

**Phase 1 Committee Meeting Minutes**  
**SMHS**  
**Tuesday, March 5, 2024 – 2pm via Zoom**

**In attendance:** Jon Allen, Kurt Borg, Xuesong Chen, Jane Dunlevy, Lauren Huddle, Eric Johnson, Minnie Faith, Gunjan Manocha, Susan Zelewski, Pat Carr, Jim Porter, Michelle Montgomery, Morgan Mastrud, Emily Evers

**Members not in attendance:** Kara Eickman, Mikhail Golovko, Amanda Haage, Dev Pant, Ken Ruit, Rick Van Eck, Susan Eliazer

**Minutes Submitted by:** Dawne Barwin

**Minutes Reviewed by:** Jane R. Dunlevy

**Minutes Approved by:** Kurt Borg and Michelle Montgomery

**MSC = motion made, seconded, carried**

AGENDA ITEM	SUMMARY	ACTION/FOLLOW-UP
<b>1. Welcome and call to order</b>	The meeting was called to order at 2:05 pm via Zoom with a proposed adjournment time of 3:30pm.	Informational
<b>2.) Approval of Minutes</b>	Minutes of February 6, 2024	<b>MSC to approve the 2.6.24 minutes. Xuesong Chen / Lauren Huddle // carried.</b>
<b>3. Business</b>	<p><b>New Business:</b></p> <p>a. Student Representative Report: (Morgan Mastrud: No student information today.)</p> <p>b. Proposal to expand Unit 2 (Jane Dunlevy)</p> <ul style="list-style-type: none"> <li>• Expand Unit 2 by 1 week in 2024, 5 curricular days and abbreviate Unit 3 by moving some Pathology topics from Unit 3 to Unit 2.</li> <li>• Awkward holiday time frame between Thanksgiving / Christmas holiday off</li> <li>• There was discussion about the proposed moving lectures and sessions around but keep together many of the Pathology related lectures.</li> <li>• Jim Porter had a concern regarding having enough time between the end of Unit 2 and the first remediation period that would take place ~2 weeks later in Nov. He requested that the End Unit 2 exam move forward by 1 day allowing for 3 vacation days before the start of electives. <i>The change is under consideration.</i></li> <li>• Kurt Borg had a concern with the CAS Exam and when students get the results along with official notification timeline for remediation.</li> </ul>	<p><b>MSC edits and additions in the proposal to expand Unit 2 by taking some time from Unit 3. Lauren Huddle / Gunjan Manocha // carried.</b></p>

	<ul style="list-style-type: none"> <li>Jane Dunlevy will look at that timing and adjust as needed before finalizing this calendar.</li> <li>The calendar has adjusted time at the end of Unit 3 to accommodate the time needed in January 2025.</li> <li>Student Representative Morgan Mastrud mentioned that Unit 3 feedback included moving the IL on CRISPR sickle cell disease from Unit 3 to Unit 1. <i>This change is also under consideration.</i></li> </ul> <p>c. USMLE Step 1 Review NBME yearly:</p> <ul style="list-style-type: none"> <li>Susan Zelewski will send the review to Jane Dunlevy when it becomes available.</li> </ul>	<b>Information</b>
<b>4.) Other</b>	<p>a. 2023 GQ questions response evaluation write up (completed through page 7)</p> <ul style="list-style-type: none"> <li>We will continue review at 3.19.24 P1C meeting</li> </ul>	<b>Information</b>
<b>5.) Tabled Items / Future Items</b>	<p>a. <u>ACTION PLAN</u>: MSC and Vote for Kara Eickman will review the PCL cases for cancer and anesthesiology pharm. Jane Dunlevy will send an email to Dept Biomed Sci &amp; Path lecturers, with the list of medication, asking to check which medications they review in lectures; and if so, which ones and which lecture topic.</p>	<b>Information</b>
<b>6.) Adjournment:</b>	<b>Meeting adjourned at 3:05 pm.</b>	<b>Next meeting is March 19, 2024 at 2:00pm.</b>