Curriculum Committee Meeting
September 12, 2019
12:00 – 1:30 p.m.

1. Minutes from the August meeting were reviewed. A motion was made to approve the minutes. The motion was seconded, and all were in favor.

2. M1 Updates
   a. Dr. Tucker provided faculty with updates regarding the M1 year.
      i. M1 students are completing 2nd week of the Foundations module.

3. M2 Updates
   a. Dr. Baston provided faculty with updates regarding the M2 year.
      i. Tomorrow is the Hem/Onc summative exam.
      ii. First three modules of M2 are the most dense and difficult. Students seem to be managing well.

4. M3/M4 Updates
   a. Dr. Buchanan provided faculty with updates regarding the M3/M4 years.
      i. A few M3 students are struggling to adjust to M3 year.
      ii. Step 2 scores are strong.

5. Curriculum Committee Extras:
   a. Dr. Baston updated faculty about the order that Hem/Onc and MBB modules passed through committees.
   b. Heme/Onc MDT passed with changes at previous month’s meeting. Today, the updated MDT was made available for faculty to review.
   c. The new IPM Coordinator, Lacey Cooper, was introduced.

6. Research Summer Elective
   a. Shannon Ellis and Dr. Chosed presented their ideas for a summer research elective and asked for feedback.
   b. The anticipated start date for the elective was May 18th; however, due to OSCEs, Dr. Pace requested that the start date be moved to May 26th.
   c. Criteria for student participation was set at successfully passing the M1 year.
   d. Based on faculty feedback, revisions will be made to the proposal and then will be brought back to the next Curriculum Committee meeting.
7. IPM 1 Course Documentation
   a. Dr. Pace presented the IPM1 Change Form, End of Module Report, Assessment Plan and FAVOR Link.
   b. This year’s change to IPM1 is the addition of FAVOR.
   c. Dr. Wright mentioned that there would be modifications of targets for the Assessment plan. Provided that these modifications return to PEAS for reapproval, they are accepted today.
   d. A motion was made to approve the module with the current changes. The motion was seconded, and all were in favor.

8. SF1 Course Documentation
   a. Structure Function I MDT, Change Form, Syllabus, and End of Module Report were presented.
   b. There were no significant changes made to the module for AY 2019-2020.
   c. A motion was made to approve the module with the current changes. The motion was seconded, and all were in favor.

9. M3/M4 Course Documentation
   a. Gyn Onc, NYPSY, OB, and High-Risk AI clerkship change forms were presented.
   b. Changes were to add an additional site for OB/GYN, incorporate a journal article presentation for GynOnc, allow the same shift hours for residents and students who elect to work in the Psych emergency department for NYPSY, and update language to module objectives for High-Risk AI.
   c. A motion was made to approve the change forms in block. The motion was seconded, and all were in favor.

10. Vertical Integration
    a. Suna Elkhider updated faculty on the progress of the vertical integration process.
    b. Procedural training was added as a topic as well as Lifestyle Medicine.
    c. Cardiovascular and Pediatrics mapping are completed.
    d. Suna inquired about topics faculty would like to have mapped. A reminder will be sent out to ask committee members to provide topics they wish to be mapped.
    e. Currently, key words are not searchable in the MDT. New key words will be added.

11. Standard Syllabus Template
    a. Amanda Hurley presented the M1/M2 Syllabus template. She explained that the goal of the template is to make language among syllabi consistent since these documents serve as contracts with students.
    b. Once a year, the syllabus template will be reviewed to ensure that all current material will be valid for the next academic year.
    c. A motion was made to approve the template. The motion was seconded, and all were in favor.

Attendees: Baston, Emerson, Buchanan, Pace, McPhail, Chosed, Grier, Tucker, Dendy, Griffeth, Swetenburg, Oliver, Towell, Buckner Baultrippe, Elkhider, Hurley, Ellis, Farris Wright, Best, Scoles