

Minutes of the meeting of Committee on Educational Policy and Curriculum
SUNY Downstate College of Medicine
April 28, 2011
Seminar Room 2-1

Present: L. Eisner, Y. Anziska, J. Libien, R. Ovitsh, K. Perkins, B. Trauner M. Echt, S. Hahn, C. Brunson, M. Lobo, D. Wong, D. Cucco, R. Gordon

Guest: Anne Shonbrun

Minutes of March 24, 2011 meeting were approved.

It was announced that Peter Bergold will no longer be able to serve on this committee because of newly assigned duties. Dr. Sabina Hrabetova will replace him.

Anne Shonbrun the COM Registrar was invited to speak to the committee to offer clarification on for-credit and non-credit electives for medical students.

Non-Credit 1st and 2nd year electives

The 1st and 2nd year students register for these electives. The electives are graded but students do not receive credit. Students are expected to attend electives. If there is a clinical component attached to the elective it must appear on the transcript for liability purposes. The grading procedures are as follows: EH= Honors, EP=Pass, EF= Fail. A suggestion was made that 1st and 2nd year students should be supervised by 3rd and 4th year students. First and 2nd year students are often placed with residents who do not take time to explain procedures. Most MS1 and MS2 students are not familiar with the medical terminology used by the residents, making it even more difficult. Third and 4th year students may be able to serve as a mentor and can provide guidance if supervising the junior students. The most popular non-credit electives are Pediatrics, Emergency Medicine, Pathways to Neurology, Introduction of OB, and Nutrition and Life Span.

Career Exposures

The Career Exposure "electives" are geared to introduce a student to clinical disciplines and subspecialties. Not all departments offer Career Exposures. Students do not register for a Career Exposure, do not receive credit and they are not graded. They are not a degree requirement. Since the career exposure experience does not appear on the transcript, students are not allowed to touch patients. Faculty members should advertise their Career Exposure in the student newsletter to insure that all students know of their availability. Students can contact the preceptor who is sponsoring the career exposure to get information. An MS4 CEPC student member said when students are interviewed for residency programs, they can mention their "Career Exposures". The committee felt it was confusing for a Career Exposure to be called an "elective" considering a non-credit elective appears on a transcript and Career Exposures do not. A suggestion was made to change the name to just "Career Exposure".

For-Credit 3rd and 4th year electives

Students in the 3rd and 4th year are required to take 20 weeks of electives. Electives are classified as clinical, research or writing/reading elective. Electives can also be taken off site. They are all graded and will appear on the transcript because students have to be covered by the school's liability insurance. No more than 8 weeks of the 20 of clinical electives can be done in one subspecialty discipline. Students are encouraged to take more electives if time permits. It is recommended that the elective have at least one clerkship prerequisite. The elective should last two weeks or four weeks. Electives are generally 30 hours of work/week. Students must take either the Internal Medicine or the Pediatrics subinternships to satisfy this requirement. Other sub's taken can count toward elective credit. Requirements for electives are determined by the sponsoring faculty member. The Registrar's office is working on providing statistics to CEPC on how many students register for each elective. All information on electives are on the campus's website. You can view the "Composition of the Electives Distribution Requirements" on the website at http://sls.downstate.edu/registrar/class_mtg/comp_electives.html

Third and Fourth Year Electives Distribution Requirements (from website)

20 week (credit) Requirement

1. **No more than 8 weeks of clinical electives in any one subspecialty discipline will count towards the 20 week graduation requirement.**

The following fields are counted as subspecialties: Anesthesiology, Dermatology, Emergency Medicine, Neurology, Neurosurgery, Obstetrics and Gynecology, Ophthalmology, Orthopedics, Otolaryngology, Pathology, Psychiatry, Physical Medicine & Rehabilitation, Radiation Oncology, Radiology, Plastic Surgery, Cardiothoracic Surgery, Urology, Medical and Pediatric Subspecialties (e.g. GI, ID, Cardiology, Rheumatology, Heme-Onc, etc.).

2. **No more than 8 weeks of away (extramural) clinical electives will count towards the 20 week graduation requirement.**
3. **No more than 8 weeks of research electives will count towards the 20 week graduation requirement. Research elective credit only gets counted as research — it does NOT get counted toward the subspecialty or extramural maximums.**
4. **No more than 4 weeks of senior credit will be granted for non-clinical based electives. Specifically, students may not exceed taking 4 weeks of History of Medicine, Biomedical Ethics, CBL case writing, Literature and Medicine, etc... Please note: Students are permitted to register and take additional electives over and above the 20-week elective requirement. Students who wish to take more than 8 weeks in any one subspecialty, research or wish to participate in more than 8 weeks of extramural electives may do so by registering for extra elective weeks.**

Dr. Eisner presented the following draft to the committee.

Mission of CEPC

CEPC is a subcommittee of faculty with student representation appointed by the Executive Committee. It aims to serve as the faculty voice on all issues relating to curriculum and educational policy in order to attain an effective undergraduate medical education program.

The CEPC is charged by the Executive Committee to monitor curriculum content, teaching methods and educational policy in all curricular units and clinical clerkships. This may include:

1. integration, consistency and quality of basic science and clinical education offered by the COM,
2. methods of assessing student knowledge, clinical competence and progress through the four years,
3. methods of assessing teaching and course/clerkship effectiveness,
4. availability and quality of faculty development offered at the COM,
5. inclusion of all competencies and special subject threads in the curriculum,
6. LCME standards for the basic science and clinical curriculum of the medical students,
7. class cohort performance on all NBME/USMLE exams,
8. adequacy of instruction on research methodology and access to research opportunities,
9. quality of teaching and educational resources and support from educational computing and technology,
10. educational policies of the COM as stated in the Student Handbook,
11. approval and quality of clinical and non-clinical electives offered through the four years, and
12. effectiveness of the administration and leadership of all curricular units.

The CEPC and Executive Committee shall work with the Office of Education to oversee the medical education program of the COM. The CEPC can initiate or contribute to discussion and solutions of any significant educational policy or curriculum issue at the medical school. The CEPC will maintain an open and continual communication with the Executive Committee and Office of Education. However, the Executive Committee will determine whether an issue of concern to the CEPC should be forwarded directly to the Dean of the COM.

The committee thought the draft a good way to understand the role of CEPC. Some felt the committee should focus on #2 and #12 of the draft. Dr. Eisner will present the draft for approval at the upcoming Executive Committee meeting.

Downstate students performed above the national mean in 2010 on the USMLE Step 1 exam. Their weakest discipline area was Nutrition.

New Electives

The committee reviewed Dr. Mary Ann Banerji's Endocrinology Book Writing elective. It is a 4-week elective and will be offered to 4th year students. An MS4 CEPC member stated this elective can be a great way of gaining name recognition, receiving public exposure and could be mentioned when interviewing for a residency program. This elective was approved if it met some additional requirements:

1. In the first week there should be at least one group session for all participants on how to write a book chapter.
2. Reading material giving guidelines on how to write a book chapter should also be provided.
3. Clarify whether the clinical half day will be required or "an opportunity".
4. Clarify who will be providing consistent oversight for the students throughout the month.

MS4 Survey

Rachel Gordon and Raman Singhal put together a survey for the 4th year students. So far, only 20 students responded. Some felt the low response was due to the fact most students are concentrating on graduation. A suggestion was made to either distribute the survey before the end of an elective or before a student attends the exit interview.