Meeting Date: August 17th, 2022
Time: 4:00 – 6:00 p.m.
Meeting Location: Zoom
Approval: September 21st, 2022
Recorded By: Amy Rose

Attendance

Present = X, Absent = 0

Faculty Voting Members

Chamberlin, Mary (Clinical - Medicine)	0	**Boardman, Maureen** (Preclinical & Clinical- Family Medicine, Community Preceptor Rep)	X	**Pelligrini, Vin** (Department of Orthopaedics)	X	**Crockett, Sarah** (Clinical-Emergency Medicine)	X
Hanissian, Paul (Preclinical & Clinical- Obstetrics and Gynecology)	X	**Hartford, Alan** (Clinical-Medicine)	X	**Hofley, Marc** (Clinical – Pediatrics)	X	**Homeier, Barbara** (Preclinical- Pediatrics)	X
Matthew, Leah (Clinical-Family Medicine)	X	**Myers, Larry** (Preclinical- Medical Education)	X	**Black, Candice** (Department of Pathology and Laboratory Medicine)	X	**Guthiknoda, Kiran** (Department of Anesthesiology)	X
Saunders, James (Clinical-Surgery)	0	**Sorensen, Meredith, Chair** (Clinical-Surgery)	X	**Thompson, Rebecca** (Clinical – Neurology)	X		

Student Voting Members
Year 1

TBD		**TBD**		**TBD**		**TBD**	

Year 2

Fong, Justin	X	**Gil Diaz, Macri**	X	**Maosulishvili, Tamar**	X	**Thomason, Helen**	X

Year 3

Carhart, Briggs	X	**Fitzsimmons, Emma**	X	**Thomson, Chris**	X	**Xu, Jane**	X

Year 4

Banerji, Sarah	0	**Cheema, Amal**	X	**Hanley, Meg**	X	**Morris, Linda**	X

MD/PhD

Emiliani, Francisco	0	**Zipkin, Ronnie**	X	**Keim, Abigail**	X	**Reiner, Timothy**	0

Non-Voting Members

Albright, Amanda (Instructional Designer)	X	**Borges, Nicole** (Chair, Dept. of Medical Education)	X	**Chimienti, Sonia** Senior Associate Dean for Medical Education	X	**Dick III, John** (Clinical - Associate Dean Clinical Curriculum)	X
Eastman, Terri (Preclinical - Director, Preclinical Curriculum)	X	**Eidtson, Bill** (Director, Learning Services)	0	**Fountain, Jennifer** (Assessment)	0	**Holmes, Alison** (Associate Dean, Student Affairs)	X

Jaeger, Mikki (Registrar)	X	**Kerns, Stephanie** (Director, Biomedical Libraries)	X	**Lyons, Virginia** (Preclinical - Associate Dean Preclinical Curriculum)	X	**McAllister, Steve** (Director, Educational Technology)	X
Barbour, Nancy (Director, Assessment & Evaluation)	X	**Mullins, David** (Associate Dean, Biomedical Science Integration Chair, Geisel Academy of Master Educators)	0	**Pinto-Powell, Roshini** (Associate Dean, Admissions)	X	**Reid, Brian** (Associate Director, Educational Technology)	0
Ricker, Alison (Clinical - Director, Clinical Curriculum)	X	**Rose, Amy** (Program Manager, UME Affairs)	X	**Cameron, Justine** (Director, Accreditation & CQI)	X	**Shaker, Susan** (Preclinical- Manager)	0
McBride, Lisa (Associate Dean, Diversity, and Inclusion)	X	**Weissburg, Paul** (Associate Dean, Evaluation and Assessment)	0				

Student Non-Voting Members **Diversity and Inclusion & Community Engagement (DICE)**					
Tersio, Isabelle					
Vice Chairs for Academics – Student Government					
Thomson, Chris	X	**Morris, Linda**	X		

Former MEC Student Members – Student Government			
Guest(s)			
Campbell Levy, MD	**Andrew Crockett, MD**	**Franklin Corea-Dilbert**	
Beatriz Fernandes			

Call to Order

Meredith Sorensen, MD Chair – Medical Education Committee

Meredith Sorensen, called the meeting to order at 4:02 pm.

Announcements

Meredith Sorensen, MD
1. Welcomed new MEC members
   o Dr. Lisa McBride, Associate Dean for Diversity, Equity and Inclusion
   o Justine Cameron, Director of Accreditation
   o Dr. Barbara Homeier & Dr. Alan Hartford – confirmed for a 2nd term
   o Dr. Jim Saunders – new role of Faculty Council Liaison
   o Dr. Candice Black, Dr, Mary Chamberlain, Dr. Kiran Guthikonda and Dr. Vin Pellegrini – new faculty voting members

2. Dr. Sorensen reviewed the MEC voting procedures along with each category on the MEC agenda. The overarching goal of the MEC cadence is to have a discussion and then have vote at the following meeting, rather than having a discussion and vote at the same meeting.

Approval of Meeting Minutes

Meredith Sorensen, MD

Approval of June 2022 meeting minutes.

> *Chris Thomson made a motion to approve the June 2022 MEC meeting minutes. The motion was seconded by Alan Hartford. The motion passed with 1 abstaining.*

Student Issues & Feedback

No student issues were brought to the meeting.

Consent Agenda

1. Advancement & Promotion Policies Vote – Dr. Sonia Chimienti
   - Dr. Chimienti reviewed the UME Task Force for Student Conduct and Academic Progress processes. Two separate policies came from the task force – Professional Standards and Conduct Board (PSCB) and Academic Progress Committee: student advancement/promotion.

> *Chris Thomson made a motion to endorse the Academic Advancement & Promotion Policy and the Professional Standards and Conduct Board Policy, Seconded by Macri Gil Diaz. The motion was passed by a unanimous vote.*

Old Business

1. MEC Restructure - Subcommittee Membership – Dr. Meredith Sorensen

    Common structure of each subcommittee

    - Leadership model: co-chairs (one voting faculty; one dean or equivalent)
    - 6 voting faculty
    - 4 student representatives (two votes)
    - Faculty Term Limits: 3-year term; can be renewed once
    - Student Term Limits: TBD
    - Quorum = 5 votes
    - Nominations by self or others; confirmation/election by MEC

Phase 1 Subcommittee	Phase 2 Subcommittee	Phase 3 Subcommittee
-Co-chairs: faculty (voting) + Associate Dean of Preclinical Education (non-voting) -3 course directors -2 faculty at large -4 student reps (M1, 2, 3, 4) → 1 preclinical (Phase 1) vote → 1 clinical (Phase 2/3) vote	-Co-chairs: faculty (voting) + Associate Dean of Clinical Education (non-voting) -3 clerkship directors -2 faculty at large -At least one member of the committee should also have a presence in Phase 3 -4 student reps (2 votes – one from M3, one from M4)	-Co-chairs: faculty (voting) + Phase 3 Director -1 representative from AAM -1 Sub-I director -1 Capstone theme director -1 Preclinical faculty -1 faculty rom electives/selectives/sub-I -1 faculty at large -4 student reps (2 votes)

We will vote on the subcommittee charges during the September 2022 MEC meeting.

> *Barbara Homeier made a motion to approved the presented membership structure, Seconded by Macri Gil-Diaz. The motion was passed by a unanimous vote.*

New Business

1. Medical Student Pathways – Macri Gil-Diaz

    - **Background:** The idea of creating pathways of distinction for students was discussed during the education working group planning for the strategic plan. There are very few physicians who graduate from LCME-accredited medical schools who can provide care utilizing medical Spanish.
    - **The Proposal** – develop, implement and pilot a longitudinal Medical Spanish Pathway at Geisel.
        o Students with an advanced level of Spanish will graduate with the certification and clinical skills to provide care to patients fully in Spanish.
        o Students with language proficiency at a high school level will graduate with confidence in their ability to utilize basic medical phrases in communication with their patients, improving the establishment of clinical rapport.
    - **Pathway Overview**
        o Enrollment requirements – The pathway is designed for students with at least a high school level of proficiency with the Spanish language and culture. More advanced Spanish-speaking students will be eligible for additional experiences in the pathway, with the option of certification of proficiency in clinical settings.
        o Format – 4-year framework to facilitate curricular and extracurricular opportunities
        o See curriculum at glance below for an overview of the pathway by curricular phase
    - **Discussion**
        o Pre-work – need to review lottery with students in this pathway so they are able to map out their core clerkships to prioritize away rotations on sites with a high Spanish-speaking population.
        o Flexibility in Phase 2 & 3 requirements - It might be more realistic to require 1 core clerkship rotation on site with a high Spanish-speaking population rather than 2 core clerkship rotations.
        o Future expansion of pathway to include students that are not proficient in Spanish.
            ▪ Trying to partner with Beepboop, a service that provides live sessions in Spanish.
        o Admin support for the program will initially come from UME central team.
        o The pathway requires a significant amount of extracurricular time, how do we ensure that students do have the time to dedicate to the pathway. How do we address students that could be struggling with the core curriculum, would the student continue in the pathway or exit?

Curriculum at glance

Elements	Phase 1	Phase 2	Phase 3 (At least 1)	Optional
Classroom	• Medical Spanish Enrichment Opportunity (Fall) • 2 Preceptorship visits with preceptor serving Spanish-speaking patients	• Canopy Medical Spanish course • Bilingual Fluency Assessment for Clinicians (BFAC)	• Medical Spanish clinical elective (@Lawrence)	• National Interpreting Certification
Community	• Attend 2 Project Salud clinics • 2 Preceptorship visits with preceptor serving Spanish-speaking patients	• 2 core rotations on a site with a high Spanish speaking population • *Potential:* Family Medicine rotation – Lawrence MC	• Sub-I in Spanish-speaking country <u>or</u> Spanish-speaking community in US	• Interpreting opportunities for Project Salud patients outside of clinics
SIM/OSCE	• 1-2 Sim Clinics with Spanish-speaking patients • Be a standardized patients for SIM clinics in Spanish	N/A	N/A	N/A
Other opportunities	• Rassias weekend Immersion program • Lawrence Medical Center field trip • Attend LMSA conference once at minimum (M1 year)	• Contributions to Anki deck • Other scholarly work related to the pathway, student choice	N/A	• Connections to Spanish-speaking small trips, interpreting or medical opportunities
Geisel recognition	*N/A*	*N/A*	• *ERAS application and MSPE for residency* • *Diploma notation/certificate for completion and ceremony*	

Briggs Carhart made a motion to accept the Medical Spanish Pathways Proposal, with a modification in the Phase 2 requirement, shifting from 2 to 1 core clerkships at a site with high Spanish speaking population. Seconded by Chris Thomson. The motion was passed by a unanimous vote.

2. Career Advising QI – Dr. Alison Holmes

- Dr. Holmes presented the work being done by the career advising QI group. CiM is working with preclinical and clinical education departments to make sure time for required sessions is protected time and doesn't come up against exam times.
- Dr. Holmes reviewed the enhance CiM curriculum for each phase including the connections with the coaching program, expanding the workshop series and group/team advising sessions. Students suggested some additional workshop topics which have been added.
- Shadowing/Research – would like to add protected time to help with the challenges students face when scheduling shadowing. Are there ways to add some time in the preclinical curriculum where there could be unbooked time with course work to engage in shadowing/career exploration and research.
- There are 6 professional development days built into the curriculum, but students are struggling with scheduling issues.

3. Calendar Process – Mikki Jaeger

- Current process- centralized process that is approved by SADME

- New process - for 2023-2024 calendar
    - Start earlier
    - Utilize the new MEC subcommittees
    - Each Phase subcommittee with have a Calendar Lead
    - Calendar Leads bring the framework back to the MEC Phase subcommittees for feedbacl/comments
    - Want to get the calendar finalized no later than October (earlier if possible)

- Why Modify the Calendar process
    - Empower new MEC Phase subcommittees to review and modify the calendar
    - Increase efficiency
    - Likely to improve adherence to timelines
    - Allow students more lead time for planning
- Proposed Calendar Committee members

    - Registrar/Associate Registrar
    - Director/Assistant Director of Financial Aid
    - Associate Dean for Preclinical Education (Calendar Lead of MEC Phase 1 preclinical curriculum subcommittee)
    - Director of Preclinical Curriculum
    - Associate Dean for Clinical Education (Calendar Lead of MEC Phase 2 clinical curriculum subcommittee)
    - Director Clinical Curriculum
    - Associate Dean for Integrations
    - Director for Phase 3 (Calendar Lead of MEC Phase 3 clinical curriculum subcommittee)
    - Associate Dean Student Affairs
    - Director Student Affairs
    - Senior Associate Dean for Medical Education

- Proposed Calendar Process/Schedule

June	Annual brief meeting of the Calendar Committee to outline major requested changes
July	Curriculum associate deans/directors work with Students Affairs to draft initial calendars based on major requested changes from across UME
	Registrar and Financial Aid determine term start and end dates based on drafts and federal guidelines regarding term length
	Draft calendars sent to Calendar Leads per schedule (by 7/31)
August	MEC Phase subcommittees review and provide feedback, then Calendar Leads send back to Calendar Committee by 8/31
September	Calendar Committee reconvenes, makes modifications based on feedback
	Calendars approved by 9/30

Ongoing Business

- CITI Training
- Phase 2 review

Future Meetings

MEC meetings are the 3rd Wednesday of each month from 4:00 – 5:30 p.m.
- September 21st, 2022
- October 19th, 2022
- November 16th, 2022