Committee on Medical Education Minutes

1. The April 10th Minutes were reviewed, corrected, and approved.

2. Comments from the Chair
   CME will be reviewing surveys and USMLE tends.

3. Comments from the Vice Dean for Medical Education
   The Vice Dean reported that work continues on planning the new medical school building. The architect is adjusting the plans according to the budgetary reality. As a result, the new building will require some adjustments to the curriculum, including anatomy.

   The Vice Dean expressed her enthusiasm for the new forms of pedagogy that new technologies will make available. Both Cisco and Apple recently presented some forms of new technology. Cisco discussed the possibilities that 3D printing will be bringing while Apple discussed the role of technology. Metrohealth currently has a grant for a 9 week elective to look at how students with disabilities could use technology to get through medical school.

4. Comments from Student Representatives
   There were no comments.

5. Vote on Request for Programming Time for IT
   CME approved a motion to approve the Request for Programming Time for IT Request Form and send it to Faculty Council for their review and input. All proposed projects will be vetted by CME.

6. Creation of an Educational Technology Committee
   The Vice Dean urged the creation of an Educational Technology Committee, but the subject was tabled until additional members who desired to discuss the issue can attend.
7. Follow Up on Curriculum Governance

Dr. Isaacson and Dr. Padrino continue to revamp the clinical oversight process. The Clinical Oversight Committee will be less broadly represented than the old Joint Clinical Oversight Group but will retain the oversight duties. The necessity of having Clinical Monitoring Committee oversee the specific site clerkship committees is still being discussed.

Dr. Susan Nedorost will be overseeing both UME and GME at UH in July.

8. Follow Up on Curriculum Quality Improvement Process

CME approved a motion to approve the creation of the Program Evaluation and Assessment Committee.

PEAC will report to the CME on a regular basis and will be included on the standing agenda.

9. The Certificate for Clinical Informatics will be discussed at a future meeting.

10. There was concern that there are issues with the MD OMFS degree, specifically that the fourth year of residency might not be absolutely necessary for these students, as they do not need to interview or to enter the match. It was decided to ask the School of Dental Medicine about this.
Attending
Dr. Keith Armitage
Dr. Devra Becker
Dr. Lynda Montgomery
Dr. Susan Nedorost
Dr. Susan Padrino
Dr. Kent Smith
Dr. Patricia Thomas
Dr. Amy Wilson-Delfosse
Kathleen Blazar
Irene Medvedev
Daniel London
Gloria Tavera
Stuart Zeltzer
Yifei Zhu

Bart Jarmusch, Recording Secretary
Programming Time Request (new applications, updates, additions)

Academic Computing

Case School of Medicine, CCLCM, Dental School of Medicine

Form is intended for projects that will take more than 75 IT hours or have a School-wide impact.

Date submitted:___________________

Department Name:______________________________________________________________

Requestor Name:______________________________________________________________

Network Case ID:____________________________

Phone:____________________________

Application Name (existing project):____________________________________________

New: Yes___ No____

Why is the project being done (how it will benefit School of Medicine):

____________________________________________________________________________

Description of what needed:

____________________________________________________________________________

Number and Type of users affected:______________________________________________

How success will be measured:__________________________________________________

Proposed Due Date (completion of project by IT team):____________________________

Signature of Requestor:______________________________

Signature of Supervisor:______________________________

Signature of Academic Computing Director (Academic Computing signature confirms understanding of project and request):______________________________

Approval of IT Review Committee:______________________________________________
To be completed by Academic Computing before starting project:

Estimated time (# of hours) to complete the project:______________________________

Estimated annual cost of hours to maintain project once implemented:_________________

Additional expenses (sw purchase...):______________________________________________

Programmer(s) working on the project:______________________________________________

To be completed by Academic Computing after IT project completed and implemented:

Actual Date Project completed by IT and requestor notified:____________________________

Start Date of using this project by user:______________________________________________

Actual time needed to complete this project:________________________________________

Reason for delay (if any):

To be completed after IT project completed and implemented by user:

User feedback (is this project achieved its goal):

Is additional work required in future?
Curriculum Governance

Basic Science Education Committee
Research Committee
Assessment Committee

Curriculum Steering Council (College Track)

Clinical Oversight Committee
Clinical Monitoring Committee

CCF CEC
UH/VA Comm
MetroHealth Comm

Dean
Committee on Medical Education

Blue = University Track
Yellow = College Track
Green = Combined

WR2 Curriculum Committee
Program Evaluation & Assessment Committee
Educational Technology Committee

Block Leaders 1-8
FCM (Foundations in Clinical Medicine)
Student Research Committee

Program Evaluation Committee
Student Assessment Committee
Program Evaluation and Assessment Committee (PEAC)

Purpose:
The role of the Program Evaluation and Assessment Committee is to provide quality control and improvement for the curriculum, through careful monitoring of program evaluation data and periodic review of courses, clerkships, blocks and years of the curriculum. PEAC will report its findings and recommendations, including recommendations for policy, to the Committee on Medical Education.

PEAC internal review of the curriculum will include:

a. Logical sequencing of the various segments of the curriculum, ensuring the developmental progression of content delivery.
b. Content that is coordinated and integrated with and across the academic periods of study (horizontal and vertical integration).
c. Methods of pedagogy and student evaluation that are appropriate for the achievement of the school’s educational objectives.
d. Review and update policies related to curriculum and student assessment.
e. Evaluating program effectiveness by outcomes analysis, using national norms and accomplishment as a frame of reference.
f. Monitoring content and workload in each segment/block/course/clerkship, including the identification of omission and unwanted redundancies.
g. Reviewing the stated objectives of individual courses and clerkships to assure congruence with institutional educational objectives.

Membership:
(Insert membership of the Program and Assessment Committees)

- Chair appointed by the Vice Dean for Education
- Director, Office of Assessment and Evaluation
- CCLCM representative
- Two at large clinical faculty members
- Two at large basic science faculty members
- Student Representatives (2nd, 3d and 4th year)
- Associate Dean for Curriculum, Assistant Dean for Basic Science, Assistant Dean for Clinical Science and Assistant Dean for Medical Student Research should have non-voting membership.

Meetings:
Meetings will occur 1-2 x per month as determined by the Chair.

Communication with Other Committees:
PEAC will report monthly to the CME, including new reviews and follow-up of previous recommendations. CME will vote to approve, modify or not approve recommendations from PEAC and record these votes in the minutes of CME.

1 Approved by the Committee on Medical Education, April 24, 2014
The Chair of PEAC will have membership in the Curriculum Committee as well as the Vice Dean for Medical Education Leadership Council.

**Changes to these Bylaws:**

These bylaws may require future modification; if so, changes to these bylaws should be presented to the CME for approval.
Clerkship Directors

Clinical Monitoring Committee

Reports Action Plans to PEAC

2-3 year Review by PEAC

CME Approves PEAC Report

Clinical Chairs

Clerkship Directors prep report & action plan annually

Course Eval & CAS data compiled by OCA

Curricular Affairs Posts Action Plans on Website

Clerkship Implementation