The Ohio State University College of Medicine
Executive Curriculum Committee

Meeting Minutes
Date: 11/19/13  Location: 1187 Graves Hall

Presiding Chair: Stanley Martin, MD  Call to order:  4:00pm
Minutes recorded by: Angela Miles  Adjourned:  5:10pm

Member attendance

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

Agenda items
Item 1, Approval of minutes
Item 2, LCME Process/Self Study Summary
Executive Curriculum Committee Agenda

Item 1, Approval of last meeting’s minutes
Presenter: Dr. Stanley Martin

Discussion

1. The meeting minutes from October 22, 2013 were reviewed by the committee and approved with recommended changes.

Item 2, LCME Process/Self-Study Summary
Presenter: Dr. Ruberg

Discussion

1. Dr. Ruberg presented the LCME reaccreditation process for the medical education program at OSU-COM.
2. There are 131 LCME standards that we are expected to meet.
3. LCME review process consists of completion of a comprehensive database, an independent student analysis as well as a site visit.
4. There are 5 areas (Institutional Setting; ED; Med student group; Faculty Group; Educational Resources) that are analyzed for the Self-Study Summary and the data is compiled to a single report of 35 pages.
5. Documents will be submitted to LCME site visit team by December 15.
6. Please see attached report.

Action Items
LCME UPDATE

Robert L. Ruberg MD
Faculty Accreditation Lead

Faculty Council Meeting – October 23, 2013
ECC Meeting – November 19, 2013
College Assembly – November 20, 2013
Executive Cabinet Meeting – November 25, 2013
LCME UPDATE

LCME = Liaison Committee on Medical Education

Members: AMA

AAMC

Accredits: Medical Education Programs
LCME Accreditation Standards

131 standards organized into 5 categories:

- Institutional setting (IS)
- Educational program (ED)
- Medical students (MS)
- Faculty (FA)
- Resources for the educational program (ER)

Contained in *Functions and Structure of a Medical School* (May 2012)

**NOTE:** Standards are being completely revised for 2014
The LCME Review Process

- Completion of a comprehensive database
  - Index year = 2102-2013
- Performance of a detailed, critical internal analysis of our medical education program
  - Overall outcome is a set of institutional strengths and problem areas/challenges
- Independent Student Analysis
- Site Visit
Our Timetable:

- OSU notified May 2012 of time for Site Visit
- Committees appointed July 2012; data entry in progress
- Complete Database entries: January 4, 2013
- Subcommittees complete self study questions: May 31, 2013
- Section narratives completed: July 31, 2013
- Summary report completed: October 31, 2013
- Database submitted to Survey team: December 16, 2013

*Mock site visit:* February 23-25, 2014

*LCME Site Visit:* March 23-26, 2014
Self-study Structure

- Committees are organized around the five sections of F&S with an executive (steering) committee
  - Including: faculty (full time, community), administrators, staff, students, residents
- Each committee reviewed the relevant sections of the database and answered questions that are linked to specific standards
  - Overall outcome is a set of institutional strengths and problem areas/challenges
- The steering committee creates a self-study summary document
LCME Update

Our Working Groups

Institutional Setting – E. Funai
Educational Program for the MD Degree – D. Clinchot
Medical Students – J. Lynn
Faculty – R. Bornstein
Education Resources – T. Bahn

Independent Student Survey – D. Wieser, B. Schnedl
Strengths:

- New competency based, integrated, “state-of-the-art curriculum
- Strong internal resources for academic, career and personal counseling
- New Admissions strategies to improve diversity in classes; improved percentage of women faculty members
- Establishment of the Center for Faculty Advancement, Mentoring and Engagement
Strengths:

- High rate of student satisfaction with the OSU educational program
- New state-of-the-art teaching and clinical facilities
- Sustained above average scores on national examinations
Areas for Improvement:

- Student Debt: need to continue to increase scholarship dollars
- Student Mistreatment: we are below the national average but still need to do better
- Adequate facilities but some are aging
- Satisfactory clinical resources but increasing local competition for clinical sites
- Continuous quality improvement in clerkships (e.g., OB/Gyn)
Additional materials for ECC to review:
- Independent Student Analysis
- Individual Self Study reports: IS, ED, MS, FA, ER
- Graduation Questionnaire
- ?? Database
LCME UPDATE

Issues for ECC to consider

- Regular monitoring of latest LCME revisions
- Periodic review of continued compliance with LCME standards—should we have an “LCME Compliance Officer?”
- Consider complete review of OSU curriculum when “new” (revised) LCME standards are issued
Questions?