

MINUTES

**Date** January 3, 2024

**Time** 1:00 – 1:45 pm PST

Quorum Reached

**Attendees:** Suzanne Allen, Gabriel E. Sarah, Edith Wang, Jung Lee, Emmanuel D. Wright, Rhea Fagnan

**Regrets:**

Recording: will only be available for 90 days

[https://washington.zoom.us/rec/play/gxHZw0Drje8uPietfymaa4jbjNapjbTicOxWZn\\_qFcOUWmfy7NevsIUyltudxQ03aouBXu0tOs2TLREh.HDRH9i-B6y2eZ6xV?canPlayFromShare=true&from=share\\_recording\\_detail&continueMode=true&componentName=rec-play&originRequestUrl=https%3A%2F%2Fwashington.zoom.us%2Frec%2Fshare%2FuJd77dKSNYm77w2XZQoLTG6-SS5zz1OyEfM0gkwltBxsaBgLhrUNC8jQWwklbto4.fSEOAw5nyViSEL9](https://washington.zoom.us/rec/play/gxHZw0Drje8uPietfymaa4jbjNapjbTicOxWZn_qFcOUWmfy7NevsIUyltudxQ03aouBXu0tOs2TLREh.HDRH9i-B6y2eZ6xV?canPlayFromShare=true&from=share_recording_detail&continueMode=true&componentName=rec-play&originRequestUrl=https%3A%2F%2Fwashington.zoom.us%2Frec%2Fshare%2FuJd77dKSNYm77w2XZQoLTG6-SS5zz1OyEfM0gkwltBxsaBgLhrUNC8jQWwklbto4.fSEOAw5nyViSEL9)

	ITEM	LEAD	TIME	ATTACHMENT	ACTION
1	MEPPC Priorities/Work Plan	Jung	10 Min	A	Discussion
2	Timeline Review	Jung	5 Min	B	Discussion
3	Project Charter Review	Jung	15 Min	C	Discussion
4	Policy Development and Communication Plan Review	Jung	10 Min	D	Discussion
5	Next Steps	Jung	5 Min	N/A	Discussion

## 1. Overview of Policy History

**Discussion:** Dr. Allen provided the committee with a comprehensive overview detailing the history management of policies and procedures for the Medical Student Education Program. Additionally, she outlined some specific objectives for the committee, including:

- 1) Thoroughly review all online policies and procedures, identifying those that are accurate and those requiring updates.
- 2) Establish a distinct and clear differentiation between policies versus procedures and guidelines.

The committee also discussed the prospect of exclusively hosting all policies online for students, and discontinuing the PDF version of the MD Handbook. While there was consensus in favor of this decision, the committee will first assess potential impacts on the registration team before implementing this change.

**Action:**

- 1) Double check with Debbie Blackstone with implications of removing the pdf version of the MD Handbook.
- 2) Reach out to Jessica Wheeler to get her experience from this committee.
- 3) Reach out to Gail Gray and Daniel Baker and invite them to share their expertise on policies, procedures and guidelines.

## 2. MEPPC Priorities/Work Plan

**Discussion:** Jung reviewed the MEPPC draft workplan and priorities. This document was circulated to the group in December.

## 3. Timeline Review

**Discussion:** Jung reviewed the MEPPC draft timeline over the next six months. This timeline included items such as completing the charter draft, communication plan, webpage updates and updating all policy metadata.

## 4. Project Charter Review

**Discussion:** The draft project charter was reviewed with discussion based around the selection of new members. There is representation on the committee from EQI and Curriculum, however, other main groups might be missing representation.

**ACTION:** Dr. Sarah and Jung to place a call out to Student Affairs to see if there is a staff member interested in participating on the committee as a Student Affairs representative.

## 5. Policy Development and Communication Plan Review

**Discussion:** Deferred to next meeting. A draft plan will be circulated for the group to review.

## **6. Next Steps**

**Discussion:** The next meeting is January 31, 2023. Over the next 6 months, the committee will be meeting monthly, and then will move to either quarterly or semi-annual meetings.

**ACTION:** MEPPC to share a folder with all members that includes the draft documents for the committees input and review.