

Members Present: Drs. Bruno Cavalcanti (Chair), Trishul Allareddy, Carolina Cucco, Gregory A. Farris, Matthew K. Geneser, John W. Hellstein, Justine L. Kolker, William J. Synan, Becky S. Todd, Megumi A. Williamson, Joni D. Yoder, Zeina Al-Salihi, Piriya Boonsiriphant, Brian Howe, DC Holmes, Michelle Krupp, Sherry R. Timmons, Ms. Kacie Dillow (D3)

Absent: I. John Syrbu, Mr. Tanner Brolsma (D4)

Meeting called to order at 12:02 p.m.

I. **Approval of May 15, 2020 minutes** – Dr. Cavalcanti

MOTION: to approve the May 15, 2020 minutes as submitted. Motion seconded.

MOTION APPROVED

II. **Orientation & Clerkship Grades** – Dr. Krupp

Dr. Krupp reviewed the orientation schedule and will send the schedule information to the Clerkship Directors for final comments or changes.

For the Clerkship semester grades submitted so far, there is a mix of pass/fail and letter grades. This decision needs to be made now to be entered into MAUI. There was discussion regarding variables/issues with the different grading schemas.

- PEDO and OMFS are the only two clerkships that will cross semester. All other clerkships will have a Fall and Spring semester course due to Federal Financial Aid guidelines.
- The didactic portion of the clerkships can be split into two semesters, but the clinical portion is quite difficult to split and determine what the requirements would be to pass.
- There should be a remediation plan for the Fall semester.
- This brings up the consideration of pre-requisites. If a student fails the Fall course, are they able to continue in the Spring course?
- PROS discussed that if a student does not meet the clinical portion of the requirements, it is possible to put the grade as incomplete. If a student fails the test, their grade would be an F for that semester. PROS has not yet decided if the student would be able to continue in the Spring semester if they failed.
- If the midterm exam is in the Fall and Final exam is in the Spring for the didactic portion and Fall is pass/fail, then the midterm exam would not be part of the percentage grade in the Spring.

ACTION ITEM: Dr. Krupp will send an email out to request more comments on pre-requisites, criteria for grading, daily evaluations and an incomplete as an option.

III. **D4 Recovery Plan – Issues, Ideas** – Drs. Holmes/Krupp

- Current D3 students will essentially be done with OMFS and ODx by the end of August.

- August will be dedicated to intensive clerkship recovery activities within the clerkships.
- Majority of students will begin seeing FAMD patients in September to allow for the focused time in the clerkships.
- After August 31, students who have not completed their D3 requirements will return to the clerkships throughout the fall semester.
- Need to discuss with Joni Yoder and Becky Todd to make them aware of what the needs are so they can get the patients scheduled assigned correctly.

ACTION ITEM: Dr. Holmes will be sending out preliminary documents out to clerkship directors, Joni Yoder and Becky Todd.

- It would be beneficial to FAMD to have some type of transition meeting at the end of August to discuss student progress.

ACTION ITEM: Brenda Selck will look for dates to schedule a transition meeting toward the end of August.

- Each clerkship needs to find a way to make it clear to each student what it will take to finish their obligations in the clerkship. One suggestion was to have a reorientation a week before August for the incoming D4 students, with each clerkships going through the new requirements with the students.
- D4 orientation is Wednesday, July 29 through Friday, July 31. FAMD will be reaching out to the clerkships to have someone from each clerkship come speak to the students who will be doing recovery during this orientation.

IV. **Student Progress & Monitoring** – Drs. Kolker/Krupp

Dr. Kolker reached out to Dr. Jain to gather information on best ways to track a group of 80 students.

- Give students reminders about assignments due in advance.
- Work with Jerry regarding reports in Axiom. This will be a valuable resource to track student progress.

ACTION ITEM: Each Clerkship Director discuss with your department how managing 80 student over the whole year will look and bring ideas back to the next Clerkship Directors Committee meeting.

- Clerkships will use the Snapshot tool quarterly to monitor student progress.
- Progress meetings will be held in November and March for Clerkship Directors.

ACTION ITEM: Invite Jerry to the next meeting to discuss Axiom reports.

V. **Calibration – Additional training/needs for new curriculum?** – Drs. Holmes/Krupp

Discussion was tabled due to lack of time.

VI. **Roundtable** – Committee Members

- Dr. Synan commented that the group of students they have right now are doing great. On average most students have done at least 8 of the 10 essential experiences and they still have 2 weeks left.
- Dr. Farris commented that the students this week were the students who did the remote exercises in April, which the students have said was helpful. Some students struggle with Axiom. Overall students are doing pretty well but there are some complex cases coming in.
- Dean Timmons discussed how two students are on an altered curriculum and will be finishing a D2 course this fall. It has been worked out that they will attend the Tuesday D3 didactic courses similar to what was done last year with two students who were on an altered curriculum. Since Clerkship model is changed this year due to COVID19, will the Clerkship Directors consider allowing these two students to attend the Fall 8 to 9 didactics? If not, when they start the clerkships in January, the students will be at a disadvantage didactically.
 - The course director will need to be approached after this meeting to see if individualized remediation is an option.
 - No Clerkship Directors are opposed to the two students attending the didactic portion in the fall.

Next Meeting: July 24, 2020

Minutes recorded: Ms. Brenda Selck