

MINUTES

Date March 27, 2024

Time 2:00 – 2:50 pm PST

Quorum Reached

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

Regrets: Cliff Kelly

	ITEM	LEAD	TIME	ATTACHMENT	ACTION
1	MEPPC Work Update <ul style="list-style-type: none"> • Webpage revision • Draft handbook • MEPPC webpage – draft in April 	Rhea/Emmanuel	5 Min	N/A	Discussion
2	Review: Bylaws	Jung	20 Min	N/A	Discussion
3	Review: Policies	Jung	20 Min	N/A	Discussion
4	Next Steps	Jung	5 Min	N/A	Discussion

1. MEPPC Work Update

Discussion: The team discussed updates since their last meeting. This included:

- Finishing reviewing the metadata of the policies which included:
 - Updating the LCME standards and elements in the policy documents.
 - Ensuring governing and authorizing bodies are listed correctly.
 - Checking that previous policy versions have been consolidated, and ensuring the policy matches what is on the website.
- Webpage revisions are currently in progress.
- MD Handbook revisions will start in April.

Action Items:

- Send out another request for availability to meet after July.
- Add table with a list of policy names and governing bodies to website.

2. Review: Bylaws

Discussion: The committee reviewed the draft bylaws and debated the scope and purpose of the committee. There has been confusion around the roles and responsibilities of the committee, specifically whether it's their duty to inform policy owners of updates or if that is the responsibility of individuals.

Jung shared her insights from recent meetings with students and faculty, highlighting a communication gap and confusion over who to approach for policy changes. Discussion was held on the committee's role in addressing these issues and how to develop a clear process for sharing feedback and proposing policy updates. The group agreed on the committee's role in identifying gaps and needs, and the need for clarity in their responsibilities.

The team further discussed the roles and responsibilities of their committee in relation to policy and procedural matters. They debated on how to manage policy changes, with Mary suggesting that the committee could act as a central hub for policy feedback and review, without having the capacity to make policy changes themselves. Emmanuel added that keeping a systematic approach could help prevent ad hoc changes and suggested scheduling regular review times for policies. The team concluded that any changes to policies would need to be discussed and rationalized.

3. Review: Policies

Discussion: Deferred to next meeting.

4. Next Steps:

Discussion: The committee discussed next steps. These included updating the work priorities plan, committee bylaws, determining procedures and set goals for the year.

ACTION:

- Jung will send an email to the committee with the next set of tasks for review.