

**UPSOM Curriculum Committee
Minutes of the 511th Meeting
January 6, 2025**

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

Business of the Curriculum Committee on January 6, 2025

Motion	Vote Tally	Approved?
Approval of Meeting Minutes from 12/16	10 Yes, 0 No	YES
Approval of the discontinuation of the CCQI Subcommittee	15 Yes, 0 No	YES

Voting Members Present: A. McCormick, MD, FAAP; A. Doshi, MD; A. Slingerland, MS3; B. Yates, PhD; B. Spataro, MD, MS; B. O'Donnell, MD; C. Yanta, MD; E. Egbert, MS1; H. Hohmann, MD; J. Waxman, MD, PhD; J. Rosenstock, MD; M. Schmidt, PhD; N. Chen, MSTP; O. Torres, MD, MS; P. Drain, PhD; R. Schuchert, MD; R. Maier, MD, MA; S. Truschel, PhD; U. Gaffney, MS1; V. Agarwal, MD

Ex-Officio Non-Voting Members: A. Hyderi, MD, MPH; A. Gonzaga, MD, MS; E. Ufomata, MD, MS; R. Buranosky, MD, MPH

Invited Colleagues and Guests: A. Brown, MD; A. Serra, MD, MPH; A. Young, MLIS; E. Reis, MD; G. Null, MA; J. Alexander; J. Maier, PhD, MD; J. Szymusiak, MD, MS; K. Scott, MA; K. Maietta, MPPM; M. Sergeant, MPH, MSL; P. Workman, MD; R. Powers, PhD; R. Peterson, MD; S. Templar, DO, FACP, FIDSA

All members participated virtually

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

Curriculum Committee members voted to APPROVE meeting minutes from 12/16.

Standing Subcommittees

CCES: CCES continues to meet weekly. The following was discussed:

1. **ILS Working Group:** Completed an initial report for the new Bridges curriculum phase (returning to basic science). The Executive Subcommittee will review it on Wednesday, with plans to finalize and present it to the committee for discussion and action planning.
2. **Faculty Educator Hiring:** Progressing in the selection process for new educators (LE'S and CSP'S) for the Foundations curriculum.
3. **Awards:** Reviewed and contributed to the selection process for colloquium and education awards.
4. **Shadowing Issues:** Continued work on resolving previously discussed challenges.
5. **Longitudinal Research Project (LRP):** Advancing a broader review of the LRP as discussed in prior meetings.

Whole Curriculum Review

Gregory Null provided an overview of upcoming activities for the Whole Curriculum Review, emphasizing its alignment with LCME Standard 8.3 on curriculum management. Key points included:

1. **Upcoming Review Sessions:** Three sessions will occur in February and March, focusing on assessing the entire curriculum. Pre-meeting materials will be provided for preparation, with the sessions covering LCME training, phase check-ins (foundations, clerkships, and bridges), and educational program objectives (EPOs).
2. **Process Goals:** The review aims to evaluate curriculum quality, celebrate achievements, identify

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areas for improvement, and create a curriculum work plan. This process supports preparations for the 2027 LCME site visit, prioritizing compliance with LCME standards and demonstrating improvement in curriculum management.

3. **Focus on LCME Standards:** LCME Standard 8.3, previously flagged as unsatisfactory, is a top priority, as it governs curriculum oversight, monitoring, and revisions. The review will ensure adherence to these requirements and address prior deficiencies.
4. **Engagement and Follow-up:** Participation from all curriculum committee members is encouraged to ensure diverse input. Outcomes from the review will guide future actions, with ongoing follow-up at committee meetings.

The review process underscores the importance of meeting LCME expectations to maintain accreditation and improve educational quality.

Formation of CQI Subcommittee &
Discontinuation of CCQI
Subcommittee

Dr. Abbas Hyderi outlined his role as the Faculty Accreditation Lead for LCME (Liaison Committee on Medical Education) and the comprehensive process involved in preparing for the accreditation visit scheduled for March 1–3, 2027. Key points include:

1. **LCME Preparation Timeline:** The accreditation process involves collecting and submitting detailed data, conducting mock visits, and forming self-study committees to ensure preparedness. A "living" data collection instrument (DCI) will guide this process.
2. **CQI (Continuous Quality Improvement) Committee:** This newly formed committee, chaired by Dr. Hyderi, will oversee the evaluation of all 12 LCME standards and 93 elements. Between January and April 2025, it will assess elements for compliance, identify gaps, and make recommendations to accountable standard owners for action. The CQI process will transition to a "steady state" post-2027 to maintain ongoing improvements.
3. **Self-Study Committees:** Following the CQI committee's work, these committees will analyze data and propose improvements to address identified opportunities. This phase will prepare for the accreditation visit by reviewing all standards and elements in detail.
4. **Curriculum and CQI Integration:** Dr. Hyderi proposed merging the existing curriculum CQI (CCQI) subcommittee with the broader CQI committee to streamline functions and accountability. The curriculum committee will retain ultimate authority over curricular decisions, ensuring compliance with LCME standards.
5. **Long-Term CQI Goals:** After the accreditation visit, the school will implement a continuous review cycle, covering all standards and elements every two years to maintain compliance and quality improvements in line with LCME expectations.

These initiatives aim to foster a systematic and sustainable approach to accreditation and quality improvement for the medical school.

Curriculum Committee voted to APPROVE to discontinue the CCQI Subcommittee.

Other Business

Curriculum Colloquium (Thursday, February 6th)

- Theme: AI in Medical Education.
- Dr. Hooman Rashidi is the keynote speaker.
- Participation is expected for Curriculum Committee representatives.
- The agenda will include faculty and student-led workshops and an awards ceremony.
- Title IX training is scheduled on the same day (1:30–2:30 PM).

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Curriculum Committee Charter and Policies

- Charter and other policies approved by the Dean and available on the OMED website.
- Updates include:
 - **Primacy of Curriculum Committee:** Holds ultimate decision-making power over curricular matters.
 - **Entrepreneurship LOAs:** Language added to LOA policy.
 - **Non-Credit Policy:** Limits credits earned outside the School of Medicine to four per year.
 - **Academic Remediation and Observation:** Includes "Pass with Concern" entry; pending further refinement.
 - **Mistreatment and Harassment Policy:** Expanded to include graduate students.

Clerkship Evaluation and Expansion

- New evaluation forms and expanded clerkship durations for surgery and OB (two additional weeks) are being finalized.
- Electronic voting or discussion in February may be required to approve recommendations.

Meeting Format Discussion

- Proposal to revisit in-person meetings, hybrid options, or remaining fully remote.
- Benefits of in-person:
 - Enhanced communication through body language.
 - Opportunities for collaboration.
- Benefits of remote:
 - Convenience and accessibility for off-site members.
 - Easier document sharing.
- Hybrid meetings considered as a potential middle ground but acknowledged challenges in execution.
- For now, the group decided to continue as is, fully remote.

The next meeting is on Monday, February 3rd at 4PM. Dr. Rosenstock closed the meeting at 5:01PM.

Respectfully submitted by Michelle Sergent, recording secretary.

Curriculum Committee members voted to APPROVE meeting minutes on 2/03/2025.