Medical Education Committee
Minutes
12:00pm Volker Hall 301
Tuesday – February 9th, 2016

ATTENDEES: Birmingham Drs. J.R. Hartig (Chair), Michael Barnett, Mason Frazier, Cathy Fuller, Shawn Galin, Caroline Harada, Craig Hoesley, Kevin Leon, Robin Lester, Stan Massie, Richard Stahl, Marjorie Lee White, Teresa Wilborn, Kristina Panizzi Woodley, Vinita Yalamanchili, Anne Zinsky. Adam Agee, Mike Belue, Toni Leeth, and Fatrina Pierce. Kevin Shrestha MS1; Carolina Temple, MS1; Lauren Hoepfner, MS2; Kathryn Hudak, MS2; Rhyan Khodadadi, MS3; Mohini Agarwal, MS4; and Morgan Locy, MSTP. Huntsville (by videoconference): Drs. Lanita Carter, Anupama Yedla, and Parekha Yedla. Montgomery (by videoconference): Drs. Duncan McRae and Ramona Hart Hicks. Selma (by videoconference): Dr. Melissa Behringer. Tuscaloosa (by videoconference): Drs. Jim Leeper and Thad Ulzen.

Prior Business Motions/Pending Votes
N/A

Major Topics & Task Forces

Residency Prep Course Discussion (Dr. Kevin Leon)
- Started years ago as a 1 week special topics course
- Moved to a 2 week elective course because of its success
- Offered in late April after match is done when most students have done elective requirements
  - A high volume of 50 or more 4th year students participate
- Many schools have this type of course as a requirement under different names
  - Will create a concept proposal if this should be made a requirement for students
- Currently offered once a year and may need to offer twice a year
- Request for votes will be sent on the “Concept of Requiring a Capstone Course “

By-Law Revisions (Dr. J. R. Hartig)
- MEC Exec Updated Membership
  - Minor wording revisions have been made
  - Not currently up-to-date
  - New database system will help fix issues
  - Additional members to the MEC Exec Committee
    - Dr. Zinski replaced Dr. Jackson
    - May include additional MEC members
      - All members are appointed by the Senior Associate Dean
      - Previously discussed having residency membership on the MEC as nonvoting members
      - Should decide on how many
        - Communicate with branch campuses
Possibly 5
- There are a total of 10 students
- Students have their own elections
  - Current student term is 1 year
  - Current cycle runs November 1st – October 31st
- Vice Chair
  - Need to clarify specifications
  - Bylaws state:
    - Must have served as chair of another committee
    - Special Programs chair should be vice chair
- Voting / Attendance Reporting
  - Will use new system as a trial
  - Would like to track attendance and record in the minutes
    - Will only display participants

Membership / Roster (Dr. J. R. Hartig)
- Personal interests expressed, and some were volunteered
- Those interested contact Dr. Hartig

Special Programs Chair (Dr. J. R. Hartig)
- **Mark Bevensee** will serve as chair beginning next month

New Voting Mechanism and Membership Tracking (Dr. J. R. Hartig)
(Database created by John Taylor)
- Tracks
  - Attendance
  - Voting
  - Membership (automated tracking)
- Sends
  - Proposals for voting
    - Only voting members will receive voting requests
  - Reminders
  - MEC Minutes
  - Agendas
- Stores
  - Minutes
  - Proposal documents
  - Pdf documents
  - Members / Nonvoting members
Admissions Process Review: Chair/Members *(Dr. J. R. Hartig)*

Goals:
1. Develop an understanding of the current admissions process and criteria to present to the MEC at an upcoming meeting
2. Review the process and data which evolved into our MCAT 24 requirement
3. Suggest ideal data to be tracked and presented to the MEC on a yearly basis (regular, yearly report to be scheduled)

- Expressed interest in being a part of the committee:
  - Cathy Fuller
  - Lanita Carter
  - Caroline Kennemer
  - Ryan Kodadadi
  - Lauren Hoepfner
- Others interested email Dr. Hartig at jhartig@uab.edu, jhartig@uabmc.edu, or jhartig@peds.uab.edu

**Up-Coming Reports / Events**

**TLC Update Presentation**  *March 2016*
Great Guest: Dr. Kathleen Brooks

**Learning Communities Presentation**
Update in May

Pre-Clinical Subcommittee Reports and **Module Review** *(Dr. Laura Cotlin)*
Module Review Update on process
**PDS**  *March 2016*

Clinical Subcommittee **Al Review**
Update on process
Self-study packets pending

**Combined Retreat**  *April 14th, 2016*
Agenda and topic outlines will be sent in March