

**Minutes of the meeting of the
Executive Committee**
of the SUNY-Downstate College of Medicine
October 1, 2012

**Present: R. Joks, K. Powderly, S. Eisner, R. Twersky, P. Maccabee,
V. Anderson, S. Miller M. Silverberg, J. Brown, H. Durkin, A. Norin**

Guest Speakers: Drs. Sass and Macrae

Minutes were approved.

Dr. Sass presented an update on the curriculum.

Dr. Macrae presented an update on the 3rd year electives.

Dr. Sass stated that August 2013 is the kick off date for the new curriculum. The curriculum will have six units. The units have developed calendars and are currently in design mode. The units are in the process of connecting faculty members with the activity in the curriculum so they can work on the materials. There will be a mix of lectures, POPS and CBL cases.

The teams are working with Dr. Papp regarding assessments.

At the end of each unit there will be a week- long formative assessment, which will be non-graded. The formative assessment will be online. Required assessments will take place each week so students can test their knowledge of the material. This is a drive to get students to be more responsible for monitoring their learning. If the student is not completing the formative assessment, it will be viewed as a problem with professionalism. A faculty member must intervene and provide counseling.

There is a matrix across the units with different competencies and how the competencies will be assessed. The primary place where professionalism is going to be assessed as a competency across the units is in small group work. There is a small group facilitator evaluation form in which professionalism and team behaviors are assessed. ECM is currently using this model so faculty can get experience with using this form. The evaluation form has specific behavioral anchors so that small group facilitators can reflect on what a student is doing in the session. Professionalism will be assessed across all six units using this form.

Dr. Sass stated that the LCME will review the current curriculum. If there is a possibility of a citation, the curriculum committee will inform the LCME reviewers that the curriculum is in the process of being updated.

Dr. Macrae reported that the new MS3 Core Clerkship structure is running smoothly. Based on student evaluation forms, the feedback is positive. The Longitudinal Primary Care experience was complicated to implement because there are too many students and not enough clinical spaces. Students are working on computer-based modules, working in clinical sites and working at community outreach centers. The computer modules have been well received and will be used until more sites are available. The electives are going well and very popular with the students. Dr. Macrae would like to expand clinical sites for longitudinal experience and double the capacity.

Dr. Macrae stated that the new requirements for new 4th year students are:

- 1) Emergency Medicine will be moving from 3rd year into the 4th year.
- 2) Radiology, which exists as an elective, will become mandatory for all students.
- 3) Critical Care will become a two-week requirement. Currently it is an elective.
- 4) Students will enroll in T Cell and B Cell selectives, which will focus on translational sciences. Currently the T and B cells do not exist.

There will be a transition before the new 4th year requirement is implemented. Current students will be able to enroll in the new 4-week requirement. Students will be given a list to choose one of the impending requirements (Radiology, Emergency Medicine, Critical Care or T Cell and B Cell selectives)

Presiding Officer's Report

Dr. Joks reported that the admission committee reviewed previous data.

Subcommittee Reports

Bylaw

Dr. Miller has volunteered to assist with the bylaws committee.

Student Admissions and Academic Standards Sub-Committee

Faculty and Student Relations

An email was sent out to faculty members to support students who are running in the marathon on behalf of the Brooklyn Free Clinic.

The John Conley Division of Medical Ethics and Humanities held a lecture on the Affordable Care Act. The lecture was great it was well received. Dr. Powderly thanked the students who helped with publicity.

Drs. Powderly and Anderson attended the Centerwide Committee meeting and reported that the election and membership processes need to be reviewed.

FPPPA

The committee met on September 27, 2012 and is in the process of reviewing the promotions and tenure criteria of several other medical schools. The committee has identified areas in the current CAPQ criteria that could be clarified and strengthened. The committee will continue to report on their progress to the Executive Committee.

New Business

The semi-annual meeting is scheduled for November 14, 2012 at 3:30pm in Lecture Hall 1

Dr. Powderly drafted a welcome letter to President Williams. The committee members complemented her. Angela will email a copy to the committee members for review and edit.

Respectfully submitted,

Kathleen E. Powderly, PhD