

System Leader Committee, Wednesday, October 12, 2011: Attachment

Detailed information about selected agenda items:

1. Remediation policy SMD2014
2. Clarification of coding policy for patient interviews
2. Process for holding meetings of CSL groups
4. IF-AT Construction Software
5. Discussion Boards

1. SMD2014 Remediation Policy

For students in the Class of 2014 the System Leader notifies the student that they have failed the System and notifies the Assistant Dean for Records, Dr. Allison H. Innes, who will then notify the appropriate College Dean. The College Dean should then have a discussion with the student regarding the failure - to include counseling and to ensure that the student understands the options and decision points to come such as how it may impact on scheduling USMLE and what a second failure might mean.

A student with a single academic deficiency in a Core Systems course may, with the approval of the Academic Standards and Achievement Committee and the course director, resolve the deficiency by a period of structured self-study followed by a re-exam on some or all the course material. This remediation should not begin until after the end of the Core Systems portion of the curriculum and will likely result in delaying the completion of USMLE Step 1 and the beginning of Clerkships. However, the transition course should be taken at the regular time. Two deficiencies in Core Systems courses may result in the student being asked to repeat some or all of Core Systems. A student may not advance to the clerkships until all deficiencies in Foundations of Medicine and Core Systems courses are resolved.

This student should be tracked carefully with additional follow-up as needed by the College Dean.

The Assistant Dean for Records will notify the Academic Standards and Achievement (ASA) Committee of students with academic deficiencies that require action by the ASA Committee.

Note: A policy for students in the Class of 2015 will follow.

— *Don Innes*

2. Coding policy for patient interviews

Please pass on this reminder to System Leaders that for recording purposes "patient interviews" are not lectures but "general teaching activities" and paid for on an hour-for-hour basis. You can include this in the next meeting notes if you wish.

— *Don Innes*

3. Process for ordering food for CSL meetings

1. System Leader: Schedules CSL meeting
2. Student Representative: Orders food and is present to accept at meeting location; obtains an invoice then submits to System Leader
3. System Leader: Receives invoice, takes attendance (i.e. sign in sheet), then completes Business Meal Certification Form, and attaches to invoice.
4. System Leader: Submits all paperwork to Instructional Support Coordinator (ISC)
5. Instructional Support Coordinator: Submits all paperwork to Lucille Bland who will generate the PO and submit for payment.

4. Software for questions in TBLs: IF-AT Test Construction Program

Excerpt from document by Seth Barry, Epstein Educational Enterprises
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As a valued user of the Immediate Feedback Assessment Technique (the "IF-AT") we would like to introduce to you (if you do not know already) a free online "IF-AT Testmaker" system. This system works in conjunction with the IF-AT to match your tests with any version or versions of the IF-AT you wish to use. This system has revolutionized test making for the IF-AT and has exponentially decreased the time and effort used in creating tests.

As you probably have experienced, adapting your quizzes, tests and other assignments to the various "answer versions" of the IF-AT can be a laborious process. Moreover, once a test has been adapted to a particular form, the last thing an educator wants to spend time on, is "re-adapting" it to another answer version. This can leave an educator locked in to using one or two IF-AT answer versions that he/she has created, thereby increasing the risk of their students learning the answer patterns. The "Testmaker" solves this problem.

After entering all test questions and answers into the system, the Test Maker automatically adapts a quiz or test to the dozens of IF-AT answer versions available, at the touch of a button. The Test Maker can create your question sheets in PDF, RTF, and Browser formats.

The web site address to access the Test Maker is: www.ifat.com/id5.html

This web page provides simple instructions for the use of the Test Maker and links you to the Test Maker program. For security reasons, you will need to be issued a user name and password to log onto the Test Maker. To obtain your user name, please contact us at info@epsteineducation.com and we will help you with the initial setup. Again, please note that THERE IS NO CHARGE to use the Test Maker.

5. Discussion Boards

John Jackson has made a podcast entitled Navigating the Student Source, which is one of several that are required viewing for the Orientation workshop on Navigating the paperless environment. Link is here: <http://www.med-ed.virginia.edu/CourseSites/display.cfm?keyID=2861&click=6>

On the Student Source podcast he addresses the course Discussion boards from 20:48-24:53.

I summarize the content below, but I highly recommend that all systems leaders listen to this portion of the podcast so they will know what students are being told in Orientation.

"System leaders would prefer that you not send them direct emails but you post all your questions to the Discussion forum. The primary reason is that many times multiple people have the same question. Also, it becomes an archive that others can search through and find what questions have been asked in the past. We really encourage students to continue their in-class discussion with their classmates and team members in these forums. You know that you have a (faculty) moderator to make sure everything that is being shared there is factually correct. That is a much greater advantage compared to a Google doc. We really recommend students use these forums for all discussion with your classmates because systems leaders will be watching over it."

— *Chris Burns*