



Curriculum Oversight Subcommittee Minutes

Monday, April 25, 2022

10:00 a.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	
Matters Arising from the Minutes	<ol style="list-style-type: none"> 1. Alison to distribute curriculum overview to Faculty 2. Brian to set up meeting with ILS for EDI content 3. Alison to follow up with Community Health about Biostatistics assessment 4. Alison to submit curriculum change form to remove MEDITECH / HEALTHeNL 5. Brian to follow up with Dr. Goodridge about urologic history and physicals 6. Alison / Brian to follow up with faculty about new MCC 7. Alison to send COS schedules 	<ol style="list-style-type: none"> 1. Completed 2. Ongoing 3. Completed 4. Completed 5. Ongoing 6. Ongoing 7. Ongoing

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1. Accreditation Update	Brian reported that the accreditation team has yet to provide a schedule for the May 11 follow up.	Brian to keep COS posted.
2. Phase 1 Curriculum	No items to discuss. Recruitment for a new Phase Lead is ongoing.	
3. Phase 2 Curriculum	Major / Minor Curriculum Change Forms were discussed and supported to be moved to Phase 2 Management Team and UGMS.	Alison to bring to Phase 2 Management Team and UGMS. David to update in CBlue when approved.
4. Phase 3 Curriculum	Major / Minor Curriculum Change Forms were discussed and supported to be moved to Phase 3 Management Team and UGMS. Discussed the need to review the curriculum of Phase 4 Preparation Course. This has been modified over the years and has been greatly affected by COVID.	Alison to bring to Phase 3 Management Team and UGMS. David to update in CBlue when approved. COS to follow up with Ashley and Dr. Mike Curran after the current course ends.
5. Phase 4 Curriculum	Discussed the potential proposal from Radiology to have discipline specific EPAs for their elective.	Brain and David will continue consulting with Katrin.

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6. Storage of Curriculum Change Forms	Discuss the need to have a repository/database of all of the Curriculum Change Forms that would be accessible to those who need make changes or review the history of changes.	David to investigate options available to accommodate this repository. David to inquire access to SharePoint / Office 365 Tools
7. Standard Response to Curriculum Changes	Discuss the volume of Curriculum Content Requests received from external sources and the need to have a generic response with instructions on how to search CBlue to be the initial response to these request.	David to update the out-of-date CBlue “How to” document. Brian work on the text of the email response.
8. Individual UCL Meetings	Discussed meeting with the Phase Leads along with the UCLs. Meetings to be scheduled with the individual UCL in May.	Alison to send out email to UCLs to schedule individual meetings.
9. UCL Meeting Agenda for May 12	Discussed items for the UCL Meeting Agenda for May 12	Alison to send out agenda to ULCs.
10. Keep in View	<ul style="list-style-type: none"> Initiate formal review of the Phase 4 Curriculum. 	
11. Next Meeting	Next meeting May 17 th , 1PM	