



EDUCATIONAL QUALITY IMPROVEMENT STRATEGIC PLANNING COMMITTEE

Meeting Minutes

Date & Time: May 2, 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-egi-spc/>

Minutes Taken By: Rhea Fagnan

Attendees: Darryl Potyk (Co-Chair), Mark Whipple (Co-Chair), Sara Kim (ex-officio), Cindy Hamra, Mike Spinelli, Tania Bardyn, Michael Campion, Kiran Gill, Matt Lumsden, Sam Fredman

Regrets: Kristen Hayward, Karen Segerson, Bessie Young, David Sherman, Ali Ravanpay, Davia Loren, Zachary Matsko, Danielle Ervin, Maggie Phillips, Skyler Smith, Leonida Radford, Sarah Busch

Staff: Rhea Fagnan, Jung Lee

Quorum: Yes No (A quorum is 50%+1 of the voting membership or 11)

Committee Business

Meeting Minutes: March and April 2024

Quorum was not met; minutes will be circulated for an e-vote.

Thank you to graduating students!

- The committee extends a large thank you to our two graduating members: Zach Matsko and Danielle Ervin for all their contributions to the Strategic Planning Committee.
- Feedback: Medical Education Program Objectives (MEPO)
 - The committee was highly encouraged to review Dr. McPhillips email that was circulated regarding the draft Medical Education Program Objectives.
 - i. Please use the following link to provide feedback:
https://uashington.qualtrics.com/jfe/form/SV_4UhYUU7xpWU1S6y

EQI Updates

- Deferred to next meeting.

Discussion Items

○ Strategic Priority #1. Governance:

Accountability Flow Chart:

- Dr. Potyk shared and discussed an Accountability Flow Chart that he created after the discussion at the last committee meeting. This proposes a standardized approach for managing student-related issues across regional sites, emphasizing the need for clear communication and a user-friendly resource for both faculty and students. The team agreed on the importance of demonstrating accountability and clarity in issue resolution processes, while also discussing the difference between accountability and responsibility, and acknowledging the complexities of the current structure.

○ Follow up on Regional Equity Issues:

- Discussion:
 - i. 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.
 - ii. Potential issues and improvements regarding policies and procedures at the university level.
 1. The importance of making sure policies are equitable for both faculty and students
 2. Suggestions for reporting more issues to the central administration could help build necessary policies.
 3. Highlighted the potential for a tool like the one Darryl presented to optimize policies and decision-making.
 - iii. Importance of having/developing clear performance metrics based on the medical student education program's strategic plan
- **Decision:** Committee is not ready to move forward at this time to take on the regional equities issue. The committee discussed not knowing what possible unintended consequences could be and that they need to do their due diligence.
- Concerns were also raised about the strategic priorities and the need for improved accountability within the organization. It was suggested understanding the perspective of students on these issues to better target solutions.

- Next Steps: Co-chairs agreed to discuss further on the strategic priorities and improved accountability with relevant units. The committee will continue to look at the strategic priorities in terms of accountability.

Adjourned: 5:30pm