



EDUCATIONAL QUALITY IMPROVEMENT STRATEGIC PLANNING COMMITTEE

Meeting Minutes

Date & Time: December 7, 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-egi-spc/>

Minutes Taken By: Rhea Fagnan

Attendees: Darryl Potyk (Co-Chair), Mark Whipple (Co-Chair), Sara Kim (ex-officio), Cindy Hamra, Karen Segerson, Mike Spinelli, Michael Campion, Ali Ravanpay, Kristen Hayward, Tania Bardyn

Regrets: Bessie Young, Kiran Gill, David Sherman, 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 10)

Committee Business

Meeting Minutes: November 2023

Minutes were approved via e-vote. 9 votes for; 3 votes abstain.

Welcome and Introduction

- The committee welcomed the following new members:
 - Faculty candidates: Kristen Hayward, Davia Loren, Ali Ravanpay and Mike Spinelli.
 - Staff representative: Michael Campion

Update on Student Member Recruitment

- A call for applications has gone out for two MS1 students with a deadline of January 2nd. Our current student members were instrumental during this process and suggested including quotes from current members on the flyer that was sent out.
- Three 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

- The University of Washington School of Medicine (UWSOM) currently holds four active citations from the Liaison Committee on Medical Education (LCME) and our status report was formally submitted to the LCME on November 30, 2023.
- Dr. Kim provided a comprehensive update on the accreditation progress and outlined the upcoming timeline during the meeting. This included:
 - Accreditation Visit Timeline:
 - UWSOM has submitted a preference for the accreditation site visit in March 2026

- Data Collection Instrument Materials Dissemination:
 - 90% of accreditation materials have been distributed and EQI plans to complete the distribution by January 2024.
 - Responsible units began their work on reviewing and updating assigned DCI.
 - Self-Study Committees:
 - Self-Study Kick-Off Event: likely in early Fall 2024.
 - Expected to run for approximately a year, reviewing the Data Collection Instrument (DCI) materials.
 - Student Involvement:
 - Students will conduct a parallel self-study process, surveying the entire student body, this process is called the Independent Student Analysis (ISA) and the final report is scheduled for February 2025.
 - Report Submission and Site Visit Preparation:
 - The DCI will be due in December 2025 and will be followed by intensive preparation for the site visit.
- Dr. Kim's discussion highlights the significant strides made in the accreditation process and outlines a robust plan for future milestones, ensuring comprehensive involvement from various stakeholders.

Discussion Items

Strategic Priority #1. Governance

- Drs. Potyk and Whipple Report on the Collaboration Process with Other Units:
 - Had a productive meeting with Admissions regarding how having a governance framework could help structure their continuous quality improvement work. The group was receptive and plans to move forward with the framework.
 - Next meetings:
 - Governance: Curriculum and Student Affairs.
 - Strategic Plan #5 with Vice Dean of Faculty Affairs and CLIME
- Context of EQISPC 'Governance' Project: Dr. Whipple provided a background for the new members as to how the 8 attributes of governance were selected.
- EQISPC Governance Project: Dr. Karen Segerson shared the progress of the project.
 - Improvement Ideas on 'Transparency':
 - Dr. Segerson shared a CQI format to track several process measures, including baseline data to be able to accurately measure improvements.
 - **ACTION:** EQI staff will revise the format and start documenting the change work progress.
 - Suggestion:
 - Change idea for future: Share highlights and progress of the committee work in faculty newsletters.
 - Making the EQISPC meetings open to anyone who wants to attend, as a way to increase transparency.

Adjourned: 5:30pm