

## CincyMedEd Curricular Committee Structure Charter

### Rationale

The rationale our committee structure is to ensure that our efforts toward refining our curriculum and continuous improvement are supported and coordinated. This is especially important as medical education nationally and internationally is undergoing a transformation. Based on numerous conversations with clinicians, basic scientists and students, we've updated the committee structure to better:

- Articulate roles & responsibilities of chairs and members.
- Describe how the various committees interact, support each other, and ultimately foster the continuous improvement of CincyMedEd.
- Verify the alignment of our curricular structure to LCME standards and the AAMC EPA's and associated competencies.
- Identify stronger assessment tools that align with our competencies and provide data that allows us to make strategic interventions in the curriculum.
- Promote the stronger coordination of our clinical experiences through all four years of the curriculum.
- Create an intra-and inter-professional framework to ensure that our curriculum is moving toward an Inter-professional framework and that we can communicate what it is we are doing to internal and external stakeholders.
- Identify opportunities for inter and intra-institutional scholarly collaborations on medical education.
- Meet LCME compliance standards at next reaccreditation site visit.

### Overview

1. CincyMedEd advisory committees guide and make decisions concerning the medical curriculum in alignment with LCME standards and AAMC EPA's and associated competencies established by the AAMC.
2. Advisory committee membership will generally serve three-year terms, with one-third of the committee rotating off annually; terms end and begin at the conclusion of each academic year to allow for a smooth transition.
3. All committee appointments will be made by the Associate Deans for Medical Education, based upon recommendations from committee chairs, faculty, and staff committee liaisons following a careful consideration of a list of volunteers as well as other sources. Chairs of the committees will also be appointed by the Senior Associate Dean for Medical Education, with thoughtful consideration given to recommendations of committee members, faculty and/or staff liaisons.
4. Most advisory committee appointments will be made approximately three months in advance of the end of the academic year. Newly appointed members will be added to committee listservs at that time, so that new members can prepare for their service in advance of their first committee meeting at the end of the academic year.
5. All active members hold voting privileges. \*
6. All advisory committees will hold monthly meetings.

*\*Note that you must hold a primary faculty/staff or faculty appointment in the College of Medicine to vote. Medical Students have voting privileges on all committees with the exception of the Education Policy Committee (EPC).*

## **Committee Member Responsibilities**

### Faculty

In addition to specific roles required by membership on individual committees, members of CincyMedEd committees are expected to actively participate in the work of the committee, provide thoughtful input to committee deliberations, and focus on the best interests of CincyMedEd and committee goals.

Members will be expected to:

- Review all relevant material before committee meetings.
- Attend committee meetings and contribute to discussions on issues.
- Pay attention to related activities that affect or are affected by the committee's work and share with committee members, as appropriate.
- Provide thoughtful input to committee deliberations, and focus on the best interests of CincyMedEd rather than on personal or specialty interests.
- Support the efforts of the committee chair and carry out individual assignments made by the chair.
- Work as part of the committee to ensure that the committee's work and recommendations are in keeping with the LCME and AAMC guidelines and competencies.

### Students

The aforementioned role identified for faculty committee members also applies to students with the additional expectations:

The continuous improvement of the curriculum by the faculty depends upon the student representatives to solicit, organize, and deliver feedback from the student body to ensure that the students' learning needs and interests are accurately reflected in any changes in curricular design and implementation.

- Student representatives are chosen from a pool of interested students.
  - Students must be at least a second-semester M1 to serve on the Education Policy Committee.
  - Students may stand for re-nomination, but it is the goal of OME to provide as many students as possible with this professional development experience.
- A call for submission of applications to be a student representative will occur at the beginning of the academic year.
- Interested students will submit their application to the Medical Student Association board.
- The Medical Student Association board will interview applicants for OME Committee representatives with a view to identify students who are in solid academic standing and represents diversity including but not limited to gender, ancestry, and background. (OME will verify the academic standing of nominated students.).
- All final nominees for representatives and alternates put forth by the Medical Student Association board must meet with the Associate Deans of Medical Education for final approval. Following approval, nominees will receive a brief orientation.
- Each autumn semester the MSA will nominate three first year students including one MSTP student to serve on the M1/2 Curriculum Committee

- Each autumn semester the MSA will also nominate one first year student to serve on the EPC.
- In June of each year, two rising third year students and one MD/PhD student will move from the M1/2 committee to the M3/4 committee. One MD/PhD student will move from the M1/2 committee to the EPC.
- Student representatives' responsibilities include the following:
  - Student representatives are expected to conduct themselves in a professional manner which includes accurate and respectful reporting of all discussions and decisions made by a committee.
  - Prior to the meetings, student representatives are expected to consult with their peers to collect feedback on key issues that have been identified on upcoming agendas with the view that they will present this feedback to the committee.
  - Prior to the meetings, student representatives are expected to ask their peers if there are any issues/concerns that need to be raised with the committee (i.e. use Google Groups or Facebook to send out a SurveyMonkey link for feedback and to report back to your classmates, class meetings)
  - Prior to the meetings, student representatives are required to submit agenda items.
  - During the meetings student representatives may participate in discussion of all issues.
  - After the meetings student representatives are expected to share committee discussions/decisions with their peers based on the issues/concerns raised.
  - Remain mindful that student representatives are there to represent their peers—not to drive a personal agenda. (Please note that the same is expected of our faculty as well.)
  - Student representatives are expected to attend all meetings unless there is a valid excuse approved by one of the Associate Deans for Medical Education. In the event that the student representative is not able to attend, the alternate should be present.

### **Committee Chair Responsibilities**

In addition to specific roles required by the activities of individual committees, chairs of CincyMedEd committees are expected to guide their committees and work with staff to develop necessary work plans and meeting agendas. Chairs will be expected to:

- Review reports of committee meetings before their distribution.
- Report to the committee members on feedback and decisions of the Education Policy Committee (see committee structure below).
- Where appropriate, guide the committee in proposing new initiatives that will further the mission and goals of CincyMedEd.

### Structuring the Meeting

- With the help of the OME staff liaison, provide an agenda sheet with the beginning and ending times for the meeting, meeting location, a list of committee members, and the agenda of topics.
- Sequence agenda items thoughtfully. Start the meeting with topics that will unify the committee, and with topics that will require mental energy, creativity, and clear thinking. Do not put difficult topics back-to-back.
- Provide at least minimal written background information for each agenda item.
- Indicate whether the item is for discussion only or if action is expected.
- Identify the person who is presenting each item.

- Relegate informational updates to email communications so that committee time can be spent discussing/deciding substantive issues.

### Facilitating the Meeting

- The committee belongs to the CincyMedEd, not to the chair: the chair's primary role is as facilitator.
- Guide, mediate, probe, and stimulate discussion. Monitor talkative members and draw out silent ones.
- Encourage a clash of ideas, but not of personalities. If emotions run high over a difficult issue, return the floor to a neutral person, seek a purely factual answer, or take a break.
- Keep discussions on track; periodically re-state the issue and the goal of the discussion.
- In moving toward a decision, call on the least senior or vocal members first to express their views. Discussions tend to close down after senior members express strong views.
- Seek consensus; unanimity is not required.
- Announce the results of actions taken and explain the follow-up to be taken and by whom.
- Close the meeting by noting achievements.
- Following adjournment, meet briefly with the staff liaison to agree on follow-up actions and locus of responsibility.
- Facilitate meetings using *Robert's Rules of Order*.

### **Staff Liaison**

Each committee has one OME staff member who serves as liaison and performs a variety of tasks, including:

- Providing orientation for each new committee member and chair about their responsibilities and work schedule. This will include a written overview of CincyMedEd committee structure and function, access to the Blackboard organization which includes committee rosters and contact information, minutes of previous committee meetings (excluding PAC), background on recent committee activities, information about key people with whom the committee or chair is likely to interact.
- Developing and maintaining committee descriptions, procedural information, and minutes and activity reports for committees on CincyMedEd Blackboard Site.
- Working with the chairs of the committees to ensure that committee responsibilities are fulfilled and meeting agendas are set.
- Providing administrative assistance to the chair in setting up and conducting meetings.
- Facilitating communications between committees and CincyMedEd leadership.

### Written Report of Committee Meeting

- Include the date, time, and place of the meeting. Note the name of the chair, members present and absent, and other key people in attendance.
- Note all formal motions and report on passage or defeat.
- Note all decisions reached, including motions passed and follow-up actions to be taken, with deadlines for implementation.
- Include brief summary of discussions. Do not attribute comments to members except possibly where formal motions are introduced.

- Provide information on the time and place of the next meeting.
- Meeting reports should be prepared as soon as possible (and within 15 days) after the meeting. They may be shared with the committee with a request that members contact the chair or staff liaison if errors are noted.

**COMMITTEE MEETING TIMES**

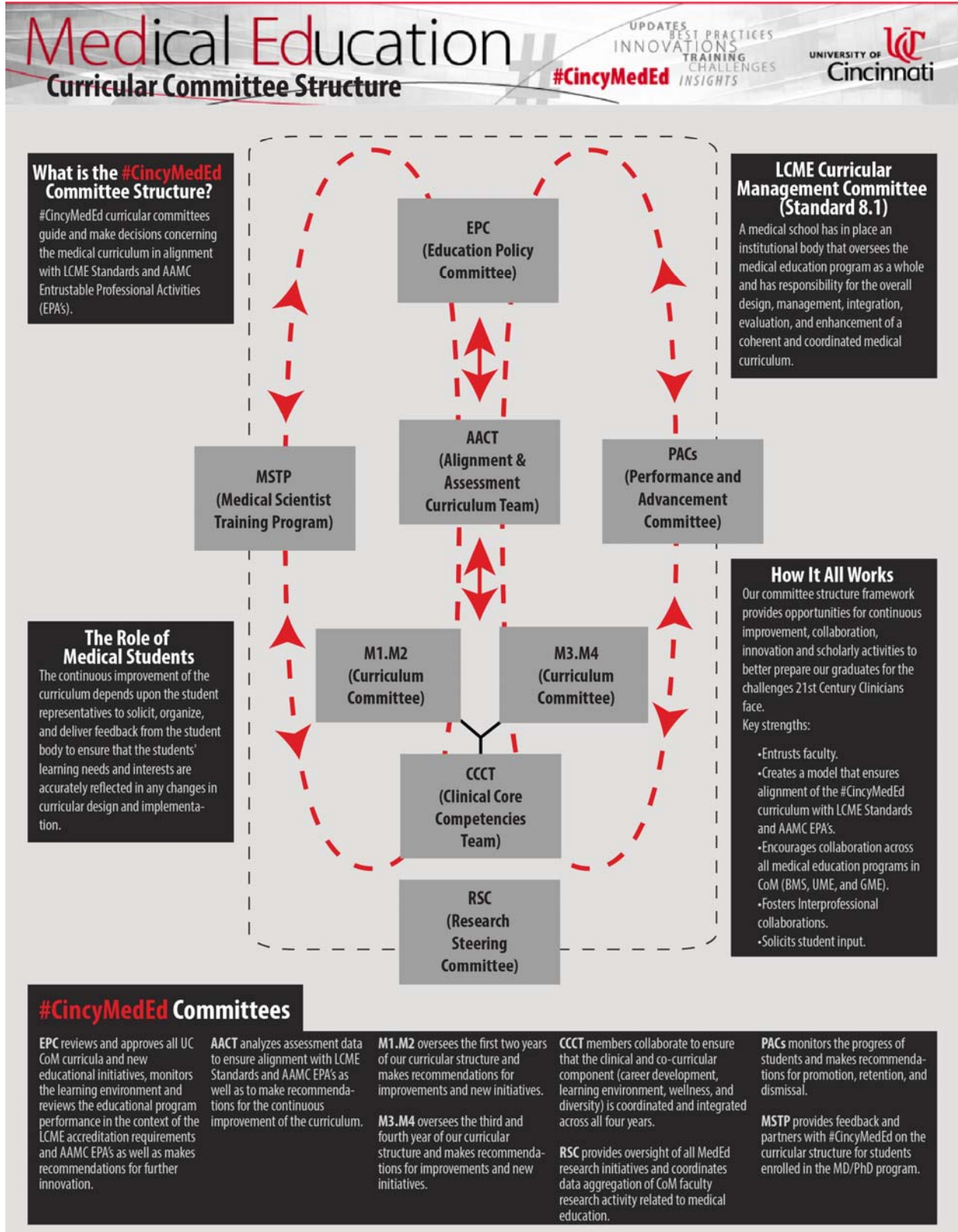
Education Policy Committee	1 <sup>st</sup> Thursday of every month from 3:00-4:30
Assessment and Alignment Curriculum Team	2 <sup>nd</sup> Thursday of every month from 3:30-5:00
M1/2 Curriculum Committee	2 <sup>nd</sup> Thursday of every month from 12:00-1:30
M3/4 Curriculum Committee	3 <sup>rd</sup> Thursday of every month from 3:00-5:00
Clinical Core Competencies Team	3 <sup>rd</sup> Thursday of every month until January 2018, Then 4 <sup>th</sup> Thursday of every month from 1:00-3:00
Research Steering Committee	TBD

**CincyMedEd Communication & Committee Structure**

As part of the new CincyMedEd Curricular Structure we will be creating two new communication tools:

- A CincyMedEd Blackboard Organization that houses meeting minutes (excluding the PAC committees) and other resources.
- A periodic electronic news source that will highlight key initiatives in CincyMedEd such as medical education research as well as newsworthy items in Medical Education.

## Overall Committee Structure



## Committee Chairs

- EPC Phil Diller, MD, PhD
- AACT Pamela Baker, PhD, Chair, Steve Baxter, MD, Vice-Chair
- RCC Andrew Thompson, PhD, Chair, Amy Thompson, MD, Vice-Chair
- M3/4 Robert Neel, MD
- M1/2 Steve Baxter, MD
- CCCT Lisa Kelly, MD
- MSTP George Deepe, MD
- PAC 2021 DJ Lowrie, PhD
- PAC 2020 Michael Lieberman, PhD
- PAC 2019 Rocky Ellis, MD
- PAC 2018 Aaron Marshall, PhD

EPC 2017-2018 Committee Membership List	
Pamela Baker, PhD	Associate Dean, DME/OME
Steve Baxter, MD	M1/M2 Chair, Learning Communities Director
Aurora Bennett, MD	Associate Dean, Student Affairs
(To be elected Oct 2017)	M1 Student Representative
(To be elected Oct 2017)	M2 Student Representative
Parthib Das	M3 Student Representative
George Deepe, MD	MSTP Program
<b>Phil Diller, MD, PhD</b>	<b>Chair, Family Medicine Chairman</b>
Ned Donnelly	OME Staff Liaison
Brian Evans, DO	Program Director, Psychiatry
Andy Filak, MD	Senior Associate Dean College of Medicine
Ryan Gamlin	M4 Student Representative
Bruce Giffin, PhD	Associate Dean, OME/DME
Lisa Kelly, MD	Physician & Society, Co-Director
Andrew Kim	MSTP Student Representative
Mike Lieberman, PhD	Fundamentals of Molecular Medicine, Course Director
DJ Lowrie, PhD	Medical Education
Laurah Lukin, PhD	Assistant Dean, DME/OME
Mia Mallory, MD	Associate Dean, Diversity and Inclusion
Laura Malosh, PhD	Assistant Dean, Student Affairs
Zubin Patel	MD/PhD Program
Chip Montrose, PhD	Physiology
Rob Neel, MD	M3/M4 Chair, Intersessions
Robbie Paulsen, MD	Emergency Medicine
Dana Sall, MD	Internal Medicine
Leslie Schick, MS,	Associate Dean, Health Sciences Library
Tina Whalen, PhD	Interprofessional Representative (Interim Dean, Allied Health Sciences)
James Whiteside, MD	Program Director, OBGYN

**AACT 2017-2018  
Committee Membership List**

<b>Pamela Baker, PhD</b>	<b>Chair, Associate Dean</b>
<b>Steve Baxter, MD</b>	<b>Vice-Chair, Learning Communities Director</b>
Amy Bunger, PhD	Assistant DIO
Bruce Giffin, PhD	Associate Dean, DME/OME
Amy Guiot, MD	Director of Intersession
Lisa Kelly, MD	Physician & Society, Co-Director
Jack Kues, PhD	Associate Dean, MED-Continuous Professional Dev
Laurah Lukin, PhD	Assistant Dean, OME/DME
Anil Menon, PhD	Director, Medical Sciences Program
Rob Neel, MD	Director of Clinical Programs
John Quinlan, MD	Clerkship Director, Neurology
Sarah Ronan-Bentle, MD	EM AI and 4th Year Education Director, Emergency Medicine
Catherine Smith	OME Staff Liaison
Amy Thompson, MD	Clerkship Director, OB-GYN
Eric Warm, MD	Residency Director, Internal Medicine
Paul Wojciechowski, MD	Anesthesiology

**CCCT 2017-2018  
Committee Membership List**

Pamela Baker, PhD	Associate Dean, DME/OME
Steve Baxter, MD	Learning Communities Director
Gina Burg	OME Staff Liaison
Tiffany Diers, MD	Interprofessional Education
Amy Guiot, MD	COM Pediatrics CCHMC AFF Faculty, Director of Intersessions
<b>Lisa Kelly, MD</b>	<b>Chair, Physician &amp; Society, Co-Director</b>
Roohi Kharofa, MD	LPCC, Co-Director
Joe Kiesler, MD	Physician & Society, Co-Director
Laurah Lukin, PhD	Assistant Dean, DME/OME
Kathi Makoroff, MD	COM Pediatrics CCHMC Aff Faculty
Laura Malosh, PhD	Assistant Dean, Student Affairs
Alice Mills, MD, MPH	Career Development Director, Student Affairs
Talia Nasr	MSTP Student Representative
Sarah Pickle, MD	LPCC, Co-Director
Dana Sall, MD	Clinical Skills & SIM, Co-Director
Matthew Kelleher, MD	Clinical Skills & SIM, Co-Director



**M1/ M2 Curriculum 2017-2018  
Committee Membership List**

<b>Faculty</b>	
Pamela Baker, PhD	Associate Dean, OME/DME
<b>Steve Baxter, MD</b>	<b>Chair, Learning Communities Director</b>
Aurora Bennett, MD	Associate Dean, Student Affairs
Dustin Calhoun, MD	Course Director, HCEM
Heather Christensen, PhD	Faculty
George Deepe, MD/PhD	Co-Course Director, Multi-Systems
Tiffany, Diers, MD	Course Director, IPEX
Phil Diller, MD, PhD	Chairman, Family and Community Medicine
Mercedes Falciglia, MD	Co-Course Director, GI/Endo/Repro
Bruce Giffin, PhD	Co-Course Director, Brain, Mind and Behavior
Mark Goddard, MD	Co-Course Director, Musculoskeletal-Integumentary
Matthew Kelleher, MD	Co-Course Director, Clinical Skills and SIM
Lisa Kelly, MD	Course Director, Physician and Society
Roohi Kharofa, MD	Co-Course Director, LPCC
Joe Kiesler, MD	Course Director, Physician and Society
Terry Kirley, PhD	Faculty Consultant, Pharmacology
Mike Lieberman, PhD	Co-Course Director, Fundamentals of Molecular Medicine
John Lorenz, PhD	Faculty Consultant, Physiology
DJ Lowrie, PhD	Co-Course Director, Multi-Systems
	Co-Course Director, Blood and Cardiovascular System
	Co-Course Director, Renal and Pulmonary
Laurah Lukin, PhD	Assistant Dean, OME/DME
Kathi Makoroff, MD	Faculty Consultant, Human Growth & Development
Laura Malosh, PhD	Assistant Dean, Student Affairs
Aaron Marshall, PhD	Co-Course Director, GI/Endo/Repro
John Monaco, PhD	Co-Course Director, Fundamentals of Molecular Medicine
Rob Neel, MD	Chair, M3/M4 & Clinical Programs
Sarah Pickle, MD	Co-Course Director, LPCC
John Quinlan, MD	Co-Course Director, Brain, Mind and Behavior
Max Reif, MD	Co-Course Director, Renal and Pulmonary
Dana Sall, MD	Co-Course Director, Clinical Skills and SIM
Keith Stringer, MD	Co-Course Director, Fundamentals of Molecular Medicine
	Co-Course Director, Fundamentals of Cellular Medicine
Andy Thompson, PhD	Co-Course Director, Musculoskeletal-Integumentary
Becky Trippel	OME Staff Liaison, Fundamentals of Molecular Medicine
Laura Wexler, MD	Co-Course Director, Blood and Cardiovascular System
Kathryn Wikenheiser-Brokamp, MD, PhD	Co-Course Director, Renal and Pulmonary
<b>Students</b>	
Llana Bergelson	M2 Student representative
Robbie Daulton	M2 Student Representative
Robert Kleven	MSTP Student Representative

**M3/ M4 Curriculum 2017-2018  
Committee Membership List**

<b>Faculty</b>	
Brian Adams, MD	Specialty Clerkship Director- Dermatology
Krishna Athota, MD	Core Clerkship Director, Surgery
Pamela Baker, PhD	Associate Dean, OME/DME
Steve Baxter, MD	M1/2 Curriculum Committee
Aurora Bennett, MD	Associate Dean, Student Affairs
John Campbell, MD	Specialty Clerkship Director, Emergency Medicine
Steven Carleton, MD	Faculty Representative
LeAnn Coberly, MD	Core Clerkship Director, Internal Medicine
George Deepe, MD	Faculty Representative, MSTP
Reena Dhanda-Patil, MD	Specialty Clerkship Director, Otolaryngology
Robert Ellis, MD	Core Clerkship Director, Family Medicine
Andy Filak, MD	Senior Associate Dean, College of Medicine
Barb Gadzinski, BA	Registrar, College of Medicine
Bruce Giffin, PhD	Associate Dean, Medical Education
Brian Grawe, MD	Specialty Clerkship Director, Orthopedic Surgery
Amy Guiot, MD	Associate Clerkship Director, Pediatrics
Thomas James, MD	Specialty Clerkship Director, Anesthesia
Peirce Johnston, MD	Core Clerkship Director, Psychiatry
Jeffrey Keller, MD	Educational Program Director, Neurosurgery
Lisa Kelly, MD	Specialty Clerkship Director, Ophthalmology
Greg Kennebeck, MD	Core Clerkship Assistant Director - IM
Shagufta Khan, MD	Specialty Clerkship Director, Pathology
Jordan Kharofa, MD	Specialty Clerkship Director – Clinical Oncology
Corinne Lehmann, MD	Core Clerkship Director, Pediatrics
Jaime Lewis, MD	Core Clerkship Assistant Director, Surgery
Laurah Lukin, PhD	Assistant Dean , OME/DME
Mia Mallory, MD	Associate Dean, Diversity and Inclusion
Laura Malosh, PhD	Assistant Dean, Student Affairs
<b>Rob Neel, MD</b>	<b>Chair, Director of Clinical Programs</b>
Nilesh Patil, MD	Specialty Clerkship Director, Urology
Robbie Paulsen	EM AI and 4 <sup>th</sup> Year Education Director – Emergency Medicine
Anjali Pearce	Core Clerkship Assistant Director - IM
John Quinlan, MD	Core Clerkship Director, Neuroscience
Jennifer Scheler, MD	Specialty Clerkship Director, Radiology
Jeff Schlaudecker, MD	Specialty Clerkship Director, Geriatric
Michael Sostok, MD	Director, Clinical Skills Lab/Simulation Center
Amy Thompson, MD	Core Clerkship Director, Obstetrics/Gynecology
Lily Wang, MBBS	Specialty Clerkship Director - Radiology

<b>Residents</b>	
No one at current time	Resident Member
No one at current time	Resident Member
<b>Students</b>	
Taylor Brooks	M4 Student Representative
Meaghan Costello	M3 Student Representative
Kelly Lamiman	M3 Student Representative
Benjamin McGlothlin	M4 Student Representative
Keith Saum	MSTP Student Representative
<b>Staff</b>	
Kristin Barnes	MSTP Coordinator
Deana Brown	Clerkship Coordinator, Ob/Gyn
Karen Coleman	Clerkship Coordinator, Radiation Oncology
LoRain Drais	Program Manager, OME
Ned Donnelly	Academic Program Director, OME
Mary Duke	Clerkship Coordinator, PMR
Tosha Feldkamp	Clerkship Coordinator, Radiology
	Clerkship Coordinator, Anesthesia
Barbara Gadzinski	Registrar, Student Affairs
Christina Gibson	Clerkship Coordinator, Psychiatry
Melissa Bosse	Clerkship Coordinator, Geriatrics
Nancy Jamison	Clerkship Coordinator, Family Medicine
Julie Lefebvre	Clerkship Coordinator, Internal Medicine
Melissa Murphy	Clerkship Coordinator, Emergency Medicine
Andrea Oaks	IT Manager
Bennie Patrick	Clerkship Coordinator, Surgery
Mimi Pence	Clerkship Coordinator, Pediatric
Jordan Perry	Clerkship Coordinator, Dermatology
Kimberly Reising	Clerkship Coordinator, Orthopaedic Surgery
Janet Rosing	OME Staff Liaison, M3/4 Curriculum Coordinator
Mahima Sathe	Clerkship Coordinator, Neuroscience
Jessica Sloniker	Clerkship Coordinator, Pathology
Emily Wagner	Academic Director, OME
Penny Schwab	Clerkship Coordinator, NeuroSurgery
Lydia Wocher	Clerkship Coordinator, Oncology
Perri Wright	Clerkship Coordinator, Urology
Michele Wyan	Clerkship Coordinator, Ophthalmology
Beverly York	Hoxworth

<b>RSC 2017-2018 Committee Membership *</b>	
Lo'Rain Drais	OME Staff Liaison
<b>Andrew Thompson, PhD</b>	<b>Chair</b>
Amy Thompson, MD	Vice-Chair, Core Clerkship Director, ObGyn
Aaron Marshall, PhD	Co-Course Director, GI/Endo/Repro
Laurah Lukin, PhD	Assistant Dean , OME/DME
Abby Tissot, PhD	Assistant Dean, Admissions/Recruitment

\* A call will be made to identify faculty interested in participating on this committee.

<b>MSTP 2017-2018 Committee Membership</b>	
	OME Staff Liaison
<b>George Deepe, MD</b>	<b>Chair</b>
Gurjit Khurana Hershey, MD, PhD	Peds-Allergy/Immunology
Tim LeCras, PhD	Pediatrics
Louis Muglia, MD, PhD	Pediatrics
Arnold Strauss, MD	Pediatrics
Kathryn Wikenheiser-Brokamp, MD, PhD	Co-Course Director, Renal and Pulmonary

*Committee responsibilities adapted from Educause.*