

B1 Electives Subcommittee
Meeting Agenda/Minutes March 20, 2007

1. Introductions

2. Review Meeting Roles

3. Review Meeting Agenda

4. Work Through Agenda

A. Review of selected decisions from January meeting

• International electives

- 1) “enrollment” in the IHP track deadline needs to be prior to the Fall Electives meeting with students—OK
- 2) enrollment in HCDC is offered first to students in IHP track, and enrollment will be limited to what course description indicates, if there is still space, enrollment is open to other students who indicate interest, and if the interest exceed available slots, additional course during summer electives period is offered to students who are not in IHP but who plan to take travel elective for credit, for which the HCDC course is required

Recommended modification: (a) enrollment in HCDC is open to anyone who is in good academic standing, and additional sections will be offered as required; (b) “equivalent” criteria allowing students to opt out of this pre-requisite for travel electives will need to be developed and distributed and students will need to petition in writing to opt out (not an option for IHP students); (c) for students who are not academically qualified to take an in term elective, an orientation will be required offered during the summer elective period, for students who want to receive academic credit for the international travel elective; and (d) no retroactive removal of HCDC credit for students who elect not to travel.

• Longitudinal or In-Term Electives

- 1) Paul recommends we take the recommendation that restricts students to taking only one in-term elective at a time to the B1 curriculum committee for official approval

Having reviewed with the B1 Curriculum Committee it was determined that student in good standing can take only in-term elective simultaneously, but this does not preclude them from taking two in term electives if they do not overlap.

- 2) Kate requests that we revisit limiting in-term electives to just MP or HCDC

A decision regarding what criteria should be in place for offering an elective in-term has not been reached.

B. Review of Decisions made virtually since January 2007 meeting

There had been no decisions made virtually since the January 2007b meeting.

C. SIE Proposals Review

Gwen had done a significant amount of preparation for this process and distributed a list of all SIE applications for Summer 2007 indicating to what extent students had submitted complete applications which included the Electives Options Form, the SIE Proposal, the

Departmental Sponsor Form, the Preceptor Form and for international travel electives, the International Sponsor Form and the International Travel Elective Agreement. Gwen had also recommended, based on the dates indicated in the SIE proposals how much elective credit should be granted. Gwen had also indicated when a student had been accepted for an elective that required an application and/or interview. The Committee members then divided up the SIE proposals, and reviewed them, bringing to Committee level discussion any questions or concerns, and otherwise recommending approval for those that met appropriate criteria and had complete packages. Some issues emerged:

- Adam Lindsay had requested two elective credits for the SIE proposal submitted and this was granted
- Susan Braunlin had requested an equivalent experience for her travel the previous summer to Peru, and was granted this. Additionally her trip to Peru this summer would count as two electives.
- Erin Brattoli, Megan Chambers, Erin Davren, Lindsey Gates, Jessica Guyer, Tiffany Mazur, Scott McDaniel, Mellissa Rice, Lindsay Stollings, Ashley Strauss, and Kathryn Tafel were all approved for two elective credits for their proposed travel to Swaziland based on the dates on the SIE proposal
- For Kristine Busse her SIE for research did not clearly document the number of hours proposed, so Gwen agreed to contact her and verify the number of hours proposed—if documented for at least 120 hours, then it could count as two electives. Additionally, her proposed travel to Ecuador would count as one elective credit.
- Matthew Durbin, Lauren Fuhrig, Eboni January, Tanay Patel, Laura Phillips and Loren Schindler-Gavaghan were approved for one elective credit for their proposed travel to Swaziland.
- Annette Fearnot's AHEC application was accepted.
- Jennifer Feldman's proposal for travel to Costa Rica and Nicaragua was approved for one elective credit.
- Shivani Jindal's proposal for travel to India was approved for one elective credit.
- Amy Lotz's proposal for travel to Jamaica was approved for one elective credit.
- Tara Menon's SIE proposal was pending until a Departmental Sponsor Form was acquired from Internal Medicine.
- For Marlea Miano, it was determined that the proposals she submitted to receive SIE credit for teaching EMT did not represent new experiences for her—she had already taught both of these courses previously, and so both proposals were denied. Additionally, her SIE to take an OG/GYN course with Dr. Guy was pending until the application was complete.
- Jennifer Montgomery requested equivalency for HCDC based on her experiences...and was approved.
- Maria Shaker's proposal for travel to Kenya was approved for two elective credits

A number of other SIE proposals were approved as documented on the list provided by Gwen at the beginning of the meeting. Additionally there were student who had listed electives that required application and/or interview who did not appear on the lists provided by the sites, so Gwen agreed to follow up with these. And there were a number of students who did not complete a Summer Elective Option Form and Gwen agreed to follow up with these students

D. B1 Electives Proposals Review

There were no B1 Electives Proposals for review.

E. Review Summer Elective Options process

- It does not appear to be realistic to expect that all travel dates will be set by February 21 or thereabouts, in order to give AHEC faculty time to schedule AHEC electives prior to the March 16 or thereabouts Summer Electives Options Form deadline, so how to proceed?

Members determined we should work minimally, with the larger trips to try and establish travel dates prior to the Summer Elective Options form deadline, and to encourage students to turn in requested AHEC travel dates prior to the Summer Elective Options Form deadline. Members also recommended that in order to be considered for AHEC they had to submit travel dates by an early deadline in February.

- It seems to have worked to require that all electives that require application and/or interviews have them completed prior to the March 16 or thereabouts Summer Elective Options Form deadline

Gwen reported the only program for which she was not certain this would work would be the MVH Externship, but she would check to see if they could move forward their decision date for WSU students.

- It seems to have worked to have students indicate if they expect to take two electives, and then to determine which students are approved for the SIEs and electives that require application/interview, and then to “randomly” rank the rest of the choices.
- Others?

Students need to understand that they need to get the Preceptor Forms completed by someone on site where they are planning to travel, so this needs to be done in advance of the Summer Electives Options Form deadline.

A memo should go out to chairs to confirm who is the Departmental Sponsor Form designee for each department.

F. General Policy Issues

- Including policy on adding/dropping electives after the deadline in writing in the B1 Elective Catalogue?

Members concluded that the B1 Catalogue should include a directive that in order to drop a course after the Elective Options Forms have been submitted, a written petition needs to be submitted to Gwen Sloas’s office for review.

- Getting the B1 Elective Catalogue transitioned to an interactive document and one from which students can easily download forms, etc.
- Elective credit for all course in the IHP Track—HCDC, HC in the Global Community, B1 travel and B2 Travel—This was approved by the membership and reviewed and approved by Paul Carlson’s office.

G. General procedural issues for committee functioning

H. Items remaining from January 12^h meeting

- Dr. Bell’s departure from the subcommittee

Kate shared with the group that Dr. Bell had determined she would not serve on the committee citing a number of inconsistencies in the elective process where she felt the committee had not fully considered faculty concerns.

I. New Business

- New members

Members suggested inviting Ashley Fernandez to join the committee.

J. Member Items

Members suggested a memo go to faculty to carefully review their course descriptions to insure that any elective listed in the B1 Catalogue fulfilled the minimum contact hours required—this would mean that in term electives, for example would need to meet ten weeks for three hours each week.

5. Future Meeting Dates

Set future meeting dates

The next meeting date was set for JUNE 8, 2007 from 9-10:00AM

6. Evaluation of Meeting

7. Adjourn