

**UPSOM CURRICULUM COMMITTEE  
MEETING MINUTES  
MARCH 18, 2019**

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

**Members present:** Matt Allen, MS4, Thuy Bui, MD, Ankur Doshi, MD, Peter Drain, PhD, Areeg El-Gharbawy, MD, Giselle Hamad, MD, Joan Harvey, MD, Heather Hohmann, MD, Laurie Knepper, MD, Cynthia Lance-Jones, PhD, John Mahoney, MD, Robin Maier, MD, Brighid O'Donnell, MD, Jonathan Perkins, MS1, Eloho Ufomata, MD, Jake Waxman, MD, PhD, Claire Yanta, MD, Phillip Wagner, MS4

**Invited Colleagues:** John Maier, MD, PhD, Lisa Borghesi, PhD, Joseph Yanta, MD, Evelyn Reis, MD, Mike Elnicki, MD, Joseph Yanta, MD

**Next meeting: Monday, April 1, 2019; 4:00--5:30**

Jason Rosenstock, MD, UPSOM Curriculum Committee Chair convened the meeting at 4:00 PM. This was the 398th meeting of the Standing Curriculum Committee since its first meeting on November 26, 1991.

**NEW BUSINESS – CCQI SUBCOMMITTEE UPDATE**

The report was tabled until the next meeting to allow for more time for data collection and review.

**NEW BUSINESS – MATCH DAY**

Dr. Joan Harvey gave a brief overview of the Match Day results for the Class of 2019 which took place on March 15, 2019. Every senior matched successfully, one-third staying at UPMC programs, and a high proportion going to competitive specialties and consortium residencies. The match serves as a curricular outcome, demonstrating our success as an MD program.

**NEW BUSINESS – SUBCOMMITTEE REPORT: MS4 CURRICULUM**

Dr. Laurie Knepper presented a report on the 4<sup>th</sup> year Elective Curriculum Committee Task Force. The subcommittee consists of six faculty and two student representatives. The subcommittee helps insure high quality in the fourth year of the curriculum through the monitoring of evaluations and outcomes, and through assisting course directors with design and operations. The subcommittee reports to the full CC annually with their overview of the year's curriculum. The responsibilities of the subcommittee are the oversight of all electives, selectives (ILS), acting internships and other curricular activities in the fourth year. In addition, the subcommittee will:

1. Meet periodically with course directors individually and as a group to discuss operations
2. Review course evaluation data and other student input about the year and work with course directors on process improvement
3. Help assess whether UPSOM program objectives are being adequately met by the MS4 curriculum

The UPSOM MS4 year consists of one acting internship (Family Medicine, Internal Medicine, Pediatrics, Surgery), one integrated life science course (ILS), nine electives, two recess/interview periods, and one recess period in the fall. An outline of the enrollment in the aforementioned courses was discussed. It was noted that the two most popular electives were the senior electives in Quality and Patient Safety and Getting Ready for Residency. A review of the elective (Non-AI/ILS) distribution enrollment totals, distribution by period of electives with >20 students enrolled/year, away elective distribution and other electives by period was also presented.

An Elective Task Force Survey was sent to Elective Course Directors that covered the areas of evaluations, grade distribution, the necessity of each elective in each department, an opportunity to add electives and input about how a bridge to residency elective would be formatted for their department. There was a 48% response rate to the survey and the findings showed that 7 electives used supplemental surveys and some had exit interviews. For grading, most electives used the 5-point grading system and most gave high pass and honors. All departments reported that their electives were

necessary and two elective directors are in the process of adding new electives. Some of the electives, mainly surgery, have already formatted a bridge to residency for their department.

Phillip Wagner, MS4, presented findings from his review of student satisfaction surveys about electives. It showed a response rate was 86% for an enrollment total of 135 students for ~1000 electives per year. The electives distribution showed an average enrollment per elective of 9 with a median enrollment of 4. The majority of electives (90%) were rated as outstanding on a 5 point scale. The most common reasons cited for taking specific courses was to satisfy a requirement, fill a gap in education, provide exposure to content/patients that will help future career, rotation in chosen career specialty, to name a few.

There was some misunderstanding in which program (AMPUP or MedHub) is used for the procedure of submitting elective grades. Dr. Knepper said she would reach out to Kathy Scott and elective coordinators for clarification.

The takeaway from the subcommittee's findings were that elective directors can request an end of year report of student evaluations, students choose their electives carefully and choose the period for electives based on residency interviews, grading is a bit liberal and the 4<sup>th</sup> year electives might benefit from including competency based assessments. The final action points were that elective directors should be aware and have access to elective student evaluations, grading should be standardized with final grade electronic submission (students would like an option to choose 5 point vs. pass/fail grades) and students expressed an interest in some electives being two weeks in order to have more exposure and the opportunity to take more electives.

#### **NEW BUSINESS – TASK FORCE: STUDENT PROFESSIONALISM**

Dr. Thompson charged the Curriculum Committee with developing a process to address and manage student professionalism issues. A new task force is being created to look at what UPSOM currently does with addressing student professionalism issues and to develop a structured committee to manage these issues. Faculty interested in serving on the task force should contact Dr. Jason Rosenstock.

#### **NEW BUSINESS – LCME PREPARATION: CENTRAL CONTROL, NARRATIVE FEEDBACK, STRATEGIC PLAN, ETC.**

Dr. Mahoney discussed the preparations and issues relevant to the members of the Curriculum Committee and others that will be participating in the LCME Accreditation process. One of the specific items discussed was the school's strategic plan that encompasses academics, clinical mission, administrative advancement and the building plans. Narrative feedback was revisited and has been an important standard that UPSOM has improved upon since the last accreditation. The LCME cited UPSOM on this issue in 2011. Clerkships continue to document a nearly 100% completion rate for delivery of mid-clerkship feedback and that student satisfaction with this feedback varies from 68-95%. Ongoing clerkship and elective activities include timely grade submission which UPSOM has met the LCME standard. Dr. Mahoney discussed how the central governance mechanism of the curriculum is overseen by the Curriculum Committee. Clerkship student satisfaction with the adequacy of study and storage space is approaching 100% on monthly student and storage space surveys. Student satisfaction has also improved with the lounge spaces. Mistreatment in the learning environment has been addressed through various methods; i.e., faculty training, student education, information cards, reporting mechanisms, evaluations, PAIR (Professionalism Accolade or Incident), etc. Lastly, the ISA indicated that communication among administration was lacking. Designated office hours have been established providing a greater opportunity for students to communicate with administration. Dr. Rosenstock reviewed some of the many accomplishments and actions the Curriculum Committee has taken in the last several years which included:

- protecting student time (Tuesday afternoons)
- continually reviewing all curricular elements to ensure quality
- creating boot camps
- Revising the school-wide learning objectives
- approving electives and AOCs

## **ANNOUNCEMENTS**

Dr. Rosenstock informed the group of an upcoming IAMSE webinar series, *Role of Foundational Sciences in Clinical Years*, on Thursday, March 21, 2019 at Noon in Scaife 351, encouraging members to attend as part of our institutional subscription.

There is an upcoming Academy of Master Educators Seminar Series on Friday, March 22, 2019 at 8:00 am in Scaife 1101, *Debate: Should We Make Medical Students do Service Activities for Clinical Teams Even When the Educational Value is Limited?*

The meeting adjourned at 5:30 p.m. All reports presented were received for filing.

Respectfully submitted by,  
Betsy Nero, Recording Secretary

Approved by:

Jason Rosenstock, MD, Chair Curriculum Committee