



## EDUCATIONAL QUALITY IMPROVEMENT STRATEGIC PLANNING COMMITTEE

### Meeting Minutes

**Date & Time:** September 5, 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), Cindy Hamra, Kiran Gill, Tania Bardyn, Skyler Smith, Maggie Phillips

**Regrets:** Bessie Young, Karen Segerson, David Sherman, Zachary Matsko, Leonida Radford, Sarah Busch, Danielle Ervin

**Staff:** Rhea Fagnan, Jung Lee

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

#### Committee Business

##### Meeting Minutes: August 2023

Previous meeting minutes were approved.

##### New Meeting Time Poll:

- The committee has discussed adjusting the meeting time to encourage more student participation.
- Based on availability submitted and discussed by the committee, a new meeting time has been set.
  - **DECISION:** Committee meetings are being moved to the first Thursday of the month from 4:00 – 5:30 pm.
  - **ACTION:** Rhea to update calendar invitation to reflect new meeting time going forward.

##### New EQI SPC Member Application Review:

- The committee has 4 open faculty vacancies and 1 open staff vacancy.
- Candidate applications have been circulated to the committee via MS Teams and email. All information and materials will be removed via MS teams prior to adding new members.
- Discussions were held regarding applications received for committees.
  - **ACTION:** Rhea to send out top candidates discussed during meeting to entire committee for feedback.
- EQI SPC had a rich list of candidates applying for the committee this year. Lessons learned were discussed in order to capture this quality of candidates again going forward.

<b>MSEP Strategic Plan</b> <ul style="list-style-type: none"> <li>○ There UWSOM (University of Medicine School of Medicine Strategic Plan)’s name is being changed to the MSEP “Medical Student Education Program Strategic Plan”.</li> </ul>
<b>EQI Updates</b> <ul style="list-style-type: none"> <li>○ UWSOM has four active LCME citations and the deadline to submit our status report is December 1, 2023. The four citations are: <ul style="list-style-type: none"> <li>▪ <b>3.2 Community of Scholars/Research Opportunities (Unsatisfactory)</b></li> <li>▪ <b>5.11 Campus Study and Relaxation Space (Unsatisfactory)</b></li> <li>▪ <b>11.1 Academic Advising (Satisfactory with a need to monitoring)</b></li> <li>▪ <b>12.4 Student Access to Health Care Services (Unsatisfactory)</b></li> </ul> </li> <li>○ Dr. Kim provided an update and plans for upcoming months on LCME Status Reports. <ul style="list-style-type: none"> <li>➤ Data collection and analysis completed.</li> <li>➤ Status reports are being prepared with a goal to generate succinct reports.</li> <li>➤ Drs. Kim and Whipple met with LCME and plan to launch a targeted data collection in the Fall to address gap areas from targeted cohorts.</li> </ul> </li> <li>○ Discussion was held regarding Student Access to Healthcare (12.4) and the challenges they face when on out-of-state rotations. Student Affairs is in progress of creating a website for students.</li> <li>○ EQI is in the process of completing multiple levels of preparation for the March 2026 site visit.</li> </ul>
<b>Discussion Items</b> <p><b>Strategic Priority #1. Governance</b></p> <ul style="list-style-type: none"> <li>○ <b>Discuss tentative strategic plan rollout with Curriculum and Student Affairs.</b> <ul style="list-style-type: none"> <li>▪ EQI SPC has discussed rolling out our principles of governance to other units, in terms of implementation of our strategic plan. We have begun to socialize the conversation of governance that this committee has embraced.</li> <li>▪ Through this committees’ discussions of governance, transparency and timeliness were often grouped together. Prior to rolling this out to other units, EQI will put anchor descriptions on each of the 8 characteristics of good governance for the other units to reference.</li> <li>▪ We will be moving forward with rolling this plan out to Curriculum and Student Affairs by socializing the discussion of governance and ask these units what they are currently doing in terms of governance (from a CQI lens) and see how this committee can help.</li> </ul> </li> <li>○ <b>Review: Aim statements and quality improvement materials posted in MS Teams.</b> <ul style="list-style-type: none"> <li>▪ <b>ACTION:</b> The committee will continue to contribute to the project charter in MS Teams, and review the video created by Dr. Segerson. These will be discussed and reviewed at the next meeting.</li> <li>▪ The second series of quality improvement materials will be posted to the group on MS teams in a few weeks.</li> </ul> </li> </ul>

**Adjourned:** 2:30pm