

Minutes of the meeting of Committee on Educational Policy and Curriculum
SUNY Downstate College of Medicine
March 24, 2011
Seminar Room 2-1

Present: L. Eisner, Y. Anziska, P. Bergold, M. Erogul, J. Libien, R. Ovitch, B. Trauner, S. Hahn, K. Twomey, C. Brunson, M. Lobo, E. Lukovic, R. Singhal

Guest: L. Terracina, M. Feuerman

Minutes of February 24, 2011 meeting were approved.

Dr. Terracina was invited to speak to the committee in regards to approving non credit electives and faculty handbook. Dr. Terracina stated CEPC serves as the voices of the faculty and students.

The CEPC is charged with approving elective. There are electives for first, second, and fourth year students. Third year student can take electives if their schedule permits. She suggested, since the registrar office has the expertise on electives, it would be good idea to add a member of the registrar department to join CEPC as a non-voting member.

Currently there are elective in which attendance is low or the quality of the elective is questionable. At the suggestion of Dr. Terracina, this committee should obtain a listing of all electives from the registrar office to seek information on the attendance and registration stats. A question was asked as to what is the criteria of an elective to remain on file. Dr. Terracina stated a letter is sent to the listed faculty member requesting information in regards to continuing the elective. If the letter is not returned, the elective is dropped. Dr. Eisner stated she will obtain list of all the electives, which will included student attendance, registration status, and information on faculty who are no longer at Downstate. Dr. Libien stated that the former CEPC committee was in the process of requiring faculty members to list goals, objective and assessments of elective because it is a LCME requirement. Dr. Terracina stated going forward; this committee can request this information. With requiring goals, objectives and assessments, it can serve as leverage on weeding out electives. Dr. Terracina pointed out to the committee that this would be a good time to look at all electives since Downstate will be up for LCME accreditation.

Dr. Terracina stated Dr. Supino lecture on research methodology is offered every year for a different audience. Dr. Supino also lectures this course in various colleges. She became involved with these lecture series at the invitation of Frank Barone in support of the first year students, who were applying for the Alumni fellowship for the summer. Alumni Association felt the students did not submit adequate proposals. This course can assist students in writing formal applications and can be posted as non-credit on their transcript.

Not all students have zero experience in research. There are students who have a strong research background, masters or Ph.D in research. These students are welcome to sign up for these electives because it may serve as a “refresher” course.

Dean Terracina stated there may be a need for 4th year students to take electives. These electives are normally non credit and not clinical. The Brooklyn Free Clinic would be considered a non credit and non clinical elective. 4th year students have flexible time in their schedules, therefore can sign up for an elective. These electives do not have time requirements.

Dr. Terracina also suggested seeking input from 4th students on the value of the elective. Dr. Bergold asked Dr. Terracina if there were student evaluations on electives. Her answer was no. She feels students are looking for advice on what might be a good elective or what might be a well rounded program. Dr. Ovitsh stated the curriculum renewal committee suggested each of the specialties, such as dermatology, have a requirement of recommended electives. This list can advise students with making good choices when deciding electives. Dr. Terracina stated this suggestion should be implemented in the current curriculum. Dr. Eisner will speak to Dr. Lawrence in creating a survey from students to get their feedback on electives.

Student Handbook

Dr. Terracina is seeking assistance with the student handbook and COM catalog. May 1st of every year, student handbook is revised. The handbook has certain federal mandated sections that have to be included. The student handbook is printed once a year. Any changes in the handbook are email to the students and posted online. In this handbook, there are policies that will pertain to the new curriculum as well as policies from the old. All policies from the CEPC, Dean's council, steering committee of the curriculum renewal, has to be approved before it is placed in the handbook. The College of Medicine catalog has to be updated as well. The catalog is out of date and one of the requirements from the LCME database is to have a catalog that is current. The college catalog must include the following:

Course descriptions	Semester of when courses will start
Faculty listing indicating the highest degree	Date of faculty appointment

As mention at the last Executive Committee meeting, Dr. Durkin would like to have a research component in the new curriculum. For competitive fields such as Radiology-Oncology, Dermatology or Ophthalmology, research is needed. Dr. Eisner requested feedback from the committee. Dr. Bergold stated there may be a need for grant funding in order to study research.

Electives

Dr. Eisner thanked Dr. Bergold for creating the goggle site for CEPC. This site was created for the committee members to review and post comments on elective before the meeting. On this site, Dr. Eisner posted copies of elective requirements that were compiled from viewing minutes from past years. After reviewing minutes, the overall consensus were the expectation of the elective. She has compiled a list of CEPC concerns based on previous meetings and created a draft of elective requirements. Since the bylaws and minutes from previous meeting have been vague, there is no clear definition of the role of CEPC. Dr. Eisner requested feedback from committee members via email.

Electives

Dr. Supino's electives were approved based on the following:
Electives are non credit and students have to attend 14 out of 18 sessions.

The committee reviewed Dr. Erica Olsen's Emergency Medicine credit elective. The committee questioned if this elective was approved by Dr. Lucchesi. Dr. Eisner will contact his office to get further information.

The committee review Dr. Christina Bloem's Emergency Medicine non credit elective. The committee felt it would be a great elective for students. The course title is Topics in Global Health it is primarily for first and second year students. There are no required prerequisite for this elective. In order for both elective to be approved by the committee, they have to be verified by Dr. Lucchesi.