EDUCATIONAL QUALITY IMPROVEMENT
STRATEGIC PLANNING COMMITTEE

Meeting Minutes

Date & Time: October 5, 2023 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-eqi-spc/
Minutes Taken By: Rhea Fagnan

Attendees: Darryl Potyk (Co-Chair), Mark Whipple (Co-Chair), Sara Kim (ex-officio), Cindy Hamra, Karen Segerson, Tania Bardyn, Skyler Smith, Sarah Busch   **Regrets:** Bessie Young, Kiran Gill, David Sherman, Zachary Matsko, Leonida Radford, Danielle Ervin, Maggie Phillips   **Staff**: Rhea Fagnan, Jung Lee

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

Committee Business

Meeting Minutes: September 2023
Previous meeting minutes were approved.

New Committee Member Applications Discussion and Vote

- Discussions were held regarding applications received for committee vacancies, as well as feedback that was provided by members unable to attend prior meetings.
- An e-vote will be sent to the committee with a two-week deadline.
    - **ACTION:** EQI to send out e-vote to committee, and committee to vote on candidates within the next two weeks.
- EQISPC had a rich list of candidates apply for the committee. A lessons learned document was created and circulated to the committee to add additional comments.
    - **ACTION:** Committee to add any further ideas to the lessons learn document.
- Student recruitment will be starting again soon.

EQI Updates

- Dr. Kim reviewed the upcoming 2026 LCME Site Visit Prep timeline.
- DCI Readiness materials have started being rolled out. Curriculum, Student Affairs and Admissions have already started working on the DCI (Data Collection Instrument).
    - Next roll out will be to Vice Dean's and other responsible individuals.
- Reason for DCI Readiness Plan: to have the DCI around 70% complete by the time the self-study process kicks off in Fall of 2024.
- EQI has reviewed and analyzed survey data and tagged the CQI priorities.
- UWSOM has the following four active LCME citations and the deadline to submit the status report is December 1, 2023. Plan to resurvey MS1 and MS2 in October.
    - 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)

Discussion Items

a. **Update: The EQISPC Chairs plan to meet with key partners for strategic items #1, #3, and #5.**
   - o Dr. Potyk let the group know that he and Dr. Whipple have discussed with others that we will be approaching them about governance and strategic priorities and will schedule meetings with Curriculum and Student Affairs.
     - ▪ **ACTION:** If anybody would like to be more involved as this process is rolled out to other units, please let Drs. Potyk and Whipple know.

b. **Strategic Priority #1. Governance**

   - o **Review: Aim statements and quality improvement materials posted in MS Teams.**
     - ▪ Dr. Segerson reviewed the project charter with the group. The committee has done a nice job summarizing what the problems are in terms of the governance structure and thinking about the goals and rational of why the project is needed.
     - ▪ Reviewed and discussed:
       - • Aim statements crafted by the committee.
       - • Reviewed committee members notes and change ideas from the "How will we know that a change is an improvement" collaborative document.
         - o Included possible outcome measures, structure measures, process measures, balancing measures.
       - • Driver diagram: Dr. Segerson added the ideas generated through the project charter and change improvement documents into the driver diagram to review with the group. This included:
         - o Primary drivers, secondary drivers, and change ideas.
       - • Additional quality improvement methods: Cause and effect diagrams and 72 change concept idea that can help generate additional change ideas.
     - ▪ Suggestions:
       - • Create a governance rubric to help assign an assessment measure to the governance survey.
       - • Think about how to hard wire processes to make them efficient and effective. (Example: Recruitment)
       - • Think about what we can do now, while also looking at the impact it can make.
       - • Idea: Focus on the three principles that we are currently targeting:
         - o Think about how we capture the process measure and use it more effectively to affect our efficiency and effectiveness.
         - o Start defining tasks and timelines before delivering the task.
         - o **ACTION** – Karen to revise the discussed process measure and change ideas (charter document) with the committee's feedback. This will narrow the committees focus and allow the group to move forward with the process.

Adjourned: 5:30pm