

STUDENT EDUCATION GROUP (SEG) MEETING AGENDA

April 2nd, 2019

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| 5:30 – 6:15 | Guest: Leigh Ann Holterman (Teaching Academy) |
| 6:15 – 7:00 | Retreat Review (finalize bylaws, induction of Chair and Vice Chair, Foundations and Clerkship Committee Nominations) |

TEAMS

- **Team 1:** Charlotte Hastings, Laura Director, Ethan Witt, Sienna Searles, Maggie Carey
Foundations: FoCS, PCR
Liaison roles: Library, Academic Supports, Communications
- **Team 2:** Chris Bernard, Daniel De Los Santos, Audrea Bose, Megan Boyer
Foundations: A&D, NMGI, DIV
Liaison roles: Elections, Position Statements
- **Team 3:** Liz Carson, Lawrence Leung , Hanna Mathers, Flora Liu, Kelly Chan
Foundations: Neural Science, Connections, PHP
Liaison roles: Teaching Academy, LIC
- **Team 4:** Marc Vecchio, Chad Serels, Sidney Hilker, Rachel Harrison
Foundations: CRR, Generations, Convergence
Liaison roles: Technology, Clinical Skills

COMMITTEE REPORTS

MCC COMMITTEE (Suven Cooper, Chad Serels, Kalle Fjeld)

FOUNDATIONS COMMITTEE (Andrew Gallagher and Margaret Johnson)

CLERKSHIP COMMITTEE (Brian Rosen and Katie Warther)

AAMC REP: (Brian Rosen)



**Student Education Group
4/2/2019
Minutes**

Members unable to attend: Chris Bernard, Lawrence Leung, Daniel De Los Santos, Laura Director, Marc Vecchio, Liz Carson

Members in attendance: Maggie Carey, Kelly Chan, Rachel Harrison, Megan Boyer, Chad Serels, Charlotte Hastings, Hanna Mathers (skype), Ethan Witt (skype), Sienna Searles, Sidney Hilker, Flora Liu (skype), Audrea Bose (skype), Dean Zehle

Committee Members in attendance: Brian Rosen (AAMC and Clerkship), Chad Serels (MCC)

Minutes by: Megan Boyer

Chairperson: None

Guests: Leigh Ann Holterman (Teaching Academy)

Check-In with Dean Zehle

- The retreat was extremely productive. SEG should not vote on/finalize the revised bylaws until Dean Zehle, Dr. Huggett, and Leigh Ann get the chance to review them thoroughly.
 - Dean Zehle suggested we get more specific with the language used throughout the bylaws. In addition, we have written “we propose” in the bylaws, when the format should be in finalized form.
 - SEG wants to implement Chair and Vice Chair positions, but usually bylaws go into effect the following year.
 - Most bylaws also get reviewed by constituents, so we may want to get these voted on by our classmates.
 - Throughout the document, we should reference roles, not individuals, so as to make the document relevant for future years.
- Discuss MCC election status
 - All set with this- the announcements have been posted in the Weekly Wire and statements are being collected from interested parties
 - All statements will be sent to Dean Zehle after the application deadline closes
 - In the future, we probably want to draw from MCC bylaws to create a standardized list of responsibilities for applicants to reference.
- Bylaws review with Dean Zehle on 4/5 for anyone who wants to attend
- Discuss MCC cadence
 - Might want to switch to a 3-year appointment for future elections
 - Would want to check if this is specified in MCC bylaws so it can be changed if needed
 - One concern would be whether this stops people from getting leadership positions later on in their medical school careers
 - Dean Zehle clarified that LCOM is looking at more opportunities for students to learn about and be involved in medical education and there are always opportunities for students that reach out.
- What was the reason for the change in Clerkship and Foundations committee appointments?

- We want the representatives to actively attend the meetings and be able to report back to us at SEG meetings
- Could we have one SEG representative and one open seat elected by the class?
 - Dean Zehle noted that usually you want appointed members and elected members at each level. A change to one SEG member and one elected member would satisfy this.

Guest – Leigh Ann Holterman (Teaching Academy)

- Leigh Ann would like to know our ideas for the evaluation process, as well as potential scholarly projects.
 - The Teaching Academy seems to do a lot of what we do, so it would be great to integrate with them going forward and delineate roles between the groups to be as efficient and effective as possible.
- Who can currently view course evaluations?
 - Course and clerkship directors, faculty in Foundations, members of the Teaching Academy, Dr. Feldman (for learning environment purposes), members of administration if needed, the curriculum team, and Active Learning Team
- In the future, there may be a sub-group of MCC that will exist to put together all the evaluations in a global assessment for courses and clerkships
 - This will be known as the “Evaluations and Assessment Committee” and has already been proposed.
- SEG’s proposal for changes to the evaluation process
 - Having our role in evaluations be more succinct than it is currently
 - Instead of making a PowerPoint presentation, we could do a Word Document report to send around that outlines improvements
 - This would be shared before the Foundations meeting
 - Leigh Ann will review the proposal written by Audrea
 - The PowerPoints do take up a lot of the meeting and are sometimes redundant (the course director usually presents similar information based on end-of-course evaluations)
- Flora asked about what currently happens with the weekly reviews
 - Evaluations of modalities overall
 - The course director and Active Learning Team gets this, sometimes for a research perspective
 - Evaluations of faculty
 - Only specific faculty members receive these
 - Maggie mentioned that it can be difficult when modalities are grouped together because they vary, some are 5/5 and some are 1/5. In this case, how do you rate the modality as a whole?
 - Leigh Ann agreed this is a downside to the current layout which was conceptualized this way in order to reduce the number of evaluation questions. She is open to suggestions to improve this.

- Sidney voiced that SEG hopes to spend more of our time on real-time feedback, as this is the major involvement we have with courses.
- SEG would like to transition to the “You Said/We Did” model
 - This is what students ask for through milk and cookies and feedback sessions, and in turn, what the course director did to address issues as they came up
 - We could link this to a webpage so people can see where their feedback is going and what is happening with it
- SEG will continue with the current evaluation process through Neural Science
 - Audrea asked if SEG needs to get our proposal approved in order to make it official.
 - We should put what we want to do in our bylaws and then inform Dr. Lounsbury.
- The Teaching Academy retreat was last Friday.
 - Dr. Lahey ran sessions on social medicine.
 - SJC has done an amazing job of spreading the message that social medicine is important, but it would be great to publicize their work more.
 - It may be nice to have an icon on class sessions in the VIC Calendar to say “this is related to this social medicine topic” (concept of social tagging)
 - This would be a way of introducing relevant themes throughout the curriculum to identify longitudinal threads

Retreat Review

- Plan for committees going forward
 - Clerkship Committee
 - SEG likes the idea of one internal representative and one from a true class-wide election
 - Hanna is interested in the position as a SEG member
 - Foundations
 - Same format as Clerkship- one internal representative and one from a class-wide election
 - This will keep third and fourth year students engaged while also making it easier to get feedback from people
 - Students stepping into the roles as third and fourth years who haven’t been involved with SEG in the past may not understand what the role of SEG is
 - With one internal and one external representative, we would be able to better explain what the job consists of and be able to lead by example
 - We will send out election application information in the Weekly Wire, hold the election, and have the new representatives come to the SEG meeting next month
- To clarify, student guests don’t have to be a formalized guest, they can be after a guest during any meeting
 - However, it would be best if they asked in advance to be placed on the agenda so we can plan accordingly.

- We should also have a comment period for bylaws where classmates can have the opportunity to voice opinions

SJC Update

- They are continuing to work with Dr. Gupta for the Neural Science course.
 - Planning luncheons, social medicine themes, integrating into the curriculum
- There will be a survey going out about social medicine themes of the week in the near future as a scholarly project.
- As we edit our bylaws, would it be appropriate to include a formalized relationship between SEG and SJC?
 - It may be helpful in order to keep the relationship collaborative even with the yearly turnover of both groups
 - Sidney brought up that we usually have representatives from MCC/Foundations/Clerkship/etc. so it would be great to have parallel bylaws as much as possible.
 - i.e. One pre-course meeting with the Teaching Academy, SEG, and SJC so everyone is in one place at the same time
 - SJC can also appoint people to similar course combinations (following the SEG structure)
 - SEG and SJC are both involved in medical education, but doing very different roles within that realm
 - SEG hopes that SJC can continue to come to our meetings
 - SJC meeting is usually 2nd Tuesday of month at noon, so it would be great to have a SEG representative at these meetings as well

Committee Updates:

- MCC:
 - None
- Foundations:
 - None
- Clerkship:
 - None
- AAMC:
 - None
- Active Learning Task Force
 - None

Task List:

- Put Maggie on communications email with Kiersten so she can follow up on SEG email and list-serv access - Megan
- Create MCC Election survey to go out to class - Megan
- Post statement in the Weekly Wire for Clerkship and Foundations Committees – Megan

- Meet with Dean Zehle to go over bylaws – Sienna, Flora, Sidney
- Check MCC bylaws to see if it specifies term length – Chad
- Need a SEG member nomination for Foundations Committee – new 3rd years, think about if you'd like to run!