CEPC Meeting Agenda
05:00 PM - 06:30 PM
11/10/2021

CHAIR:
Dr. Irene Alexandraki, MD, MPH, FACP

VOTING MEMBERS:
Colby Genrich, MD; Fatima Gutierrez, MD; Fuhrman Brad MD; Houriya Ayoubieh, MD; Jessica Chacon, PhD; Niti Manglik, MD; Osvaldo Padilla, MD; Patricia Ortiz, MD

EX-OFFICIO:
Beinhoff Lisa PhD; Busey Blake, MS; Ellis Linda S, MD; Francis Maureen, MD; Hogg Tanis, PhD;

STUDENT REPRESENTATIVES:
Rowan Sankar MS1 (Voting); Nick Malize MS1 (Ex Officio); Shaffer Whitney MS2 (Voting); Rereddy Rohan MS2 (Ex Officio); Tran Daniel MS3 (Ex Officio); Palvadi Karishma MS4 (Voting); Ratnani Runail MS4 (Ex Officio)

INVITED/GUESTS:
Brower, Richard, MD, FAAN; Christiane Herber-Valdez, EdD; Martin, Charmaine, MD;

APPROVAL OF MINUTES
Minutes will be attached.

ANNOUNCEMENTS
Presenter(s): Dr. Alexandraki
- Curriculum revision cycles
Presenter(s): Mirjana Babic
- Pre-Clerkship phase review
<table>
<thead>
<tr>
<th>ITEMS FROM STUDENT REPRESENTATIVES</th>
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<tbody>
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<th>ITEM I DISCUSSION ABOUT SITAC</th>
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<tr>
<td>Presenter(s): Dr. Alexandraki</td>
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<th>ITEM II THE ANNUAL EVALUATION REPORT</th>
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<td>Presenter(s): Dr. Harindranathan</td>
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<td>o The Annual Evaluation Report</td>
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<tr>
<th>ITEM III CLERKSHIP DIRECTORS – UPDATE</th>
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<tr>
<td>Presenter(s): Dr. Francis</td>
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<td>o Clerkship directors update</td>
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<tr>
<th>OPEN FORUM</th>
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<th>ADJOURN</th>
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CEPC 11/10/2021
MEMBERS IN ATTENDANCE:
Brad Fuhrman, Charmaine Martine, Colby Genrich, Fatima Gutierrez, Houriya Ayoubieh, Irene Alexandraki, Jessica Chacon, Lisa Beinhoff, Maureen Francis, Nick Malize, Osvaldo Padilla, Patricia Ortiz, Richard Brower, Rohan Rereddy, Rowan Sankar, Tanis Hogg

MEMBERS NOT IN ATTENDANCE:
Blake Busey, Linda S. Ellis, Niti Manglik, Whitney Shaffer, Tran Daniel, Palvadi Karishma, Ratnani Runail

PRESENTERS:
Irene Alexandraki, Mirjana Babic, Priya Harindranathan, Maureen Francis

REVIEW AND APPROVAL OF MINUTES
Dr. Alexandraki CEPC Chair
● Having met quorum, the meeting minutes from the September 8, 2021 meeting were voted on and approved as presented.

ANNOUNCEMENTS
Dr. Alexandraki CEPC Chair
● Introduced the new MS1 student representatives.

ITEMS FROM STUDENTS
MS1 - Nick Malize
MS1 - Rowan Sankar
MS2 - Rereddy Rohan
Discussion held regarding:
○ Questions and concerns about the IHD unit. Objectives were linked to the lecture from the last year, which is not taught currently. Dr. Hogg met with MS1 students. Course directors are informed and will follow up regarding the matter.
○ Students expressed that SCI class requires significant time commitment.
○ They appreciated the experiences gathered through service-learning that the course offers.
Student questioned the need for an SCI exam.
- They don’t prefer to have two high-stakes exams e.g. SCI and SPM in the same week.
- Students would like that one exam is removed.
- Dr. Hogg stated that this can be discussed during pre-clerkship review, and that course directors will seek for the solution.
- Students will continue this discussion with Dr. Hogg and Dr. Rosenthal.

**ITEM I CURRICULUM PHASE REVISION – PRE CLERKSHIP REVIEW**

**Dr. Alexandraki**
- Explained that the need for ongoing CQI process which is also an LCME requirement.
- Due to the pandemic, the review of the pre-clerkship phase was suspended. For that reason, the revision of the pre-clerkship phase must be done during this academic year (2021-2022). This will allow another full cycle of curriculum review (pre-clerkship and clerkships phases and the curriculum as a whole) before the next LCME visit in 2025.

**Ms. Babic**
- Provided a brief presentation about the new revision process.

*Please see attached report*

**LCME Program Manager, OME**
- The newly created course evaluation form will provide a comprehensive revision process that is linked to the LCME standards/elements.
- This review process will help the medical school identify the areas for improvement as part of the ongoing CQI process.

**ITEM II DISCUSSION ABOUT SITAC**

**Dr. Alexandraki**
- Discussion held regarding:
  - The Student Information Technology Advisory Committee Charter (SITEC).
  - The Committee has not been convened in a long time.

MS2 - Rereddy Rohan
- No issues to report. Students are planning to meet with Dr. Hogg.

MS3 & MS4 students
- Not present.
Dr. Alexandraki presented policy and queried members if they would like to revive it. She stated that this could be a momentum to formalize students’ input as the school has recently implemented a new Learning Management System (Elentra).

Dr. Brower provided historical background. He stated that the concept was good.

Dr. Brower queried if the committee should be reestablished at the institutional level since the applications are now shared across the dental and medical school and in some cases, the nursing school as well.

Dr. Brower noted that committee could be also revived within the medical school if there is a significant interest among students.

Dr. Alexandraki will provide an update about the level of interest among students at the next meeting.

ITEM III  THE ANNUAL EVALUATION REPORT

Dr. Harindranathan  Presented AY 2020-21 Pre-clerkship Assessment and Evaluation report

*Please see attached report.

- The report presents an executive summary of trends over the past 4 years.
- Dr. Harindranathan identified strengths, suggested improvements, and recommendations for the following courses: SPM; MedSkills; SCI and Spanish

OPEN DISCUSSION

Dr. Hogg

- Dr. Hogg explained that pandemic negatively impacted the entire curriculum.
- There were many technical issues, particularly with the work case examples.
- Students were burned out throughout the pandemic.
- Many issues have already been addressed e.g. long Fridays were restructured; iRats and tRats were moved into the work case example activities; and 80/20 versus 50/50 iRats tRats.

Dr. Ortiz

- Work Case examples used to be extremely valuable. It is disheartening to hear that they are not perceived in the same way anymore.

Malize (MS1) & Rohan (MS2)

- Explained that it is hard for all 125 students to engage in work case examples.
- The suggested breakout groups could improve this learning experience.
- Work-case examples would also improve if students receive the prep materials about cases before the class session.

### ITEM IV CLERKSHIP DIRECTORS – UPDATE

<table>
<thead>
<tr>
<th>Dr. Francis</th>
<th>Provided an update about changes in the clerkship directors leadership</th>
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</thead>
<tbody>
<tr>
<td></td>
<td><em>An updated list is attached</em></td>
</tr>
<tr>
<td></td>
<td>o Change in Family Medicine: Dr. Chenai Netty will be the new Assistant Clerkship Director replacing Dr. Melissa M. Montoya</td>
</tr>
<tr>
<td></td>
<td>o Changes in Surgery: Dr. John Lawrence will be the new Clerkship Director replacing Dr. Karinn Chambers, and Dr. Grace Ng will be the new Assistant Clerkship Director</td>
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</tbody>
</table>

**Decision:**

- Dr. Ayoubieh moves the motion for approval.
- Dr. Genrich seconds the motion.
- No objections: Motion was approved.

### ADJOURN

Meeting adjourned at 6:30pm.
Pre-Clerkship Phase Review
Process AY 2020/21
A Process to Review the Quality of a Medical Education Course

• LCME requires that schools have an internal CQI process to “ensure effective monitoring of the medical education program’s compliance with accreditation standards” (Barzansky et al., 2015).

• According to the MedEdPORTAL publication “there are currently no guidelines for ideal types of process, structure and outcomes that would indicate a medical school course is high quality” (Moore et al., 2020).

• Based on the available literature, template from the other school, and the current DCI the following process is developed:
Review Process

First part
• Course directors complete their review using the course evaluation form

Second part
• OME receives the evaluation form from the course director(s) and sends it to the respective review team

Final part
• Each team presents their findings and recommendations at the CEPC meeting
Review Process – Form

The course director(s) will have two weeks to complete the form.

Standard 8: Curricular Management, Evaluation, and Enhancement

Element 8.2 Use of Medical Educational Program Objectives

The faculty of a medical school, through the faculty committee responsible for the medical curriculum, ensure that the medical curriculum uses formally adopted medical education program objectives to guide the selection of curriculum content, and to review and revise the curriculum. The faculty leadership responsible for each required course and clerkship link the learning objectives of that course or clerkship to the medical education program objectives.

25. Is each session learning objective mapped to one or more Educational Program Objectives?

YES _____ NO _____

Review the table below.

<table>
<thead>
<tr>
<th>Program Objectives/Competency Domain</th>
<th>Session Objectives</th>
</tr>
</thead>
<tbody>
<tr>
<td>Patient Care</td>
<td>1.1 48397 - For a case of a child with dehydration who has decreased fluid intake relative to usual output, use history and physical exam findings to determine if the child has stomatitis or pharyngitis.</td>
</tr>
</tbody>
</table>

Element 8.8 Monitoring Student Time

The medical school faculty committee responsible for the medical curriculum and the program’s administration and leadership ensure the development and implementation of effective policies and procedures regarding the amount of time medical students spend in required activities.

27. Describe how the time medical students spend in required course activities is monitored. When and how data is collected and to whom the data is reported.
Areas that will be evaluated:

- Course learning objectives that align with educational program objectives and assessment
- Content and delivery
- Grading
- Feedback to students
- Feedback to faculty
- Programmatic evaluation
LCME Standards

• LCME Standard 4: Faculty Preparation, Productivity, Participation, and Policies
• LCME Standard 6: Competencies, Curricular Objectives, and Curricular Design
• LCME Standard 7: Curricular Content
• Standard 8: Curricular Management, Evaluation, and Enhancement
• Standard 9: Teaching, Supervision, Assessment, and Student and Patient Safety
• Standard 5: Educational Resources and Infrastructure
Revision Teams – Volunteers

• Teams – two faculty members (one clinical and one science), member of the Sub-committee on Evaluation Programs and two students.
• Teams should work closely with students to capture their point of view.
• The process may require more than 1-2 meetings prior to completion.
• The form will be provided to assist teams with course review as well.
AY 20-21 Pre-clerkship Evaluation

Priya Harindranathan, Ph.D.
Associate Director of Assessment and Evaluation
Office of Medical Education, PLFSOM
SPM
SPM: MS1 Fall: Units IHD, GIS, IMN

**Suggested Improvements**
- Alignment of learning materials and quizzes with NBME
- Representation of materials emphasized in class and formatives in summatives
- iRAT/tRAT: 50/50 grading instead of a 80/20 ratio
- WCE before iRat tRat, OLM and WCE are redundant, shorten, small groups, exhausting Fridays

**Identified Strengths**
- Scheme presentations
- Self-assessment modules, quizzes, firecracker, OLM, recorded lectures, practice questions

**The course workload was manageable**

**GIS: The clinical presentation schemes contributed to my learning**

**The worked case examples helped me learn the material**

**Experienced offensive or negative behaviors**

(IHD) 13%
SPM: MS2 Fall: Units CSS, END, REP

**Suggested Improvements**

- Materials and formatives to be tailored to NMBE
- Correlation between material emphasized in class/formatives and summatives
- Short, small group WCE
- Schemes: prefer to be taught, was less organized (REP)

**Identified Strengths**

- Switch to NBME from in-house exams
- Scheme presentations, Process worksheets
- Flow in organization of materials, Integrated sessions
- Firecracker quizzes
SPM: Spring: Units HEM, CVR, RNL, MHD

**Suggested Improvements**
- Lectures and formatives to help prepare for summatives and standardized exam
- Representation of materials emphasized in class and formatives in exams
- Balance in workload
- Timely availability of materials

**Identified Strengths**
- Blood smear sessions, small group EKG sessions
- Review sessions
- Schemes
- Practice quizzes

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**The course workload was manageable**
- %Agreement
  - HEM
  - CVR
  - RNL
  - Class of 2021: 97, 69
  - Class of 2022: 96, 96
  - Class of 2023: 89, 87
  - Class of 2024: 89, 87

**The clinical presentation schemes contributed to my learning**
- %Agreement
  - HEM
  - CVR
  - RNL
  - Class of 2021: 94, 85
  - Class of 2022: 91, 85
  - Class of 2023: 93, 93
  - Class of 2024: 87, 82

**The worked case examples helped me learn the material**
- %Agreement
  - HEM
  - CVR
  - RNL
  - Class of 2021: 98, 98
  - Class of 2022: 97, 97
  - Class of 2023: 96, 96
  - Class of 2024: 99, 99

**MHD**
- %Agreement
  - The worked case examples
  - The process worksheets
  - Class of 2020: 77, 88
  - Class of 2021: 77, 93
  - Class of 2022: 77, 95
  - Class of 2023: 79, 84

**Experienced offensive or negative behaviors (offensive remark from faculty, no responses to emails)**
- 3%
Overall, I was Satisfied with the Course

- Testing for knowledge
  - Correlation between content emphasized in classes and formatives and content tested
  - Usefulness of internal assessments and course materials (lectures, quizzes, etc.) in preparation for standardized exams

- Organization
  - WCE implementation: small groups, shorten, avoid redundancy
  - Timely availability of materials
  - Sequence and arrangement of materials in lectures to aid better flow, integration of topics to interconnect ideas, balance in workload
MedSkills: Units IHD, GIS, IMN CSS, END, REP

### Medical Skills was well organized

<table>
<thead>
<tr>
<th>Class of 2021</th>
<th>Class of 2022</th>
<th>Class of 2023</th>
<th>Class of 2024</th>
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<tbody>
<tr>
<td>%Agreement</td>
<td>98</td>
<td>99</td>
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### The course workload was manageable

<table>
<thead>
<tr>
<th>Class of 2021</th>
<th>Class of 2022</th>
<th>Class of 2023</th>
<th>Class of 2024</th>
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<tbody>
<tr>
<td>%Agreement</td>
<td>99</td>
<td>100</td>
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### Medical Skills met the identified learning objectives

<table>
<thead>
<tr>
<th>Class of 2021</th>
<th>Class of 2022</th>
<th>Class of 2023</th>
<th>Class of 2024</th>
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<tbody>
<tr>
<td>%Agreement</td>
<td>98</td>
<td>100</td>
<td>100</td>
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</table>

### The Medical Skills preparation materials helped me learn the material.

<table>
<thead>
<tr>
<th>Class of 2021</th>
<th>Class of 2022</th>
<th>Class of 2023</th>
<th>Class of 2024</th>
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<tbody>
<tr>
<td>%Agreement</td>
<td>97</td>
<td>100</td>
<td>98</td>
</tr>
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#### Suggested Improvements
- More opportunities to practice skills, interact with patients, use of medical equipment
- More SOAP practice and feedback, realistic examples
- Consistency in skills instructions across instructors
- Scheduling issues with split time between two sessions; stay on time schedules

#### Identified Strengths
- Workshops (e.g., colonoscopy and endoscopy, DKA sessions, Fetal hear rate workshops)
- Practice before OSCE and Feedback from Standardized patients
- Organized and well integrated with SPM
- Receptive to student concerns/suggestions
MedSkills: Units HEM, CVR, RNL, MHD

**Identified Strengths**
- Heart Lung sound, US workshops
- SOAP note practice
- Feedback from small group skills session
- Organized and aligned with SPM
- Faculty receptive, quickly addressed student concerns

**Suggested Improvements**
- With STEP 2 CS cancelled what changes can be expected? Consider more time for writing notes, patient encounters, activities
- More clarity on what to expect during patient encounters
- Shorter TBLs
- iRAts tRAts not effective
- Issues with CHAMP calendar, students expected before scheduled time
MedSkills: Recommendations

- Balance in instruction, practice, feedback: more time for self-practice and feedback
- Clarity and consistency in instruction
- Stay on schedule, optimal schedules that allow for self-study time etc.
SCI and Spanish
### Identified Strengths
- Stats content
- Panel discussion topics and guest speakers
- Community Engagement

### Suggested Improvements
- More organization, clear learning objectives
- Reduce length and number of assignments and mandatory sessions scheduled around other exams
- Material tailored to STEP
- Time commitment while preparing for STEP, request for more topics to be covered in year 1
Spanish

The course met the identified learning objectives

The Course workload was reasonable

Course materials supported my learning

Canopy helped improve medical Spanish  77%

Suggested Improvements
- Required deadlines and checkpoints
- Interaction with Spanish faculty; Conversation with real speakers for better retention of information
- Modules based on level of proficiency of learner
- Align modules to content being learnt

Identified Strengths
- Access from anywhere, self-paced
SCI & Spanish: Recommendations

- Deadlines and checkpoints for accountability
- Practice for retention
- Differentiation in instruction and testing based on skill level
- Ease of locating resources
- MS2: material aligned with STEP, sensitivity towards STEP preparation in workload, overlapping scheduling
<table>
<thead>
<tr>
<th>Year 3 Clerkship</th>
<th>Name</th>
<th>Title</th>
<th>FTE</th>
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<tbody>
<tr>
<td>Internal Medicine</td>
<td>Suvarna Guvvala</td>
<td>Clerkship Director</td>
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<td>Charishma Boppana</td>
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<td>Psychiatry</td>
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<tr>
<td>Surgery</td>
<td>John Lawrence (Karinn Chambers once approved by CEPC)</td>
<td>Clerkship Director</td>
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<td>Grace Ng (filling vacant position)</td>
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<td>Family Medicine</td>
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<td>Chenai Nettey (replacing Melissa M. Montoya once approved by CEPC)</td>
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<tr>
<td>Pediatrics</td>
<td>Lynn Hernan (Fuhrman)</td>
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<td>Joanna Wojciechowska (resigned and is pending replacement)</td>
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<td>Year 4 Clerkship</td>
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<td>Surgery Sub I</td>
<td>Alonso Andrade</td>
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<td>Mary Ann Son</td>
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<td>Harold Hughes</td>
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<td>Debabrata Mukherjee</td>
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<tr>
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<td>Arjun Chandran</td>
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<td>Ajay Singh</td>
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<td>Susan McLean</td>
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<tr>
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<td>Anantha Vellipuram</td>
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<td>Michael Parsa</td>
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<tr>
<td>Bootcamp Co-director</td>
<td>Neha Sehgal</td>
<td>0.25</td>
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<tr>
<td>Bootcamp Co-director</td>
<td>Charishma Boppana</td>
<td>0.25</td>
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