



Committee on Curriculum & Evaluation

CCE Executive

CHARGE: In accordance with the Rush Medical College (RMC) Policies and Procedures, the Committee on Curriculum and Evaluation (CCE) is charged with the overall design, management, integration, evaluation, and enhancement of a coherent and coordinated medical curriculum.

Subcommittee Chair: Sweet, Michelle

Meeting Date: 2019.07.31

Time: 12:00 – 1:30pm

Location: AAC 1098

Zoom: <https://zoom.us/j/638903670>

Agenda Item	Presenter	Requested Action
01A. Call to Order & Approve Minutes from June 22, 2019.	M. Sweet	Vote on Minutes
01B. Review of Membership Roster – Welcome New Members – Need Vice Chair Nominations	M. Sweet	Discussion
01C. Overview Expectations of CCE Committee/Subcommittees/ Review of CCE P&P LINK: http://bit.ly/2RyTuRq	M. Sweet	Vote on P & P
02. University Assessment Committee (UAC) & University Curriculum Committee (UCC) Updates	M. Bradaric, J. Cvengros, T. Shannon	Discussion
03. Student Advisory Committee (SAC) Update	J. Schulman, J. Misch, A. Napleton	Discussion
04A. Program Design Subcommittee Report.	J. Kuppy	Discussion
04B. Implementation & Integration Subcommittee Report.	E. Van Opstal	Discussion
04C. Program Evaluation Subcommittee Report and July 22nd Retreat Update (not included).	A. Wilson	Discussion
05A. Pre-clerkship Workgroup Report (No Update – No July meeting)	M. Bradaric	Discussion
05B. M3 Workgroup Report: Pilot Health Day Policy and Additional Time-Off	E. Chen	Discussion
05C. M4 Workgroup Report: (No report – no July Meeting)	J. Moy	Discussion
06. Parking Lot Issues: Collect any items not addressed in today's meeting but for future meetings.	M. Sweet	Discussion

Committee Roster:

Wilson, Adam Walsh, Connor Szewka, Aimee Sweet, Michelle Shannon, Tom Shah, Syed Schulman, Jacob Patwari, Rahul
Napleton, Amy Moy, James Leven, Robert Grichanik, Mark Dedhia, Rupel Cvengros, Jamie Currence, Princess Baker, Elizabeth

#	Committee Role	2019 Member Name	2019 Email Address	AY19 Chair
CCE Executive COMMITTEE				
1	Exec Chair	Sweet, Michelle	Michelle_Sweet@rush.edu	★
2	Exec Chair- Elect (Vice Chair)	Vacant - To be Filled		
3	Exec Core WG Chair/ Core WG Exec Rep	Dedhia, Rupel	Rupel_Dedhia@rush.edu	★
4	Exec Faculty M4 WG Rep (or M4 WG Chair)	Moy, James	James_Moy@rush.edu	★
5	Exec Faculty PD Rep (or PD Chair)	Kuppy, Joanna	Joanna_Kuppy@rush.edu	★
6	Exec Faculty PES Rep (or PE Chair)	Wilson, Adam	Adam_Wilson@rush.edu	★
7	Exec Faculty Preclerkship WG Rep (or PC WG Chair)	Bradaric, Michael	mbradaric@usc.edu	★
8	Exec Housestaff Rep	Walsh, Connor	connor_w_walsh@rush.edu	
9	Exec I&I Rep (I&I Chair)	Van Opstal, Elizabeth	Elizabeth_R_VanOpstal@rush.edu	★
10	Exec M2 Student Rep (also on subcomm)	Napleton, Amy	Amy_Napleton@rush.edu	
11	Exec M3 Student Rep (also on subcomm)	Schulman, Jacob	Jacob_H_Schulman@rush.edu	
12	Exec M4 Student Rep (also on subcomm)	Misch, Jonathan	Jonathan_T_Misch@rush.edu	
13	Exec Non-Voting/Ex-Officio 1	Leven, Robert	Robert_Leven@rush.edu	
14	Exec Non-Voting/Ex-Officio 2	Patwari, Rahul	Rahul_Patwari@rush.edu	
15	Exec Non-Voting/Ex-Officio 3	Szewka, Aimee	Aimee_J_Szewka@rush.edu	
16	Exec Non-Voting/Ex-Officio 4	Baker, Elizabeth	Elizabeth_Baker@rush.edu	
17	Exec Non-Voting/Ex-Officio 5	Currence, Princess	Princess_Currence@rush.edu	
18	Exec Non-Voting/Ex-Officio 6	Grichanik, Mark	Mark_Grichanik@rush.edu	
19	Exec Non-Voting/Ex-Officio 7	Carroll, Anne	Anne_Carroll@rush.edu	

#	Committee Role	2019 Member Name	2019 Email Address	AY19 Chair
20	UAC Rep 1 ex-officio/voting	Wilson, Adam	Adam_Wilson@rush.edu	
21	UAC Rep 2 ex-officio/voting	Cvengros, Jamie	Jamie_Cvengros@rush.edu	
22	UCC Rep 1 ex-officio/voting	Shannon, Tom	Tom_Shannon@rush.edu	
23	UCC Rep 2 ex-officio/voting	Bradaric, Michael	mbradaric@usc.edu	
Implementation & Integration COMMITTEE				
24	I&I Faculty Member / Core WG Rep	Van Opstal, Elizabeth	Elizabeth_R_VanOpstal@rush.edu	★
25	I&I Faculty Member / M4 WG Rep	Wyatt, James	jwyatt@rush.edu	
26	I&I Faculty Member / Preclerkship WG Rep	Tsai, Christine	Christine_S_Tsai@rush.edu	
27	I&I Faculty Member 1	Morgan, Deri	deri_morgan@rush.edu	
28	I&I Faculty Member 2	Bruti, Chris	Christopher_P_Bruti@rush.edu	
29	I&I Faculty Member 3	Grote, Chris	Christopher_Grote@rush.edu	
30	I&I Faculty Member 4	Pool, Mark	markpool@rush.edu	
31	I&I Faculty Member 5	Williams, Kenya	Kenya_williams@rush.edu	
32	I&I M1 Student Rep	Vacant - To be Filled		
33	I&I M2 Student Rep	Tatavarthy, Manvita	manvita_tatavarthy@rush.edu	
34	I&I M3 Student Rep	Schulman, Jacob	Jacob_H_Schulman@rush.edu	
35	I&I M4 Student Rep	Yarbrough, Annie	Andrea_L_Yarbrough@rush.edu	
36	I&I Non-Voting/Ex-Officio - CCE Chair	Sweet, Michelle	Michelle_Sweet@rush.edu	
37	I&I Non-Voting/Ex-Officio - CCE Vice Chair	Vacant - To be Filled		
38	I&I Non-Voting/Ex-Officio 1	Leven, Robert	Robert_Leven@rush.edu	

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#	Committee Role	2019 Member Name	2019 Email Address	AY19 Chair
39	I&I Non-Voting/Ex-Officio 2	Patwari, Rahul	Rahul_Patwari@rush.edu	
40	I&I Non-Voting/Ex-Officio 3	Szewka, Aimee	Aimee_J_Szewka@rush.edu	
41	I&I Non-Voting/Ex-Officio 4	Baker, Elizabeth	Elizabeth_Baker@rush.edu	
42	I&I Non-Voting/Ex-Officio 5	Currence, Princess	Princess_Currence@rush.edu	
43	I&I Non-Voting/Ex-Officio 6	Grichanik, Mark	Mark_Grichanik@rush.edu	
44	I&I Non-Voting/Ex-Officio 7	Carroll, Anne	Anne_Carroll@rush.edu	
Program Design COMMITTEE				
45	PD Faculty Member / Core WG Rep	Kuppy, Joanna	Joanna_Kuppy@rush.edu	★
46	PD Faculty Member / M4 WG Rep	Sheth, Neeral	Neeral_K_Sheth@rush.edu	
47	PD Faculty Member / Preclerkship WG Rep	Hartley, Anne	Anne_Hartley@rush.edu	
48	PD Faculty Member 1	Codispoti, Christopher D	Christopher_D_Codispoti@rush.edu	
49	PD Faculty Member 2	Solka, Kathryn	Kathryn_A_Solka@rush.edu	
50	PD Faculty Member 3	Yoder, Mark	Mark_A_Yoder@rush.edu	
51	PD Faculty Member 4	Nguyen, Hoang	Hoang_Nguyen@rush.edu	
52	PD Faculty Member 5	Kalinowski, Valerie	VALERIE_KALINOWSKI@rush.edu	
53	PD M1 Student Rep	Vacant - To be Filled		
54	PD M2 Student Rep	Hannah Brown	Hannah_Brown@rush.edu	
55	PD M3 Student Rep	Conterato, Jesse	Jesse_C_Conterato@rush.edu	
56	PD M4 Student Rep	Misch, Jonathan	Jonathan_T_Misch@rush.edu	

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#	Committee Role	2019 Member Name	2019 Email Address	AY19 Chair
57	PD Non-Voting/Ex-Officio - CCE Chair	Sweet, Michelle	Michelle_Sweet@rush.edu	
58	PD Non-Voting/Ex-Officio - CCE Vice Chair	Vacant - To be Filled		
59	PD Non-Voting/Ex-Officio 1	Leven, Robert	Robert_Leven@rush.edu	
60	PD Non-Voting/Ex-Officio 2	Patwari, Rahul	Rahul_Patwari@rush.edu	
61	PD Non-Voting/Ex-Officio 3	Baker, Elizabeth	Elizabeth_Baker@rush.edu	
62	PD Non-Voting/Ex-Officio 4	Currence, Princess	Princess_Currence@rush.edu	
63	PD Non-Voting/Ex-Officio 5	Grichanik, Mark	Mark_Grichanik@rush.edu	
64	PD Non-Voting/Ex-Officio 6	Carroll, Anne	Anne_Carroll@rush.edu	
Program Evaluation COMMITTEE				
65	PES Faculty Member / Core WG Rep	John, Viju	Viju_T_John@rush.edu	
66	PES Faculty Member / M4 WG Rep	Chen, Elaine	Elaine_Chen@rush.edu	
67	PES Faculty Member / Preclerkship WG Rep	Ferrigno, Chris	Christopher_Ferrigno@rush.edu	
68	PES Faculty Member 1	Wilson, Adam	Adam_Wilson@rush.edu	★
69	PES Faculty Member 2	Hoepfner, Tom	Thomas_Hoepfner@rush.edu	
70	PES Faculty Member 3	Mack, Laurin	Laurin_Mack@rush.edu	
71	PES Faculty Member 4	Lambert, Carl	Carl_E_Lambert@rush.edu	
72	PES Faculty Member 5	Jedel, Sharon	Sharon_Jedel@rush.edu	
73	PES M1 Student Rep	Vacant - To be Filled		
74	PES M2 Student Rep	Napleton, Amy	Amy_Napleton@rush.edu	
75	PES M3 Student Rep		Hannah_R_Grierson@rush.edu	

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#	Committee Role	2019 Member Name	2019 Email Address	AY19 Chair
76	PES M4 Student Rep	Adochio, Emily	Emily_G_Adochio@rush.edu	
77	PES Non-Voting/Ex-Officio - CCE Chair	Sweet, Michelle	Michelle_Sweet@rush.edu	
78	PES Non-Voting/Ex-Officio - CCE Vice Chair	Vacant - To be Filled		
79	PES Non-Voting/Ex-Officio 1	Leven, Robert	Robert_Leven@rush.edu	
80	PES Non-Voting/Ex-Officio 2	Patwari, Rahul	Rahul_Patwari@rush.edu	
81	PES Non-Voting/Ex-Officio 3	Baker, Elizabeth	Elizabeth_Baker@rush.edu	
82	PES Non-Voting/Ex-Officio 4	Currence, Princess	Princess_Currence@rush.edu	
83	PES Non-Voting/Ex-Officio 5	Grichanik, Mark	Mark_Grichanik@rush.edu	
84	PES Non-Voting/Ex-Officio 6	Carroll, Anne	Anne_Carroll@rush.edu	



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CCE Executive

CHARGE: In accordance with the Rush Medical College (RMC) Policies and Procedures, the Committee on Curriculum and Evaluation (CCE) is charged with the overall design, management, integration, evaluation, and enhancement of a coherent and coordinated medical curriculum.

Subcommittee Chair: Cvengros, Jamie

Meeting Date: 2019.06.26 **Time:** 12:00 – 1:30pm **Location:** AAC 1046 **Zoom:** <https://zoom.us/j/638903670>

Agenda Item	Presenter	Vote Outcome	Minutes / Action Item
01A. Call to Order & Approve Minutes from May 22, 2019.	J. Cvengros	Approved	Approved without amendment (M. Sweet, A. Wilson)
01B. Nomination of CCE Executive Committee Chair-Elect. Update on Subcommittee leadership for AY 2019–2020.	J. Cvengros, M. Sweet	Approved	Review of vacancies and rosters of each CCE Committee. Call for Nominations for Vice Chair position.
01C. Discussion of process for nominating RMC representatives UAC (Past I&I and PES Chair) and UCC (i.e. Past Exec Chair & PD Chair).	J. Cvengros, M. Sweet	Approved	Members approved the process for UAC and UCC CCE participation. Upon vacancy: UAC would be Past I&I Chair or rep and PES Chair and UCC will be Past Exec Chair & PD Chair/rep
01D. CCE Policies & Procedure Revisions: Rubric for Participation, M1 Student Voting on multiple Committees, Definition of CCE Exec Chair & Vice Chair Roles & Workload Policy Revision	J. Cvengros, M. Sweet	Tabled for E-vote	Members approved amendment of language in P&P regarding participation. Discussion of students being voting members on both subcommittees and Executive. Conclusion: voting status stands as it is consistent with the Subcommittee Chairs participation. M1 voting rights was not discussed. J.Cvengros will send updated P&P via Slack for public comment. LINK: http://bit.ly/2RyTuRq
02. University Assessment Committee (UAC) & University Curriculum Committee (UCC) Updates	J. Cvengros		No UCC Update: UAC Update: Rush University has been accepted into the Higher Learning Commission's Assessment Academy. An application to this academy was made to honor Rush's plans outlined in the HLC assurance argument. The goal of participating in this academy is to enhance and further develop Rush's integrated university assessment plan which strives to evaluate learner performance and perceptions across colleges, programs, and co-curricular activities. In the coming months, a Rush Academy Team will be formed consisting of 5–8 individuals who are faculty, staff, and administrator, with representatives from various colleges. I'll keep you posted as more information becomes available.
03. POLICY: "Incomplete – Due to Assessment" Status into Preclerkship Course Update	M. Grichanik		M. Grichanik indicated that the Policy had received all the required RMC oversight committees. Next steps is to update the relevant documentation.
04A. Student Advisory Committee (SAC) Update: Need for M4 rep for AY19	J. Schulman, A. Napleton		Nomination of Jonathan Misch as M4 SCAC on Executive was approved.
04B. Program Design Subcommittee Report.	M. Richards		M. Richards provided Program Design Report. CCE Committee thanked her for her service.
04C. Implementation & Integration Subcommittee Report.	T. Shannon		T. Shannon provided Implementation Report.
04D. Program Evaluation Subcommittee Report.	A. Wilson		A. Wilson provided Evaluation Report and notified members of the strategic priorities of upcoming PES Retreat on July 22nd.
05. Parking Lot Issues.	J. Cvengros, M. Sweet		Prior to adornment, the committee expressed appreciation for the leadership of J. Cvengros

Committee Roster:

Baker, Elizabeth Currence, Princess Cvengros, Jamie Dedhia, Rupel Grichanik, Mark Leven, Robert Napleton, Amy Patwari, Rahul Schulman, Jacob Shah, Syed Shannon, Tom Sweet, Michelle Szewka, Aimee Walsh, Connor Wilson, Adam



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Baker, Elizabeth Currence, Princess Cvengros, Jamie Dedhia, Rupel Grichanik, Mark Leven, Robert Napleton, Amy Patwari, Rahul Schulman, Jacob Shah, Syed Shannon, Tom Sweet, Michelle Szewka, Aimee Walsh, Connor Wilson, Adam



Committee on Curriculum & Evaluation

Program Evaluation

CHARGE: In accordance with the Rush Medical College (RMC) Policies and Procedures, the Committee on Curriculum and Evaluation (CCE) is charged with the overall design, management, integration, evaluation, and enhancement of a coherent and coordinated medical curriculum.

Subcommittee Chair: Wilson, Adam

Meeting Date: 2019.07.02 **Time:** 12:00 – 1:00PM **Location:** AAC 952 **Zoom:** <https://zoom.us/j/558529482>

Agenda Item	Presenter	Vote Outcome	Minutes / Action Item
Useful Links:			***RMC Data Sources: https://bit.ly/2BUGhvw *** ***LCME 8.4 Outcome Indicators: https://bit.ly/2GO3K5M ***
01A. Call to Order & Approval of June 20, 2019 minutes. (see attached)	A. Wilson		Minutes Approved without amendment (T. Hoepfner & S. Jedel)
02. Membership Update – PES Roster & Welcome New Member: Dr. Viju John (see attached)	A. Wilson		Welcome of Dr. John. Brief Introduction of PES members and Guests: M. Gilliland & K. Stapleton
03A. Recap of Wellness Data and Next Steps	A. Wilson		A. Wilson gave recap of meeting June 20th meeting & framed purpose of discussion/review for Wellness "benchmarks" Annual Report.
03B. Wellness Annual Report LINK: http://bit.ly/2NiKHEC	A. Wilson		S. Jedel will be the liaison of PES to RU Wellness Officer. A. Wilson will draft an executive Summary of the Wellness Annual Report for ease of use. Additional data to add to Wellness Annual Report to include the Pulse Survey. P. Currence will work with Clinical Curriculum team to provide Duty hours (Note: Students Log in Duty Hours log in Oasis). Syllabus–Duty Hours (administered to the M1s). Questions regarding format of Annual report (i.e. multiple checkmarks for one measure). Suggestion to add rubric "Social Wellness" which would include learning environment. Outstanding issues to resolve: Definition of Co-curricular activities & extracurricular activities; Participation in clerkship electives. –Proposition to change standards to: .5 below Re: Workload Volume. Discussion/review of Y2Q of Disengagement: –Proposition of Disengagement Core: 1.0 points SD above the (1.35) National mean –Proposition to change Exhaustion, Stress, and Disengagement Score change .75 SD Needs Improvement PEX and Excellence .5points above. A. Wilson Check with M. Grichanik to see how the pull SD deviation for all medical schools Y2Q data. Question: are there incentives for survey completion?. Challenge Questions: What is considered poor performance based on Burnout Inventory? – Should would calibrate the Program Expectations with that of the Senior Associate Dean and Dean of RMC? Should include Satisfaction Score? Proposition to add context for scores (i.e. new curriculum) Indicate some interventions. continue to monitoring new curriculum, timing of when materials. M. Grichanik assess any relevant data from the recent student focus groups. Once PES Action plan is in place, proposal to conduct additional focus groups.
04. Parking Lot issues and Next Steps: Dietary Restrictions for July 22nd Retreat	P. Currence, A. Wilson		Additional data needed to complete Wellness Annual Report. If obtained before July 22nd retreat, it will be discussed at the retreat. If not, will move to August 2019 meeting. P. Currence will send out the Dietary Restrictions form for the retreat.

Committee Roster:

Adochio, Emily Carroll, Anne Chen, Elaine Currence, Princess Cvengros, Jamie Ferrigno, Chris Grichanik, Mark Grierson, Hannah
Hoepfner, Tom Jedel, Sharon John, Viju Lambert, Carl Leven, Robert Mack, Laurin Napleton, Amy Patwari, Rahul Sweet, Michelle