



CUMED 04/13/2020

Virtual Meeting was called to order at 3:03 pm

Attended: J. Boulger, R. Christensen, K. Diebel, P. Fernandez-Funez, A. Greminger, S. Lacher, J. Lasswell, C. McCarty, K. Nordgren, E. Onello, J. Pearson, A. Seip, A. Shaw, S. Stover

Absent: M. al'Absi, B. Borg, R. Hansen, R. Harden, R. Michaels, K. Nelson (TC), M. Owen, A. Skildum M. Statz

Welcome:

- J. Boulger entertained a motion to approve the March minutes.
 - A. Greminger seconded the motion. All in favor of approval, none opposed, none abstained.

Student Updates:

MSI (J. Lasswell)

- First year students are doing well, getting used to virtual learning and are greatly appreciative of all the work and adaptations.

Curriculum Office Update (K. Diebel)**Classroom Renovations**

- Has been put on hold, as it surpassed the \$1,000,000 threshold and needs to be approved by the Regents. The next meeting is in June, this topic may or may not make that agenda.
- Discussion about whether the scope of the project has changed. Do not have that information, as of now.
- Discussion about consultative process for classroom renovations or a new building. Suggestion to engage more broadly with faculty and researchers as this plan moves forward.

LCME Update

- Our accreditation visit was scheduled for April, however due to the COVID-19 this has been rescheduled. The accreditation team will submit our documents in April and then we will have a truncated visit July 15-17 to clarify anything in DCI that wasn't clear or needs further clarification. By mid- to late-May we should know more details about what the visit will look like.
- The TC is asking individuals who were originally involved in the April site visit to hold those dates in July.
- We don't know yet whether the site visit will be in-person or through a virtual visit.

Curriculum Office Changes

- Jean-Scott is back as Year 2 Course Manager and is helping us troubleshoot our virtual learning and other projects.

Skin/Musculoskeletal Medicine (Skin/MS) Annual Course Review (ACR) (K. Diebel, S. Stover)

- Reviewed the [Skin/MS ACR](#).
- Overall well-received. The one area that could really be improved is adequate opportunities for non-graded self-assessments.
 - Discussion about potentially moving back to weekly exams and students enjoy having a window of time in which to take them to allow balance and wellness, or adopting weekly exam format.
 - Discussion about ExamSoft two-step authentication and remote proctoring. The two-step ID is something we have been exploring, but the remote proctoring option is very expensive.
- GDL was well-received as a nice introduction into the PBL process; both of these were included in Skin/MS for the first time.
- Completely reworked the final exam week, and numerous lessons were learned on how to both organize and communicate expectations better, including the weights of the exercises.
- Discussion about the number of internal versus external faculty, and how that has been going. The number of external faculty has been maintained over the years (~10, with 4 teaching more than one session). Pathology is one area that was difficult this year, due to a retirement and S. Stover took on a lot of that teaching this year.
 - Goal moving forward: If it is difficult to find external faculty locally, we should connect with our TC partners to help cover teaching responsibilities.

Vice Chair (*A. Shaw*)

- A. Shaw looked into this topic further, and received the charges to SFC and CUMED from Joe Oppedisano. He does not know who wrote the documents but they were reviewed by Education Council in January 2018.
- Reviewed the documents: [SFC Charge](#) and [CUMED Charge](#).
 - The document already accounts for a Vice Chair position.
 - There are a few differences between the two documents. Joe Oppedisano is working to learn whether these differences need to be changed. Examples: how CUMED members are appointed versus how SFC members are appointed.
 - Question about where this document came from and how does it apply to us?
- CUMED and SFC are not included in the Constitution or Bylaws.
- Discussion about how to move forward. A. Greminger expressed her interest in this role.
- K. Nordgren made a motion to approve Amy Greminger as the CUMED Vice Chair.
 - 12 in favor. 0 opposed. 1 abstained.

Virtual Teaching (*A. Shaw, K. Diebel*)

How Is It Going?

- Phase I of virtual teaching focused on PowerPoint voice overs.
- Phase II: transitioning to Zoom as our primary mode of teaching. Couple of different options:
 - **Pre-Record** - You can record yourself giving a presentation with slides via Zoom.
 - **Live Webinar** - Jean-Scott will help you set up a live webinar session. He will be present for the entire session to help troubleshoot any technical issues. These will be recorded and posted for review.
 - Webinar format helps alleviate any FERPA issues.
 - **Virtual Office Hours** - each day at ~3:00pm, faculty who have pre-recorded lectures will be available via Zoom to answer any student questions..Virtual Office Hours will NOT be recorded.
 - **18-19 Recording** - Please only use this if objectives and content haven't changed.
- Other faculty members would be able to view any live webinar or pre-recorded sessions. The links will be located in the Google calendar.
- PBL in IHO will be done live via Zoom. Each facilitator will oversee two groups using breakout rooms. The students will work through a module in Canvas. The hope is that this process will help to take the place of paper copies in PBL moving forward.

Remote assessment and assessment review processes

- Students will take IHO weekly exams over the weekend, but students will all take the final exam at the same time.
- **Review process** - Students will all go through the secured exam review at the same time, with a limit of 60 minutes. Computers will still be locked down, but we want to be able to facilitate an exchange between students and faculty, so we are allowing students to take notes on questions they want to ask, with honor code being present and students not being allowed to write down any questions or answers. Once exam review is done, a live session will be held. Each faculty member will be present in a virtual room for students to pop in and ask questions.
- Discussion about trusting students without putting our vetted questions at risk. What alternatives or ideas do others have about an alternative review format?
- **Virtual teaching moving into future academic years** - tabled for May CUMED meeting
 - Decreased use of classroom space (renovation)
 - Increased collaboration with the TCs

Meeting adjourned at 4:33pm. Next CUMED meeting: **May 11, 2020**

Minutes transcribed by A. Seip and reviewed by A. Shaw (Chair) & K. Diebel (ex-Officio)