



EDUCATIONAL QUALITY IMPROVEMENT STRATEGIC PLANNING COMMITTEE

Meeting Minutes

Date & Time: January 4, 2024 PST | 4:00 PM - 5:30 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), Cindy Hamra, Mike Spinelli, Michael Campion, Kristen Hayward, Kiran Gill

Regrets: Bessie Young, Tania Bardyn, Karen Segerson, David Sherman, Ali Ravanpay, Davia Loren, Zachary Matsko, Leonida Radford, Danielle Ervin, Maggie Phillips, Skyler Smith, Sarah Busch

Staff: Rhea Fagnan, Jung Lee

Quorum: Yes ☐ No ☒ (A quorum is 50%+1 of the voting membership or 9)

Committee Business

Meeting Minutes: December 2023

Minutes were approved via e-vote. 12 votes for; 0 votes against.

Update on Student Member Recruitment

- Six student applications have been received to date.
 - **ACTION:** If you are interested in reviewing applications, please contact the EQI Team at eqi@uw.edu.

EQI Updates

- Dr. Kim provided an updated regarding the Fall kick-off for the LCME accreditation process in September, 2024. She also discussed the upcoming timeline for the accreditation cycle and upcoming priorities.
 - Goal: Identify 4-5 students for the student leadership team for the ISA process by this Spring to allow for orientation and preparation prior to the ISA (Independent Student Analysis) in October 2024.
 - Students will then recruit around 20 more student members and will lead their own accreditation process, culminating in a final report they submit to LCME by December 2025.
- Discussion was also held around the role of the committee regarding the upcoming accreditation cycle. This committee is critical for Element 1.1 which involves Continuous Quality Improvement (CQI).
 - **ACTION** – EQI will work on drafting a response for Element 1.1 in the data collection instrument (DCI) and will send to the committee for review.

Discussion Items

Strategic Priority Meeting with Other Units: Office of Faculty Affairs and CLIME and Office of Curriculum

- Drs. Potyk and Whipple report on the collaboration process with other units:
 - They had productive meetings with the Office of Curriculum regarding strategic priority #1 and how having a governance framework could help structure their continuous quality improvement work. The group already has good governance in place and had ideas of where to improve further. They have a plan to create a dashboard that will help track their initiatives and improve transparency.
 - In addition, Drs. Potyk and Whipple met with the Vice Dean of Faculty Affairs and CLIME regarding strategic priority #5.
 - Next meeting:
 - Governance: Student Affairs.
- This meeting delved into the committee's role, responsibilities, and challenges related to governance. The discussion highlighted the importance of identifying and addressing governance issues, especially in programs without clear authority to make changes or decisions, to ensure alignment with the organization's mission and improve the overall educational experience.
 - Committee members shared diverse perspectives on governance, particularly in relation to areas in which governance is unclear such as Pathways and WRITE.
 - Questions were raised on the process of identifying “hot spots” that could indicate underlying governance issues.
- ACTION: EQI Staff will create a parking lot to gather areas that may need further discussion or facilitation on governance issues.

Strategic Priority #1. Update on Governance Project

- EQISPC Governance Project:
 - Jung shared the tracking spreadsheet that incorporates the change ideas the committee developed based on our governance project. This spreadsheet will be updated monthly with measures to see if our change ideas are working.
 - **Example:** the committee meeting time was moved to help accommodate student schedules and to encourage more student participation. Success of this change idea will be measured by the number of students attending each meeting.

Adjourned: 5:30pm