# EDUCATIONAL QUALITY IMPROVEMENT
## STRATEGIC PLANNING COMMITTEE

## Meeting Minutes

**Date & Time**:  February 1, 2024 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, Tania Bardyn, Mike Spinelli, Michael Campion, Kristen Hayward, Rachel Liao

**Regrets:** Bessie Young, Karen Segerson, David Sherman, Kiran Gill, Ali Ravanpay, 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 9) |
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### Committee Business

**Meeting Minutes:**

**January 2024**
Minutes were approved via e-vote. 12 votes for; 0 votes against, 1 abstain.

The team discussed the quality improvement measure of changing the meeting time to allow for more student participation. The current outcome has translated to less overall participation, including less student participation.

- o **ACTION:** EQI to send out a targeted survey to students to determine what the issues with attendance are. This may lead to adjusting the meeting time again.
- o **Goal:** to increase student participation and transparency.

**Update on Student Member Recruitment**
- o Six student applications have been received to date.
    - The review committee is finalizing their votes.

**Additional Items:**

- o A discussion about the composition and transparency of the committee: The committee is committed to creating transparency and different strategies were discussed; including our CQI project regarding minutes, and other ways to let the greater UWSOM community know what this committee does. The addition of a representative from Student Affairs to the committee was also proposed.
    - For better communication and transparency, the committee will proactively disseminate information rather than expecting individuals to seek it out. The group agreed to revisit the ad hoc committee list and consider how to respond to the request for greater inclusivity.

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|     o   **ACTION:** EQI to review ad hoc membership requirements prior to the next meeting. |

**EQI Updates**

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|     o   Dr. Kim discussed the upcoming self-study process, with the goal of finalizing the number of self-study committees and appointing their leaders. She emphasized the importance of student data in the review process and the need for a formal kick-off, scheduled for September. The venue has been decided but the date is awaiting confirmation from the LCME.<br><br>    o   The role of the committee in the self-study process was also discussed, with potential roles including content reviewers and escalating high-risk areas to top leadership. The team also discussed their expectations to hear back from LCME regarding the status report by the end of February. |

**Discussion Items**

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| **Strategic Priority Meeting with Other Units: Student Affairs**<br><br>    o   Drs. Potyk and Whipple reported on their meeting with Student Affairs.  They had a productive discussion with Student Affairs about process improvement initiatives and the concept of good governance. They also discussed the need for a shared model of roles and the possibility of creating a tool (similar to the equity tool) to help units think about their governance. "Governance issues without clear authority/responsibility" were also discussed, as well as how to bring these pain points forward.<br>          o   The Educational Data Governance committee was an example of a best practice in modeling governance and transparency. The accountability is very clear, the committee puts forward recommendations to the Vice Dean of Academic and Regional Affairs to make a final decision as an advisory committee.<br>    o   In addition, the committee discussed the importance of governance across all units and how principles of governance can be integrated into the DCI. They considered the idea of providing a document outlining good governance practices to those reviewing the DCI.<br>    o   **ACTION:** EQI to send out a copy of the 8 governance attributes and the strategic plan to DCI responsible individuals. We will ask them to think about this lens as they are writing the narrative responses in the DCI. Drs. Potyk and Kim to discuss further at the next Dean's meeting. |

**Adjourned**:  5:30pm