University of Massachusetts Medical School

Course-Clerkship Administrators Committee
Meeting Notes

Meeting Date: February 28, 2019 **Meeting Time: 1 – 2pm**		**Meeting Location: S2-310, iTLC-A**	

MEETING SCHEDULE	
AY19-20 TBD	
	ITEMS FOR FOLLOWUP: • **Has ResourceScheduler been updated to reflect the upgraded technology in conference rooms?**

Item #	Presenter	Comments/Meeting Notes
1	Michael Westfort/ Andrea Delaney/ Sheryl Wolnik	**IT Updates** A new member has joined the Academic Instructional Design & Technology team (formerly Academic Computing). Sheryl Wolnik comes to UMMS from Fitchburg state with a background in blended/online courses. She helped design an online course rubric specific to Fitchburg State, helping them move away from the 'Quality Matters' (or national) course rubric. General announcement: emails sent to the old Academic Computing email address are no longer being forwarded on to the team. The correct email address is as follows and has been updated on the Course Administrator webpage: AcademicInstructionalDesignandTechnology@umassmed.edu
2	Melissa Fischer	**Grade Turnaround – updates and reminders** Given the LCME standards for grade turnaround and our history with compliance, UMMS has a goal to improve during the current academic year (AY19-20). The LCME standard states that students must receive their official grade within six weeks of the end of a course. IREA has changed their reminder protocol to mirror CCE in the pre-clinical (FOM1/2) courses – reminders will go out to course leadership regarding the compliance dates. If courses are unable to meet this deadline, the protocol is to contact Melissa Fischer (Melissa.Fischer@umassmed.edu) and Mary Zanetti (Mary.Zanetti@umassmed.edu) in advance. Grades for CCE will now be submitted on a block-by-block basis, instead of at the end of each thematic section. This is a developing model around which correspondence will be sent out. Certain courses will integrate the cross-thematic section components as needed at the end

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		of the thematic section (i.e. specialties whose grades depend upon components from other parts of the thematic section). For FCEs, grades are due within six weeks of the end of the FCE and for Capstone, six weeks following Presentation day. This deadline will be altered for AS curriculum and shortened to a four-week period. Susan Hogan will be taking over as the overall Elective chair – responsible for the organization of UMMS fourth year electives. While Susan is beginning in this position, she plans to form three committees around electives and their formats/background, on which current elective coordinators are welcome. The committees are on the following topics: • Reviewing existing UMMS electives • Development of new electives • Elective oversight
3	Melissa Fischer	**Curriculum Renovation Recap** Handouts attached
4	Discussion from group	• Small group room size o Issues with having enough space, or large enough space given the bigger class sizes o Potential solutions: more iterations (highlights the issue of recruiting more faculty) • SWE technology updates – directions/demos? o There are certain rooms that have been given upgraded technology, which caused confusion during small groups in certain courses o Communications technologies / AV support has been responsive when called o Has ResourceScheduler been updated to reflect the upgraded rooms? • Proctor pool will now include librarians in addition to Standardized Patients