



# EDUCATIONAL QUALITY IMPROVEMENT STRATEGIC PLANNING COMMITTEE

## Meeting Minutes

**Date & Time:** October 3, 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-eqi-spc/>

**Minutes Taken By:** Rhea Fagnan

**Attendees:** Darryl Potyk (Co-Chair), Mark Whipple (Co-Chair), Sara Kim (ex-officio), Cindy Hamra, Kristen Hayward, Karen Segerson, Sarah Busch

**Regrets:** Ali Ravanpay, Bessie Young, Maggie Phillips, Leonida Radford, Sarah Busch, Kiran Gill, Michael Campion, Tania Bardyn, Sam Fredman, Mike Spinelli, Matt Lumsden, Skyler Smith

**Staff:** Jung Lee, Rhea Fagnan, Dorothy Lu

**Quorum:** Yes  No  (A quorum is 50%+1 of the voting membership or 8)

### Committee Business

#### Meeting Minutes: September 2024

Quorum was not met. Minutes were approved via e-vote.

The revised Continuous Quality Improvement policy was moved to an online vote and approved.

### EQI Updates

- ISA (Independent Student Analysis) was launched on September 30<sup>th</sup>.
  - Process is being led by 5 student leaders, with an additional 17 student members.
  - Times have been set aside at each campus for students to take the survey.
  - Students added 50 questions in addition to the 75 LCME required questions.
  - EQI will only see data for the 75 LCME required questions. Once the survey is closed, we will update all data tables in the DCI documents.
  - Additional 50 questions of data EQI will not have access too, but they will be incorporated into final ISA report.
- **ACTION:** At the upcoming LCME consultation, Sara and Jung will obtain clarification regarding the required data level—whether LCME wants detailed data including the additional questions or if they only seek the data from the required questions.

### Discussion Items

### **Committee Member Recruitment Process Discussion**

- Two openings for voting members with four applicants
  - Participation and leadership capacity should be prioritized. Other important qualification and experience includes involvement in medical education, leadership experience, and CQI experience.
  - One position (Previously Dr. Loren's): will be filled by the committee's decision from those 4 applicants.
  - One position (Previously Dr. Sherman's): will be appointed by Dr. Allen, focusing on the leadership skills and capacity (e.g., chair, vice chair of education)
  - **ACTION:** The list of 4 applications will be anonymized and circulated to the committee for review and voting.
- Ex-officio member: Dr. Bessie Young unable to serve.

### **Reflection on LCME Kick-Off Event**

- LCME Kick-Off Event occurred on September 18<sup>th</sup> at Urban Horticulture.
- There was positive feedback regarding the event's organization, engagement, and overall process from members.

### **Research Opportunities and Triple I**

- Discussion was held regarding the complication of creating a centralized system for students to see potential research projects since some sites and departments maintain a local record of projects and are resistant to listing these on a central site.
  - Suggestions were made on how to incorporate QI Projects into the research opportunities and how to connect QI project leads with students.
- **ACTION:** Dr. Whipple will create an SBAR, and this issue will continue to be discussed further.

**Adjourned:** 5:00 pm