



**Present:**

Tracy Lower, MD  
Peter Borgia, PhD  
Mark Francis, MD  
Holly Hoefgen, Class of 2008  
Debra Klamen, MD, MPHE  
Karen Lee, MA  
Fritz Lower, MD  
Nancy McCann-Stone, MA  
Erica Nelson, MD  
Nicole Roberts, PhD  
Gary Rull, MD\*  
Nicole Sommer, MD  
Carol Thornton, MLS

**Absent:**

Erik Constance, MD  
Phillip Davis, PhD  
Sharon Hull, MD, MPH  
Mary Pauza, PhD  
Elizabeth Steffen (Class of 2007)  
Reginald Bulkley, MD  
Regina Kovach, MD\*  
Jody Lack, MD  
Sandra Shea, PhD

**Guests:**

Jean Afflerbach  
Cherie Forsyth  
Lisa Waldeck

## MINUTES

The March 5, 2007, meeting of the Year Four Curriculum Committee was called to order at 1:05 PM.

### 1.0 Review of Minutes

The Minutes of the meeting held February 5, 2007, were reviewed and approved unanimously.

### 2.0 Announcements/Reports

Upcoming presentations from the Academy:

- Stephanie Donnelly, MD, Assistant Professor of Surgery, Mayo Clinic, Surgical Education Fellow, SIUSOM, will present, "Web CT in Surgical Education," on Wednesday, March 14, 2007, from 4:00 to 5:00 PM in the Lincoln Conference Room/Lindegren 310.

Dr. Lower noted that there were five students whose schedules do not meet Graduation requirements at this time. These students have been contacted and again informed that it is their responsibility to make sure their schedule meets all requirements for graduation.

### 2.1 EPC/Executive Committee

Dr. Lower reported the last EPC meeting focused on preparations for the upcoming Retreat on March 19, 2007.

### 2.2 Departmental Reports

None of the departments present had any significant problems or issues to report.

### 2.3 Doctoring

Dr. Lower reported that the Year Four Doctoring/Medical Humanities segment was in progress.

### 2.4 Student Report

Ms. Hoefgen indicated that students had written to her about items listed on today's agenda.

### **3.0 Curriculum Issues/Updates**

#### **3.1 Elective Subcommittee Report - Recommendations**

Dr. Lower called the group's attention to the Recommendations from the Elective Subcommittee for the Electives to be offered for the AY2007-2008. The packet included the list of electives withdrawn (13), new offerings (6), and electives previously withdrawn but reinstated for the coming year (2).

A comprehensive list of all electives to be offered (by department), descriptions of new offerings, Specialty Pathways, Intensive Clinical, and Basic Science Electives were reviewed. Dr. Lower indicated that Dr. Hull was working on a Population Health Specialty Pathway and this proposal should be ready for review by the Committee at the April Y4CC meeting. Also, information for Year Three electives was briefly reviewed.

The request has been sent to the faculty to advise when they would like to offer their electives for the coming year. The deadline for returning these is Friday, March 23, 2007. Dr. Lower asked departmental Elective Coordinators to remind elective faculty to provide this information in a timely manner.

#### **3.2 Year Four Orientation – March 21, 2007**

Dr. Lower reminded the committee that the Year Four Orientation was scheduled for Wednesday, March 21, 2007, and all members were invited to attend.

#### **3.3 Scheduling Process – Neurology Clerkship**

Dr. Lower noted that the Neurology Clerkship scheduling process has been completed. Ms. Hoefgen reported that she had received comments from several members of her Class indicating that they would like to have additional information regarding times when specific courses were scheduled prior to making a Neurology Clerkship rotation selection. Specifically, students were concerned about courses offered only once, e.g., Surgery Residency Readiness, and the fear that they might schedule their Neurology rotation when the course was being offered. A brief discussion ensued regarding the scheduling timeframe for elective offerings. Dr. Lower indicated that there is still some room for flexibility and the registrar would work with students who might be faced with this dilemma.

#### **3.4 Weather Emergency Policy**

Dr. Lower informed the group that a specific policy regarding weather emergencies is needed. Dr. Klamen reported that if the entire School is closed, the Dean will make that decision. Drs. Klamen and Constance will jointly make the decision to cancel specific Year(s) activities if it is prudent to do so. In Year Four, students will contact their faculty supervisors directly to determine their work schedules during weather emergencies. In a thoughtful discussion, it was determined that a good way to alert individuals as to what, if any, cancellations were in effect would be to post this information on the website. Dr. Klamen and Ms. Afflerbach will investigate the possibility of doing this from a remote location and report findings to the Committee in April.

### **4.0 Other**

#### **4.1 Next Meeting: Monday, April 2, 2007**

The meeting was adjourned at 1:30 PM.