



Curriculum Oversight Subcommittee Minutes

Tuesday, April 27, 2020
1:00 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. Discussed the feedback from the Phase 1 course evaluations. After follow up, it was identified that the issue was specifically with physiology. This will be discussed with the	Alison: Inform faculty of approvals. David: Update in CBlue for the next academic year. Allison: Follow up with the Physiology UCL and discuss in the upcoming individual UCL meeting.

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	UCL. The class rep is going to survey the class to provide some specific examples.	
2. Phase 2 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. Follow up with Dr. Harris regarding when to update the objectives.
3. Phase 3 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.
4. Phase 4 Curriculum	Update on the implementation of the new EPA 14 for Social Determinants of Health. This is moving along as planned. Nothing for us to COS action. Discussion and update on the collection of objectives for the academic half-days for the core rotations. Discussed using the APAs to assist in getting this information.	Brian: Follow up with Taryn and APAs on continuing the collection of the objectives from the other disciplines.
5. Objectives Review	Discussion and update on the objective review process. We will continue with the	

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	<p>current process. Allison has sent out emails to the remaining UCLs.</p> <p>Reviewed the new MCC objectives and discussed the best approach to getting them linked to our sessions. It was decided that COS will do an initial match and the UCLs will review.</p>	<p>Alison: Review and create a document of potential sessions to link to each MCC. David and Brian will review and provide feedback.</p>
6. UCL Academic Advising	<p>Reviewed the language for the role of UCLs with academic advising students. The update was added UCL's responsibilities (job description) and will be presented at the next ULC meeting.</p>	<p>Brian: Send Alison the updated document to be so it can be distributed to the UCLs with the meeting agenda.</p>
7. Mandatory Sessions	<p>Discussed the feedback received from the UCLs regarding adding assessment to small group sessions for the purpose of attendance. The feedback was mixed, particularly regarding active participation vs. attendance. Most feedback was leaning towards providing points for those who attended. Discussion will continue on this topic.</p> <p>Since there is no assessments for MedCareers sessions, they will be looking at a student completed certification of attendance.</p>	<p>Alison: Follow up with Katrin regarding grading for attendance. Follow up with Rick and Stephanie with the Physician Competencies and Community Engagement courses.</p>



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<p>8. Schedules</p>	<p>Schedules have been reviewed with a CLSC. They wish to plan as though we are still under COVID restrictions in case it is required. After the review with Community Health, the schedules will be ready to be reviewed with the UCLs.</p>	<p>Alison: Meet with Vivian, Renee, Community Health regarding schedules.</p>
<p>9. COS Terms of Reference and Membership</p>	<p>The Terms of Reference for the Curriculum Oversight Working Group is ready for review and approval by the UGMS.</p>	<p>Brian: Present the COS Terms of Reference at UGMS.</p>
<p>10. UCL Meetings</p>	<p>Individual UCL meetings are currently being scheduled and should be completed within the next two months.</p> <p>Discussed the UCLs who are nearing the end of their term to follow up for renewal.</p> <p>The next UCL meeting is scheduled for May 13, 2021</p> <p>Discussed items to be added to the meeting agenda:</p> <ul style="list-style-type: none"> • elicit feedback on how to improve faculty engagement and increase general knowledge of the curriculum. • In preparation of for accreditation, discuss preparing a short PowerPoint 	<p>COS: Schedule and complete the individual UCL meetings</p> <p>Brian: Review the UCL list Identify those who are out for renewal follow up if necessary.</p> <p>Alison: Prepare an agenda for the meeting.</p>

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	presentation for the UCL's to present at their various disciplines and divisions regarding accreditation, specifically curriculum management.	
11. Accreditation Updates	There are no new tasks for COS for accreditation. We will likely have to review some of the questions for the DCI when ready.	
12. Next Meeting	May 25, 2021 at 1PM	