

**UPSOM Curriculum Committee
Minutes of the 475th Meeting
March 6, 2023**

Jason Rosenstock, MD, Chair
Bill Yates, PhD, Vice-Chair

Business of the Curriculum Committee on March 6, 2023

Motion	Vote Tally	Approved?
Approval of Minutes from the February 20 meeting	12 Yes, 0 No	YES
Approval of creation of Assessment Subcommittee	TABLED	
Approval of six policy revisions: Scheduling and Calendars, Narrative Assessment, Timing of Academic Procedures, Student Parental Accommodation, Shelf Make-up Exams, USMLE Exams	12 Yes, 0 No	YES
Approval of Absence and Attendance Policy	TABLED	

Voting Members Present: A. Brown, MD; A. McCormick, MD, FAAP; A. Agarwal, MS2; B. Yates, PhD; B. O'Donnell, MD; J. Waxman, MD, PhD; J. Rosenstock, MD; J. Duehr, MS4; L. Carlson, MS1; M. Schmidt, PhD; P. Drain, PhD; R. Maier, MD, MA; S. Truschel, PhD; V. Agarwal, MD

Ex-Officio Members Present: A. Gonzaga, MD, MS; A. Thompson, MD, MHCPM; B. Piraino, MD; C. Pettigrew, EdD; C. Lance-Jones, PhD; L. Borghesi, PhD; R. Buranosky, MD, MPH

Invited Colleagues and Guests: A. James, MD, PhD; A. Clark, MD; A. Shoukry, MD; A. Serra, MD, MPH; A. Young, MLIS; C. Schott, MD, MS, RDMS, FACEP; E. Reis, MD; F. Modugno, MS, PhD, MPH; G. Null, MA; H. Cheng, MD, MPH, MS; J. Suyama, MD, FACEP; J. Maier, PhD, MD; K. Scott, MA; K. Maietta, MPPM; M. Sergeant, MPH; N. Agarwal, MD; Oyin Dosunmu-Ogunbi, MS4; P. Workman, MD; P. Workman, MD; R. Schuchert, MD; R. Van Deusen, MD, MS; R. Peterson, MD; S. Templer, DO, FACP, FIDSA; W. Walker, PhD

All members and guests remotely participated.

Dr. Rosenstock opened the meeting at 4:00pm.

A motion to approve the minutes of the 474th meeting of the Curriculum Committee was brought before the Curriculum Committee. The minutes were APPROVED.

Standing Subcommittees

CCES: Resource Subcommittee met on February 22 and approved funding for POCUS image interpretation for third year medical students. Other discussion points included ROMs projects, policy review, telemedicine space, and student technical standards.

CCQI: CCQI reviewed LCME Standard 8, particularly elements 8.1-8.4. Self-study will begin in the next year.

Social Medicine/DEI Report: No report today.

Content Change

None.

**UPSOM Curriculum Committee
Minutes of the 475th Meeting
March 6, 2023**

Creation of Assessment Subcommittee

Dr. Rosenstock led a discussion on assessment. Within Curriculum Reform, Assessment Working Group recommended the creation of an Assessment subcommittee. In an effort to improve our assessment monitoring, the working group recommended more central control of student assessment with a new Assessment office in the Office of Medical Education. This office will oversee assessment creation, faculty development, question tagging monitoring, and how assessments link to educational program objectives.

To better inform the Curriculum Committee and to strengthen assessment monitoring, Dr. Rosenstock proposed expanding the mandate for the Performance-based Assessment subcommittee to include a wider range of knowledge and performance-based assessments with more frequent reporting to the full Committee. Summative assessment item review, progress testing, and standard-setting would also fall under this subcommittee, and would move to include clinical assessments in the next few years.

Discussion included workload/protected time and administrative support, medical student representation, standard-setting by course/area, software review, remediation highlight and promotions, faculty recruitment and diversity, number of proposed summative assessment within the preclinical segment, and balance of assessment topics determination.

After discussion, the Subcommittee will be led by two faculty with experiences in human-based performance and knowledge assessments. Students should also be added to the Subcommittee. A vote on the new subcommittee was tabled to allow for more time to craft a revised subcommittee mandate, which will be brought to a vote at the next Curriculum Committee meeting.

Policy Revisions

Dr. Rosenstock presented seven policy revisions from Curriculum Reform's Policy Working Group. Policies were updated to include graduate students, changes in timing, and consistency in language and structure. Current policies that need to be aligned for the new curriculum follow here.

***Calendar and Scheduling**

Discussion included in-class, synchronous activities as active learning.

***Narrative Assessment**

***Timing of Academic Procedures**

Discussion included scheduling expectations and changes.

***Student Parental Accommodation**

Discussion included flexibility of attending courses and events during leave, provisions for make-up work, and interpretations of attendance while on leave.

***Shelf Make-up Exams**

UPSOM Curriculum Committee
Minutes of the 475th Meeting
March 6, 2023

*USMLE Exams

*Absence and Attendance

Discussion included unexcused absences, class units for Keystone Fundamentals, conference travel plans, percentages of clerkship month for any missed days, definition of penalty for unexcused absences, language alignment, notification of flex days in clerkships, and flex day stacking and gray areas. Revisions of Absences and Attendances will be brought back to the Committee.

A motion to approve six policy revisions (Scheduling and Calendars, Narrative Assessment, Timing of Academic Procedures, Student Parental Accommodation, Shelf Make-up Exams, USMLE Exams), as discussed, were brought before the Curriculum Committee. The policy revisions were APPROVED.

The next Curriculum Committee meeting is March 20 at 4pm. Dr. Rosenstock closed the meeting at 5:36pm.