

MINUTES

Date January 31, 2024

Time 3:00 – 3:45 pm PST

Quorum Reached

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

Regrets:

	ITEM	LEAD	TIME	ATTACHMENT	ACTION
1	MEPPC Work Update	Jung	15 Min	A	Discussion
2	Charter and Membership	Jung	25 Min	B	Discussion
3	Next Steps	Jung	10 Min	C	Discussion

1. MEPPC Work Update

Discussion: Jung provided a comprehensive update on the committee's work plan during the meeting, introducing a new progress tracker to facilitate ongoing measurement of achievements. The progress tracker includes metrics for measuring the current status of policy reviews and the tagging of LCME metadata.

Emmanuel provided a summary of a meeting with the assistant Attorney General, Daniel Baker. Daniel Baker will be attending the committee's meeting on March 3, 2026, and the committee discussed priority questions to address during that meeting.

In addition, there was discussion of specific policies that need to have the language reviewed, and that the committee should prioritize.

Action:

- Another review of the following policy category: 1. Institutional Environment (Gabe), focus on 1.5 UW Medicine Policy on Professional Conduct, 1.8 UW Medicine Social Media Networking Policy, 1.11 Conflict of Interest Policy

2. Charter and Membership

Discussion: The committee discussed the draft Committee Charter, which was circulated via email, as well as membership for the committee. Student Affairs had five individuals interested in serving on the committee.

ACTION:

- Dr. Sarah to discuss with Sarah Wood and move forward with selecting 1-2 candidates to join the committee from Student Affairs.

Also discussed was how to make decisions as a small committee. For example, consensus vote versus individual votes. This will be discussed further and included in the Committee Charter.

3. Next Steps

Discussion: The committee discussed next steps.

- 1) Continue reviewing and updating policies with LCME tagging and metadata review: Second review of 1. Institutional Environment and the first review of 2. General Policies & Requirements
- 2) Identify and address issues and gaps in policies.
- 3) Consider revisiting policies with more significant impact or ramifications.
- 4) Consider involving other committees or individuals in policy review and updates.
- 5) Consider removing the language at the end of certain policies, that allows a Dean to override a policy.
- 6) Decide how the committee will inform students of changes to policies, or new policies that are developed.

ACTION:

- EQI will share the policy review folder with the committee.

- EQI will share meeting minutes for groups approval.
- EQI will prioritize policies discussed for review at the next meeting.