



# EDUCATIONAL QUALITY IMPROVEMENT STRATEGIC PLANNING COMMITTEE

## Meeting Minutes

**Date & Time:** April 4, 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

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| <p><b>Attendees:</b> Darryl Potyk (Co-Chair), Mark Whipple (Co-Chair), Sara Kim (ex-officio), Tania Bardyn, Kristen Hayward, Michael Champion, Leonida Radford, Sarah Busch, Matt Lumsden, Sam Fredman</p> <p><b>Regrets:</b> Cindy Hamra, Mike Spinelli, Karen Segerson, Bessie Young, David Sherman, Kiran Gill, Ali Ravanpay, Davia Loren, Zachary Matsko, Danielle Ervin, Maggie Phillips, Skyler Smith,</p> <p><b>Staff:</b> Rhea Fagnan, Jung Lee</p>   |
| <p><b>Quorum:</b>      Yes <input type="checkbox"/>      No <input checked="" type="checkbox"/>      (A quorum is 50%+1 of the voting membership or 11)</p>   |
| <b>Committee Business</b>   |
| <p><b>Meeting Minutes: March 2024</b><br/>Quorum was not met, deferred to next meeting.</p> <p><b>Welcome to our new student members!</b></p> <ul style="list-style-type: none"> <li>○ The committee welcomed two new student members, Matt Lumsden and Sam Fredman.</li> </ul>   |
| <b>EQI Updates</b>  |
| <ul style="list-style-type: none"> <li>○ Dr. Kim outlined the process and structure of the school’s preparation for the LCME accreditation visit in March 2026. She detailed the roles of the six self-study committees, each assigned to review specific accreditation elements. The kick-off event for this process will be held in person on September 18<sup>th</sup> at the Urban Horticulture.</li> <li>○ Medical students will run their own ISA (Independent Student Analysis) starting in October 2024, with four student leaders expected to be appointed. Students will have two different opportunities to serve:             <ul style="list-style-type: none"> <li>▪ Through the Independent Student Analysis (ISA).</li> <li>▪ Through the self-study committees.</li> </ul> </li> <li>○ Dr. Kim summarized the roles and key tasks of committee members and students; both the self-study and ISA committees will assess compliance in accreditation areas and direct continuous quality improvement activities. She also reviewed the ongoing recruitment process for co-chairs and members of the self-study committees.</li> <li>○ Drs. Potyk and Kim stressed the importance of student involvement in the school's accreditation process, highlighting their perspective as crucial for understanding strengths and weaknesses of the medical education program. They discussed challenges with ambiguous accreditation questions and the need for context to aid student responses. Emphasizing student autonomy, they noted the ISA committee's student-led nature. The team agreed on building trust with students for active involvement and accurate</li> </ul> |

representation. Concerns arose regarding lack of compensation for survey creation, potentially discouraging student participation. Dr. Kim agreed to address this with the Executive Committee and explore best practices. Dr. Potyk suggested incentives while considering and ensuring process integrity.

#### Discussion Items

- Strategic Priority #1. Governance
  - Dr. Potyk summarized the work the committee has done so far on strategic priority #1 for the new members. The discussion then shifted into strategic priorities with a focus on optimizing governance, particularly in relation to the allocation of regional services.
  - Discussion was held regarding the possibility of this committee taking on a new scope of work in terms of the structure of regional services and how those resources are allocated.
    - i. For example, in Spokane, College faculty are hired by the University of Washington on 12-month contracts and get paid physician salaries. On other campuses they are hired on a 9-month contract and get paid PhD salaries versus physician salaries.
    - ii. The committee considered whether it was feasible to address this problem at a macro level and what the ramifications of their potential solutions might be, especially regarding state-based contracts. It was also suggested to invite other stakeholder groups with area expertise to the discussion. It was proposed to develop models for feedback and seek an official charge and designation to proceed.
    - iii. There were concerns raised regarding the committee's bandwidth and scope, while also emphasizing the need to consider strategic priorities.
    - iv. Dr. Whipple proposed a model where a work group, including members of the committee, could focus on specific issues, providing a flexible solution. Dr. Potyk suggested the group could explore different models for hiring faculty and learning specialists, acknowledging the complexities and trade-offs of each approach.
  - The need for improving access and communication for resources to students was also raised and discussed. The importance of having multiple points of contact for different issues, and the need for better connections between regional deans' offices and students was acknowledged. Some ideas suggested were:
    - i. Having a document detailing who to contact for specific issues at each campus and creating a consolidate guide with access to information.
    - ii. Creating a modern searchable resources to help students navigate various resources during their training. The idea of a chatbot or centralized website was suggested for this purpose.
  - **ACTION** – Dr. Potyk volunteered to develop and distribute a simplified guide to streamline access to essential information and resources for students. He will circulate this to the group for further feedback/revisions.

**Adjourned:** 5:30pm