The Ohio State University College of Medicine

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

Presiding Chair: Nick Kman, Part 3 Academic Program Director  
Minutes Recorded by: Laura Volk, Program Manager  
Date: 2.15.21  
Location: Zoom  
Call to Order: 4:12 PM  
Adjourned: 5:15 PM

# Member Attendance

| **Last Name** | **First Name** | **Role** | **Present** |
| --- | --- | --- | --- |
| Cohen | Dan | Associate Academic Program Director, Part 3 | X |
| Cooper | Avraham | Faculty Representative, Pulmonology |  |
| Curren | Camilla | Director, Longitudinal Groups | X |
| Davis | Jennifer | Program Manager, Emergency Medicine |  |
| Duncan | Philicia | Program Director, Applied Health Systems Science | X |
| Eapen | Binay | Associate Program Director, Mount Carmel Health System |  |
| Ecklar | Pat | Associate Unit Director, AMRCC-Ambulatory | X |
| Fernandes | Ashley | Program Director, AMRCC | X |
| Horgan | Mike | Program Manager, Evaluation and Assessment | X |
| Khan | Meena | Co-Director, Advanced Competencies/Alternate Experience | X |
| Khandelwal | Sorabh | Assistant Dean, Clinical Science |  |
| 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 | X |
| Lindsey | David | Expert Educator, General Surgery, CT Director- General Surgery | X |
| Liston | Beth | Expert Educator, Hospitalist | X |
| Macerollo | Allison | Faculty Representative & Clinical Track Director, Family Medicine | X |
| Malone | Matthew | Expert Educator, Emergency Medicine | X |
| McCallister | Jennifer | Associate Dean for Medical Education | X |
| 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 | X |
| Shirilla | Nicole | Expert Educator, Internal Medicine |  |
| Splinter | Ansley | Co-Director, Advanced Competencies/Alternate Experience | X |
| Start | Amanda | Director, OCS |  |
| 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 |  |
| Marshall | Scarlett | Anesthesiology |  |
| Niedermier | Julie | Psychiatry | X |
| Patel | Chirag | Internal Medicine |  |
| Quick | Adam | Neurology |  |
| Rossetti | Allison | IM/Peds |  |
|  |  |  |  |
|  |  |  |  |

## Part 3 Academic Program Committee- Student Representatives

| **Last Name** | **First Name** | **Role** | **Present** |
| --- | --- | --- | --- |
| BenanzeaFontem | Belle | Student Representative, Med 4 |  |
| Bishop | Erin | Student Representative, Med 4 | X |
| Gage | Daniel | Student Representative, Med 4 | X |
| Newkirk | Charissa | Student Representative, Med 4 | X |
| Phi | Kenneth | Student Representative, Med 4 |  |
| Ringwald | Bryce | Student Representative, Med 4 | X |
| Taylor | Krista | Student Representative, Med 4 | X |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

## Additional Attendees

| **Name** |
| --- |
| Dawn Watson |
| Sonia Mann |
| Beth Sabatino |
| Arun Ramamurthy |
| Tiffany Cooper |

## Agenda Items

| **#** | **Agenda Item** |
| --- | --- |
| 1 | Meeting Minutes Approval |
| 2 | Old Business/Announcements/Discussion  -Nicole Shirilla, AMRCC Associate Unit Director, ICC  -Expert Educator Role will open for the next academic year.  -"Post Clerkship Curricular Reform: Specialty-Specific Tracks and  Entrustable Professional Activities to Guide the Transition to Residency", has been accepted for publication in Medical Science Educator. |
| 3 | Away Elective Grade Designations |
| 4 | Timely Grades |
| 5 | Standing Report |
| 7 | Student Report |

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

# Discussion/Action

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

**Item 2: Old Business/Announcements**

1. N. Kman introduced Tiffany Cooper, new EM Coordinator in AMHBC.
2. N. Shirilla will move from Part 3 Expert Educator to P. Ecklar’s role as Associate Program Director for AMRCC.

**Item 3: Away Elective Grade Designations**

1. Discussion regarding grade designations for away electives (Pass/Fail vs Honors/Letter/Satisfactory).

1. Has been department specific thus far.
2. EM has used Pass/Fail.
3. Rotations are now more consistent across sites

**Action Item:** N. Kman will survey other schools

**Item 4: Timely Grades**

1. L. Volk announced changes to grade procurement

1. The target due date will be at 5 weeks instead of the LCME required 6 weeks
2. An automated reminder is sent from Vitals to the “Grade Managers” that a grade will be due once a rotation ends. It is sent weekly after that.
3. Coordinators have been instructed to add themselves as a Grade Manager and can also add faculty.

**Item 5: Standing Report**

1. Late Grades – there were no late grades reported
2. Duty Hour Violations – there were two reported by the same student – one occurrence at the TLM level and one at the Course level
3. Learning Environment – One report regarding professional values on an EM rotation.

**Action:** Follow up will be reported at next meeting.

**Item 6: Student Report**

1. Students are focusing on rank lists.
2. Surgery is working on implementing podcasts for the cancelled boot camp
3. EM is conducting a “Stop the Bleed” boot camp and can include students from other tracks.

**Action Item:** Leadership will meet and review clinical track survey and discuss other “boot camp” opportunities.

**Miscellaneous**

1. Charissa Newkirk, Med 4 will be presenting Grand Rounds tomorrow on Mental Health, the Black Experience and Racism in Medicine.
2. A. Fernandes announced two Med 4s had a peer reviewed paper on Holocaust studies accepted for publication, Allison Biltz and Jared Squires

The Ohio State University College of Medicine

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

Presiding Chair: Nick Kman, Part 3 Academic Program Director  
Minutes Recorded by: Laura Volk, Program Manager  
Date: 3.15.21  
Location: Zoom  
Call to Order: 4:05 PM  
Adjourned: 4:45 PM

# Member Attendance

| **Last Name** | **First Name** | **Role** | **Present** |
| --- | --- | --- | --- |
| Cohen | Dan | Associate Academic Program Director, Part 3 |  |
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| Cooper | Tiffany | Program Coordinator, AMHBC Emergency Medicine |  |
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| Duncan | Philicia | Program Director, Applied Health Systems Science |  |
| Eapen | Binay | Associate Program Director, Mount Carmel Health System |  |
| Ecklar | Pat | Associate Unit Director, AMRCC-Ambulatory | X |
| Fernandes | Ashley | Program Director, AMRCC | X |
| Horgan | Mike | Program Manager, Evaluation and Assessment |  |
| Khan | Meena | Co-Director, Advanced Competencies/Alternate Experience | X |
| Khandelwal | Sorabh | Assistant Dean, Clinical Science |  |
| Kopechek | Jack | Director, Education Portfolio | X |
| 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 |  |
| Lindsey | David | Expert Educator, General Surgery, CT Director- General Surgery |  |
| Liston | Beth | Expert Educator, Hospitalist |  |
| Macerollo | Allison | Faculty Representative & Clinical Track Director, Family Medicine | X |
| Malone | Matthew | Expert Educator, Emergency Medicine | X |
| McCallister | Jennifer | Associate Dean for Medical Education |  |
| 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 |  |
| Shirilla | Nicole | Expert Educator, Internal Medicine |  |
| Splinter | Ansley | Co-Director, Advanced Competencies/Alternate Experience | X |
| Start | Amanda | Director, OCS |  |
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| Werman | Howard | Faculty Representative, Global Health | X |
| West | Rebecca | Program Coordinator, AMRCC |  |
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| Grieco | Alex | Radiology |  |
| Marshall | Scarlett | Anesthesiology |  |
| Niedermier | Julie | Psychiatry |  |
| Patel | Chirag | Internal Medicine |  |
| Quick | Adam | Neurology |  |
| Rossetti | Allison | IM/Peds | X |
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## Part 3 Academic Program Committee- Student Representatives

| **Last Name** | **First Name** | **Role** | **Present** |
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| Bishop | Erin | Student Representative, Med 4 |  |
| Gage | Daniel | Student Representative, Med 4 | X |
| Newkirk | Charissa | Student Representative, Med 4 |  |
| Phi | Kenneth | Student Representative, Med 4 |  |
| Ringwald | Bryce | Student Representative, Med 4 | X |
| Taylor | Krista | Student Representative, Med 4 |  |
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## Additional Attendees

| **Name** |
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| Dawn Watson |
| Sonia Mann |
| Beth Sabatino |
| Jennifer Davis |
|  |

## Agenda Items

| **#** | **Agenda Item** |
| --- | --- |
| 1 | Meeting Minutes Approval |
| 2 | Old Business/Announcements/Discussion  -AAMC Learn Serve Lead 2021 will be virtual |
| 3 | Mid Rotation Feedback |
| 4 | Away Grade Designations |
| 5 | Standing Report |
| 6 | Student Report |

**Item 1: Approval of Meeting Minutes**

# Discussion/Action

1. Minutes from the February meeting were missing the Standing Report.

Revised minutes will be sent out for voting via email.

**Item 2: Old Business/Announcements**

1. N. Kman provided an overview of the match results. Overall, OSU did very well.
2. L. Volk announced current third year students are approaching the final round of scheduling for Part 3. Only issue encountered thus far is some students were unable to select their preferred EM block for the spring. Unfortunately, many students want Jan/Feb/Mar but there is not enough capacity. Students are encouraged to use the wait list as openings do occur.

**Item 3: Mid Rotation Feedback**

1. N. Kman reviewed the LCME requirement regarding mid rotation feedback.

1. AMRCC; P. Ecklar was able to meet with each student mid-way for each block, but this is not commensurate with the protected time codirectors have. As he transitions out of his role, the review will be conducted by the preceptor and results sent to the co-directors for each required component for review. They will then follow up on any action items. This will be done in Vitals.
2. AMHBC; EM draws the feedback from the CPA and the student submits a reflection via Carmen. The Mini I is done via conversation with the preceptor and the form is uploaded to Carmen by the student as well.

**Item 4: Away Grade Designations**

1. N. Kman surveyed some other programs regarding how they manage CPAs and assigning grades and most have a similar process in that they send their CPA to the host institution.

**Action Item:** N. Kman will draft a proposal for this group to review.

**Item 5: Standing Report**

1. Grades for block 9 due (3/19). The majority have already been entered.
2. Learning Environment - Respect issue was reported on the General Surgery Sub Internship.
3. No Duty hour violations reported.

**Action Item:**  Follow will be provided for #2 at next meeting

**Item 6: Student Report**

1. Student Reps indicated most students are busy with Match week.
2. An Exit meeting has been scheduled between N. Kman and Student Reps.

**Miscellaneous**

Students who did not match may require additional time from service to finish the SOAP application due to the delay from the technical issues.

The Ohio State University College of Medicine

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

Presiding Chair: Nick Kman, Part 3 Academic Program Director  
Minutes Recorded by: Laura Volk, Program Manager  
Date: 4.19.21  
Location: Zoom  
Call to Order: 4:02 PM  
Adjourned: 5:30 PM

# Member Attendance

| **Last Name** | **First Name** | **Role** | **Present** |
| --- | --- | --- | --- |
| Cohen | Dan | Associate Academic Program Director, Part 3 |  |
| Cooper | Avraham | Faculty Representative, Pulmonology | X |
| Cooper | Tiffany | Program Coordinator, AMHBC Emergency Medicine | X |
| Curren | Camilla | Director, Longitudinal Groups | X |
| Duncan | Philicia | Program Director, Applied Health Systems Science | X |
| Eapen | Binay | Associate Program Director, Mount Carmel Health System |  |
| Ecklar | Pat | Associate Unit Director, AMRCC-Ambulatory | X |
| Fernandes | Ashley | Program Director, AMRCC | X |
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| Khan | Meena | Co-Director, Advanced Competencies/Alternate Experience | X |
| Khandelwal | Sorabh | Assistant Dean, Clinical Science |  |
| 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 | X |
| Lindsey | David | Expert Educator, General Surgery, CT Director- General Surgery |  |
| Liston | Beth | Expert Educator, Hospitalist |  |
| Macerollo | Allison | Faculty Representative & Clinical Track Director, Family Medicine | X |
| Malone | Matthew | Expert Educator, Emergency Medicine | X |
| McCallister | Jennifer | Associate Dean for Medical Education |  |
| 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 | X |
| Shirilla | Nicole | Expert Educator, Internal Medicine | X |
| Splinter | Ansley | Co-Director, Advanced Competencies/Alternate Experience |  |
| Start | Amanda | Director, OCS |  |
| Werman | Howard | Faculty Representative, Global Health | X |
| West | Rebecca | Program Coordinator, AMRCC | X |
| Zamaripa | Kelly | Program Coordinator, AMHBC Mini Internship | X |

## Part 3 Academic Program Committee- Clinical Track Directors

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| Bondurant | Amber | OB/GYN |  |
| Ganith | Rashmi | Preliminary Internal Medicine |  |
| Grieco | Alex | Radiology |  |
| Marshall | Scarlett | Anesthesiology |  |
| Niedermier | Julie | Psychiatry | X |
| Patel | Chirag | Internal Medicine |  |
| Quick | Adam | Neurology |  |
| Rossetti | Allison | IM/Peds | X |
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## Part 3 Academic Program Committee- Student Representatives

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| BenanzeaFontem | Belle | Student Representative, Med 4 |  |
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## Additional Attendees

| **Name** |
| --- |
| Dawn Watson |
| Beth Sabatino |
| Jennifer Davis |
| Anne-Marie Sinay |
| Becca Glowinksi |

## Agenda Items

| **#** | **Agenda Item** |
| --- | --- |
| 1 | Meeting Minutes Approval |
| 2 | Old Business/Announcements/Discussion  -2021 TGME Call for Proposals  -Thank you to Nicki Verbeck for her service  -Thank you to Ansley Splinter for her service  -Away Grade Process |
| 3 | SPB Competency Update - postponed |
| 4 | Part 3 Advanced Competency Proposal; Family Planning and Reproductive Justice |
| 5 | Standing Report |
| 6 | Student Report |

**Item 1: Approval of Meeting Minutes**

# Discussion/Action

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

**Item 2: Old Business/Announcements**

1. Proposals due for Humanism & Healing Conference
2. CGEA – will be held virtual next week
3. The Generalists in Medical Education (Pre-AAMC) Submissions are open until May 17th.
4. Nicki Verbeck will be leaving OCS. Thank you to Nicki for her service.
5. Ansley Splinter will be leaving the Ohio State and moving back to

California. Ansley, in coordination with Meena Khan, has been instrumental in developing the clinical tracks, reviewing advanced competencies and curricular development. Thank you Ansley for all your hard work.

1. There is a Part 3 Expert Educator position opening. N. Kman is presently interviewing for this position.
2. Away grade process was discussed with the Part 3 Coordinators. Only two departments were awarding pass/fail. To be consistent, students will receive the grade awarded by the host site.

**Action:** N. Kman will draft language to be included in the Part 3 Student Handbook and will bring to this committee for review.

1. A. Fernandes announced the TBL in AMRCC on Sexual Assault proposal was accepted for presentation at AAMC.

**Item 3: Part 3 Advanced Competency Proposal; Family Planning and Reproductive Justice**

1. B. Glowinski presented the proposal to the committee.
   1. Reproductive Justice refers to the concept defined by activist and author Loretta Ross.
   2. The focus is to educate and counsel patients in their reproductive health.
   3. This would be a longitudinal experience consisting of 150 hours which includes clinical time, workshops, procedural skills practice, and virtual or in person seminars or other events.
   4. Student capacity would be 7 for the first year with the potential of up to 15 in subsequent years.
   5. Students will also work with Dr. David Sovic at the Drake Institute.
2. Discussion regarding concerns on the appearance of inequity since there is not equivalent curricular options for groups who hold other opinions; having an elective sponsored by a student group; politicizing electives. Suggestion to remove affiliation to the student group in the syllabus, change the word “Justice” in the title to “Health” and add an alternative reading on abortion and contraception.

**Action:**  The committee will vote electronically with the following options, Approve as submitted, Approve with the alteration of title, dropping the sponsorship and changing Justice to Health, or reject the proposal.

**Item 4: Standing Report**

1. Follow Up from March report – Duty hour violation at site and course level was answered in error per the student. Emergency Medicine has addressed violations and noted in Vitals.
2. Late Grades – 3 AMRCC grades and 2 Anesthesiology grades are past due from block 10; 3 other grades were entered but not approved.

**Item 5: Student Report –** No students present

**Round Table Discussion**

Discussion regarding compiling grades at the end of the year for the University Honors Designation which has been problematic due to the tight timeline.

**Action:** The Coordinators will work with leadership on a proposed solution.

The Ohio State University College of Medicine

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

Presiding Chair: Nick Kman, Part 3 Academic Program Director  
Minutes Recorded by: Laura Volk, Program Manager  
Date: 6/21/2021  
Location: Zoom  
Call to Order: 4:02 PM  
Adjourned: 5:05 PM

# Member Attendance

| **Last Name** | **First Name** | **Role** | **Present** |
| --- | --- | --- | --- |
| Cohen | Dan | Associate Academic Program Director, Part 3 | Present |
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| Cunningham | Lisa | Faculty Representative, Surgery, Colorectal Surgery | Present |
| Curren | Camilla | Director, Longitudinal Groups | Present |
| Duncan | Philicia | Program Director, Applied Health Systems Science | Not present |
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| Scherzer | DJ | Expert Educator, Pediatrics | Not present |
| Shirilla | Nicole | Expert Educator, Internal Medicine | Not present |
| Spitzer | Carleen | Faculty Representative, Internal Medicine, Pulmonary and Critical Care | Present |
| Start | Amanda | Director, OCS | Not present |
| Tucker | Angela | Expert Educator, Family Medicine | Present |
| Werman | Howard | Faculty Representative, Internal Medicine, Pulmonary and Critical Care | Present |
| West | Rebecca | Program Coordinator, AMRCC | Not present |
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| Niedermier | Julie | Psychiatry | Present |
| Patel | Chirag | Internal Medicine | Present |
| Quick | Adam | Neurology | Not present |
| Rossetti | Allison | IM/Peds | Present |
| Abouljoud | Moneer | Student Representative, Med 4 | Not present |
| Challa | Nayanika | Student Representative, Med 4 | Not present |
| Geisler | Reed | Student Representative, Med 4 | Present |
| Kopechek | Kyle | Student Representative, Med 4 | Not present |
| Nwodim | Ogechi | Student Representative, Med 4 | Not present |
| Paradkar | Komal | Student Representative, Med 4 | Not present |
| Spieth | Paige | Student Representative, Med 4 | Not present |
| Vitellas | Carol | Student Representative, Med 4 | Not present |
| Yang | Mike | Student Representative, Med 4 | Not present |

## Guests in Attendance

| **Name** |
| --- |
| Allison Beaulieu |
| Amar Bhatt |
| Anne Hinze |
| Beth Sabatino |
| Dawn Watson |
| Melissa Quinn |
| Sonia Mann |

## Agenda Items

| **#** | **Agenda Item** |
| --- | --- |
| 1 | Meeting Minutes Approval |
| 2 | Old Business/Announcements/Discussion   * Part 3 Handbook Updates * LCME Updates |
| 3 | AC in Anatomy |
| 4 | Academic Counseling   * Part 3 Needs |
| 5 | AMRCC Updates |
| 6 | Standing Report |
| 7 | Student Report |

# Item 1, Approval of Meeting Minutes

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

# Item 2, Old Business/Announcements

1. The LCME visit will be virtual. January 24 and 25th will be the mock survey and March 21 and 22 will be the actual review.
2. N. Kman reviewed some changes that have been made to the Part 3 Student Handbook. Of note, Policies and Procedures have more detail on the AMRCC and AMHBC rubrics, what triggers program failure and how away elective grades are determined.
3. Pat Ecklar is retiring effective June 30th.
4. Rebecca West is leaving the Part 3 Program to go to the James for a clinical research position.

# Item 3, AC in Anatomy

1. M. Khan and M. Quinn presented the AC in Anatomy.
   1. Med 4s would teach dissection to the Med 1s.
   2. Can be taken as a 2 or 4 week elective.

# Item 4, Academic Counseling – Part 3 Needs

1. A. Hinze inquired about what specific needs the Med 4 students have.
   1. Assist students who do not pass the AMRCC or EM exams.
   2. Writing personal statement and CV for residency applications
   3. Faculty can remind students during mid-month feedback about the counseling resources available.

# Item 5, AMRCC Updates

1. P. Ecklar reviewed the AMRCC End of Year Survey
   1. 167 Students completed the survey.
   2. Obstacles included losing the first block of the year as well as offices closing or moving to Telehealth due to COVID. Functionality in Vitals vs Carmen has been an issue as well.
   3. Positive comments referenced the TBLs, and the NA meeting participation.

# Item 6, Standing Report

1. One Duty hour violation reported on Ortho Sub I. Follow up will be provided at the next meeting.
2. No late grades or other learning environment issues were reported.

# Item 7, Student Report

1. Discussed AMRCC organization with A. Fernandez
2. Most students are studying for Step 1 and getting ready for ERAS
3. Would like information regarding virtual interviews and possible locations for these. A. Grieco informed the students we do have rooms in Graves and Meiling that can be used but may be tight since some of the rooms may be in use. Faculty will seek out additional spaces

The Ohio State University College of Medicine

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Minutes Recorded by: Laura Volk, Program Manager  
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Location: Zoom  
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Adjourned: 5:15 PM

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| Rundell | Kristen | Associate Unit Director, AMRCC Chronic Care | Not present |
| San Miguel | Christopher | Associate Unit Director, AMHBC EM | Present |
| Schaffernocker | Troy | Program Director, AMHBC | Not present |
| Scherzer | DJ | Expert Educator, Pediatrics | Not present |
| Shirilla | Nicole | Expert Educator, Internal Medicine | Not present |
| Spitzer | Carleen | Faculty Representative, Internal Medicine, Pulmonary and Critical Care | Present |
| Start | Amanda | Director, OCS | Not present |
| Tucker | Angela | Expert Educator, Family Medicine | Not present |
| Werman | Howard | Faculty Representative, Global Health | Not present |
| Zamaripa | Kelly | Program Coordinator, AMHBC Mini Internship | Present |
| Bhatt | Amar | Anesthesiology | Not present |
| Bixel | Kristin | OB/GYN | Present |
| Ganith | Rashmi | Preliminary Internal Medicine | Not present |
| Grieco | Alex | Radiology | Not present |
| Niedermier | Julie | Psychiatry | Present |
| Quick | Adam | Neurology | Not present |
| Rossetti | Allison | IM/Peds | Present |
| Sevov | Claire | Internal Medicine | Present |
| Abouljoud | Moneer | Student Representative, Med 4 | Not present |
| Challa | Nayanika | Student Representative, Med 4 | Not present |
| Geisler | Reed | Student Representative, Med 4 | Not present |
| Kopechek | Kyle | Student Representative, Med 4 | Not present |
| Nwodim | Ogechi | Student Representative, Med 4 | Not present |
| Paradkar | Komal | Student Representative, Med 4 | Not present |
| Spieth | Paige | Student Representative, Med 4 | Present |
| Vitellas | Carol | Student Representative, Med 4 | Not present |
| Yang | Mike | Student Representative, Med 4 | Not present |

## Guests in Attendance

| **Name** |
| --- |
| Beth Sabatino |
| Becky Scherzer |
| Dawn Watson |
| Jennifer Davis |

## Agenda Items

| **#** | **Agenda Item** |
| --- | --- |
| 1 | Meeting Minutes Approval |
| 2 | * Vaccine Requirements * Kristin Bixel taking over as OB/GYN Clinical Track Director * Kelly Zamaripa moving on to College of Engineering |
| 3 | Part 2 Delayed Starts and Part 3 Credit |
| 4 | Dissemination of LO’s and Assessment to affiliate sites |
| 5 | Flex Planning for ADA accommodations |
| 6 | Standing Report |
| 7 | Student Report |

# Item 1, Approval of Meeting Minutes

1. Minutes from the August meeting were reviewed and approved

# Item 2, Old Business/Announcements

1. NCH and MCHS require our students to be vaccinated as of October 1st. Students are documenting their status in Castle Branch. There is no exemption for NCH, but MCHS has a religious and medical exemption.
2. Kristen Bixel is the new OBGYN Clinical Track Director replacing Amber Bondurant. Thank you Dr. Bondurant.
3. Thank you to Kelly Zamaripa who is leaving the COM and going to the College of Engineering.

# Item 3, Part 2 Delayed starts and Part 3 credit

1. There has been an increase in students unable to pass the NBME practice exam. As a result, it could delay their start into Part 2 which also affects their entry into Part 3.
2. Part 3 was asked to look at Advanced Competencies that are available to Part 1 students. This would allow students who need additional time the opportunity to participate in a course providing some advanced credit.
3. A USMLE Committee has been convened and will review this and other options.

Discussion regarding allowing some clinical experiences or creating a “prep” course. A point was made if this is a growing problem the College needs to take a deeper look at the root cause.

**Action Item:** N. Kman and L. Volk will identify appropriate courses that are available in July and August with seat counts.

# Item 4, Dissemination of Los and Assessments to affiliate sites

1. The LCME mandates that the COM disseminates the learning outcomes and assessment processes to our affiliate sites.
2. We also need to confirm that an adjunct faculty appointment is assigned to those preceptors outside of OSU. This should be reviewed twice per year.

# Item 5, Flex Planning for ADA accommodations

1. N. Kman reviewed the ADM updates approved by MICRO.
   1. Students with pre-existing or chronic conditions can request a flex plan.

**Action item:** Part 3 will draft a form appropriate for the Med 4 year and submit to the COM.

# Item 6, Standing Report

1. One late grade reported for AMRCC. A. Fernandes will reach out to the preceptor as this is a recurring theme with the site.
2. Leaning Environment Follow Up; The respect issues with EM reported at last month’s meeting is being addressed.
3. Duty hour Follow Up: Three of the four students reported they stayed of their own accord. They were reminded of the duty hour policy and that a violation can jeopardize our accreditation. Still waiting on a response from the fourth student.

# Item 7, Student Report

1. Most students are working on their ERAS application.
2. N. Kman mentioned that faculty are helping with personal statements and LOR’s and should get those done ASAP.

The Ohio State University College of Medicine

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

Presiding Chair: Nick Kman, Part 3 Academic Program Director  
Minutes Recorded by: Laura Volk, Program Manager  
Date: 11/15/2021  
Location: Zoom  
Call to Order: 4:05 PM  
Adjourned: 5:00 PM

# Member Attendance

| **Last Name** | **First Name** | **Role** | **Present** |
| --- | --- | --- | --- |
| Cohen | Dan | Associate Academic Program Director, Part 3 | Present |
| Cunningham | Lisa | Faculty Representative, Surgery, Colorectal Surgery | Not present |
| Curren | Camilla | Director, Longitudinal Groups | Present |
| Duncan | Philicia | Program Director, Applied Health Systems Science | Present |
| Fernandes | Ashley | Program Director, AMRCC | Present |
| Hazen | Stephanie | Program Manager, AMHBC Emergency Medicine | Present |
| Horgan | Mike | Program Manager, Evaluation and Assessment | Present |
| Khan | Meena | Co-Director, Advanced Competencies/Alternate Experience | Present |
| Khandelwal | Sorabh | Assistant Dean, Clinical Science | Not present |
| Kopechek | Jack | Director, Education Portfolio | Not present |
| Lacuesta | Nannette | Associate Program Director, OhioHealth | Not present |
| Leung | Cynthia | Director, Evaluation and Assessment, CT Director-EM | Present |
| Lewis | Kristen | Associate Unit Director, AMHBC Mini Internship | Present |
| Liao | Nancy | Expert Educator, Pediatrics, CT Director-Pediatrics | Present |
| Lindsey | David | Expert Educator, General Surgery, CT Director-General Surgery | Present |
| Liston | Beth | Expert Educator, Hospitalist | Not present |
| Macerollo | Allison | Faculty Representative & Clinical Track Director, Family Medicine | Not present |
| Malone | Matthew | Expert Educator, Emergency Medicine | Present |
| McCallister | Jennifer | Associate Dean for Medical Education | Not present |
| Myers | Michelle | Program Manager, Longitudinal Components | Not present |
| Patel | Chirag | Co-Director, Advanced Competencies/Alternate Experience | Present |
| Rundell | Kristen | Associate Unit Director, AMRCC Chronic Care | Not present |
| San Miguel | Christopher | Associate Unit Director, AMHBC EM | Present |
| Schaffernocker | Troy | Program Director, AMHBC | Present |
| Scherzer | DJ | Expert Educator, Pediatrics | Present |
| Shirilla | Nicole | Expert Educator, Internal Medicine | Not present |
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| Vitellas | Carol | Student Representative, Med 4 | Not present |
| Yang | Mike | Student Representative, Med 4 | Not present |

## Guests in Attendance

| **Name** |
| --- |
| Beth Sabatino |
| Dawn Watson |
| Jennifer Davis |
| Kelly-Ann Perry |
| Rich Pinkerton |

## Agenda Items

| **#** | **Agenda Item** |
| --- | --- |
| 1 | Meeting Minutes Approval |
| 2 | Old Business/Announcements/Discussion   * Welcome Stephanie Hazen, AMHBC EM Coordinator & UME Program Manager * Welcome Sophia Kennedy, AMRCC Program Coordinator * CGEA Call for Abstracts * The 2021 Generalists in Medical Education Conference * AC in Ethics Abstract submitted by A. Fernandes, C. Thiele, S. Wilson, & OSU grads C. Newkirk and C. Thompson accepted at IAMSE 2022 * IAMSE22 Call for Post |
| 3 | Part 3 Knowledge for Practice CLOs |
| 4 | Tagging CPAs & DOCs |
| 5 | Sharing CLOs, PxDx, and Assessments for Clinical Teaching |
| 6 | Standing Report |
| 7 | Student Report |

# Item 1, Approval of Meeting Minutes

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

# Item 2, Old Business/Announcements

1. Stephanie Hazen is the new AMHBC EM student coordinator and UME Program Manager.
2. Sofia Kennedy has accepted the AMRCC Program Coordinator position. She will begin on November 22nd.
3. Deadline for CGEA submissions is tonight.
4. The 2021 Generalist in Medical Education meeting has already occurred but keep it in mind for future attendance.
5. IAMSE call for Abstracts due 12/1.

# Item 3, Part 3 Knowledge for Practice CLOs

1. N. Kman reviewed the KNP CLOs.

Discussion on which CLOs should map to Part 3 and where.

# Item 4, Tagging CPAs & DOCs

1. CPA and DOC tagging in Vitals needs to be completed by January.
2. Unmapped items were identified by each program

**Action Item:** L. Volk & B. Sabatino will review for CEOs still not tagged to assessments.

# Item 5, Sharing CLOs, PxDx, and Assessments for Clinical Teaching

1. N. Kman reviewed a draft document that will be shared with teaching faculty identifying the CLOs, required clinical encounters, assessments, and the absence policy for students.
2. AMHBC and AMRCC will have separate documents and will be set up as an attestation in Vitals.
3. B. Sabatino showed the mock-up in Vitals and how it will work.
4. Discussion on frequency of notification and reminders.

**Action Item:** AMHBC and AMRCC will finalize their respective documents.

# Item 6, Standing Report

1. Grades due October 29th were on time. Five off cycle away elective grades were late between 1 and 3 days.
2. Learning Environment; Safety/supervision concerns were identified in Endocrinology and EM. EM has completed the follow up. Endo will be reported on at the next meeting. Four respect issues were identified in Anesthesiology (3 Ross ICU and 1 Anes Advanced Elective). Follow up will be provided at next meeting
3. Duty hour: One violation reported for an Orthopaedic Sub I. Follow up will be provided at next meeting.

# Item 7, Student Report

1. No updates. Most students are on flex and interviewing.

# Round Table Discussion

1. Discussion regarding decompressing the 4 week EM rotation into 8 weeks which would allow more flexibility for students scheduling interviews.

**Action Item:** C. San Miguel will write up a proposal for the committee to review.

**Next Meeting will be held December 20, 2021**