EDUCATIONAL QUALITY IMPROVEMENT STRATEGIC PLANNING COMMITTEE

Meeting Minutes

Date & Time: November 2, 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, Skyler Smith, Sarah Busch **Regrets:** Bessie Young, Kiran Gill, David Sherman, Zachary Matsko, Leonida Radford, Danielle Ervin, Maggie Phillips, Tania Bardyn **Staff**: Rhea Fagnan, Jung Lee

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

Committee Business

Meeting Minutes: October 2023
Minutes were approved via e-vote. 9 votes for; 3 votes abstain.

Updates on membership recruitment

- o The committee expressed gratitude for the votes in favor of our newly selected members.
- o Due to the change in the meeting schedule, we have contacted the members to confirm their availability for committee participation.
- o Four out of five candidates confirmed their continued availability; however, one candidate expressed concerns due to a scheduling conflict with the new meeting time.
  - ▪ ACTION ITEM: Dr. Whipple will connect with this candidate. We may need to consider the candidate with the next highest number of votes.
- o Through an e-vote, the committee selected the following members:
  - ▪ Faculty candidates: Kristen Hayward, Michael Spinelli, and Ali Ravanpay.
  - ▪ Staff representative: Michael Campion
- o Plans for student recruitment are set to commence in the near future.

Update from Co-Chairs
- o Drs. Potyk and Whipple presented to the Strategic Leadership Council of UW Medicine and shared the implementation strategy for the governance project. Dr. Allen also shared the GQ data during this presentation.

EQI Updates

- o Dr. Kim delivered an update to the team regarding the medical school's status report, which is due to the LCME on December 1, 2023.

- o Dr. Kim outlined the progress on the data collection instrument (DCI) materials and the plan to achieve 70% completion of the DCI by August 2024.
- o Distribution of the DCI materials to the designated responsible individuals is currently underway.
- o Discussed challenges associated with the fall survey data received from academic advising, focusing on identifying inconsistencies across campuses in relation to LCME questions.

Discussion Items

Update: Strategic Priorities
- o Drs. Potyk and Whipple have started connecting with other Associate Deans to initiate the formal collaboration process with other units, including Student Affairs and Curriculum.
- o Primary owners for a few strategic priorities, particularly priority 5, have not been designated yet.
- o There is a need to develop a strategy for the second strategic priority.

Strategic Priority #1. Governance

- o Dr. Segerson led a discussion on enhancing the governance project by focusing on aspects such as transparency, efficiency, effectiveness, and participation. The team brainstormed ideas and discussed the feasibility of tracking completed tasks.
- o The committee acknowledged significant progress related to their top governance priorities (participation, efficiency and effectiveness, and transparency) while also stressing the need to refine the plan, establish process measures, and transition towards a more score-based measurement approach.
    - o **ACTION:** Dr. Segerson to lead efforts in cleaning up our project documents and translating it into something that can be viewed and presented to other units.
    - o Quantify the governance survey (consider AI assistance).
- o The team explored different ways to gather feedback and improve their transparency, such as highlighting their work in faculty newsletters. The team also discussed incorporating best practices for transparency into their self-assessment of governance.
- o There was discussion and consideration of the potential benefits of implementing AI in administrative tasks as a means to enhance processes and generate best practices.
- o Emphasis was placed on the importance of tracking all changes as change outcomes for accountability and improvement.

Adjourned: 5:30pm