

**UPSOM Curriculum Committee
Minutes of the 504th Meeting
August 19, 2024**

Jason Rosenstock, MD, Chair
Bill Yates, PhD, Vice-Chair

Business of the Curriculum Committee on August 19, 2024

Motion	Vote Tally	Approved?
Approval of Meeting Minutes from 8/05	10 Yes, 0 No	YES
Mapping and Integration Subcommittee Mandate Revision	11 Yes, 0 No	YES
Approval of Bridges Subcommittee Mandate	12 Yes, 0 No	YES
Approval of Nominations Subcommittee	13 Yes, 0 No	YES

Voting Members Present: A. McCormick, MD, FAAP; B. Yates, PhD; B. Spataro, MD, MS; B. O'Donnell, MD; G. Null, MA; H. Hohmann, MD; J. Waxman, MD, PhD; J. Rosenstock, MD; M. DeFrances, MD, PhD; M. Schmidt, PhD; M. Rahman, MS2; P. Drain, PhD; R. Schuchert, MD; R. Maier, MD, MA; S. Herrle, MD, MS; V. Agarwal, MD

Ex-Officio Members Present: A. Gonzaga, MD, MS; B. Piraino, MD; C. Pettigrew, EdD; E. Ufomata, MD, MS; L. Borghesi, PhD; R. Buranosky, MD, MPH

Invited Colleagues and Guests: A. Brown, MD; A. Clark, MD; A. Serra, MD, MPH; B. McIvor, MD, FASA; C. Isitan-Alkawadri, MD; C. Newman; G. Perez, MD; G. Cooper, PhD; J. Maier, PhD, MD; K. Scott, MA; K. Maietta, MPPM; T. Bui, MD; S. Templer, DO, FACP, FIDSA; W. Walker, PhD

All members and guests remotely participated.

Dr. Rosenstock opened the meeting at 4:00PM.

Curriculum Committee members voted to APPROVE meeting minutes from 8/05.

Standing Subcommittees

CCES: CCES continues to meet weekly. Key highlights include:

- (1) **Bioethics Program:** Discussions on a joint program for students to earn a master's in bioethics without losing time in their studies. This program is led by Lisa Parker.
- (2) **Diversity in Standardized Patient Program:** Ongoing discussions about diversity, with Dr. Reed Van Dusen set to provide updates on efforts to diversify the program.
- (3) **Absence Management:** Development of an appeal process for unexcused absences to better handle unique circumstances, supporting Lisa Borghesi and Raquel Buranosky in the absence request process.
- (4) **Policy Creation:** Revising the policy on curriculum-related policy creation to ensure the Curriculum Committee remains the primary authority, aligning with LCME requirements. Further discussion will follow once the language is finalized.

CCQI: Gregory Null provided an update from the Continuous Quality Improvement (CQI) team:

- (1) **Feedback Friday Sessions:** The team has resumed Feedback Friday sessions with first- and second-year students, focusing on the "Introduction to Being a Physician" and anatomy for first years, and continuing with second-year sessions.
- (2) **School-Administered Surveys:** The CQI team is collaborating with other departments to analyze feedback from surveys on topics such as the functioning of the Office of Medical Education (OMED)

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and Student Affairs.

LCME: Regular updates will be given will at each Curriculum Meeting: Greg Null discussed the Independent Student Analysis (ISA), a student-run survey required by the LCME. The survey includes 75 questions covering various aspects of the school. In the upcoming year, the school plans to run the entire ISA as part of its self-study process. We also discussed:

(1) **Changes to the ISA:** Recent changes to the ISA format now use an agree/disagree scale instead of a satisfaction scale. This shift aims to provide more actionable feedback by focusing on whether adequate resources and opportunities are available, rather than on satisfaction levels.

(2) **Impact of ISA Changes:** The team is interested in how these changes will affect survey responses and plans to use the new format in our upcoming school-administered surveys. They hope this will provide clearer insights and help prepare students for future surveys. Null invited further discussion on these updates and shared plans to involve curriculum committee representatives in developing survey questions.

**Mapping and Integration
Subcommittee Mandate Revision**

Katie Maietta discussed the revisions to the mandate of the Mapping and Integration Subcommittee, emphasizing significant changes influenced by national trends and institutional goals for curriculum delivery. Previously focused on content themes, the subcommittee will now concentrate on educational program objectives and subject areas taught and assessed throughout the curriculum. The goal is to ensure adequate coverage, prevent unnecessary repetition, and address inquiries about the curriculum. The revised subcommittee will include faculty members from different phases of the curriculum, staff from the Office of Medical Education (OMED) involved in curriculum mapping, representatives from the standardized patient program, IT staff with expertise in learning management systems, and student representation. The subcommittee aims to improve curriculum mapping, ensure proper labeling of curricular activities, and provide a searchable and accessible system. This includes analyzing program objectives, supporting faculty in the mapping process, reviewing curriculum for gaps and redundancies, and responding to internal and external queries, especially from regulatory bodies like LCME. Katie emphasized the critical role of IT staff in making the curriculum map searchable and accessible, underscoring the need for technical expertise in instructional design and learning management systems. Dr. Jason Rosenstock and others encouraged faculty and students interested in curriculum mapping to participate in the subcommittee, highlighting the importance of their involvement in fulfilling the committee's mandate.

Curriculum Committee members voted to APPROVE the Mapping and Integration Subcommittee Mandate revision.

Bridges Subcommittee Mandate

Drs. Jason Rosenstock and Raquel Buranosky discussed updates to the subcommittee focused on the "Bridges" phase of the curriculum. The subcommittee is being renamed to better reflect its focus on supporting the curricular components of the Bridges phase, which consists of the curricular time between the Clerkships phase and entry into residency. The subcommittee's purpose now explicitly includes helping students transition to graduate medical education (GME), not just monitoring curriculum components. The leader of the subcommittee does not have to be a Curriculum Committee (CC) member, but at least one CC member is required to participate. The subcommittee will focus on integration within the curriculum, particularly with new components like the diagnostics course, Advanced Longitudinal Clinical Experience (ALCE), Boot Camp and threads. Continuous quality improvement (CQI) is a key goal.

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The subcommittee will meet annually with third- and fourth-year student representatives from the Curriculum Committee to facilitate communication and feedback. Individual courses will present their reports to the subcommittee, which will then summarize and present these in their segment review to the full committee, streamlining the reporting process. The subcommittee will formalize work that has been happening informally to support transitions from the third year through to the first 6-12 months of internship, ensuring continued engagement with graduates.

Curriculum Committee members voted to APPROVE the Bridges Subcommittee Mandate revision.

**Nominations Subcommittee
Mandate**

Drs Jason Rosenstock discussed updates to the Nomination Subcommittee's mandate. The subcommittee is responsible for developing a slate of candidates for committee membership during elections, which occur every few years. It identifies qualified candidates, organizes the election process, communicates with candidates, and collaborates with the Executive Subcommittee on membership numbers. Dr. Jake Waxman, the previous leader, has stepped down, and a new leader is needed. The updated mandate specifies that the subcommittee does not require two Curriculum Committee members; having one member and a lead from the committee is sufficient. The subcommittee does not need to be large; a small, efficient group can handle its tasks effectively. The subcommittee aims to ensure a diverse slate of candidates for committee roles. The subcommittee reports annually to the full committee and recommends candidates for election. The modest revisions to the mandate were put to a vote. Future sessions will address updates for other subcommittees, including the Executive Subcommittee, Clerkship Directors, and Resource Subcommittees.

Curriculum Committee members voted to APPROVE the Nominations Subcommittee Mandate.

The next meeting is on Monday, September 16 at 4PM. Dr. Rosenstock closed the meeting at 4:30PM.

Respectfully submitted by Michelle Sergent, recording secretary.

Curriculum Committee members voted to APPROVE meeting minutes on 9/16.