



Curriculum Oversight Subcommittee Minutes

Tuesday, May 25, 2020
2:00 p.m.
Webex

Attendees: Alison Haynes, Brian Kerr, David Stokes

Topic	Details	Action Items and person responsible
Introduction and Welcome		
Agenda review - Review for Conflict of Interest - Confirmation of Agenda	No conflicts No additions to the agenda	
Review and approval of prior minutes and action items	Minutes approved	
1. Phase 1 Curriculum	Curriculum Change Requests reviewed: Minor objective changes approved and updated in track sheet.	Alison: Inform faculty of approvals. David: Update in CBlue for the next academic year.
2. Phase 2 Curriculum	No Curriculum Change Requests to review	

Our Vision: *Through excellence, we will integrate education, research and social accountability to advance the health of the people and communities we serve.*



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	<p>Discussed the request from the UGME leadership team regarding adding a due date to assignments (this would be relevant for all phases).</p>	<p>COS: Update each other as this discussion progresses through other meetings.</p>
<p>3. Phase 3 Curriculum</p>	<p>Curriculum Change Requests reviewed:</p> <p>Minor objective changes approved and updated in track sheet. There was some discussion regarding a title change request and ensuring that it was in line with the other related sessions.</p> <p>Major change for MSK discussed and recommended to move forward to the Phase 3 Management Team.</p> <p>Dr. Pullman expressed a concern to us regarding the completion of assignments. Once the students have completed the minimum number of assignments to pass the HELM portion of the course, the some of the students stopped completing the assignments. This will be looked at by SAS.</p>	<p>Alison: Inform faculty of approvals. Confirm title change recommendation with Dr. Paradis.</p> <p>David: Update in CBlue for the next academic year.</p> <p>Alison: Forward the major curriculum change to the Phase 3 Management Team for review.</p> <p>COS: Update each other as this discussion progresses through other meetings.</p>



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4. Phase 4 Curriculum	<p>No new update for EPA 14. This is moving along as planned.</p> <p>No new update on the collection of objectives for the academic half-days for the core rotations.</p>	Brian: Continue the collection of the objectives from the other disciplines.
5. Professionalism Independent Learning Modules	Reviewed and discussed the Professionalism Independent Learning Module developed by the Office of Professional Development. COS supports the addition of the module and will bring it to the attention of Stephanie Atkinson the faculty lead for the Physician Competencies IV course.	Alison: Send email to Stephanie Atkinson for her review and feedback
6. Objectives Review	Document has been created of potential sessions to link to each new MCC. The UCL's will be asked to review to see if they can identify any further sessions that should be linked to these new MCC's.	Alison: Send email to UCL's for their feedback before the fall.
7. UCL Academic Advising	This was discussed and supported at the UGME leadership meeting.	Brian: Finalize the update to the UCL job description.
8. Mandatory Sessions	Further discussions occurred at UGMS as well as the UGME leadership meeting. This plan will be implemented and the procedure for missing mandatory sessions will remain the same. This information will be used to help support	Alison: Follow up with Katrin to ensure this is documented on the assessment plans.



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	promotion decisions made by the promotions committee.	Alison: Follow up with UCLs to confirm sessions to be identified as mandatory.
9. COS Terms of Reference and Membership	The Terms of Reference for the Curriculum Oversight Working Group was discussed at UGMS. They will vote at the next meeting.	
10. UCL Meetings	Individual UCL meetings are currently being scheduled/completed and are going well. The UCLs have asked for a one pager on the expectations of faculty teaching in the undergraduate curriculum as well as a video demo of the curriculum content on the UGME website.	COS: Continue scheduling the individual UCL meetings COS: Keep on the radar to have completed for the fall.
11. Accreditation Updates	There are no new tasks for COS for accreditation. We will likely have to review some of the responses for the DCI when ready.	
12. Next Meeting	June 29, 2021 at 1PM	