Development	Y
Anthony	Casey	Interim Director, Mount Carmel Health Systems	Y
Stefanie	Christopher	Student Representative, MS4	
Jillian	Chong	Student Representative, MS2	
Irving	Chung	Student Representative, MS3	
Holly	Cronau	UPWP Director of Integration	Y
Pat	Ecklar	Program Director, Mount Carmel Health Systems	Y
Michael	Ezzie	UPSMN IM Unit Director	
Alan	Harzman	UPSRC Director of Integration	Y
Chad	Hoyle	UPSMN Director of Integration	Y
Stephen	Jaeger	Student Representative, MS2	
David	Kallile	Student Representative, MS4	
Sorabh	Khandelwal	Assistant Dean for Clinical Science	
Nanette	Lacuesta	Program Director, OhioHealth	
Madeline	Li	Student Representative, MS3	
Mary	Mcllroy	Assistant Dean of Medical Education	Y
Brandon	Merling	Student Representative, MS4	
Lori	Meyers	UPSRC Co-Unit Director	Y
Wanjiku	Musindi	UPSRC OB/GYN Unit Director	
Julie	Niedermier	UPSMN Psych Unit Director	
Benedict	Nwomeh	Associate Academic Program Director, Foundational Science	Y
Doug	Post	Assistant Dean for Practice Based Learning	Y
Adam	Quick	UPSMN Neurology Unit Director	Y
Rebecca	Scherzer	UPWP Pediatric Unit Director	Y
Ahmad	Shabsigh	Assistant Professor Urology	
Katherine	Strafford	Assistant Professor OB/GYN	
Corina	Ungureanu	UPWP IM Unit Director	Y
Daniel	Yanes	Student Representative, MS1	Y

Cynthia	Ledford	Assistant Dean for Evaluation/Assessment	Y
Guests: John Davis, Eric Fox, Todd Isler Expert Educators: Carmine Grieco, Sheryl Pfeil			

Part 2 Academic Program Committee

Agenda Items:

1	Approval of April Meeting Minutes
2	Mobile Support Services
3	Technology Needs
4	ED-2 list for rings
5	Handbook updates: Absence policy, Late start
6	Ring updates for small groups / thread integration
7	Working Groups for Part 2 Assessments

Item 1, Approval of 4.9.14 Meeting Minutes

Discussion

1. Meeting minutes from April were reviewed and approved.

Item 2, Mobile Support Services

Discussion

1. T. Isler discussed support services offered by Mobile Services (see attachment)
 - a. Determining systems needed when off site
 - b. Can trouble shoot IHIS issues
 - c. iPad and laptop support for students
 - d. Available for some equipment loans

Action

1. C. Ledford will research a contingency plan for when a student forgets or has trouble with their iPad.

Item 3, Technology Needs

Discussion

1. E. Fox put together a survey for the faculty to complete to identify any instructional challenges they may need help with.
2. Some Articulate modules have been processed for publishing.
3. Rings should identify the Articulates using the spreadsheet housed in Buckeye Box and forward to L. Volk to assign a VITALS resource ID.

Item 4, ED-2 List for rings

Discussion

1. The rings need to identify the required clinical encounters for posting in medSTAR.
2. Refer to the December 2010 retreat materials in Buckeye Box.
3. Due date is May 28 for each ring to load their draft lists to the Buckeye Box.
4. These will be finalized at the June 11th Part 2 APC meeting.

Part 2 Academic Program Committee

Item 5, Handbook updates: Absence Policy, Late start

Discussion

1. Discussion ensued regarding how to address students who will be a delayed start due to step 1 failure or other issues.
 - a. Students can retake by June 23 to start ring on time; students will not be able to start a ring after week 8.
 - b. Students will be required to participate in modified ground school if delayed.
 - c. Students must start by week 3 to be able to participate in assessment week.
2. The Absence Policy was reviewed with multiple suggestions for revision

Action

1. The delayed start policy was approved by committee.
2. K. Tartaglia will make the suggested revisions to the Absence Policy and send out for final review and approval.

Item 6, Ring Updates for small groups / thread integration

Discussion

1. UPSMN reported they altered their Neuro & Psych integration to ½ days over 2 weeks for more continuity.
 - a. There was brief discussion on small group sessions and testing strategies.
2. UPRSN reported how diversity and behavioral science objectives are being integrated. Additionally, they have identified the subspecialty experiences that will be offered.
3. UPWP briefly discussed the integrated nature of ground school topics, and integrated small group discussions.

Announcements

1. K. Tartaglia announced she will meet with Susan Moffat-Bruce on Thursday regarding the HSIQ project. They are presently determining appropriate times for the sessions.
2. Part 2 retreats went very well. There are now several working groups reviewing and finalizing the DOC forms which can be found in Buckeye Box.
 - a. If you did not sign up for a workgroup, contact C. Ledford.

- b. Each workgroup should provide weekly progress updates via the buckeye box.
- 3. Stanford development series is June 10-11. Spring symposium and MyProgress training is June 11 in afternoon. Next APC meeting is also June 11 at 4pm.

Lead. Serve. Inspire. Team Ring Leaders Part 2 Task Force
5/15/2013
Minutes
MEMBERS

X	Sorabh Khandelwal	X	Chad Hoyle	X	Alan Harzman
X	Doug Post		Rose Shim	X	Mary McIlroy
	Julie Niedermier		Katherine Strafford	X	Michael Ezzie
X	Holly Cronau		Ahmad Shabsigh	X	Kim Tartaglia
X	Stefanie Christopher		Alok Tripathi	X	Dan Clinchot - Guest
X	Victoria Cannon		Nicole Verbeck	X	Beth Liston - Guest
X	Doug Danforth - Guest	X	Pat Ecklar- Guest	X	Laura Volk
X	Cynthia Ledford - Guest		Jane Goleman - Guest		(Key: X=Present)
	TOPIC	DISCUSSION			
1.	GROUND SCHOOL OVERVIEW	Dr. Kim Tartaglia presented an overview of Ground School; Primary Ground school objectives sit with primary ring objectives and are secondary to teaching & learning methods that we are proposing. Those objectives are available electronically by contacting Laura Volk.			
2.	UNDERSTANDING PATIENTS WITH SPECIALIZED MEDICAL CARE (UPSMN)	Dr. Chad Hoyle briefly discussed ground school learning objectives and schedule and then presented the UPSMN didactic and clinical structure. Discussed the change in number of weeks for each block, 3 weeks of Neuro and Psych and 6 weeks of IM with 2 weeks of elective time. Some advantages will be a smaller faculty to student ratio, and additional elective time for students with an interest in neuro or psych. A feasibility pilot of the ring with up to 24 students will be performed during the 2 nd trimester of next year. Assessment structure was also reviewed.			
	UNDERSTANDING PATIENTS WITHIN POPULATIONS (UPWP)	Dr. Holly Cronau presented UPWP which is in a similar fashion to the other rings but they also are a little different because they are dealing with ambulatory teaching and inpatient pediatric teaching. Ground school has the same basic components as the others. One emphasis is students will see more of pediatrics and geriatrics. The clinical structure will include 4 weeks of family medicine, 4 weeks of inpatient pediatrics and 2 weeks of outpatient pediatrics. Two 2 week selectives will also be available. They will do ground school for this upcoming academic year, but will not do a clinical pilot per se.			

UNDERSTANDING PATIENTS WITH REPRODUCTIVE & SURGICAL NEEDS	Dr. Alan Harzman discussed the 2012 Pilot and what is planned for 2013. Some changes for this year is to do the whole trial at Mt. Carmel but will need additional faculty appointments and expert educators. Will revise podcast and e-learning modules. Briefly discussed skills learning modules and scheduling grid. Oral exam will be conducted mid-term and would like to offer the shelf exam twice. One failing in the pilot was the student getting feedback before the rotation ended which they will work to revise. The grading scheme will also be revised.	
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Presiding Chair: Kim Tartaglia, MD

Call to order:

Minutes recorded by: Laura Volk

Adjourned:

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	
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	X
Michael	Ezzie	UPSMN IM Unit Director	X
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	X
Lori	Meyers	UPSRC Co-Unit Director	X
Wanjiku	Musindi	UPSRC OB/GYN Unit Director	X
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	
Corina	Ungureanu	UPWP IM Unit Director	X
Ian	Bakk	Student Representative, M2	X
David	Ellis	Student Representative, M3	X
Necrisha	Roach	Student Representative, M3	
Shuvro	Roy	Student Representative, M2	X
Bradley	Schnedl	Student Representative, M4	
Patrick	Sylvester	Student Representative, M4	X

Part 2 Academic Program Committee

Guests: Eric Fox, Jack Kopechek, Cynthia Ledford, John Mahan, John Davis, Lynnsay Sinclair, Dawn Watson

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

Agenda Items:

1	Approval of May Meeting Minutes
2	ED-2 Discussion and Approval
3	Ring Grade Proposal/Breakdown
4	Exam Remediation Proposal
5	Ring Needs/Status

Item 1, Approval of 5.14.14 Meeting Minutes

Discussion

1. Meeting minutes from May were reviewed and approved.

Item 2, ED-2 Discussion and Approval

Discussion: The committee reviewed the ED-2 lists for each ring

1. SMN-Approved with the following revisions: review arthritis item to determine if appropriate; identify setting and level of involvement for all items.
2. PWP-Approved with the following revisions: review objectives to determine if additional geriatric items should be added
3. RSN-Approved as written

Action

1. ED-2 documents reviewed and approved with above revisions.

Item 3, Ring Grade Proposal/Breakdown

Part 2 Academic Program Committee

Discussion

1. Criteria to meet competency discussed with specific focus on professionalism competency. Committee voted to include required logs (PxDx) and direct observations to be the “self-regulation” items for professionalism.
2. Committee discussed and approved a minimum for direct observations (to meet professionalism competency above) per ring: 1 history, 1 exam, 1 oral presentation, and 1 written documentation. Rings are encouraged to expand upon these minimum expectations as outlined by their objectives.
3. Medical Knowledge will be 40% of the ring grade
4. The remaining competencies will comprise the other 60% of the grade with the following breakdown
 - a. Clinical Performance Assessments = 40%
 - b. OSCE = 10%
 - c. The rings can distribute the remaining 10% as they deem necessary but all rings will have a clinical practical exam.

Action

1. Grade proposal established by the ring and approved by the Part 2 Academic program.

Item 4, Exam Remediation Proposal

Part 2 Handbook and proposed gateway dates for exam remediation posted in the Buckeye box and will be sent out for an electronic vote.

Item 5, Ring Needs/Status

No Report

Lead. Serve. Inspire. Team Ring Leaders Part 2 Task Force
6/19/2013
Minutes
MEMBERS

	Sorabh Khandelwal	X	Chad Hoyle		Alan Harzman
X	Doug Post		Rose Shim	X	Mary McIlroy
	Julie Niedermier		Katherine Strafford	X	Michael Ezzie
X	Holly Cronau		Ahmad Shabsigh	X	Kim Tartaglia
	Stefanie Christopher		Alok Tripathi	X	Laura Volk
	Victoria Cannon		Nicole Verbeck	X	Nanette Lacuesta
X	Sean Bragg	X	Wanjiku Musindi		

(Key: X=Present)

	TOPIC	DISCUSSION	ACTION
1.	ANNOUNCEMENTS OR REFLECTIONS FROM RING PRESENTATIONS	<p>A. Part 2 Call for Applications; The Part 2 Call for applications has come out. Interested faculty will need to apply by July 1st. Interviews will begin shortly thereafter with the hopes to have all ring positions filled by the fall. The positions technically start on 7/1/2014, but involvement will begin immediately and some (half) release time is expected to begin Jan 2014.</p>	
2.	INCORPORATION OF THREADS AND PROJECTS INTO RINGS	<p>A. Project 4: Health Systems, Informatics and Quality Presentation; Dr. Susan Moffatt-Bruce's proposal was reviewed which teaches the student about patient safety, quality and process improvement across all three rings. The discussion focused on the feasibility of the suggested number of hours the students will need to accomplish this project. One hour every other week meeting with patient safety coaches and an hour of the students working independently was suggested. The learning objectives should be reviewed to assist in determining the amount of time needed.</p> <p>B. Thread Updates: The names and leaders of each thread were provided and the rings were reminded that there are objectives from each thread that will need to be incorporated into their rings. It was discussed that these are expected to have small extra time components</p>	<p>Kim Tartaglia will discuss further with the associate Deans and with the CITL committee regarding reasonable time expectation for Project 4 in part 2.</p>

	<p>CONTENT DEVELOPMENT</p>	<p>Dr. Tartaglia discussed creating objectives for content development and that Dr. Judy Westman is leading the task force on writing objectives and can assist our group. Each ring needs to identify which TLM's they will use and what needs they have for faculty development. We will then enlist the help of Victoria Cannon to set up workshops for faculty development. Possibly have a demo for iBooks and other possible teaching</p>	<p>Each ring should identify what tools they think will be utilized. Kim Tartaglia to ask Victoria if it's possible to have an</p>
		<p>modalities at the next meeting.</p>	<p>overview of innovated TLMs at next meeting and d/w Alan Harzman and Alex Grieco about ring leaders having access to their existing iBooks for review.</p>



Presiding Chair: Kim Tartaglia, MD			Call to order:	5:05 PM
Minutes recorded by: Laura Volk			Adjourned:	6:15 PM

Member attendance

First Name	Last Name	Role	Present
Sherif	Abdel-Misih	UPSRC Surgery Unit Director	Y
Laurie	Belknap	UPWP Family Medicine Unit Director	Y
Victoria	Cannon	Director, Office of Evaluation, Curriculum Research and Development	Y
Stefanie	Christopher	Student Representative, MS4	N
Irving	Chung	Student Representative, MS3	Y
Holly	Cronau	UPWP Director of Integration	Y
Doug	Danforth	Academic Program Director, Part 1	N
Pat	Ecklar	Program Director, Mount Carmel Health Systems	N
Michael	Ezzie	UPSMN IM Unit Director	Y
Carmine	Grieco	Assistant Clerkship Director, Radiology	N
Alan	Harzman	UPSRC Director of Integration	Y
Chad	Hoyle	UPSMN Director of Integration	N
Stephen	Jaeger	Student Representative, MS2	N
David	Kallile	Student Representative, MS4	N
Sorabh	Khandelwal	Assistant Dean for Clinical Science	Y
Nanette	Lacuesta	Program Director, OhioHealth	N
Madeline	Li	Student Representative, MS3	Y
Mary	Mclroy	Assistant Dean of Medical Education	Y
Brandon	Merling	Student Representative, MS4	N
Lori	Meyers	UPSRC Co-Unit Director	Y
Wanjiku	Musindi	UPSRC OB/GYN Unit Director	N
Julie	Niedermier	UPSMN Psych Unit Director	N
Benedict	Nwomeh	Associate Academic Program Director, Foundational Science	Y
Doug	Post	Assistant Dean for Practice Based Learning	Y
Adam	Quick	UPSMN Neurology Unit Director	N
Rebecca	Scherzer	UPWP Pediatric Unit Director	N
Ahmad	Shabsigh	Assistant Professor Urology	N
Katherine	Strafford	Assistant Professor OB/GYN	N
Corina	Ungureanu	UPWP IM Unit Director	Y
Guests: Sheryl Pfeil, Medical Director, CSEAC, Lori Martensen, Associate Director, CSEAC Rada Kuperschmidt, HSIQ Project Coordinator			

Part 2 Leadership Task Force Meeting

Agenda Items:

1	Approval of 10.16.13 Minutes
2	Announcements
3	Old Business
4	Use of Clinical Skills Center
5	Health Systems, Information and Quality Project Update
6	Core Assessment Task Force Assignments
7	Standing Ring Updates

Item 1, Approval of 10.16.13 Meeting Minutes

Discussion

1. Meeting minutes from the October were reviewed and approved.

Item 2, Announcements

Discussion

1. K. Tartaglia announced the meeting dates have changed to the second Wednesday of the month starting in January.
2. Expert Educator applicants are being interviewed currently.

Action Items

1. Outlook invitations have been sent with the new dates & locations.

Item 3, Old Business

No report

Item 4, Use of Clinical Skills Center

Discussion

1. S. Pfeil discussed the services offered at the Clinical Skills Education and Assessment Center (CSEAC).
2. Discussion ensued about the space available and scheduling.

Action

1. Committee members will be invited to tour the facility in the near future.

Item 5, Health Systems, Information and Quality Project Update

No report

Item 6, Core Assessment Task Force Assignments

Discussion

1. K. Tartaglia reviewed the Part 2 common core milestones.

2. Discussion on what milestones are being taught in Part 1 and what will be expected in Part 2.

2

Part 2 Leadership Task Force Meeting

3. V. Cannon mentioned that they are looking at creating a module in medSTAR that would allow faculty to document direct observation.

Action

1. K. Tartaglia will distribute the Part 1 milestone checklist.
2. Will discuss further at the January meeting.

Item 7, Standing Reports

1. Discussion regarding Portfolio coaching and how it will continue throughout the curriculum.
2. The coaches should meet with their students twice in each ring.
3. It was suggested to meet during ground school week.
4. The student representative suggested making it flexible since students may be off campus on designated days.
5. V. Cannon reported everything is going well with the Articulate modules and Eric Fox is the contact for any needs.
6. Laurie Belknap offered her assistance with the iPad technology or content delivery.
7. Brief discussion on what each ring is doing for room scheduling.
8. NBME reviews can be scheduled through Kevin Stringfellow and would be worthwhile for everyone to do. You can also provide feedback to the NBME.

Action

1. J. Kopechek will come to a future meeting to discuss further.
2. L. Volk will follow up with Laura Wolfe regarding the room needs for UPSMN.

**Part 2 Leadership Task Force
Meeting Minutes September 18, 2013**

Attendees: Victoria Cannon, Holly Cronau, Michael Ezzie, Alan Harzman, Chad Hoyle, Sorabh Khandelwal, Doug Post, Kim Tartaglia, Brandon Merling MS4, David Kallile MS4, Irving Chung MS3
Laura Volk - recording

Start Time: 5:00 p.m.

AGENDA	Presenters and Discussion	ACTIONS / FOLLOW-UP
I. Opening / Announcements		
A. Approval of Minutes	Reviewed the minutes from 8/21 and the motion was made to approve. Dr. Tartaglia announced the format of the minutes would change in the future to model ECC.	Minutes approved
B. Announcements	<p>1) Outlook invitations will be sent out for the Part 2 Retreat which will be held October 10th.</p> <p>2) Dr. Tartaglia announced that there will be a Health Systems, Informatics and Quality meeting (aka Project 4), on Monday, September 23rd at 7:00 a.m. Representatives from Part 2 and 3 should attend. Student representatives will also be invited.</p> <p>3) Candidates for expert educator are being reviewed. A concern was raised that not all faculty were notified of the position openings. The faculty email list will be reviewed for accuracy. Per Dr. Khandewhal, the call for expert educators will likely be re-opened before interviews occur.</p> <p>4) Dr. Tartaglia announced the following Part 2 Faculty positions that have been filled; Adam Quick - Neuro Unit Director, Mike Ezzie - IM UD, Julie Neidermier - Psych UD, Chad Hoyle, UPSMN Director of Integration, Benedict Nwomeh, Associate APD, Rebecca Scherzer - Peds UD, Laurie Belknap - FM UD, Corina Ungureanu - IM UD, Holley Cronau - UPWP Director of Integration, Sherif Abdel-Misih - Surgery UD, Wanjiku Musindi - OBGYN UD, Alana Harzman - USRC Director of Integration and Lori Meyers - USRC Co-unit director.</p>	
II Old Business		
A. Foundational Sciences	Dr. Westman commented on small group activities and PBL cases which was well received by the students during Part 1. There was good interaction and the students tended to take the lead rather than the faculty.	
II. New Business		

A.	Advanced Competencies / Alternate Experiences in Part 2	Drs. Kman and McAllister discussed their progress in establishing the Advanced Competencies and Clinical electives at the beginning of Part 2. Students will complete at least 4 weeks. Dr. Exline's course was discussed and it was mentioned that certification will be available, which students have expressed an interest in. There was brief discussion on the challenges of implementing such as faculty development. This will be rolled out to the students in November with registration occurring in January. There was further discussion on the selection process for the popular courses. It was suggested that those be approved by the instructor. Victoria Cannon offered to help with the calendar. Students will need to complete 150 hours.	Dr. Kman will update the list of course offerings with a description of the setting, the number of hours, and how many students they can take.
B.	Learning Objectives in Part 2 / Learning Objective Review Team:	Dr. Tartaglia discussed the need to create the learning objectives for each TLM for loading into Vitals. Dr. Westman discussed how this was accomplished in Part 1. It was suggested to have the Part 1 Expert Educators look at the Part 2 Learning objectives and make sure they are taken to the next level. They can review when the rings are ready. Dr. Westman stated that she would be happy to review the objectives.	Each ring to send their objectives to Dr. Westman for review.
C.			
III. Standing Ring Updates			
A.	UPSMN	No report	
B.	UPSRC	No report	
C.	UPWP	No report	