

**ACADEMIC & STUDENT AFFAIRS COMMITTEE
OF THE BOARD OF VISITORS
Tuesday, September 15, 2020**

PRESENT

Bruce Waldholtz, MD (Chair)
Sharon Goodwyn, Esq
Phillip Hucles, Esq
Naved Jafri, MD
Marcus Martin, MD
Shannon Morris, MPA
Blythe Scott, Esq

EX OFFICIO PRESENT

Linda Archer, PhD
Suhas Bharadwaj
C. Donald Combs, PhD
Kimberly Dempsey, EdD, PA-C, DFAAPA
Sunita Dodani, MD
Ronald Flenner, MD
Mekbib Gameda
Allison Knight, PhD
Elza Mylona, PhD
Margaret Sarcone
William Wasilenko, PhD

ABSENT

Paul Fraim, Esq
Fred Lindsay, DO

EX OFFICIO ABSENT

Thomas Kimble, MD

STAFF PRESENT

Ylonda Boatright
Christine Boswick
Melissa Scott, M.Ed

CALL TO ORDER

The meeting was called to order by Dr. Bruce Waldholtz at 10:00 a.m. Dr. Waldholtz explained that the Academic and Student Affairs Committee is meeting by electronic means as permitted by Virginia law during the state of emergency declared by the Governor due to COVID-19. The meeting will be held entirely in open session and being live-streamed and recorded. All votes taken today will be done by roll call.

Dr. Waldholtz asked for approval of minutes for June 9, 2020. Ylonda Boatright called roll to for committee members approval.

REPORT FROM THE VICE PROVOST FOR FACULTY AFFAIRS AND INSTITUTIONAL EFFECTIVENESS

Dr. Mylona presented the seven faculty actions below for discussion and review on behalf of the EVMS Appointments and Promotions Committee.

Dr. Mylona presented proposal for New Institute - The Institute for Integrated NeuroHealth. It is a joint venture program between Eastern Virginia Medical School and Sentara Healthcare. The goal is to provide comprehensive, multidisciplinary care for patient suffering from neurodegenerative disorders and support their family members while improving access to new drug therapies, clinical trials and accelerating research discoveries that may lead to the treatment and cure of neurodegenerative diseases through the expertise of faculty members at EVMS and Sentara Healthcare. Many EVMS entities and Faculty Senate unanimously voted for the creation of the New Institute for Integrated NeuroHealth reviewed the proposal.

ACTION: Upon a motion duly made and seconded, Academic and Student Affairs Committee voted unanimously to recommend approval of the Institute for Integrated NeuroHealth as presented at the meeting. Further, the committee requested that the proposal be considered for approval by the Board of Visitors at their September 15, 2020 meeting.

Dr. Mylona presented five proposal for existing policies and procedures relating to Faculty Appointment, Promotion, Tenure and Faculty Evaluation. Dr. Mylona stated that during the most recent LCME preparation visit it was stated that while there are strong processes in place for the policies it was suggested that there needed to be specific language to support the processes and procedures for the faculty policies.

1. Policies and Procedures Relating to Faculty Appointment, Promotion and Tenure
2. Policies and Procedures Relating to Faculty Appointment
 - a. Specifically to the Initial Appointment – Accommodate the recruitment of early appointment for non-salaried and salaried for Assistant Professor and Instructor
3. Policies and Procedures Relating to Faculty Promotion
4. Faculty Tenure Policy
 - a. Dr. Martin asked if there was a process for the committee to review the Tenure faculty on an annual basis. Dr. Mylona stated that the is a separate review committee for Tenure held annual to review and appoint new tenure applicants
5. Annual Review of Faculty Performance

ACTION: Upon a motion duly made and seconded, Academic and Student Affairs Committee voted unanimously to recommend approval of the Policies and Procedures Relating to Faculty Appointment, Promotion and Tenure; Policies and Procedures Relating to Faculty Appointment; Policies and Procedures Relating to Faculty Promotion; Policies and Procedures Relating to Faculty Tenure Policy and Annual Review of Faculty Appointment as presented at the meeting. Further, the committee requested that the policies be considered for approval by the Board of Visitors at their September 15, 2020 meeting.

6. Faculty Handbook
 - a. The faculty handbook was reviewed and updated for accuracy. During the review of the faculty handbook it was established that many parts of the handbook did not belong in the faculty handbook and were removed and place in the departments that it belonged to. Dr. Mylona stated that the handbook is available online and it can be viewed by sections.

ACTION: Upon a motion duly made and seconded, Academic and Student Affairs Committee voted unanimously to recommend approval of the Faculty Handbook as presented at the meeting. Further, the committee requested that the proposal be considered for approval by the Board of Visitors at their September 15, 2020 meeting.

REPORT FROM THE VICE DEAN FOR ACADEMIC AFFAIRS

Dr. Flenner provided updates for the LCME Survey Visit and MD program.

LCME updates

- Mock site visit was held August 21st through September 1st
- Actual site visit is scheduled for October 5th and 6th
 - Will be virtual using Zoom
- **Positive Changes Made Since Gap Analysis**
 - Curriculum renewal and management
 - Financial position of the school
 - Student study and relaxation space
 - New Student Health Center
 - Student insurance
- **Strengths**
 - Community mission/focus
 - Student engagement with the school/ community
 - Responsiveness to students
 - Enthusiasm about new curriculum
 - Robust curriculum management structure

- **Vulnerabilities**
 - Adequacy of faculty resources
 - Clinical instruction
 - Small groups in preclinical education
 - Use of residents as teachers
 - Community faculty appointments
 - Relationship with Sentara
 - Student storage, study, and relaxation space
 - Time available for self-directed learning
 - Timely grade submission
 - Limited student research opportunities
 - COVID-19 impacts
- **LCME Survey Team**
 - **Team Chair:** *Robert DiPaola*, MD; Hematology-Oncology. Dean of College of Medicine and Vice President for Clinical Academic Affairs at University of Kentucky College of Medicine.
 - **Team Secretary:** *Barbara Barzansky*, PhD; Developmental and Cell Biology. Co-Secretary of the Liaison Committee on Medical Education and Director of Undergraduate Medical Education at the American Medical Association.
 - **Team Member:** *Jennifer Koestler*, MD, FAAP; Pediatrics. Senior Associate Dean for Medical Education at New York Medical College.
 - **Team Member:** *Basma R. Selim*, PhD; Industrial Engineering. Assistant Dean for Planning and Knowledge Management at the University of Central Florida College of Medicine.
 - **Faculty Fellow:** *Diane Wagner*, MD, FACP; Internal Medicine. Senior Associate Dean for Academic Affairs at Michigan State University College of Human Medicine

MD Outcomes

- Class of 2020 was the first cohort to complete the CareForward Curriculum and performed extremely well on Step 1
- Pass rate continues to remain high for Step 1 throughout the remaining cohorts thus far as well as the performance on Step 2 consistently remains above the National Rate. Dr. Knight and her team should be commended for the high performance on Step 1 and Step 2 for their contributed to the helping students develop study plans.
- Clinical Skills Pass rate took a dip. Students have stated that they have not taken this exam as serious as they should, some stating that they would study on their way to the exam. We have realign the clinical skills activities to mirror what is covered on the actual USMLE Step 2 CS.
- Residency match rates remains consistent with the national, accept for years 2017-2018 where many of the students did not align their career aspiration with their academic performance even after repeated talks from faculty (Drs. Hooper and Flenner). Moving forward we created steps to help students meet the goals that they have established and assisting them in developing parallel plans when needed.
- Graduation questionnaire the students responded to 2 of the questions that the LCME refers to:
 - I'm I satisfied with quality of medical education – 94.4% responded “agree” or “strongly agree”
 - I have acquired clinical skills required to begin a residency program - 94.2% responded “agree” or “strongly agree”

REPORT FROM ASSOCIATE DEAN FOR STUDENT AFFAIRS

Dr. Allison Knight and Melissa Scott presented 4 proposed policies for approval.

- Code of Student Conduct Policy
 - Board of Visitors previously approved this policy on September 10, 2019.
 - Primary reasons for Board updated approval today:
 - Added Revocation of Degree as a sanction
 - Outlined appeals process to diverge it from the grievance process
 - Added role of Assistant Dean for Student Affairs to Interim Measures procedures
 - Updated records retention information

- Student Honor Code
 - Board of Visitors last approved this policy on May 8, 2012.
 - Primary reasons for Board updated approval today:
 - Increased students rights, namely (1) created specific charges; (2) clarified the process, including the new appeal process; (3) provided delineation between investigators and hearing roles; and (4) aligned policy with best practices, including adjusting language to remove tones of the judicial system and changing the evidentiary level to the preponderance of the evidence as opposed to beyond a reasonable doubt
 - Streamlined process with trained investigators
 - Added affirmation statement
 - Retained decision making power of the Honor Council.
- Student Non-Academic Complaint and Formal Grievance Policy
 - History: Current practice of EVMS; no prior approved policy
 - Primary reasons for Board approval:
 - Clarified the distinction between a student complaint and the less common student grievance
 - Clarified the contexts in which students cannot file a grievance
 - Informed students of their rights to grieve to an outside administrative body (i.e., State Council of Higher Education for Virginia, the Office for Civil Rights for the Department of Education, and the Virginia State Approving Agency).
- Student Exposure Policy
 - History: Current practice of EVMS; no prior approved policy
 - Primary reasons for Board approval:
 - Consolidated several guidance documents for students into one policy.
 - Complies with LCME element 12.8 Student Exposure Policies/Procedures (“A medical school has policies in place that effectively address medical student exposure to infectious and environmental hazards, including the following: the education of medical students about methods of prevention; the procedures for care and treatment after exposure, including a definition of financial responsibility; the effects of infectious and environmental disease or disability on medical student learning activities. All registered medical students [including visiting students] are informed of these policies before undertaking any educational activities that would place them at risk.)
- Student Academic Records Policy
 - Dr. Flenner reviewed Student Academic Records Policy from the Registrar’s Office as it relates to the LCME standard 12.5 – Where are student records housed and how do we ensure confidentiality? The policy is an institutional policy that was approved by the Office of General Counsel in July 2020, but not by the board. This is to ensure that the students know that there is a process to obtain their records and that all Faculty are required to complete Family Educational Rights and Privacy Act of 1974 (FERPA) training annually.

ACTION: Upon a motion duly made and seconded, Academic and Student Affairs Committee voted unanimously to recommend approval of policies Code of Student Conduct Policy; Student Honor Code; Student Non-Academic Complaint and Formal Grievance Policy; Student Exposure Policy and Student Academic Records Policy as presented at the meeting. Further, the committee requested that this recommendation be considered for approval by the Board of Visitors at their September 15, 2020 meeting.

REPORT FROM THE VICE PRESIDENT AND DEAN, SCHOOL OF HEALTH PROFESSIONS

Dr. Combs discussed the Health Professions update on enrollments. We are currently have 419 students entering; but with a couple programs that we did not admit students into due to the low number that are currently Health Care Delivery Science and Master in Medical & Health Professions Education Program. We will be reviewing these programs throughout the year whether we will continue these programs and how to enhance the programs.

Dr. Combs recommendation motion to approve two graduate certificate programs: one nine credit-hour Graduate Certificate in Clinical Andrology and one ten credit-hour Graduate Certificate in Clinical Embryology

ACTION: Upon a motion duly made and seconded, Academic and Student Affairs Committee voted unanimously to recommend approval of a one nine credit-hour Graduate Certificate in Clinical Andrology and one ten credit-hour Graduate Certificate in Clinical Embryology as presented at the meeting. Further, the committee requested that this recommendation be considered for approval by the Board of Visitors at their September 15, 2020 meeting.

REPORT FROM THE VICE DEAN FOR GRADUATE MEDICAL EDUCATION

Dr. Archer gave brief update on the ACGME required annual institution review that is conducted by a sub-committee program directors and 2-3 residents or fellows:

- Academic Year 2019-2020
 - There were 3 compliances that were reviewed
 - Failed to record in the GMEC minutes that they reviewed 300 performing programs
 - Failed to record in the GMEC minutes that any discussion of French Benefits
 - The ACGME now requires that GMEC makes recommendation to the sponsoring institution
 - Under the Strategic Plan for Diversity and Inclusion the Office of Graduate and Medical Education was provided funding to hire a Director of GME Early Assessment and Mentoring. The position will initially be focus on the 1st year residents with a focus on:
 - Assess all areas for PGY 1 residents looking at 2 – 3 skills to be successful in that first year
 - It will be program specific
 - Develop research and come up with assessment tools and look at evidence base intervention to help first year resident succeed in their specialty

OLD BUSINESS

Dr. Waldholtz asked about the hours when Student Health is open. Dr. Knight stated that the hours are 8:30am – 4:30pm Monday - Friday. The students really like having the services on campus for them. Student mental health hours are only part-time until the position becomes full-time. Dr. Martin inquired about the about COVID testing exposure for students. Dr. Knight stated that initially there were some over reporting at first, but numbers are not readily available, but the initial numbers were below 20 and there are managing the exposure and process well. Dr. Combs stated that out of the 300 cases reported there were a total of 38 positive results including employees and students.

NEW BUSINESS

There was no new business

ADJOURNMENT

There being no further business, the meeting adjourned at 12:00noon.

Ylonda P. Boatright
Recording Secretary