



# EDUCATIONAL QUALITY IMPROVEMENT STRATEGIC PLANNING COMMITTEE

## Meeting Minutes

**Date & Time:** November 7, 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:** Dorothy Lu & Rhea Fagnan

**Attendees:** Darryl Potyk (Co-Chair), Mark Whipple (Co-Chair), Sara Kim (ex-officio), Cindy Hamra, Kristen Hayward, Kiran Gill, Mike Spinelli, Matt Lumsden

**Regrets:** Ali Ravanpay, Maggie Phillips, Leonida Radford, Sarah Busch, Michael Campion, Tania Bardyn, Sam Fredman, Skyler Smith, Karen Segerson, Sarah Busch

**Staff:** Rhea Fagnan, Dorothy Lu

**Quorum:** Yes  No  (A quorum is 50%+1 of the voting membership or 10)

### Committee Business

#### Meeting Minutes: October 2024

Quorum was not met. (Meeting occurred during AAMC LSL meeting, some members unable to attend) Minutes were approved via e-vote.

#### LCME Self-Study Process Update from Co-Chairs of the Steering Committee

- Self-Study Committee co-chairs are continuing to be oriented to their work and goals. This is an ongoing learning experience. Concerns regarding utilizing AI for data organization and other committee processes
  - Need to determine how to protect sensitive data. Michael Campion to meet with AI leader to continue to discuss potential uses and concerns
  - Concern for accreditation documents to reach public domain through Chat GPT
    - More research and discussion to learn and share best practices with creating a closed system that does not feed data into public domain
- Committee members Kristen Hayward, Kiran Gill, Mike Spinelli shared their experience with each committee
  - Committee 3 has no student data so we may need to look into a different process and timeline.
- Discussion regarding consideration of existing data sets for other regulatory reporting (ACGME/NIH etc)

#### New Member Approval for Faculty Position

- Candidate 3 received top votes from the committee members on MS forms.
  - Mike Spinelli motioned to nominate candidate 3 and move them to an online vote due to quorum. Cindy Hamara seconded this motion.
- **ACTION:** EQI will send out an e-vote to move forward with candidate 3.

## EQI Updates

- ISA (Independent Student Analysis) has now closed with record breaking response rates ranging from 83 – 97%
- Multifactorial approach/Multitudes of strategies used to raise response rates
- Student ISA independent analysis due Feb 15, 2025, and will be independently analyzing the comments, they will be sharing comments report at a later date.
- EQI team has access to all ISA data apart from comment data with student permission, including the 50 student-administered questions
  - 33 out of 93 elements require ISA data
  - May see similar number of citations as the previous visit in 2018
  - New concern: student access to academic records
  - Most risks are known risks (e.g. student access to healthcare)
    - Washington law says any public universities including UW cannot require students to have health insurance, and anything offered by the school would not be better than what they can get outside
  - Sara Kim asked ISA leaders for permission to show both ISA and Spring Survey data for LCME status reports
    - The goal is to maintain monitoring status for 12.4 – access to healthcare
    - May be able to drop citations for 5.11 because of the positive data trends on access to study and relaxation spaces.
  - How will student voices be valued at addressing these issues/how will they be included in this process?
    - Self-study committees include student members.
    - Students will be re-surveyed on June 2025.

## Discussion Items

### Draft Bylaws:

- When EQISPC committee was formed, the committee put together a bylaws (charter) that is currently being reviewed and updated.
  - Looking for a vote to update bylaws, ensuring they are sufficiently reviewed and approved.
  - More time was requested to review the changes.
  - **ACTION:** Committee members are encouraged to review the draft bylaws proposed changes that were circulated. If there are any questions or concerns, please contact Darryl Potyk, Mark Whipple or Sara Kim.
- As the committee as matured, rather than having defined committee members, both voting and non-voting, based upon specific roles, the current bylaw revisions contemplate membership based upon skill sets and contribution.

### Announcement: MS1 Student Recruitment Process Begins

- Materials have been revised and approved for the MS1 Student Recruitment Process. Recruitment will start on November 12<sup>th</sup> and applications will close December 31, 2024.

**Adjourned:** 5:15 pm