

Members Present: Drs. Justine Kolker (Chair), Piriya Boonsiriphanth, Carolina Cucco, Emily Lanzel, Greg Farris, Bill Synan, Brian Howe, Michelle Krupp, Sherry Timmons, Ms. Becky Todd, Ms. Joni Yoder, Mr. Bill Fletcher (D4), Ms. Melissa Draughn Williams (D3)

Absent: Drs. John Syrbu, Matthew Geneser, Sindhura Anamali, Megumi Williamson, Bill Synan, DC Holmes

Meeting called to order at 12:09 pm

I. **Approval of the February 5, 2021 minutes** – Dr. Kolker

MOTION: to approve the February 5, 2021 minutes as submitted. Motion seconded.
MOTION APPROVED

II. **D3 Expectations & Follow-up** - Dr. Kolker

- The committee discussed reinforcing course expectations and professional behavior.
- It was discussed amongst the committee that this is an opportunity to address the best way for faculty to communicate these expectations and how they need to be consistent across clerkships. Faculty could do better in coordinating efforts across multiple disciplines to set, maintain and reinforce standards.
- There was feedback given by the students on the committee that having too many forms of communication can be overwhelming. It would be preferred if there was consistency across all courses.
- Additionally, Dean Timmons and Dean Krupp have communicated with the class and individual students to remind them of expectations and provide feedback on their performance. These exchanges included identifying strategies and/or resources that could contribute to student success.

III. **Attendance** – Dr. Timmons

- Dean Timmons discussed the absence policy for next year's clerkships.
- It was decided that two sick days would be added to the absence policy along with the personal days that are already in place.
- Half sick days will be allowed.
- Professional days do not count towards absences.
- Reasons for adding two sick days:
 - Students could use these days for sick leave or doctor appointments.
 - Student have been coming in even if they are sick because they do not want to use a personal day.
 - If they are preplanning a sick day for an appointment and let faculty know in advance, it will allow for more time to adjust the schedule.

IV. **Incompletes & D4 Impact** – Dr. Holmes/Krupp

- Drs. Holmes and Caplan are starting to work on the schedule for next year's D4 students.
- The earlier faculty can give them an idea of what students will likely have incompletes or fail a course, the earlier they can put the schedule in place.
- It was asked if we are anticipating more incompletes than usual, however, no clerkship directors were able to give specifics yet.
- There was also discussion on opening clinic on Tuesday afternoons to allow for more patient care opportunities.
- This will be discussed later as it is depending on faculty coverage.

V. **Failures & Remediation from Recovery Plans** – Dr. Krupp/Committee

- The committee went into Executive Session to discuss student remediation plans.

VI. **Program Managers** – Dr. Howe

- Dr. Howe announced that Joni Yoder will be retiring on July 2, 2021.
- He would like to gather feedback from the key people who typically work with program managers to help determine student/clerkship needs.
- He will be sending out an e-mail to gather this information.

VII. **Roundtable** – Committee Members

- No comments

Next Meeting: May 21, 2021

Minutes recorded: Kearstin Gehlhausen