



EDUCATIONAL QUALITY IMPROVEMENT STRATEGIC PLANNING COMMITTEE

Meeting Minutes

Date & Time: June 6, 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-egi-spc/>

Minutes Taken By: Jung Lee and Rhea Fagnan

Attendees: Darryl Potyk (Co-Chair), Mark Whipple (Co-Chair), Sara Kim (ex-officio), Kellie Engle, Bessie Young, Cindy Hamra, Martin Teintze, Karen Segerson, Kiran Gill, Tania Bardyn, Margaret Isaac, Hart Edmonson, Skyler Smith, Maggie Phillips

Regrets: David Sherman, Zachary Matsko, Leonida Radford, Sarah Busch

Staff: Jung Lee, Rhea Fagnan, Rachel Liao

Quorum: Yes ☒ No ☐ (A quorum is 50%+1 of the voting membership or 10)

Committee Business

Welcome new members!

- Skyler Smith (Idaho) and Margaret Phillips (Seattle) have joined the committee!
- Skyler and Maggie were introduced, and the committee all provided introductions as well.

Meeting Minutes: May 2023

Previous meeting minutes were approved.

EQISP Committee faculty and staff member recruitment plan

- The EQISP Committee will have some upcoming openings as faculty and staff members complete their second terms.
- EQISPC will remain a standing committee of the medical school and there will be a call for nominations going out to faculty from the Dean's office for all UWSOM standing committees.
- A recruitment email has been sent out to faculty and staff, and there will also be a section of the faculty newsletter in June dedicated to faculty recruitment.
- We are trying to recruit through a multiprong approach:
 - Letter from Dean's office that goes out for recruitment.
 - Targeted recruitment email sent out from EQI to help cast a broader net.
 - If anyone has ideas of someone (faculty or staff) who should be on the committee, please let Drs. Potyk and Whipple know.

EQI Updates

- Dr. Kim provided the following updates:

1. UWSOM has four active LCME citations and the deadline to submit our status report is December 1, 2023. The four citations are:
 - 3.2 Community of Scholars/Research Opportunities (Unsatisfactory)
 - 5.11 Campus Study and Relaxation Space (Unsatisfactory)
 - 11.1 Academic Advising (Satisfactory with a need to monitoring)
 - 12.4 Student Access to Health Care Services (Unsatisfactory)
 - We are about to wrap up data collection from the students, but there will be a 6-month gap between data collection, and the status report submission. EQI will need to survey students in the Fall again, based on the LCME questions.
 - Response rates have been lower than prior years, however, overall this year's data shows improvement in all four citation areas.
 - Student suggestion was to dedicate class time to completing the surveys.
2. Upcoming LCME Site Visit:
 - The next LCME site visit is 2.5 years away (March 2026). The formal kickoff will be in the Fall of 2024.
 - EQI unit is getting ready for that kickoff. The latest DCI has been pre-populated based on what was submitted in 2018. This document will be sent out to a variety of individuals who will be asked to review and update the content before August 1, 2024. Dr. Allen has provided her approval and would like the DCI document to be 70% completed by August 1, 2024.
 - Question: how we can shape the self-study process so that fresh perspectives can be elicited? This will be a key goal to be addressed. Who is recruited to serve on the self-study committee will also help with creating a fresh perspective.
 - Self-study process will include six committees being established, with two co-chairs and nearly 100 members being asked to serve throughout the process.
 - Dr. Kim has recommended the school hires an external consultant prior to the site visit.
3. ISA (Independent student analysis) will launch next year. Students will be organizing a committee called ISA to administer a student generated survey, analyze the data and write a report. The school will appoint four student leaders with a mix of MD and MD/PhD students with regional representation. The school will then hand off LCME required 70 questions to them. In the past, students have added about an extra 250 questions to the survey.

Discussion Items

Changing meeting time to support student members participation during clerkships.

- Discussion was held about the possibility of revising the committee meeting time to make it more inclusive for student participation.
 1. ACTION ITEM: A poll will be sent out to the group with new time options (Tues/Wed/Thurs 4 – 5:30 pm), to check the committee's availability.

Strategic Priority #1. Governance

- Identify priorities and develop measurable outcomes.
- Dr. Potyk synthesized the survey results with a list of “we need to do better” regarding the 8 attributes of good governance. There was a homework assignment sent to the committee to review the “EQISP Committee Self-Assessment document” and identify 3 priorities and 1 – 2 action items for each priority.
- Dr. Potyk provided background information for the governance attributes and then discussion was held regarding everyone's top priorities in terms of attributes.
- The following were the committees votes in terms of importance of attributes:

- Effectiveness/Efficiency: 7
- Transparency: 7
- Responsiveness: 6
- Accountability: 5
- Participation: 4
- Rule of Law: 2
- EDI: 1
- The committee discussed why they picked certain attributes and what the importance was to them.
- For example:
 - Transparency – thinking about our wide stakeholder group and how we are communicating and showing transparency to them. Thinking specifically about the community and how we close the loop on items we are working on.
 - Responsiveness: Once we roll this out, we need to be fluid and responsive so we can have an effective outcome.
 - Effectiveness and Efficiency was a clear theme from the group as a top priority. Being effective that we do our work in a transparent fashion, and that we are being transparent with stakeholders.
- Dr. Segerson showed the committee a driver diagram that she had filled out based on the governance attributes.
- Since there was a lot of emphasis on effectiveness and efficiency, there was discussion about what action items could be to improve the goals.
 - Suggestions:
 - Creating timelines that are tightly constructed so we can be accountable to ourselves. Spending time developing timelines can help unblock what we need to do next.
 - Set a true aim statement for each priority. Those aims would have subprojects which would drive the timeline and goal issue. Include how much we want to accomplish, and by when.
 - Create a group (MS Teams, Slack or Discord), that allows the group to collaborate between meetings, suggest ideas or generate discussion at any time they would like to.
 - Dr. Segerson has kindly agreed to lead the group through the CQI (continuous quality improvement) process.

(Continued) How to cultivate the culture of CQI and implement CQI practices.

- **Ex. Via CQI Committee or CQI Officer**
- Deferred to next meeting.

Adjourned: 2:30pm