Course-Clerkship Administrators Committee
Meeting Notes

Meeting Date: FEBRUARY 06, 2020 **Meeting Time:** 12 – 12:30 – Course 12:30 - 1PM - Clerkship		**Meeting Location: iTLC-A**

MEETING SCHEDULE		
• FEBRUARY 06, 2020 • MAY 07, 2020 • AUGUST 06, 2020 • NOVEMBER 5, 2020		

Course	Clerkship		
Ayala, Justin* Bishop-Jodoin, Maryann* Elliott, Deborah* Eressy, Carly* Masoud, Jennifer Nunes, Sonia* Pellegrino, Debra* Pierce, Tina* Santucci, Michelle Schmeidler, Maxine* Sweeney, Michael* Zollo, Christina	Burnham, Colleen* Colwell, Kristen Graceffa, Sue Holmes, Lois* Johns, Madeline Lavergne, Marilyn Leger, Deb Morrissey, Karen Rayla, Karen* Schmeidler, Maxine* Smith, Benjamin	Snell, Cindy Sulyma, Rebecca Vigeant, Christine*	**OTHER** Delaney, Andrea (IT)* Fischer, Melissa (OUME)* Roll, Stephen (IT) Welker, Jean (OUME)* Westfort, Michael (IT)* Yalamanchili, Abhi (IT) **GUESTS** Petrain, Ross (IT)*

Item #	Presenter	Comments/Meeting Notes

1	Group	**Introductions**
		New members of the OUME (since our last meeting);
		• Jean Welker (August 2019) – supports calendaring, OASIS, NBME Chief Proctor (or equivalent under new terminology)
		• Sonia Nunes (November 2019) – supports the Learning Communities, POP & supplemental support to DCS1/2
		
		New member of Academic Instructional Design & Technology team;
		• Ross Petrain (November 2019)
		   ○ Supports all of the applications that AIDT supports
		   ○ Working on Independent Learning modules for the Curriculum ReVolution initiative
		
		New member of PURCH team;
		• Kristen Cowell - UME coordinator and clinical coordinator working mainly with clerkships – Kristen.Cowell@baystatehealth.org

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2	Melissa Fischer	**Curriculum ReVolution**
		
		Initiative is a part of the 5-year plan for the institution, led by the Dean. Changes are aimed to be implemented by 2021. There are many moving parts, but some of the most relevant to our group are as follows:
		
		• Curriculum in courses and clerkships jointly will transition into more independent learning modules for a larger amount of course content → this process has begun in a handful of pilot courses during AY19-20
		    o The pilot implementation has run in a cycle of collaboration, creation, testing, feedback, and redevelopment to finalization. It has been determined the full cycle takes roughly 3 months to complete.
		    o Selected courses/clerkships will be contacted and scheduled 3-6-9 months in advance in order to allow fast turnaround and efficient implementation
		    o These modules will be standard across years and be supported by AIDT in collaboration with course faculty and staff
		
		• Reorient the preclinical curriculum from the current 'two-pass' format to a 'one-pass' format. 'Two-pass' meaning the first year consists of all body systems/organ blocks and their normal function, and the second year consists of all body systems/organ blocks and their abnormal function. 'One-pass' meaning all body systems/organ blocks would be covered in a sequential order, with all normal and abnormal content taught simultaneously.
		
		• Standardization of scheduling; potential for all required sessions to be on specific days of the week (2 – 3 days) and all other content on specific days of the week
		
		• Discussion of these principles began at the EPC Retreat, held January 2020. Given not all members of the UMMS community were able to attend, the initial notes are being posted online for others to review and provide feedback on. Administrators are encouraged to participate in this review if they did not attend the EPC retreat. Once this more inclusive feedback is collated, working groups will be established to begin implementation of changes.

3	Melissa Fischer / Andrea Delaney	**BBL Course Materials & Management** Andrea Delaney & Gail March Cohen have established a standard template as well as best practice methodology for maintaining course websites in BBL. This applies to both courses and clerkships. They will work with individual groups to review their pages and make suggestions for better alignment institution-wide (i.e. all preclinical courses should be generally the same and all clerkships should be generally the same). Courses/clerkships will review with Andrea & Gail via one-hour workshops (with more support available if needed). The schedule for this initiative will begin with the OSD course then turnover into the clerkships, followed by fall semester preclinical courses. The goal is to standardize all pages by the start of the next AY (for clerkships in May 2020, courses in August 2020). Each group will be contacted individually to schedule their workshop.

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4	Melissa Fischer / Jean Welker	**Changes to NBME Exam Process** The NBME has altered their language, i.e. titles for certain roles. Therefore, UMMS has implemented the following changes: • Executive Chief Proctor = Sonia Chimienti • User Account Administrator = Jean Welker (equivalent to the role of chief proctor) Justine Cameron from OSA will be generating proctor training materials and running proctor training sessions. The OUME will continue to order exams for the preclinical courses, and clerkship administrators will continue to order their own exams.
5	Melissa Fischer / Jean Welker	**Clerkship Information in OASIS calendar** Currently the OASIS calendar exists for the third year but is only being utilized to identify the start and stop dates of each block. The OUME would like to expand the utilization of this calendar feature to include more clerkship-specific information. This may include pre-scheduled curriculum days/sessions, OSCEs, shelf exams, etc. The goal is to give students a better idea of what they are doing in each clerkship so that they may submit their planned absences (30 days in advance). Clerkship administrators will be asked to send Gail March Cohen information about their scheduled curriculum. Required pieces of information are TBD and will be requested via email.
6	Group	**General Feedback/Questions** • AEHR – Academic Electronic Health Record For those who are unaware of this tool, it is an online environment which mirrors EPIC, populated with fictional patient information/cases for academic use. All students have access which is established during their first year. Students with login issues should contact the Clinical helpdesk at 508-334-8000. Most common issue is a password reset, mandated after a period of non-use. Students will need to know their student ID number, which can be found in PeopleSoft. IT is working on a standardization of PIN # for all students; this has not yet been implemented. In the meantime, there are three potential PIN 'hints' → last four digits of SSN, phone number, or student ID #. • Change in Absence Policy for clerkships A new Absence Policy for the clinical years has been drafted and presented to the EPC. It will be voted on and likely implemented beginning in March 2020. Once this policy is in place, we will have the Office of Student Affairs attend this meeting to answer questions.