



EDUCATIONAL QUALITY IMPROVEMENT STRATEGIC PLANNING COMMITTEE

Meeting Minutes

Date & Time: September 5, 2024 PST | 4:00 PM - 5:30 PM PST

Location: Zoom <https://uw-phi.zoom.us/j/5962096962>

EQISPC Webpage: <https://education.uwmedicine.org/eqi/educational-quality-improvement-strategic-planning-committee-egi-spc/>

Minutes Taken By: Dorothy Lu and Jung Lee

<p>Attendees: Darryl Potyk (Co-Chair), Mark Whipple (Co-Chair), Sara Kim (ex-officio), Cindy Hamra, Michael Campion, Tania Bardyn, Sam Fredman, Mike Spinelli, Kristen Hayward, Matt Lumsden, Skyler Smith</p>
<p>Regrets: Ali Ravanpay, Karen Segerson, Bessie Young, Maggie Phillips, Leonida Radford, Sarah Busch, Kiran Gill</p>
<p>Staff: Jung Lee, Dorothy Lu</p>
<p>Quorum: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> (A quorum is 50%+1 of the voting membership or 10)</p>
<p>Committee Business</p>
<p>Meeting Minutes: Quorum was met. The vote to approve the revised Continuous Quality Improvement policy was moved to an online vote.</p>
<p>EQI Updates</p>
<ul style="list-style-type: none"> • LCME Self-Study Committee <ul style="list-style-type: none"> ○ Co-chairs’ orientation complete. ○ Key gaps identified to be addressed by the steering committee. ○ Committee deliverables/evaluation forms due March 15, 2025, followed by a review of CQI measures. <ul style="list-style-type: none"> ▪ Follow-up survey in May-June 2025. ▪ Data review scheduled for July 2025. • LCME Self-Study Kick-Off Event Scheduled on Wed, September 18. <ul style="list-style-type: none"> ○ Each committee will have 25 min meeting with LCME secretariat. ○ Substantial work will begin in October. • Independent Student Analysis Survey <ul style="list-style-type: none"> ○ Student leaders are working with sub-groups to finalize survey questions. <ul style="list-style-type: none"> ▪ Walter is consulting on communications to student leaders. ○ ISA report due by February 15. ○ Survey will launch in late September or early October for 30 days. ○ Aiming for an 80% response rate. ○ EQI seeks to access raw data by November to update accreditation materials with ISA data. • CQI Risk Discussion: <ul style="list-style-type: none"> ○ Any question with ≥20% disagreement will be flagged. ○ LCME flags a cohort if any group reaches 20%.

- Spring Survey Report:
 - Sampled the student cohort using 75 required questions from the ISA.
 - Confidence interval is +/-11% due to a small sample size.

Discussion Items

Committee Membership

- Two openings for committee membership with four applicants
 - Discussion on whether to designate one spot for a department chair:
 - While valuable, it may be challenging to find an available chair.
 - Participation and leadership capacity should be prioritized. Other important qualification and experience includes involvement in medical education, leadership experience, and CQI experience.

Office of Admissions Integration of the UWSOM Medical Student Education Program Strategic Plan

- Admission initiatives with UWSOM strategic planning priorities
 - Mission driven process – select diverse and inclusive future physicians through holistic review
- Initiatives in action
 - Second Look, annual committee orientation, EXCOM retreat, lead admissions ambassadors, virtual drop-I hours, residency verification
 - Bylaw review/updates, screening work group, interview bubbles work group, Davis scale work group, EXCOM discussion and voting work group, pre-matriculation checklist work group
 - Subcommittees – standing committees
- Initiatives identified
 - Admissions decisions process restructuring
 - Premedical course requirement review
- Presentation discussion
 - MCAT and CASPer test requirements reconsidered during pandemic
 - Feedback on how students view Second Look.
 - Student leader asked about admissions' relationships with the financial aid office
 - Completely separate entities at UW
 - Feedback:
 - Flexible governance structure and culture sustained in admissions
 - Using the strategic plan as a catalyst for admissions decisions process restructuring

CQI Policy Revision

- First version reviewed at last meeting; feedback included:
 - Specify the purpose and scope
 - Clarify governance structure information
 - EQI role and position in structure clarified that it reports to Vice Dean of ARRA.
 - Communication: added that the data report will be shared with the student community.
 - Added student performance data
- An online vote for the revised policy will take place next week.
 - Michael Campion motioned to approve, seconded by Mike Spinelli.

Adjourned: 5:30pm