



# EDUCATIONAL QUALITY IMPROVEMENT STRATEGIC PLANNING COMMITTEE

## Meeting Minutes

**Date & Time:** March 7, 2023 PST | 1:00 PM - 2:00 PM PST

**Location:** Zoom <https://uw-phi.zoom.us/j/5962096962>

**SharePoint:** <https://uwnetid.sharepoint.com/sites/EQI/EQISPC/>

**EQISPC Webpage:** <https://education.uwmedicine.org/eqi/educational-quality-improvement-strategic-planning-committee-eqi-spc/>

**Minutes Taken By:** Jung Lee and Rhea Fagnan

<p><b>Attendees:</b> Darryl Potyk (Co-Chair), Mark Whipple (Co-Chair), Sara Kim (ex-officio), Kellie Engle, Tania Bardyn, Cindy Hamra, Martin Teintze, Karen Segerson, Margaret Isaac,</p> <p><b>Regrets:</b> Bessie Young, Zachary Matsko, Joshua Kern, Emma Ryan, Hart Edmonson, Leonida Radford, David Sherman, Kiran Gill, Sarah Busch, Rachel Liao</p> <p><b>Staff:</b> Jung Lee, Rhea Fagnan</p>
<p><b>Quorum:</b>      Yes <input type="checkbox"/>      No <input checked="" type="checkbox"/>      (A quorum is 50%+1 of the voting membership or 10)</p>

Committee Business
<ul style="list-style-type: none"> <li>• <b>Meeting Minutes: February 2023</b> <ul style="list-style-type: none"> <li>○ Previous meeting minutes were approved.</li> </ul> </li> </ul>
EQI Updates
<ul style="list-style-type: none"> <li>○ EQI is in the process of finalizing the Spring 2023 student surveys. The goal is to launch the end-of-foundations survey on March 14<sup>th</sup> as students transition to clerkship. EQI created a form that went out to different units to obtain feedback for revising survey questions. The surveys will be sent out in RedCap again this year.</li> <li>○ Data is a crucial part of our continuous quality improvement process. We are hoping to resolve the LCME citations, and the Spring surveys also include multiple items to try to get at the root cause of these citations.</li> <li>○ The EQI team is also looking ahead at what is to come with in preparation of the self-study and the 2026 site visit. The process of getting ready for the 2026 site visit will start next Fall.</li> <li>○ For those who work closely with students – please encourage them to complete these surveys.</li> </ul>
Discussion Items
<ul style="list-style-type: none"> <li>• <b>Strategic Priority #1. Governance</b> <ul style="list-style-type: none"> <li>○ EQISPC Survey: Governance of EQISPC           <ul style="list-style-type: none"> <li>▪ A survey (EQISPC Survey: Governance of the EQISPC; How are we doing?) was circulated to the committee, along with an S-Bar document to start evaluating the governance of EQISPC.</li> </ul> </li> </ul> </li> </ul>

- Some initial feedback was discussed:
  - Some of the questions were very tough to answer and the likert scale was difficult with the 1-10 rating. The thoughts were that the comments will be more informative than the numeric responses in terms for what kind of next steps we will take from this. However, both the scale and the comments will be informative.
  - Finding two things to improve on and that we are doing well was a struggle. Finding one of each was manageable, but two of each was more difficult.
  - There was discussion regarding understanding oversight of the EQISP committee. The committee originally reported to the strategic leadership council before they went away. Understanding who we are accountable to and for provides opportunity for further discussion.
- For those that completed the survey - did you reflect on how something like this survey might work within your unit? Is it something that will be translatable to governance of other units/groups?
  - Feedback that it was easy to settle into the middle of the likert scale. Important to understand the purpose and what we are trying to accomplish with the survey.
  - It is the larger stakeholders that would be helpful for having their input of how we are doing. Students could be a key stakeholder group. Are our student representatives able to answer for their classmates? How do we make that happen?
  - Discussion was held around what we consider the work product of this committee? It was clearer when the work product was the strategic plan. What is the work product now? And how is this going to be apparent to both our critical stakeholders and those adjacent stakeholders? This is something that the committee needs to still work through.
  - Completing the survey ourselves will help the committee realize if this is ready to roll out to others as well. This is a refinement process.
- Goals from this exercise:
  - Ensure we know what we are asking of people and learn where the difficulties and glitches are before sending this to other folks.
  - The comments from the survey will be especially helpful to learn what the attributes are that we do well on and areas of improvement.
- Once the committee members have completed the survey, we hope to run the data and present it at a future meeting. This will allow us to discuss the areas we need to improve in and come up with steps to improve those areas.
- Next steps:
  - Committee to review student candidates, and vote through Outlook poll.
  - Committee members to take the survey and determine where the gaps are, and what their feedback is.
  - Please think about other possible committee members that could be options for upcoming faculty openings on the committee.

- **Student Committee Member Recruitment**

- EQISPC received five student applications which the student search committee consisting of Margaret Isaac, Tania Bardyn and Leonida Radford reviewed and narrowed down the candidates for the two open first year spots that the committee has. This brought us down to three final applicants, one of which is a regional candidate. The committee discussed and agreed on the importance of having a regional perspective and decided to move forward with the regional candidate and have the EQISP committee vote on the final two candidates through an e-vote. The final members will be confirmed at the next EQISPC meeting on April 4<sup>th</sup>.
- EQI will send the personal statements of the final two candidates to the committee to vote on. Please keep in mind the big picture lens that we are using in this committee while reviewing applicants.
- EQISPC would like to extend their appreciation to Margaret, Tania, and Leonida for reviewing all the applications and narrowing down the final candidates.
- Discussion was held about how to improve our recruitment process in the future and clarify the scope of our committee with students prior to them applying. Some ideas were to add the words accreditation process, improvements to accreditation to the student and committee role and responsibilities descriptions. In addition, it is valuable to be upfront with students regarding what information is being asked for them to bring back to their peers. Important to clarify that sometimes you need to wear multiple hats in a committee.

**Adjourned:** 2:00pm