



**Attended:** J. Boulger, M. Conlon, K. Diebel, P. Fernandez-Funez, A. Greminger, R. Heuer, A. Johns, K. Nelson (rc), K. Nordgren, E. Onello, J. Pearson, A. Shaw, M. Statz, G. Trachte

**Absent:** R. Christensen, R. Harden, N. Jauss, R. Michaels, G. Simmons,

**Welcome:**

- Within the February meeting minutes, members discussed and agreed to amend the first two sentences on budgets. The final read; Family Medicine and BioBehavioral Health have support staff that assists with managing of course budgets.
  - Dr. Shaw entertained a motion to approve the meeting minutes with the noted changes to the February 13<sup>th</sup> meeting minutes.
  - Dr. Statz seconded the motion: All in favor of approval: none-opposed.

**Follow-up:**

- Dr. Pearson provided members with the question writing guide that is mailed to all external (clinical) faculty. The process is done by Family Medicine support staff for all involved courses.
- The Family Medicine support staff also mails other logistics related to clinical teaching.
- For the HRM course, Dr. Shaw sent out this guide to all faculty involved in the course. We need to reiterate the need to have board style questions to help reduce the work for Course Directors prior to an exam.
- Dr. Diebel indicated the guide is in the CUMED Google Drive.

**Student Updates:**

- Megan Conlon, MS II, indicated students did well on the first HRM exam. Most students are focusing on board studying and working on transition plans to the TC campus.
- Dr. Johns indicate the NBME Comprehensive Basic Science exam for the MS II students went well. The exam is used to show strength and weaknesses within disciplines. The overall scores are somewhat predictive of a score on the NBME Step 1 exam, however, the average student increases their score by 40+ points by board study. Literature shows schools use the results of this exam differently. A few schools require students to pass (their set requirement) this exam before they are allowed to complete year 2 and take the NBME Step 1 exam. With the variety of uses for the CBSE across schools, it is difficult to compare scores.
- Racheal Heuer, MS I, indicated the Neuro final exam is Friday.
- A first-year student who exclusively does online lectures is concerned with lectures recordings missing in Blackbag. Dr. Michaels was contacted and referred to CUMED. Dr. Johns will contact the DMED IT to see if there were recent recording issues. Mediasite is a semi-automated system with no exclusions. Students need to be aware not all faculty allow their lectures to be recorded.
- Dr. Shaw indicated students need to know the faculty or lecture that will not be recorded. Within her courses, she does work with the faculty and tries to identify those lectures that will not be recorded. There could be a better way to communicate this to students. Dr. Diebel recommends identifying this in a course syllabus.
- Megan Conlon indicated there is a small icon on the Blackbag session when the lecture is not being recorded. If students are aware of the icon (microphone with a slash), the student will be aware of this.
- Students would like faculty reminded to use their computer mouse pointer on slides during lectures. Using the computer pointer shows on recorded lectures. Laser pointers don't work.
- Mediasite picks up sound and recordings of assets that go "through" the projector. Instructors need to be mindful of the opened applications on their computers when they begin a lecture so their personal data is not recorded.
- Dr. Diebel indicated recordings are set up by a script that is run once or twice a week.
  - Any last-minute schedule changes in Blackbag, the script would need to be re-run.
  - Sessions that may end early and the next session starts early, the script doesn't line up and the recording time is off. The rooms and lectures must line up or the recording will be missed. This includes sessions going over or starting early. Topics delivered at 10-to-the-hour is not recorded.
- If instructors look at the Mediasite box (located in the podium) the button goes from a blue circle to a red circle. If this button does not go to red within a few minutes after the hour, you know there is recording issue.
- If faculty are aware of a recording issue, the DMED IT area should be contacted to correct the issue before continuing the lecture. A note on the podium could help instructors to remember to look for this cue

the lecture. A note on the podium could help instructors to remember to look for this cue.

- Dr. Johns indicated media use by students is in brief periods of time. Faculty should not assume student's listen to the whole lecture. Students appear to use the recordings for clarification purposes rather than a substitute for going to class.

### Curriculum Office Update:

#### Active Learning Audio:

- Dr. Johns indicated that the Active Learning Classroom (ALC) does not have current recording opportunities. At the time the ALC was being built, the cost of the recording equipment was approximately \$12,000 each and the recording need was unknown for the room.
- Recently a faculty member indicated a few students expressed they would like recording capabilities in the ALC. The recording equipment has come down in price. The Mediasite Mini is approximately \$4000.
- If recording capabilities were added, Mediasite would capture the main TV view and the audio.
- PowerPoint has recording capabilities. Dr. Nordgren recorded audio along with her PowerPoint slides. As you go along and use the computer pointer, its recorded and the audio is recorded for that specific slide. This recorded PowerPoint presentation was made available to student prior to the active learning component. The audio in PowerPoint is free.
- Dr. Nordgren added her recorded PowerPoint presentations to her FOM active learning session were students went through case examples. Students then practice pharmacology calculations for loading dose, maintenance dose, correcting for changes in volume of distribution etc. In previous years, this content was with an hour prep lecture followed by active learning. The two-hour session was in the active learning classroom so the lecture component was not recorded.
- Dr. Diebel reminded members of the 1-Button Studio. This can also compliment an active learning scenario. Dr. Johns indicated the demo of the 1-Button Studio was well attended by faculty.
- Megan Conlon, MS II, does *not* feel recording in the ALC is needed. Dr. Diebel has reservations and feels if students know a session is going to be recorded, they may downgrade their attentive level for that session. This may detract from student's ability to pay attention.
- Dr. Shaw has read complaints that students could not hear well in the ALC room. Students have mics at their tables in the ALC but do not always use them.
- CUMED members agreed the *Mini Mediasite equipment is not needed in the ALC room.*

#### Curriculum Tagging:

- Dr. Johns demonstrated a step-by-step faculty user guide for [Curriculum Mapping in Blackbag](#).
- The last two years, Dr. Johns tagged about ½ of the faculty sessions in Blackbag. The ask this year is faculty go into their sessions in Blackbag to review, edit, delete, add tagging and then to attest to the information.
- The tagging is required for the AAMC Curriculum Upload (CI) Tagging consists of course objectives, PCRS, Session Objectives, Instructional Methods, Assessment Methods-*\*note narrative assessment option*, Resource Type or non-reported.
- The Student Hours is specifically student hours and *do not* adjust curriculum session time.
- June 20<sup>th</sup> is the deadline for session tagging and attesting. The Academic Health Center processes a CI upload test in July. The CI upload deadline with the AAMC is August 31<sup>st</sup>.
- The tagging has an effect on prepping courses for AY 2018-19. If courses are moved to AY 2018-19 before tagging is done all of us will be dealing with old tagging.
- When faculty attest to their tagging in Blackbag, it shows they are doing a yearly audit of their materials as a content expert. This is important to reporting for students/faculty, administrators and for the school's accreditation with LCME.
- The prepping for a new academic year would not be held up if tagging was done as courses are occurring.
- **For clarification**, individual faculty should tag their own sessions in Blackbag. Dr. Johns indicated the Office of Medical Education will be monitoring the tagging. Clinical Course Directors would perform the outside clinical faculty sessions. ***Any block in Green is a locked and view only. If changes are needed, David Hallberg will need to unlock the block.***
- **NOTE:** ExamSoft has its own set of tagging. Although there needs to be a connection, exam questions may cover multiple sessions.

#### Narrative Assessment Form:

- Dr. Johns presented the outcome of the Narrative Assessment areas identified by Course Directors in the curriculum since the last meeting. This is an ongoing review.

### Curriculum Budgets: Postponed Until April

### Skin/MS Annual Course Report:

- Dr. Diebel provided the ACR report to members. The major component for the course is the retired Dr. Westra who was the Clinical Course Director. Dr. Pearson is serving as the Interim Clinical Course Director. The new hire will impact what is taught for next year.
- Dr. Onello was impressed by the student participation rate to the course evaluation. Dr. Diebel indicated the students have been very engaged and there was a drawing of two \$50 Amazon gift cards for those students who completed the evaluation.

**Other:**

- Brenda Doup asked if Course Directors send out a student course evaluation summary (feedback)? Racheal Heuer indicated students do not have the ability to see course evaluation summaries of the course evaluation.
- Although students don't have the ability to look back on course evaluation, communicating the top take-a-ways of *need and success* may encourage students to leave more constructive comments.
- Dr. Johns reminded members we need to provide student feedback for LCME accreditation.

Meeting adjourned at 1:58 pm. Next CUMED meeting: **Thursday, April 10 @ 8 am (165 Med).**  
*Minutes transcribed by Brenda Doup and reviewed by Dr. Diebel (Chair) & Dr. Johns (ex-Officio)*