



# EDUCATIONAL QUALITY IMPROVEMENT STRATEGIC PLANNING COMMITTEE

## Meeting Minutes

**Date & Time:** August 1, 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:** Rhea Fagnan

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

**Regrets:** Jung Lee, Zachary Matsko, Leonida Radford, Sarah Busch

**Staff:** Rhea Fagnan, Rachel Liao

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

### Committee Business

#### Thank you to committee members!

- Thank you, Dr. Margaret Isaac, Dr. Martin Teintze, and Kellie for your service on the committee!

#### Meeting Minutes: June 2023

Previous meeting minutes were approved.

#### New Meeting Time Poll:

- The committee has discussed adjusting the meeting time to encourage more student participation.
  - If you haven't already, please complete the following poll: [Meeting Availability Poll](#).

### Discussion Items

#### New EQI SPC Member Application Review:

- The committee has 4 open faculty vacancies and 1 open staff vacancy.
- Recruitment has been completed and the EQISPC has received 6 faculty applications and 3 staff applications for open EQISPC vacancies.
  - **ACTION:** These candidates will be circulated to the group for review and discussion for two weeks through MS teams, afterwards, voting will open to vote for your top 4 faculty candidates, and top staff candidate.

## Strategic Priority #1. Governance

- **Identify priorities and develop measurable outcomes.**
  - The committee discussed a continuation of the work that has been done around strategic priority #1, which is to optimize the Medical Student Education Program governance structure and align resources to meet regional needs. In doing this, the EQISPC has taken on their own committees' governance as the first step in this process.
- **Dr. Karen Segerson: Creating the QI Project Charter for #1.**
  - Dr. Segerson discussed strategic priority #4: How to instill a continuous quality improvement culture through UWSOM's medical education program. One of the committees' goals in addressing governance is by applying continuous quality improvement methods.
  - Dr. Segerson presented a CQI Strategic vision presentation to the group which reviewed:
    - Why we need improvement science approaches (CQI)
    - Kotter's 8-Step Change Management Model
      - Discussion was held regarding:
        - Where the committee is starting out in its approach to governance, and how other units would respond if we had an experiment to demonstrate urgency in terms of governance.
        - Challenges were also discussed by the committee. For example, obtaining buy-in when others already have a significant amount on their plates might be difficult. This is why building a case for urgency and an understanding of why it is beneficial is crucial.
    - The goals are to both improve the governance process of this committee and create a quality improvement process for others to use.
      - Dr. Segerson provided suggestions and examples of how the group could approach governance through continuous quality improvement methods.
      - For example, critically assessing the problem through driver diagrams, then crafting an aim statement with outcome measures.
    - Ask of the group: Have all members of the group contribute to a development project to improve governance.
      - The committee had discussed primary drivers (8 principals of governance) and have developed secondary drivers from those, as well as some change ideas.
      - Idea was to put together a guiding team to guide change. What does the committee see as necessary to move forward with other groups in Academic Affairs?
        - The committee discussed and came up with some ideas to move forward with other units such as:
          - Having some toolkits that could be created through this work that could build across teams in a completed package. In addition, ensuring the group obtains buy in from other groups that it would be a valuable use of their time.
- **MS Teams:**
  - **ACTION:** An MS teams' channel for EQISPC has been created. Over the next month the committee will make the move towards MS teams and will contribute to creating the project charter document. Then, the ideas generated by the group will be discussed in person to see what ideas the committee is ready to move forward with.
  - **Approach:** weekly phases communicating over MS teams with short, packaged videos that are 5-10 minutes in length. There will also be shared documents where everyone can contribute their ideas to project planning. Everyone will receive information to try to set some aims and goals, then the

committee will come back together as a group to select and prioritize things that we want to implement as a group.

- Further discussion was held regarding timing and types of conversations to be held with other groups:
  - These types of conversations could help create the sense of urgency and create engagement before we roll out our recommended approach.
    - Feedback was positive about this approach, and it is time to start socializing this, but further thought should be discussed about how to start these conversations with other groups.
    - Idea was for Drs. Potyk, Whipple and Segerson to get onto the agenda of the Academic Affairs Dean's meeting and introduce the idea to others, and obtain some feedback that might help continue to push the committee in the right directions.
    - Positive feedback about discussing this with other units and expanding out, but need to get explicit about the scope and scale. Suggestion was raised about finding a willing partner to build success with where we can narrow the scope with them, then use it as a demo for everyone else.
    - Dr. Segerson brought the discussion back to the framework of the change management steps. People can start identifying their own problems, and think about them critically and we can share tools that we used in terms of addressing governance to communicate this buy-in to move forward and implement the quality improvement work.
- **Note:** AAMC GQ results have been released and 94% of our graduating students said they were satisfied or very satisfied with the quality of medical education they received from UWSOM. This is an all-time high compared to the last 5-year ratings. EQI will prepare a more formal report to send out.

**Adjourned:** 2:30pm