



**Consortium of Neurology Clerkship Directors (CNCD)
General Business Meeting Minutes - DRAFT
Saturday, April 28, 2007 ~ 4:00-5:30 p.m.
Hynes Convention Center, Room 310
2007 Annual Meeting – Boston, MA**

Attendees

David Lee Gordon, MD, Chair
Imran Ali, MD, Incoming Chair
Vern C. Juel, MD, Past Chair
41 attendees

Staff

Nancy Poechmann, Senior Administrator, Education

Meeting Notices and Agendas

Meeting notices were distributed to all meeting attendees prior to the meeting and meeting agendas were distributed to all attendees at the meeting.

Call to Order

The meeting was called to order at approximately 4:10 pm. Dr. David Lee Gordon opened the meeting and welcomed everyone.

Minutes

The attendees reviewed the April 1, 2006 minutes. No revisions were noted.

Motion: To accept the minutes of the April 1, 2006 CNCD meeting as submitted.

Motion unanimously approved.

Dr. Gordon announced that due to time constraints, he is resigning as Chair of the CNCD immediately following this meeting. He announced that Dr. Ali will assume the Chair position, which opens up the Chair-Elect position.

Officer Election

Dr. Gordon invited the three Chair-Elect nominees (Jonathan L. Carter, MD; Daniel L. Menkes, MD; and Michael L. Vertino, MD) to give a brief description of their qualifications for the Chair-Elect position. Ballots were distributed to all attendees for their vote.

Results: Dr. Menkes elected as Chair-Elect.

Note: Due to Dr. Gordon having served only one year of his two-year term as Chair, the officer positions and terms will be as follows:

Dr. Ali will serve as Interim Chair 2007-2008; Chair 2008-2010 and Past Chair 2010-2012.

Dr. Menkes will serve as Interim Chair-Elect 2007-2008, Chair-Elect 2008-2010, Chair 2010-2012 and Past Chair 2012-2014.

Dr. Juel will serve as Past Chair 2007-2008; Interim Past Chair 2008-2009 (There will be no Past Chair from 2009-2010).

Undergraduate Education Subcommittee (UES) Update

Dr. Joanne Lynn gave an update of UES and noted that 2007 is the 10th anniversary of SIGN (there will be a celebration at the SIGN meeting on April 30). She also noted that the new AAN website has a pilot medical student level module on dementia.

Alliance for Clinical Education (ACE) Update

Dr. Juel encouraged those who hadn't yet taken the Clerkship Directors survey to do so by the May deadline.

The AAN pays for one CNCD member to attend the Association of American Medical Colleges (AAMC) meeting. Dr. Gordon represented CNCD at the AAMC meeting.

Dr. Ali asked that CNCD sanction the ACE bylaws.

Motion: To approve the ACE bylaws.

Motion unanimously approved.

ACE Membership discussion: Dr. Juel explained that the ACE bylaws allow up to four representatives from CNCD to serve on ACE. The CNCD Chair also serves on the ACE Executive Committee.

Dr. Juel suggested that CNCD assign four CNCD members to serve on ACE (Chair, Chair-Elect, Past Chair and a representative at large). Discussion followed about how representative at large should be selected.

Motion: That the Chair-Elect nominee who received the second highest votes serves as the representative at large from CNCD on ACE.

Motion unanimously approved. Dr. Jonathan L. Carter will serve as the CNCD representative at large on ACE.

Liaison Committee on Medical Education (LCME) ED-2 Issue Update

Dr. Ali discussed changes on ED-2. The LCME recently revised its accreditation standard ED-2. One of the changes in the standard was the elimination of the requirement for quantifying the types of patients or clinical conditions that students are expected to encounter in order to meet clinical learning objectives.

Clerkship and Program Directors' Conference

Suggested topics for 2008 include:

- Student grade complaints
- Evaluations and assessments
- Patient safety and confidentiality in the digital age
- Shelf exam
- Technology workshops
- Guidelines for faculty development in evaluating students

Other suggestions:

- Free sharing of ideas/platform
- Should CNCD revise curriculum?
- More structured AAN curriculum for CNCD (similar to *Continuum*)

The issue of whether or not CNCD should be writing curricula was addressed. Dr. Gordon said one option is for a CNCD committee to meet three to four times a year (for two to three days each) to write curricula.

Action: Dr. Gordon will talk with Dr. Issenberg from Miami to see if CNCD can use Miami's curriculum, based on the AAN core curriculum, as a starting point.

AAN Clerkship Director Survey Update

Drs. Juel and Lynn are compiling a comparison between the 1996 and 2006 surveys. Dr. Jozefowicz will provide the 1996 raw data to Dr. Juel.

Clerkship Director Webpage

It was suggested that there needs to be links on AAN website to LCME, AAMC

Action: Staff will check on links on AAN website to LCME, AAMC

Consortium Activities – Present and future

Incoming Chair Dr. Ali suggested two topics for next year's agenda:

- Using clerkship for education research
- Web based innovations.

He asked members to email him with other ideas for discussion items for the coming year.

Next Meeting

The next meeting will be held during the AAN Annual Meeting in Chicago, Illinois, on Saturday, April 12, 2008 following the CD/PD Conference.

Adjourn Meeting

The CNCD meeting was adjourned at 5:30 pm.

Respectfully submitted by:

Nancy Poechmann, Senior Administrator, Education

DRAFT