The Ohio State University College of Medicine

**LSI Part Three Academic Program Committee**Meeting Minutes

Presiding Chair: Nick Kman, Part 3 Program Director  
Minutes Recorded by: Laura Volk, Program Manager  
Date: 10.21.19  
Location: 1167 Graves  
Call to Order: 4:05 PM  
Adjourned: 4:40 PM

# Member Attendance

| **Last Name** | **First Name** | **Role** | **Present** |
| --- | --- | --- | --- |
| Clevenger | Amber | Program Coordinator, AMHBC EM |  |
| Cohen | Dan | Associate Academic Program Director, Part 3 |  |
| Curren | Camilla | Director, Longitudinal Groups |  |
| Dell | Mary | Expert Educator, Psychiatry | Phone |
| Eapen | Binay | Associate Program Director, Mount Carmel Health System |  |
| Ecklar | Pat | Associate Unit Director, AMRCC-Ambulatory | X |
| Fernandes | Ashley | Program Director, AMRCC |  |
| Heacock | Allison | Program Director, Applied Health System Sciences | X |
| Horgan | Mike | Program Manager, Evaluation and Assessment | Phone |
| Khan | Meena | Co-Director, Advanced Competencies/Alternate Experience | X |
| Khandelwal | Sorabh | Assistant Dean, Clinical Science |  |
| Khurma | Anand | Associate Director, Education Technology, OCS |  |
| Kopechek | Jack | Director, Education Portfolio |  |
| Lacuesta | Nannette | Associate Program Director, OhioHealth |  |
| Leung | Cynthia | Director, Evaluation and Assessment, CT Director- EM | Phone |
| Lewis | Kristen | Associate Unit Director, AMHBC Mini Internship | X |
| Liao | Nancy | Expert Educator, Pediatrics, CT Director-Pediatrics | X |
| Lindsey | David | Expert Educator, General Surgery, CT Director- General Surgery |  |
| Lipps | Jonathan | Expert Educator, Anesthesiology  Faculty Representative, CT Director-Anesthesiology |  |
| Liston | Beth | Expert Educator, Hospitalist |  |
| McCallister | Jennifer | Associate Dean for Medical Education |  |
| Myers | Michelle | Program Manager, Longitudinal Components |  |
| Ramamurthy | Arun | Faculty Representative, Neurology |  |
| Rundell | Kristen | Associate Unit Director, AMRCC Chronic Care |  |
| San Miguel | Christopher | Associate Unit Director, AMHBC EM | X |
| Schaffernocker | Troy | Program Director, AMHBC | X |
| Scherzer | DJ | Expert Educator, Pediatrics |  |
| Splinter | Ansley | Co-Director, Advanced Competencies/Alternate Experience | Phone |
| Verbeck | Nichole | Education Specialist, OCS |  |
| Werman | Howard | Faculty Representative, Global Health |  |
| West | Rebecca | Program Coordinator, AMRCC |  |
| Zamaripa | Kelly | Program Coordinator, AMHBC Mini Internship | X |

## Part 3 Academic Program Committee- Clinical Track Directors

| **Last Name** | **First Name** | **Role** | **Present** |
| --- | --- | --- | --- |
| Bondurant | Amber | OB/GYN |  |
| Ganith | Rashmi | Preliminary Internal Medicine |  |
| Grieco | Alex | Radiology |  |
| Macerollo | Allison | Family Medicine |  |
| Niedermier | Julie | Psychiatry |  |
| Patel | Chirag | Internal Medicine |  |
| Quick | Adam | Neurology |  |
| Rossetti | Allison | IM/Peds |  |
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## Part 3 Academic Program Committee- Student Representatives

| **Last Name** | **First Name** | **Role** | **Present** |
| --- | --- | --- | --- |
| Branstetter | Andrew | Student Representative, Med 4 |  |
| Chen | David | Student Representative, Med 4 |  |
| Pandit | Aroh | Student Representative, Med 4 | X |
| Ringwald | Bryce | Student Representative, Med 3 |  |
| Waickman | Colleen | Student Representative, Med 4 |  |
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## Additional Attendees

| **Name** |
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| Lindsey Ruff |
| Tristan Weaver |
| Dawn Watson |
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## Agenda Items

| **#** | **Agenda Item** |
| --- | --- |
| 1 | Meeting Minutes Approval |
| 2 | Old Business/Announcement  -AAMC 2020 Medical Education Calls for Submissions  -New Student Advocate – Lisa Christian, PhD  -Introduction to Part 3 – December 2nd 5:30-7:30 Meiling 112 |
| 3 | Anesthesia Research Elective Proposal |
| 4 | Pre-Operative Evaluation and Surgical Management of  Children with Medically Intractable Epilepsy Elective Proposal |
| 5 | LCME Update |
| 6 | Standing Reports |
| 7 | Student Report |

## **Item 1: Approval of Meeting Minutes**

Discussion/Action

1. Minutes from the September meeting were reviewed and approved.

# Item 2: Old Business/Announcements

1. Call for submissions for AAMC and CGEA 2020 is now open
2. Will have booth at AAMC 2019 with information on Opioid curriculum, Skills Training, and Emergency Preparedness education. COM Reception is on November 8th
3. New student advocate – Lisa Christian, PhD is available for students with learning environment difficulties.
4. Introduction to Part 3 is scheduled for December 2nd. This meeting is occurring earlier to address Step 2 requirements. Scheduling meeting will be held in early February

# Item 3: Anesthesia Perioperative Outcomes Research Elective Proposal

1. M. Khan reviewed the proposal
   * Tristan Weaver, MD is course director
   * 4 week elective for students to participate in the development and conduction of a systematic review/meta-analysis with the purpose of being published in a peerreviewed medical journal
   * Includes readings, modules, tables and writing the manuscript
   * Evaluation completed by faculty based on evaluation, and completion of each activity
2. Discussion/Questions
   * Statistical support for students will be provided by the Department of Statistics
   * Course will be permission only and will be offered to visiting students with precedence given to OSU students
   * Course will start in January (block 9)

**Action:** Course was unanimously approved by the committee

# Item 4: Pre-Operative Evaluation and Surgical Management of Children with Medically Intractable Epilepsy

1. A. Splinter reviewed the proposal
   * Initiated by Pediatric Neurosurgeons and will take place at NCH
   * 4 week block elective
   * Will learn what goes into pre-operative evaluation through analysis, EEGs, Imaging and surgical interventions
   * Will interact with many subspecialists – focus area neurology and neurosurgery
   * Daily activities as well as optional weekend and evening are offered
   * Culminating in contributing to the preparation of an epilepsy surgery conference patient write-up or presentation
   * Use variety of assessment methods; DOCs, CPAs, contribution and presentation, and written reflections
2. Discussion/Questions
   * One to two students per block, with a total of 4 blocks in the year
   * Identify which 4 blocks it will be offered
   * Permission only and will begin in January (block 9)

**Action:** Course was unanimously approved by the committee

# Item 5: LCME Review

1. N. Kman reviewed the LCME Preparation presentation to MICRO
2. Self study will begin in July
3. Reviewed the 12 standards for LCME
   1. Data needed for Standard 6
   2. Start thinking about these items and where they are represented in Vitals
4. K. Tartaglia will be our LCME Compliance Officer

**Discussion:** Grades should be posted within 6 weeks of completion of a course or rotation to insure timely feedback.

# Item 6: Standing Reports

1. Late Grades – 4 late grades (3 orthopedic aways and 1 from Neurology due to confusion on whether it was a Part 2 completion or Part 3 elective)
2. Learning Environment – No issues reported
3. Duty Hours – 6 reported (5 81-95 hours [Gen Med Mini I, Gyn Onc, Ortho Sub I, Plastics, Urology], 1 >95 hours [EM at OSU])
4. Closure on previously reported LE violation on Interventional Radiology **Action:** Updates to be provided at future meeting

# Item 7: Student Report

* Students are busy interviewing
* Putting together information for upcoming 4th years, advice on scheduling, etc.
* Student reps will be invited to the Part 3 Introduction to be available to answer questions if needed

**Next meeting November 18, 2019, 1167 Graves Hall, 4:00-5:30 p.m.**

The Ohio State University College of Medicine

**LSI Part Three Academic Program Committee**Meeting Minutes

Presiding Chair: Nick Kman, Part 3 Program Director   
Minutes Recorded by: Laura Volk, Program Manager  
Date: 6.17.19  
Location: 1167 Graves  
Call to Order: 4:05 PM  
Adjourned: 5:00 PM

# Member Attendance

| **Last Name** | **First Name** | **Role** | **Present** |
| --- | --- | --- | --- |
| Barrie | Michael | Associate Unit Director, AMHBC EM | X |
| Cavalcanti | Maureen | Director Office of Curriculum and Scholarship | X |
| Clevenger | Amber | Program Coordinator, AMHBC EM | X |
| Cohen | Dan | Associate Academic Program Director, Part 3 |  |
| Curren | Camilla | Director, Longitudinal Groups |  |
| Dell | Mary | Expert Educator, Psychiatry | Phone |
| Eapen | Binay | Associate Program Director, Mount Carmel Health System |  |
| Ecklar | Pat | Associate Unit Director, AMRCC-Ambulatory | X |
| Fernandes | Ashley | Program Director, AMRCC |  |
| Heacock | Allison | Expert Educator, Internal Medicine, Longitudinal Components Director |  |
| Horgan | Mike | Program Manager, Evaluation and Assessment |  |
| Khan | Meena | Associate Unit Director, Advanced  Competencies/Alternate Experience/Clinical Track Co-Director-Transitional Medicine | X |
| Khandelwal | Sorabh | Assistant Dean, Clinical Science |  |
| Khurma | Anand | Associate Director, Education Technology, OCS |  |
| Kopechek | Jack | Director, Learning Portfolio |  |
| Lacuesta | Nannette | Associate Program Director, OhioHealth |  |
| Leung | Cynthia | Expert Educator, Emergency Medicine, CT Director- EM | X |
| Lewis | Kristen | Associate Unit Director, AMHBC Mini Internship |  |
| Liao | Nancy | Expert Educator, Pediatrics, CT Director-Pediatrics |  |
| Lindsey | David | Expert Educator, General Surgery, CT Director- General Surgery |  |
| Lipps | Jonathan | Expert Educator, Anesthesiology  Faculty Representative, CT Director-Anesthesiology | Phone |
| Liston | Beth | Expert Educator, Hospitalist |  |
| McCallister | Jennifer | Program Director, Advanced  Competencies/Alternate Experience/Clinical Tracks |  |
| Myers | Michelle | Program Manager, Longitudinal Components |  |
| Rundell | Kristen | Associate Unit Director, AMRCC Chronic Care |  |
| San Miguel | Christopher | Associate Unit Director, AMHBC EM | X |
| Schaffernocker | Troy | Program Director, AMHBC | X |
| Scherzer | DJ | Expert Educator, Pediatrics |  |
| Splinter | Ansley | Associate Unit Director, Advanced  Competencies/Alternate Experience, Clinical Track Co-Director-Transitional Medicine | X |
| Verbeck | Nichole | Education Specialist, OCS | X |
| Werman | Howard | Faculty Representative, Global Health |  |
| West | Rebecca | Program Coordinator, AMRCC | X |
| Westman | Judith | Interim Associate Dean, Medical Education |  |
| Zamaripa | Kelly | Program Coordinator, AMHBC Mini Internship | X |

## Part 3 Academic Program Committee- Clinical Track Directors

| **Last Name** | **First Name** | **Role** | **Present** |
| --- | --- | --- | --- |
| Bondurant | Amber | OB/GYN |  |
| Ganith | Rashmi | Preliminary Internal Medicine |  |
| Grieco | Alex | Radiology | X |
| Macerollo | Allison | Family Medicine | Phone |
| Niedermier | Julie | Psychiatry |  |
| Patel | Chirag | Internal Medicine |  |
| Quick | Adam | Neurology |  |
| Rossetti | Allison | IM/Peds |  |
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## Part 3 Academic Program Committee- Faculty Representatives

| **Last Name** | **First Name** | **Role** | **Present** |
| --- | --- | --- | --- |
| Clark | Sharon | Faculty Representative, Internal Medicine | Phone |
| Worly | Brett | Faculty Representative, OB/GYN |  |
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## Part 3 Academic Program Committee- Student Representatives

| **Last Name** | **First Name** | **Role** | **Present** |
| --- | --- | --- | --- |
| Branstetter | Andrew | Student Representative, Med 4 |  |
| Chen | David | Student Representative, Med 4 |  |
| Pandit | Aroh | Student Representative, Med 4 |  |
| Ringwald | Bryce | Student Representative, Med 3 |  |
| Waickman | Colleen | Student Representative, Med 4 | X |
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## Additional Attendees

| **Name** |
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| Beth Sabatino |
| Dawn Watson |
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## Agenda Items

| **#** | **Agenda Item** |
| --- | --- |
| 1 | Meeting Minutes Approval |
| 2 | Old Business/Announcement |
| 3 | Feed Forward letters |
| 4 | Part 3 Annual Evaluation Results |
| 5 | Late Grades & Vitals |
| 6 | Standing Reports |
| 7 | Student Report |

# Item 1: Approval of Meeting Minutes Discussion/Action

1. Minutes from the April Meeting were approved with one correction – Howard Werman called in to the April meeting.

# Item 2: Old Business/Announcements

1. Send L. Volk an email if you are calling in to the meeting for reflection in the attendance roster.
2. N. Kman introduced Colleen Waickman, Med 4 Student Representative. Aroh Pandit, David Chen and Andrew Branstetter are the other student representatives.
3. Samuel Rowe is the new Academic Counselor.
4. Kelly-Ann Perry is in a new position, Director of Student Life.
5. Chris San Miguel will replace Michael Barrie as the Associate Director for AMHBC EM.
6. Jenn McCallister has been promoted to Associate Dean for Medical Education.
7. Position changes have allowed for a slight FTE increase for Clinical Track Directors.

Increases will be based on the number of students per track.

1. Part 3 Organizational chart was provided with the minutes.
2. NRMP Conference will be held in October in Chicago.
3. M. Cavalcanti announced that Adam McCash, OCS Instructional Designer, has passed away. She will provide information on his memorial service.

# Item 3: Feed Forward Letters

1. N. Verbeck discussed the feed forward letters completed this year.

* Increased participation from last year.
* The study is going to look at the agreement issues (now vs future)
* Several program directors sent a response in favor of the letter.
* Seven clinical tracks participated.
* Students had the option to opt out on having the letter sent on.
* Letters were sent electronically as well as a paper copy (May).
* There will be follow up with the residency directors in the fall.

# Item 4: Part 3 Annual Evaluation Results

1. M. Cavalcanti reviewed results from End of Part 3 Survey (available in Box)

a. EPA (preparation) item responses for 2018-2019:

i. EPA 2 = 97.9% agree ii. EPA 3 = 98.6% agree

* 1. EP 4 = 85.31% agree
  2. EPA 6 = 96.50% agree v. EPA 7 = 90.91% agree vi. EPA 8 = 93.01% agree vii. EPA 10 = 97.2% agree

viii. EPA 11 = 92.31% agree ix. EPA 13 = 80.42% agree

1. Other response items reviewed were the Clinical Track, AHSS and Educational Portfolio outcomes.
2. Qualitative items will be reviewed and collated by theme by the course directors.

**Item 5: Late Grades**

1. Discussion regarding improving late grade statistics.

# Item 6: Standing Report

1. Late Grades – Anesthesiology – 3 days; CDC Away – 3 days; Surgery Boot Camp – 11 days

1. Learning Environment – Duty hour violation reported by visiting student (81-95 hours)

# Item 7: Student Report

1. Most students have taken CK and CS thus far and are completing Sub Is.

The Ohio State University College of Medicine

**LSI Part Three Academic Program Committee**Meeting Minutes

Presiding Chair: Nick Kman, Part 3 Program Director  
Minutes Recorded by: Laura Volk, Program Manager  
Date: 07.15.2019  
Location: 1167 Graves  
Call to Order: 4:05 PM  
Adjourned: 5:30 PM

# Member Attendance

| **Last Name** | **First Name** | **Role** | **Present** |
| --- | --- | --- | --- |
| Barrie | Michael | Associate Unit Director, AMHBC EM |  |
| Cavalcanti | Maureen | Director Office of Curriculum and Scholarship | Phone |
| Cios | Jacquelyne | Expert Educator, Neurology |  |
| Clevenger | Amber | Program Coordinator, AMHBC EM |  |
| Cohen | Dan | Associate Academic Program Director, Part 3 | X |
| Curren | Camilla | Director, Longitudinal Groups | X |
| Dell | Mary | Expert Educator, Psychiatry | Phone |
| Eapen | Binay | Associate Program Director, Mount Carmel Health System |  |
| Ecklar | Pat | Associate Unit Director, AMRCC-Ambulatory | X |
| Fernandes | Ashley | Program Director, AMRCC |  |
| Heacock | Allison | Expert Educator, Internal Medicine, Longitudinal Components Director |  |
| Horgan | Mike | Program Manager, Evaluation and Assessment | X |
| Khan | Meena | Associate Unit Director, Advanced  Competencies/Alternate Experience/Clinical Track Co-Director-Transitional Medicine | Phone |
| Khandelwal | Sorabh | Assistant Dean, Clinical Science |  |
| Khurma | Anand | Associate Director, Education Technology, OCS |  |
| Kopechek | Jack | Director, Learning Portfolio |  |
| Lacuesta | Nannette | Associate Program Director, OhioHealth |  |
| Leung | Cynthia | Expert Educator, Emergency Medicine, CT Director- EM |  |
| Lewis | Kristen | Associate Unit Director, AMHBC Mini Internship | X |
| Liao | Nancy | Expert Educator, Pediatrics, CT Director-Pediatrics | Phone |
| Lindsey | David | Expert Educator, General Surgery, CT Director- General Surgery |  |
| Lipps | Jonathan | Expert Educator, Anesthesiology  Faculty Representative, CT Director-Anesthesiology |  |
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| McCallister | Jennifer | Program Director, Advanced  Competencies/Alternate Experience/Clinical Tracks |  |
| Myers | Michelle | Program Manager, Longitudinal Components |  |
| Ramamurthy | Arun | Faculty Representative, Neurology | X |
| Rundell | Kristen | Associate Unit Director, AMRCC Chronic Care |  |
| San Miguel | Christopher | Associate Unit Director, AMHBC EM | X |
| Schaffernocker | Troy | Program Director, AMHBC | X |
| Scherzer | DJ | Expert Educator, Pediatrics |  |
| Splinter | Ansley | Associate Unit Director, Advanced  Competencies/Alternate Experience, Clinical Track Co-Director-Transitional Medicine | X |
| Verbeck | Nichole | Education Specialist, OCS |  |
| Werman | Howard | Faculty Representative, Global Health |  |
| West | Rebecca | Program Coordinator, AMRCC | X |
| Westman | Judith | Interim Associate Dean, Medical Education |  |
| Zamaripa | Kelly | Program Coordinator, AMHBC Mini Internship | X |

## Part 3 Academic Program Committee- Clinical Track Directors

| **Last Name** | **First Name** | **Role** | **Present** |
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| Bondurant | Amber | OB/GYN |  |
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| Patel | Chirag | Internal Medicine |  |
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## Part 3 Academic Program Committee- Student Representatives

| **Last Name** | **First Name** | **Role** | **Present** |
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| Branstetter | Andrew | Student Representative, Med 4 |  |
| Chen | David | Student Representative, Med 4 |  |
| Pandit | Aroh | Student Representative, Med 4 |  |
| Ringwald | Bryce | Student Representative, Med 3 |  |
| Waickman | Colleen | Student Representative, Med 4 | X |
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## Additional Attendees

| **Name** |
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| Uday Nori |
| Dawn Watson |
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## Agenda Items

| **#** | **Agenda Item** |
| --- | --- |
| 1 | Meeting Minutes Approval |
| 2 | Old Business/Announcement |
| 3 | Part 3 Internal Review |
| 4 | Part 3 AC Reviews  -AC in Health Care Advocacy  -Caring for the Elderly Elective |
| 5 | Standing Reports |
| 6 | Student Report |

# Item 1: Approval of Meeting Minutes

Discussion/Action

1. Minutes from the June Meeting were approved.

# Item 2: Old Business/Announcements

1. A. Fernandes and the AMRCC team had their manuscript accepted to Medical Science Educator - Integrating Simulated Patients in TBLs: A Strategy for Success in Medical Education.
2. New affiliation with Mercy Health – this will allow expansion of sites for AMHBC and AMRCC.
3. N. Verbeck welcomed a baby girl. M. Cavalcanti is still assisting from OCS until the end of July.

# Item 3: Part 3 Internal Review

1. U. Nori reviewed the results from the Part 3 Internal Review. The following is the SWOT analysis from each unit. The report and PPT can be found in Buckeye Box in the Part 3 folder.

1. Learning Portfolio
   * + - * Strengths
         * Student and faculty evaluations improved significantly since 2016
         * Strong and committed leadership and faculty
         * Emphasis on reflective stories throughout the four years concluding in a showcase portfolio
         * Coaches play an important role in preparing students in the residency application process
         * Weaknesses
         * Many students are unable to complete their narratives until close to the deadline for presentations. This probably undervalues the significance in portfolio coaching
         * Several students present their final portfolio without conferring with their coaches or allowing them access
         * Insufficient understanding of the core clinical competencies; apparent during the showcase presentations
         * Opportunities
         * Weightage of the portfolio only 5% towards the final score for Part 3. Increase this score to promote interest?
         * Allow students to present their showcase portfolio in two parts during Part 3, to align the residency application process with the “reflection” component of the portfolio
         * Threats
         * Performance in the Learning Portfolio is not linked to the students’ graduation. This makes it difficult for students to view this activity as a good “return on investment”
2. Advanced Competencies and Electives
   * + Strengths
     + Diverse course offerings
     + Opportunity for students to develop a focused area of expertise in a competency domain
     + Students can tailor their learning experience
     + Weaknesses
     + No standardized objective format
     + Difficult to evaluate in aggregate
     + No formal faculty evaluation of the ACs

The Ohio State University College of Medicine

**LSI Part Three Academic Program Committee**Meeting Minutes

Presiding Chair: Nick Kman, Part 3 Program Director  
Minutes Recorded by: Laura Volk, Program Manager  
Date: 8.19.19  
Location: 1167 Graves  
Call to Order: 4:05 PM  
Adjourned: 5:10 PM

# Member Attendance

| **Last Name** | **First Name** | **Role** | **Present** |
| --- | --- | --- | --- |
| Clevenger | Amber | Program Coordinator, AMHBC EM | X |
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| Curren | Camilla | Director, Longitudinal Groups | X |
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| Eapen | Binay | Associate Program Director, Mount Carmel Health System |  |
| Ecklar | Pat | Associate Unit Director, AMRCC-Ambulatory | X |
| Fernandes | Ashley | Program Director, AMRCC |  |
| Heacock | Allison | Program Director, Applied Health System Sciences | X |
| Horgan | Mike | Program Manager, Evaluation and Assessment |  |
| Khan | Meena | Co-Director, Advanced Competencies/Alternate Experience |  |
| Khandelwal | Sorabh | Assistant Dean, Clinical Science |  |
| Khurma | Anand | Associate Director, Education Technology, OCS |  |
| Kopechek | Jack | Director, Education Portfolio |  |
| Lacuesta | Nannette | Associate Program Director, OhioHealth |  |
| Leung | Cynthia | Director, Evaluation and Assessment, CT Director- EM | X |
| Lewis | Kristen | Associate Unit Director, AMHBC Mini Internship | X |
| Liao | Nancy | Expert Educator, Pediatrics, CT Director-Pediatrics |  |
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| Ramamurthy | Arun | Faculty Representative, Neurology |  |
| Rundell | Kristen | Associate Unit Director, AMRCC Chronic Care |  |
| San Miguel | Christopher | Associate Unit Director, AMHBC EM | X |
| Schaffernocker | Troy | Program Director, AMHBC |  |
| Scherzer | DJ | Expert Educator, Pediatrics |  |
| Splinter | Ansley | Co-Director, Advanced Competencies/Alternate Experience |  |
| Verbeck | Nichole | Education Specialist, OCS |  |
| Werman | Howard | Faculty Representative, Global Health |  |
| West | Rebecca | Program Coordinator, AMRCC |  |
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## Part 3 Academic Program Committee- Clinical Track Directors

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| Bondurant | Amber | OB/GYN |  |
| Ganith | Rashmi | Preliminary Internal Medicine |  |
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## Part 3 Academic Program Committee- Student Representatives

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| Branstetter | Andrew | Student Representative, Med 4 |  |
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| Pandit | Aroh | Student Representative, Med 4 |  |
| Ringwald | Bryce | Student Representative, Med 3 |  |
| Waickman | Colleen | Student Representative, Med 4 | X |
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## Additional Attendees

| **Name** |
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## Agenda Items

| **#** | **Agenda Item** |
| --- | --- |
| 1 | Meeting Minutes Approval |
| 2 | Old Business/Announcement  -Psychiatry Resident Mentorship Awarded to Mary  Lynn Dell  -Gold Humanism Summit in Orlando -2019 Fall Education Symposium  -Transitional Medicine Clinical Track |
| 3 | Applied Health Systems Science CLOs |
| 4 | Review Proposed Elective Updates – Caring for the Elderly |
| 5 | Standing Reports |
| 6 | Student Report |

# Item 1: Approval of Meeting Minutes

## Discussion/Action

1. Minutes from the July meeting were approved with the following edits:

1. Under “Part 3 Internal Review” – “AMRCC – Threats” should read “Requests (internal and external) to add **[more]** courses”.
2. H. Werman was on the conference call.

# Item 2: Old Business/Announcements

1. Mary Lynn Dell received the Psychiatry Resident Mentorship Award.
2. Fall Symposium will be held October 8th. This year’s theme is “Learning Environment”.
3. Arnold Gold Foundation is holding a Humanism Summit in Orlando, Florida.
4. The EPA4 submission by the AMHBC Leadership team was accepted as a poster at the NRMP conference.

# Item 3: Applied Health Systems Science CLOs

1. N. Kman announced that KFP and PC curricular learning outcomes were presented at ECC and accepted.
2. A. Heacock reviewed the process on determining how the learning outcomes were developed for Systems Based Practice.
3. The Learning Outcomes for level 3 were reviewed (slides and template are posted in

Box)

* + LO’s were compared to the questions on the CPAs.
  + Granularity and ability to assess was discussed.
  + Discussion on how to assess the ability to incorporate risk benefit analysis.
  + Will develop process on transitioning into curriculum (AMHBC, AMRCC, AHSS).
  + Suggestion on having student document these experiences in the educational portfolio.

Action: A. Heacock, C. Leung and N. Kman will review at the AMRCC and AMHBC Task Force meetings.

# Item 4: Proposed Elective Updates – Caring for the Elderly

1. M. Khan reviewed the concerns/suggestions from the previous review.

* The hours were further defined and outline
* The course director will meet with the student monthly to insure they are on track and meeting the requirements.

Action: Unanimously approved.

# Item 5, Standing Report

1. Late Grades – There were no late grades for Block 2
2. Learning Environment – Supervision was sufficient to promote a safe environment – 3

violations reported, but two had all positive comments. 3. Professional values were promoted – 1 violation report Action: Follow up will be reported at future meeting.

# Item 6: Student Report

1. [The first quarterly meeting was held with the Part 3 APD
2. Students focusing on ERAS applications presently
3. Students would like more information on resources for Step 2 CK & CS prior to Med 4 year.
4. L. Volk will put together a timeline for students to reference

Action: Part 3 Leadership will work Dr. Lynn to provide information on resources during the Part 3 Orientation sessions.

The Ohio State University College of Medicine

**LSI Part Three Academic Program Committee**Meeting Minutes

Presiding Chair: Nick Kman, Part 3 Program Director  
Minutes Recorded by: Laura Volk, Program Manager  
Date: 09.16.19  
Location: 1167 Graves  
Call to Order: 4:05 PM  
Adjourned: 5:00 PM

# Member Attendance

| **Last Name** | **First Name** | **Role** | **Present** |
| --- | --- | --- | --- |
| Clevenger | Amber | Program Coordinator, AMHBC EM | X |
| Cohen | Dan | Associate Academic Program Director, Part 3 | Phone |
| Curren | Camilla | Director, Longitudinal Groups |  |
| Dell | Mary | Expert Educator, Psychiatry |  |
| Eapen | Binay | Associate Program Director, Mount Carmel Health System |  |
| Ecklar | Pat | Associate Unit Director, AMRCC-Ambulatory | X |
| Fernandes | Ashley | Program Director, AMRCC | X |
| Heacock | Allison | Program Director, Applied Health System Sciences |  |
| Horgan | Mike | Program Manager, Evaluation and Assessment | Phone |
| Khan | Meena | Co-Director, Advanced Competencies/Alternate Experience | X |
| Khandelwal | Sorabh | Assistant Dean, Clinical Science |  |
| Khurma | Anand | Associate Director, Education Technology, OCS |  |
| Kopechek | Jack | Director, Education Portfolio |  |
| Lacuesta | Nannette | Associate Program Director, OhioHealth |  |
| Leung | Cynthia | Director, Evaluation and Assessment, CT Director- EM | X |
| Lewis | Kristen | Associate Unit Director, AMHBC Mini Internship | X |
| Liao | Nancy | Expert Educator, Pediatrics, CT Director-Pediatrics | Phone |
| Lindsey | David | Expert Educator, General Surgery, CT Director- General Surgery |  |
| Lipps | Jonathan | Expert Educator, Anesthesiology  Faculty Representative, CT Director-Anesthesiology | Phone |
| Liston | Beth | Expert Educator, Hospitalist |  |
| McCallister | Jennifer | Associate Dean for Medical Education |  |
| Myers | Michelle | Program Manager, Longitudinal Components |  |
| Ramamurthy | Arun | Faculty Representative, Neurology | X |
| Rundell | Kristen | Associate Unit Director, AMRCC Chronic Care |  |
| San Miguel | Christopher | Associate Unit Director, AMHBC EM | X |
| Schaffernocker | Troy | Program Director, AMHBC | X |
| Scherzer | DJ | Expert Educator, Pediatrics |  |
| Splinter | Ansley | Co-Director, Advanced Competencies/Alternate Experience | X |
| Verbeck | Nichole | Education Specialist, OCS |  |
| Werman | Howard | Faculty Representative, Global Health |  |
| West | Rebecca | Program Coordinator, AMRCC | X |
| Zamaripa | Kelly | Program Coordinator, AMHBC Mini Internship | X |

## Part 3 Academic Program Committee- Clinical Track Directors

| **Last Name** | **First Name** | **Role** | **Present** |
| --- | --- | --- | --- |
| Bondurant | Amber | OB/GYN |  |
| Ganith | Rashmi | Preliminary Internal Medicine |  |
| Grieco | Alex | Radiology |  |
| Macerollo | Allison | Family Medicine |  |
| Niedermier | Julie | Psychiatry |  |
| Patel | Chirag | Internal Medicine |  |
| Quick | Adam | Neurology |  |
| Rossetti | Allison | IM/Peds |  |
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## Part 3 Academic Program Committee- Student Representatives

| **Last Name** | **First Name** | **Role** | **Present** |
| --- | --- | --- | --- |
| Branstetter | Andrew | Student Representative, Med 4 |  |
| Chen | David | Student Representative, Med 4 |  |
| Pandit | Aroh | Student Representative, Med 4 | X |
| Ringwald | Bryce | Student Representative, Med 3 |  |
| Waickman | Colleen | Student Representative, Med 4 |  |
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## Additional Attendees

| **Name** |
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## Agenda Items

| **#** | **Agenda Item** |
| --- | --- |
| 1 | Meeting Minutes Approval |
| 2 | Old Business/Announcement  -CGEA call for proposal – deadline 10/31/19 -AAMC Annual Meeting November 8-12 – submit a  topic for focused discussion  -ERAS Deadlines |
| 3 | Review proposed Advanced Competency-Healthcare Innovation |
| 4 | Review of GQ as it pertains to Part 3 |
| 5 | Standing Reports |
| 6 | Student Report |

## **Item 1, Approval of Minutes**

1. Minutes from the August meeting were reviewed and approved.

# Item 2: Old Business/Announcements

1. We will adjourn at 5:00 today for anyone who would like to attend the Match & Interview Review for the Med 4 class.
2. CGEA will be held in Rapid City, South Dakota. D. Danforth is the Committee Chair for this meeting.
3. AAMC meeting – Consider doing a Table Topic if you are attending.
4. Celebration for Scholarship (Fall Educational Symposium) will be held October 8th.
5. ERAS opened 9/15 – Faculty should make sure recommendation letters are uploaded.

# Item 3: AC in Healthcare Innovations

1. A. Splinter reviewed the proposal for the AC elective Healthcare Innovations.

* Longitudinal project in 4th year
* Student would develop a healthcare product idea from concept to commercialization utilizing the Innovation Studio
* Discussion on why this proposal qualifies as an AC and what the Innovation Studio offers
* A. Splinter will obtain more details on the modules, if the preceptor can commit to other students on an ongoing basis, and the conference referenced will be an annual event.

Action: Provisionally approved pending confirmation that this course can be offered each year.

# Item 4: Review of GQ as it pertains to Part 3

1. N. Kman reviewed the results of the GQ survey

* The majority of the report focuses on the Learning Environment.
* 29.8% Agreed and 63.1 Strong Agreed that they were satisfied with the quality of their medical education.
* 51.4 Agreed and 39.0 Strong Agreed on the Required Clinical experiences integrated basic science content. (This is more related to Part 1).
* Reviewed clerkship ratings
* Reviewed ratings on preparedness for beginning a residency program which was favorable, overall.
* 50% of students completed an away rotation.
* OSU scored higher than other schools on Emotional Climate and Student-Faculty Interaction
* Overall Learning Environment responses are good
* OSU scored better than other schools on the level of burnout
* Advising/Mentoring scored significantly higher than other medical schools
* Discussion regarding responses to “I received appropriate guidance in the selection of electives”
* Percentage of students planning to practice in Ohio dropped from 38.6 to 22.9% in 2019
* Student Support-Faculty mentoring and Career Planning Services scored well

# Item 5, Standing Report

1. Late Grades – There were no late grades for Block 3. Kudos to all coordinators for their diligence.
2. Learning Environment
   1. Safety on Service – Visiting student reported on Interventional Radiology.
   2. Respect – OSU MICU – K. Lewis investigating.
   3. Duty hour – ENT and Neurosurgery 81-95 hours. Action: Will provide updates at future meeting.

# Item 6, Student Report

1. Part 3 Timeline is very helpful and will be distributed to the class.
2. Interview offers are starting to come in.

Discussion regarding keeping the clinical team apprised of interruptions regarding interview offers. Students are still an integral part of the healthcare team. Don’t compromise patient care or respect for patients. The urgency to respond is there, but use common sense.

# Miscellaneous

* If you are presenting at any meeting please submit information to OCS as they are tracking scholarship.
* N. Kman was featured in the Columbus Dispatch regarding Women in Medicine.

The Ohio State University College of Medicine

**LSI Part Three Academic Program Committee**Meeting Minutes

Presiding Chair: Nick Kman, Part 3 Program Director  
Minutes Recorded by: Laura Volk, Program Manager  
Date: 10.21.19  
Location: 1167 Graves  
Call to Order: 4:05 PM  
Adjourned: 4:40 PM

# Member Attendance

| **Last Name** | **First Name** | **Role** | **Present** |
| --- | --- | --- | --- |
| Clevenger | Amber | Program Coordinator, AMHBC EM |  |
| Cohen | Dan | Associate Academic Program Director, Part 3 |  |
| Curren | Camilla | Director, Longitudinal Groups |  |
| Dell | Mary | Expert Educator, Psychiatry | Phone |
| Eapen | Binay | Associate Program Director, Mount Carmel Health System |  |
| Ecklar | Pat | Associate Unit Director, AMRCC-Ambulatory | X |
| Fernandes | Ashley | Program Director, AMRCC |  |
| Heacock | Allison | Program Director, Applied Health System Sciences | X |
| Horgan | Mike | Program Manager, Evaluation and Assessment | Phone |
| Khan | Meena | Co-Director, Advanced Competencies/Alternate Experience | X |
| Khandelwal | Sorabh | Assistant Dean, Clinical Science |  |
| Khurma | Anand | Associate Director, Education Technology, OCS |  |
| Kopechek | Jack | Director, Education Portfolio |  |
| Lacuesta | Nannette | Associate Program Director, OhioHealth |  |
| Leung | Cynthia | Director, Evaluation and Assessment, CT Director- EM | Phone |
| Lewis | Kristen | Associate Unit Director, AMHBC Mini Internship | X |
| Liao | Nancy | Expert Educator, Pediatrics, CT Director-Pediatrics | X |
| Lindsey | David | Expert Educator, General Surgery, CT Director- General Surgery |  |
| Lipps | Jonathan | Expert Educator, Anesthesiology  Faculty Representative, CT Director-Anesthesiology |  |
| Liston | Beth | Expert Educator, Hospitalist |  |
| McCallister | Jennifer | Associate Dean for Medical Education |  |
| Myers | Michelle | Program Manager, Longitudinal Components |  |
| Ramamurthy | Arun | Faculty Representative, Neurology |  |
| Rundell | Kristen | Associate Unit Director, AMRCC Chronic Care |  |
| San Miguel | Christopher | Associate Unit Director, AMHBC EM | X |
| Schaffernocker | Troy | Program Director, AMHBC | X |
| Scherzer | DJ | Expert Educator, Pediatrics |  |
| Splinter | Ansley | Co-Director, Advanced Competencies/Alternate Experience | Phone |
| Verbeck | Nichole | Education Specialist, OCS |  |
| Werman | Howard | Faculty Representative, Global Health |  |
| West | Rebecca | Program Coordinator, AMRCC |  |
| Zamaripa | Kelly | Program Coordinator, AMHBC Mini Internship | X |

## Part 3 Academic Program Committee- Clinical Track Directors

| **Last Name** | **First Name** | **Role** | **Present** |
| --- | --- | --- | --- |
| Bondurant | Amber | OB/GYN |  |
| Ganith | Rashmi | Preliminary Internal Medicine |  |
| Grieco | Alex | Radiology |  |
| Macerollo | Allison | Family Medicine |  |
| Niedermier | Julie | Psychiatry |  |
| Patel | Chirag | Internal Medicine |  |
| Quick | Adam | Neurology |  |
| Rossetti | Allison | IM/Peds |  |
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## Part 3 Academic Program Committee- Student Representatives

| **Last Name** | **First Name** | **Role** | **Present** |
| --- | --- | --- | --- |
| Branstetter | Andrew | Student Representative, Med 4 |  |
| Chen | David | Student Representative, Med 4 |  |
| Pandit | Aroh | Student Representative, Med 4 | X |
| Ringwald | Bryce | Student Representative, Med 3 |  |
| Waickman | Colleen | Student Representative, Med 4 |  |
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## Additional Attendees

| **Name** |
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| Lindsey Ruff |
| Tristan Weaver |
| Dawn Watson |
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## Agenda Items

| **#** | **Agenda Item** |
| --- | --- |
| 1 | Meeting Minutes Approval |
| 2 | Old Business/Announcement  -AAMC 2020 Medical Education Calls for Submissions  -New Student Advocate – Lisa Christian, PhD  -Introduction to Part 3 – December 2nd 5:30-7:30 Meiling 112 |
| 3 | Anesthesia Research Elective Proposal |
| 4 | Pre-Operative Evaluation and Surgical Management of  Children with Medically Intractable Epilepsy Elective Proposal |
| 5 | LCME Update |
| 6 | Standing Reports |
| 7 | Student Report |

## **Item 1: Approval of Meeting Minutes**

Discussion/Action

1. Minutes from the September meeting were reviewed and approved.

# Item 2: Old Business/Announcements

1. Call for submissions for AAMC and CGEA 2020 is now open
2. Will have booth at AAMC 2019 with information on Opioid curriculum, Skills Training, and Emergency Preparedness education. COM Reception is on November 8th
3. New student advocate – Lisa Christian, PhD is available for students with learning environment difficulties.
4. Introduction to Part 3 is scheduled for December 2nd. This meeting is occurring earlier to address Step 2 requirements. Scheduling meeting will be held in early February

# Item 3: Anesthesia Perioperative Outcomes Research Elective Proposal

1. M. Khan reviewed the proposal
   * Tristan Weaver, MD is course director
   * 4 week elective for students to participate in the development and conduction of a systematic review/meta-analysis with the purpose of being published in a peerreviewed medical journal
   * Includes readings, modules, tables and writing the manuscript
   * Evaluation completed by faculty based on evaluation, and completion of each activity
2. Discussion/Questions
   * Statistical support for students will be provided by the Department of Statistics
   * Course will be permission only and will be offered to visiting students with precedence given to OSU students
   * Course will start in January (block 9)

**Action:** Course was unanimously approved by the committee

# Item 4: Pre-Operative Evaluation and Surgical Management of Children with Medically Intractable Epilepsy

1. A. Splinter reviewed the proposal
   * Initiated by Pediatric Neurosurgeons and will take place at NCH
   * 4 week block elective
   * Will learn what goes into pre-operative evaluation through analysis, EEGs, Imaging and surgical interventions
   * Will interact with many subspecialists – focus area neurology and neurosurgery
   * Daily activities as well as optional weekend and evening are offered
   * Culminating in contributing to the preparation of an epilepsy surgery conference patient write-up or presentation
   * Use variety of assessment methods; DOCs, CPAs, contribution and presentation, and written reflections
2. Discussion/Questions
   * One to two students per block, with a total of 4 blocks in the year
   * Identify which 4 blocks it will be offered
   * Permission only and will begin in January (block 9)

**Action:** Course was unanimously approved by the committee

# Item 5: LCME Review

1. N. Kman reviewed the LCME Preparation presentation to MICRO
2. Self study will begin in July
3. Reviewed the 12 standards for LCME
   1. Data needed for Standard 6
   2. Start thinking about these items and where they are represented in Vitals
4. K. Tartaglia will be our LCME Compliance Officer

**Discussion:** Grades should be posted within 6 weeks of completion of a course or rotation to insure timely feedback.

# Item 6: Standing Reports

1. Late Grades – 4 late grades (3 orthopedic aways and 1 from Neurology due to confusion on whether it was a Part 2 completion or Part 3 elective)
2. Learning Environment – No issues reported
3. Duty Hours – 6 reported (5 81-95 hours [Gen Med Mini I, Gyn Onc, Ortho Sub I, Plastics, Urology], 1 >95 hours [EM at OSU])
4. Closure on previously reported LE violation on Interventional Radiology **Action:** Updates to be provided at future meeting

# Item 7: Student Report

* Students are busy interviewing
* Putting together information for upcoming 4th years, advice on scheduling, etc.
* Student reps will be invited to the Part 3 Introduction to be available to answer questions if needed

**Next meeting November 18, 2019, 1167 Graves Hall, 4:00-5:30 p.m.**

The Ohio State University College of Medicine

**LSI Part Three Academic Program Committee**Meeting Minutes

Presiding Chair: Nick Kman, Part 3 Program Director  
Minutes Recorded by: Laura Volk, Program Manager  
Date: 11.18.19  
Location: 1167 Graves  
Call to Order: 4:05 PM  
Adjourned: 4:50 PM

# Member Attendance

| **Last Name** | **First Name** | **Role** | **Present** |
| --- | --- | --- | --- |
| Clevenger | Amber | Program Coordinator, AMHBC EM | X |
| Cohen | Dan | Associate Academic Program Director, Part 3 |  |
| Curren | Camilla | Director, Longitudinal Groups | X |
| Dell | Mary | Expert Educator, Psychiatry | Phone |
| Eapen | Binay | Associate Program Director, Mount Carmel Health System |  |
| Ecklar | Pat | Associate Unit Director, AMRCC-Ambulatory | X |
| Fernandes | Ashley | Program Director, AMRCC |  |
| Heacock | Allison | Program Director, Applied Health System Sciences |  |
| Horgan | Mike | Program Manager, Evaluation and Assessment | Phone |
| Khan | Meena | Co-Director, Advanced Competencies/Alternate Experience | Phone |
| Khandelwal | Sorabh | Assistant Dean, Clinical Science |  |
| Khurma | Anand | Associate Director, Education Technology, OCS |  |
| Kopechek | Jack | Director, Education Portfolio |  |
| Lacuesta | Nannette | Associate Program Director, OhioHealth |  |
| Leung | Cynthia | Director, Evaluation and Assessment, CT Director- EM | Phone |
| Lewis | Kristen | Associate Unit Director, AMHBC Mini Internship | X |
| Liao | Nancy | Expert Educator, Pediatrics, CT Director-Pediatrics | Phone |
| Lindsey | David | Expert Educator, General Surgery, CT Director- General Surgery |  |
| Lipps | Jonathan | Expert Educator, Anesthesiology  Faculty Representative, CT Director-Anesthesiology | Phone |
| Liston | Beth | Expert Educator, Hospitalist |  |
| McCallister | Jennifer | Associate Dean for Medical Education |  |
| Myers | Michelle | Program Manager, Longitudinal Components |  |
| Ramamurthy | Arun | Faculty Representative, Neurology | X |
| Rundell | Kristen | Associate Unit Director, AMRCC Chronic Care |  |
| San Miguel | Christopher | Associate Unit Director, AMHBC EM |  |
| Schaffernocker | Troy | Program Director, AMHBC |  |
| Scherzer | DJ | Expert Educator, Pediatrics |  |
| Splinter | Ansley | Co-Director, Advanced Competencies/Alternate Experience |  |
| Verbeck | Nichole | Education Specialist, OCS | X |
| Werman | Howard | Faculty Representative, Global Health | Phone |
| West | Rebecca | Program Coordinator, AMRCC | X |
| Zamaripa | Kelly | Program Coordinator, AMHBC Mini Internship | X |

## Part 3 Academic Program Committee- Clinical Track Directors

| **Last Name** | **First Name** | **Role** | **Present** |
| --- | --- | --- | --- |
| Bondurant | Amber | OB/GYN |  |
| Ganith | Rashmi | Preliminary Internal Medicine |  |
| Grieco | Alex | Radiology |  |
| Macerollo | Allison | Family Medicine |  |
| Niedermier | Julie | Psychiatry |  |
| Patel | Chirag | Internal Medicine |  |
| Quick | Adam | Neurology |  |
| Rossetti | Allison | IM/Peds |  |
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## Part 3 Academic Program Committee- Student Representatives

| **Last Name** | **First Name** | **Role** | **Present** |
| --- | --- | --- | --- |
| Branstetter | Andrew | Student Representative, Med 4 |  |
| Chen | David | Student Representative, Med 4 |  |
| Pandit | Aroh | Student Representative, Med 4 |  |
| Ringwald | Bryce | Student Representative, Med 3 |  |
| Waickman | Colleen | Student Representative, Med 4 |  |
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## Additional Attendees

| **Name** |
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| Emily Graham |
| Kavitha Norton |
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## Agenda Items

| **#** | **Agenda Item** |
| --- | --- |
| 1 | Meeting Minutes Approval |
| 2 | Old Business/Announcement  -Presentations at AAMC  -Abstract in Bioethics accepted at UNESCO World  Conference in Bioethics for an oral podium presentation; A.  Fernandes, C. Thiele  -New DME at RMH – Nicole Qualls, JD, MPH -Step 2 CS Taskforce – Part 3 designee |
| 3 | Communication CLOs |
| 4 | SPE 2019 Report |
| 5 | Standing Report |
| 6 | Student Report |

# Item 1: Approval of Meeting Minutes

## Discussion/Action

1. Minutes from the October meeting were reviewed and approved.

(Note: It was later reported that Item 2.3 was incorrect. Lisa Christian, PhD is available for students with learning environment difficulties, not mental health as previously reported).

# Item 2: Old Business/Announcements

1. Presentations at AAMC: Opioid curriculum; EM Preparedness; Clinical Skills Center; Virtual patient; LG in part 1, IHIS learn,
2. Call for submissions for AAMC and CGEA 2020 is now open
3. A. Fernandes had the Abstract in Bioethics accepted at UNESCO
4. New DME at RMH – Nicole Qualls, JD, MPH
5. Due to the increase in Step 2 CS failures, a Step 2 CS Task Force will be created. K. Tartaglia will be leading the committee. Anyone interested in representing Part 3 should contact Kim.
6. The December meeting will be cancelled. The January meeting falls on Martin Luther King Day, so a doodle poll will be sent to reschedule.

# Item 3: SPE 2019 Report

1. N. Verbeck reviewed the Student Performance Evaluation. This is the post-graduation survey sent out in February. Nicki was also the lead author on the poster presented on this survey at AAMC which sparked some interest from others schools who want to standardize this process. Since 2011 the survey was revised to include the EPAs. Data is available in PowerBI for those who would like to interact with it.

* Director Rating Response:
* Residency Director Rating of OSU COM Graduate was favorable compared to previous years.
* OSU COM Graduate compared to Peers was also favorable
* Discussion regarding revising survey since some changes have been made to the curriculum.
* Overall, graduates felt they were well prepared for residency.

# Item 4: Communication CLOs

1. K. Norton presented the Communication CLOs for review
   * Students should be at a Level 3, aspirational would be Level 4.
   * Discussion regarding 4.4 – Acting in a consultative role
2. K. Norton to work with AMRCC and AMHBC Leadership to identify where these items are taught and assessed.

# Item 5: Standing Reports

1. Learning Environment – No issues reported
2. Follow up to Duty Hours – 2 checked wrong box, 1 student opted to stay.
3. Late Grades – 2 reported (Surgery Away and Plastic Surgery Away – 3 days late)  **Action:** L. Volk will contact department coordinators regarding duty hour violations.

# Item 6: Student Report

• No students present, but communication regarding how to prevent rotations from being cancelled was discussed.

**Next meeting January 27, 2020, 1063 Graves Hall, 4:00-5:30 p.m.**