TUCSON EDUCATIONAL POLICY COMMITTEE
Agenda
Wednesday February 6, 2019
4:30-6:00pm   Rm 3230

AGENDA ITEMS

Announcements:
1. Educational Leadership Committee (Lebensohn)
2. Subcommittee updates: TCMS, TCCS, Exam review, Evaluation, Electives
3. Call to Audience (Lebensohn)
4. Clerkship Overlap Update (Elliott)
5. LCME Visit Update (Givens)
6. TEPC Policy Revisions Taskforce (de Leon)

Voting Items:
1. Minutes from January 16, 2019 Meeting (Lebensohn) (Attachment 1)
2. Removing "Automatic" From All Automatic Dismissal Language in Policies - Attachment 2 (Lebensohn)
3. Ad Hoc Task Force for Clerkship Year Time Allocation and Time Off (Sanders)

Presentation/Discussion:
1. Evaluation Process Presentation (Cho)
2. Alternate Student Members Update Announcement (Students)
3. New TEPC Members / Fill Vacancies (Lebensohn)
4. SPC Grade Appeal Process Update (Elliott)
5. Medical leave policy not count in 6th year – Attachment 3 (Moher)

	FUTURE AGENDA ITEMS		
	Items(s)/Timeframe	**Time Frame**	**Assigned to**
	Foundations and MSS Quick Feedback Reports – Feb. 2019	Feb. 20	McIntosh/Cho
	Changes to Advanced Topics	Feb. 20	Elliott
	2020/2021 Academic Calendar Presentation (Vote) - Attachment	Feb. 20	De Leon
	DMH Block Change – Attachment	Feb. 20	Woolridge
	LCME	March	Givens
	Faculty Assessment of Student Performance form – Electives	Future	Cho/Warnek
	Proposal for Restructuring of Basic Science Curriculum – Pilot in Neuro	Future	Vanderah
	OB-GYN Clerkship Review	Future	Cho
	Transition to Residency Curriculum	Future	Elliott

TUCSON EDUCATIONAL POLICY COMMITTEE
Meeting Attendance
Wed., Jan. 16, 2019
4:30-6:00pm, Rm 3230

MEETING ATTENDEES			
Voting Members		**Resource Members**	
Art Sanders	X	Ah Ra Cho	X
Dawn Coletta	X	Athena Ganchorre	
Elle Campbell (2019)	X	Carlos Gonzales	
Jim Warneke	X	Emily Leyva	X
Joe Morales (2022)	X	George Fantry	X
Jordana Smith	X	JD Thomas	X
Josh Yell (2021)	X	Jennifer Yelich	
Kathy Smith	X	Jerie Schulz	X
Larry Moher	X	Kadian Mcintosh	X
Lindsey Lepoidevin (2020)		Karen Spear Ellinwood	
Maria Czuzak		Kevin Moynahan	X
Patricia Lebensohn	X	Kris Slaney	X
Stephen Wright		Kristie Bowen	
Zoe Cohen	X	Raquel Givens	X
		Sean Elliott	X
		Sonia de Leon	X
		Tanisha Price-Johnson	
		Winifred Blumenkron	X
		Guests:	
		Dave Bear	X
		Indu Partha	X

Meeting Minutes

Announcements:

1. <u>Educational Leadership Committee</u> – Items to be discussed at the next ELC meeting include the proposal to change the remediation policy, the appeal of grades to SPC, LCME update, and a decelerated curriculum for students who are identified early as not being likely to succeed in their first year.

2. <u>Subcommittee Updates</u> –
   TCMS: Remediation Proposal coming to TEPC.
   TCCS: Nothing at this time.
   Electives: Discussed the change in policy of grades from pass/fail to include high pass. A a mid year review showed it was not being used frequently. It will be reaccessed once there is a full year of grades.
   Evaluation: Dr. Cho stated she will be looking at the current structure of the Evaluation Subcommittee, and assess how to restructure it to include more faculty and student involvement.

3. Call to Audience –
   a. Dr. Sanders proposed forming a special subcommittee to look at the Clerkship year, how it has been reallocated, and how it can be formulated to give students vacation time. The class of 2021 has 4 weeks of Intersessions, the class of 2022 has 3 weeks of Intersessions, and the idea would be to look at options and plan for the class of 2023. Dr. Elliott stated there is ample time to review this. This will be placed on a future meeting agenda.
   b. Dr. Moher would like the medical leave policy to not count in their 6th year. This will be placed on a future meeting agenda.
   c. Mrs. de Leon suggested creating a task force for revising the grading and progression policy. This will be placed on a future meeting agenda.

4. Clerkship Overlap Update –
   Dr. Elliott stated that everything is on schedule and in place for the overlap, and we continue to recruit clinical sites and faculty. The addition of David Dawley (the new Clinical Preceptor Recruiter in Curricular Affairs) is streamlining the DDC status process and working on new faculty appointments. Dr. Cho added that new evaluations will be added during the overlap to measure student performance, which will allow us to make rapid changes.

5. LCME –
   Mrs. Givens announced that the COM received the team report with their findings that will be given to the LCME. An accuracy check of the findings and data was conducted and is correct. Overall, there were no surprises. The LCME will meet in February 2019 to review the report and make their final determination of our accreditation status at the end of February. We expect we will receive satisfactory monitoring for most of the areas.

Voting Items:
1. Minutes from November 28, 2019
   A vote was taken and the minutes were approved.

2. Alternate Student Members
   There are times that student members are unable to attend TEPC. In order to provide enough representation, it has been proposed to elect a student alternative for each class. All eight students would be permitted to attend meetings, but only one rep from each class may vote. The Bylaws do not need to be changed.

   A vote was taken, and TEPC approved this proposal.

Presentation/Discussion:
1. New Faculty Members
   Dr. Lebensohn stated that the two new members from radiology are unable to attend TEPC meetings and have asked to be excused from TEPC. As chair, she can appoint or bring to the group new members who will cover the vacated positions until June. TEPC members are encouraged to give name suggestions to Dr. Lebonsohn or Jerie Schulz. This does not require a vote.

2. Back to Basic Science – Dr. Bear presented his ideas for the new, required Back to Basic Science course (previously approved by TEPC) that will be offered in the second semester of the fourth year. The pass/fail course is intended to assist students with background basic and clinical knowledge for their residencies including reading, evaluating and interpreting primary literature to become expert learners in their field; practicing communicating with peers and patients in their specialities; and serving as role models and mentors for basic science. It will be a four week course, offered between January-March (prior to match), beginning with Winter 2022.

   The face-to-face components will encompass student specialty groups meeting weekly, sharing online resources and interfacing with key clinicans about basic science topics appropriate to their speciality; attending one grand round, and giving a final presentation of online learning modules by choosing one mini-meta review and preparing a 10-minute online learning module to present to the group for feedback.

The ePortfolio components will consist of three mini-meta reviews where students identify a clinical question and write a paper, three grand round reviews, an online learning module with MCQ quiz, and professional development reflections.

The next steps are to continue meeting with stakeholders (including students and residents) to gather ideas for the course, assemble a course planning committee, and recruit faculty facilitators for the course.

Discussion included: TEPC members like the plan and believe it will offer 4th year students robust, meaningfull experiences. It will be offered during a time when society mentors can be involved.   Dr. Smith said this program could be built into the chief resident program. The course will stay at one, four-week block. The self-directed learning component will allow students flexibility with their time and methods of interaction.   TEPC students like the idea of clinicans being there, and that the course will be active learning, not passive. Dr. Cho offered to assist Dr. Bear in creating course rubrics.

3. <u>Transition to Residency Bootcamp</u> – Dr. Partha introduced the new Transition to Residency Boot Camp. The current focus is to initially develop a three-day elective course for the week before graduation (May 30-May2) that will run 9am-12pm and 1pm-3pm. Eventually, the goal is for the program to become mandatory programst and longer format. There are currently 41 students who have expressed interest in the program. There will be a number of topics, including fluids and electrolights, teaching and feedback, financial well-being, ICU and nursing staff, medication mistakes, radiology, effective consulatation, time management, emergency medicine, OB/GYN, simulations, running codes, surgical technical skills, physician wellness, how to give bad news/coding, practical writing discharge/auth notes, and break-out groups. She hopes in the future they can add more practical skills on placing IV's, healing arts, and coding/billing.

Discussion: Dr. Smith recommended that Dr. Partha talk to all program directors, as most programs have "what to know" books that can be used as a resource. This timing of the course will not affect students who do not go to graduation as it will take prior to that event.

4. <u>Course Remediation Policy</u> – During the Nov. 28, 2018 TEPC meeting, the subject of changing the Course Remediation Policy, which was previously voted on and approved by TCMS to present to TEPC, was submitted. Following the discussion, TEPC returned the topic to TCMS with a list of questions to answer. TCMS complied and provided a document with written reponses for TEPC consideration.

Currently, our remediation policy is if a student fails a course, they have the option of remediating the course over the summer. If they fail the remediation, nothing appears on their transcript because the course was already failed and remediation is not a separate course. If they pass remediation, it appears on their transcript as a failture of the course and a pass in remediation.

Discussion: Dr. Lebensohn stated the requested change issues focus on if the course is or is not two separate courses, how the pass or failure of remediation is listed on a student's transcript, and if remediation is extra work for the block director and they should they get compensated. If remediation is viewed as the same course and a student fails it, then they have failed the same course twice and are at risk of dismissal for two failures. If a student fails two different courses in the same year, they cannot remediate and must repeat the year. If a student fails three different courses throughout their medical school years, then they are at risk of dismissal. This is a good opportunity to look at how failures are documented. A student survey was distributed and out of 48 responses, 77% of students are not in favor of changing the remediation policy and view it as "just another excuse to dismiss students." Deputy Dean Moynahan expressed that he is against changes to the existing policy, and that if the issue of grades on transcripts needs to be review then that can take place. The Student Affairs and Curricular Affairs associate deans concurred.   The transcript issue is a separate item that can be addressed.

A vote was take, and TEPC agreed not to support any changes to the Course Remediation Policy, and views that remediation is just remediation of a course, and is not a course in itself.

Meeting ended at 6:00pm.

Policy Template

University of Arizona College of Medicine

Tucson Campus

Subject: *Please indicate the subject of the policy. Review existing policies in this area to determine appropriate subject. Please indicate the target group for this policy (e.g., students, faculty)*	**Current language: Automatic Dismissal** **New language: Eligible for Dismissal**
Policy Title: *Please provide a draft title for the policy.*	**Grading and Progression Policy**
Justification: *Please provide a brief summary as why this policy is needed.*	The change in policy will bring consistency in the language used throughout the entire Grading and Progression Policy document when referring to removing "automatic"" in reference to dismissal.
Plain Language Intent: *Describe the intent of the policy in plain language statement.*	
Originator: *Please identify the individual writing and or shepherding this policy*	**Dr. Patricia Lebensohn**
Responsible Office: *If approved, identify the office or unit with primary responsibility for implementing this policy.*	**Curricular Affairs**
Approval Committee: *Please identify the committee who will review this policy (e.g., EPC, TEPC, PEPC, or Student Affairs)*	**TEPC**
Approval Date: *If/when approved by the appropriate committee, please indicate the approval date.*	**February 6, 2019**
Effective Date: *Please indicate your proposed effective date. Policies governing all students should be effective immediately. Policies governing portions of the curriculum should consider current students.*	**Immediately (February 6, 2019) for all cohorts**
Scheduled Review Date: *The review data should be two-years post the original effective date*	**February 6, 2021**

Policy Statement:

On Feb. 7, 2018, with an effective date for AY 2018-2019, the language to the Grading and Progression Policy, Section Three, B was changed to remove "automatic" when referencing dismissal from the COM in the Timing & Completion of USMLE Examinations. This language was not carried throughout the Gradiing and Progression Policy and must be changed throughout the entire Grading and Progression document to maintain consistency in COM policy.

Following consultation with Elizabeth Miller, it was advised that the phrasing read: ""*eligible for dismissal*" would be more accurate."

She went in to say that she would "generally advise against making a change mid-year, in this case, the change is not substantive and is bringing policy language in line with practice."

The current policy language reads:

- "automatic dismissal" or "automatically dismissed"

The proposed policy language:

- "eligible for dismissal"

Policy Template
University of Arizona College of Medicine - Tucson Campus

Subject: *Please indicate the subject of the policy. Review existing policies in this area to determine appropriate subject. Please indicate the target group for this policy (e.g., students, faculty)*	**Grading and Progression Policy, Section Five, 1.f: Dismissal From the College of Medicine**
Policy Title: *Please provide a draft title for the policy.*	**"Excluding medical leaves of absence."**
Justification: *Please provide a brief summary as why this policy is needed.*	No student should be penalized because of his/her/their medical problems which delayed the ability to graduate on time. As a Medical School, we should understand the burden of illness and make allowances as needed.
Plain Language Intent: *Describe the intent of the policy in plain language statement.*	The proposal is for Section Five, 1.f. The language would affect the 6 year limit and EXCLUDE medical leaves of absence, effective immediately.
Originator: *Please identify the individual writing and or shepherding this policy*	**Dr. Larry Moher**
Responsible Office: *If approved, identify the office or unit with primary responsibility for implementing this policy.*	**Curricular Affairs**
Approval Committee: *Please identify the committee who will review this policy (e.g., EPC, TEPC, PEPC, or Student Affairs)*	**TEPC**
Approval Date: *If/when approved by the appropriate committee, please indicate the approval date.*	
Effective Date: *Please indicate your proposed effective date. Policies governing all students should be effective immediately. Policies governing portions of the curriculum should consider current students.*	**Immediately (February 6, 2019)**
Scheduled Review Date: *The review data should be two-years post the original effective date*	**February 6, 2021**

Policy Statement:

The proposed changes to the policy in Section Five, 1.f, mirrors the policy changes in Section Three, 1-b approved in the fall 2018 regarding taking Step 1 exam within 3 years of matriculation "EXCLUDING medical leaves of absence".   In addition, it would make the policy effective immediately.

The current policy reads:
SECTION FIVE: DISMISSAL FROM THE COLLEGE OF MEDICINE
Approved date: August 3, 2016
Effective date: August 3, 2016
Approved February 21, 2018
f) The student fails to academically progress within the required timeframes. (in effect with the Class of 2019) All students must satisfactorily complete Years 1 & 2 of the M.D. degree and take the USMLE Step 1 Exam within three years of the date of matriculation. A student will be deemed to have completed Year 2 upon an initial attempt at the USMLE Step 1 Exam. Year 3 academic progress may halt if a student fails the USMLE Step 1 Exam but will not toll the required graduation timeframe. All M.D. degree students must satisfactorily complete all graduation requirements six years from the original date of matriculation. All time limits are inclusive of leaves of absence, the repeat of an academic year, and retakes or remediation of any course, exam, or other requirement.[1]

[1] The March 2016 revisions to Section 1(e) of this policy are effective with students matriculating in Fall 2016. All students that matriculated prior to Fall 2016 are held to the February 2012 policy, which required graduation within 6 years of matriculation, inclusive of all leaves of absence.

The proposed policy would read:
SECTION FIVE: DISMISSAL FROM THE COLLEGE OF MEDICINE
Approved date: August 3, 2016
Effective date: August 3, 2016
Approved February 21, 2018
f) The student fails to academically progress within the required timeframes. (in effect with the Class of 2019) All students must satisfactorily complete Years 1 & 2 of the M.D. degree and take the USMLE Step 1 Exam within three years of the date of matriculation. A student will be deemed to have completed Year 2 upon an initial attempt at the USMLE Step 1 Exam. Year 3 academic progress may halt if a student fails the USMLE Step 1 Exam but will not toll the required graduation timeframe. All M.D. degree students must satisfactorily complete all graduation requirements six years from the original date of matriculation. All time limits are exclusive of medical leaves of absence, and inclusive of other leaves of absence, the repeat of an academic year, and retakes or remediation of any course, exam, or other requirement.[1]

[1] The March 2016 revisions to Section 1(e) of this policy are effective with students matriculating in Fall 2016. All students that matriculated prior to Fall 2016 are held to the February 2012 policy, which required graduation within 6 years of matriculation, inclusive of all leaves of absence.

Required Website Information

Please indicate the appropriate **AUDIENCE** and **TOPIC** for this policy. This checklist mirrors the required tagging when the policy is uploaded to **medicine.arizona.edu**.

AUDIENCE		
	Alumni	
	Current Students	
		MD Students
		1st Year
		2nd Year
		3rd Year
		4th Year
		Visiting
		Undergraduate Students
		Graduate Students
		International Students
	Employees	
		Appointed Personnel
		Faculty
		Tenure Eligible
		Specialty Advisor
		Society Mentor
		Mental Health Counselor
		Non-tenure-eligible
		Tenured
		Clinical
		Special Professors
		Emeritus
	Staff	
		Classified staff
	Independent Contractor	
	Student Employees	
	Affiliates and Associates	
	Researchers	
		Fellows
	Physicians	
		Residents
	Department Head	
	Learning to Lead Participant	
		2014 Cohort
		2012 Cohort
		2010 Cohort
	General Public	
	News Media	
	Prospective Students	
TOPICS		
	Admissions	

	Awards	
	Career Advising	
		MSPE
		Residency Advice for MD Students
		Specialties
	Committees	
	Conflict of Interest	
	Diversity	
	Faculty Mentorship	
	Finance	
		Accounts
		Budgets
		Commitment Funding
		Payroll
		Property Management
		Purchasing
		Travel
		University of Arizona Foundation
	Graduate Medical Education	
		General Policies
		Hiring
		Applying
		Benefits
		Program Evaluation
		Resident/Fellow Evaluation
		Scholarship
	Human Resources	
		Benefits
		Dismissal
		Job Application Requirements
		New Faculty Orientation
		Recruitment
		Tuition
		Vacation and Leave
	Learning to Lead	
	Main Campus Policy	
	MD Curriculum	
		Attendance and Absence
		Blocks and Courses
		Clerkships
		Distinction Tracks
		Electives
		Grading and Progression
		Graduation Requirements
		Pre-2013 Phoenix Curriculum
		Selectives

		Specialty Advisors
		Student Handbook
	Organization	
	Professionalism and Integrity	
	Promotion and Tenure	
		Annual Reviews
		Clock Stop
		Joint Appointments
		Mid-Cycle Reviews
		Emeritus Status
		Sabbatical Leave
		Faculty Track Changes
		Title Approval
	Research	
		Clinical Research
		Contract Review Process
		Material Transfer Agreement
		Clinical Trial Agreement
		Core Services
		Frontiers in Medical Research Seminars
		Proposal Routing Process
		Public Access
		Research Budget
		Signature Requirements
	Risk Management	
		Space and Facilities
		Student Health
		Technology