Medical Education Committee Meeting Minutes

12:00pm Volker Hall 301 / Teleconference
Tuesday – December 8, 2015

Attendees: BIRMINGHAM: Drs. J.R. Hartig (Chair), Laura Cotlin, Michael Barnett, Mason Frazier, Cathy Fuller, Shawn Galin, Craig Hoesley, Laruen Hoepfner, Kevin Leon, Robin Lester, Todd Peterson, Will Sasser, Peter Smith, and Marjorie Lee White. Adam Agee, Mike Belue, Pat Higginbottom, Toni Leeth, Fatrina Pierce. Kathryn Hudak, MS2; Kevin Shrestha MS1; and Carolina Temple, MS2. HUNTSVILLE (by videoconference): Dr. Lanita Carter. MONTGOMERY (by videoconference): Drs. Duncan McRae and Sesi Ogunbi. SELMA (by videoconference): Dr. Melissa Behringer. TUSCALOOSA (by videoconference): Drs. Jim Leeper, and Harriet Myers.

Prior Business Motions/Pending Votes
Pending votes. NEED people to Vote!!!

Major Topics & Task Forces
Admissions Process Review: Chair, Members.

Goals:
1. Descriptive review of the current process and flow for MEC Members
2. Provide – easy-to-follow – guide for current criteria for MEC Members
3. List areas for discussion within the MEC, areas for consideration for change/adaption, areas for which specific information (data) should be gathered and shared.

- The only active task force is still in the process of being constructed
  o MEC membership is not necessary to serve on the task forces
  o Email Dr. Hartig if interested

- Goals and objectives
  o Biggest one is to describe and outline what our current admission process is and find areas we as a school wish to discuss or review
  o Email other goals desired to Dr. Hartig
  o Would like to begin meeting in January

Up-Coming Reports / Needs
Clinical Subcommittee Al Review
- There was a meeting with Al Directors
- Going forward is to do a better job disseminating feedback from students about their Al experiences
- A questionnaire that will go to people in charge of AIs
• Todd Peterson and Marjorie Lee White identified overseers of acting internships
• Allow a contact point to begin discussions with the MEC to help find an accountability listing or flow
  o Peds – Will Sasser
  o Medicine – Brooks Vaughn
• Each campus department is appreciated for taking on the role

PreClinical Subcommittee Reports and **Module Review**
PDS – **January 2016**
• Do not want to cloud reviews with all info there is no place for and there is no way to review
• Will use previous year data as a guide
• Will pilot this year
• Will meet to figure out the best way to collect data

By-Laws Changes
   Changes to our procedures
• In working with other groups –full transparency is helpful; including attendance reporting and voting reports (only *that a representative member voted*…)
• In January, will include a page at the end that keeps track and shows individual MEC attendance and voting participation along with minutes
• May offer a change to those who, due to other duties/responsibilities, are unable to fully, actively participate in the MEC

Combined Retreat April 14th, 2016
Need to have comprehensive or overall review of curriculum
• Need a good meeting date
• Current Clerkship Director Retreat scheduled for April 14, 2016; 12-4 p.m.
• Need to work together for focus in 2016
  o Ideas
  o Topics
  o Discussion suggestions

Special Programs Chair (Thank you!)

**Next MEC Meeting January 12th, 2016**