



# EDUCATIONAL QUALITY IMPROVEMENT STRATEGIC PLANNING COMMITTEE

## Meeting Minutes

**Date & Time:** February 6, 2025 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), Sara Kim (ex-officio), Tania Bardyn, Michael Campion, Sam Fredman, Kiran Gill, Cindy Hamra, Matt Lumsden, Michael Myint, Karen Segerson

**Regrets:** Mark Whipple (Co-Chair), Sarah Busch, Kristen Hayward, Maggie Phillips, Leonida Radford, Ali Ravanpay, Skyler Smith

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

**Quorum:** Yes ☒ No ☐ (A quorum is 50%+1 of the voting membership or 9)

### Committee Business

#### Meeting Minutes: December 2024

- The minutes from the December meeting were reviewed, voted on, and approved. Kiran Gill motioned to approve the minutes; Michael Campion seconded the motion.
- The vote concluded with all in favor and no objections.

#### Co-Chair Update:

- The committee welcomed Mike Myint, and the committee completed a round of introductions.
- EQISPC bylaws require an annual reporting to the UW Medicine Leadership Council for Systems Integration, whom Drs. Potyk and Whipple presented to in January, highlighting the EQISP committee's UWSOM Medical Education Program Strategic Plan Implementation based meetings with units on governance, their alignment with the strategic plan, and the goal of a continuous quality improvement (CQI).

### Discussion Items

#### EQI Update on LCME Accreditation Preparation:

- Dr. Kim provided a thanks to the many committee members that are also serving on the Self-Study committees as well as to the students for providing their incredibly valuable feedback on our DCI documents.
- Matt Lumsden, one of the five ISA leaders, provided an overview of the student-led ISA process. Once they receive comments from faculty, they will finalize their report.
- Roughly 80% of elements have been released to the self-study committees for review. Committees have until March 15<sup>th</sup> to complete their evaluation forms, then there will be a second round of feedback.
- Independent Student Analysis (ISA): Students provided very clear and concrete suggestions for improvements.

- **ACTION:** Drs. Dellit and Allen will respond to the student body, acknowledging their suggestions, outlining actions taken, and providing explanations where implementation is not feasible. These responses will be provided in a tiered approach.
- The EQISPC-owned Continuous Quality Improvement (CQI) policy mandates a systematic, strategic approach to LCME-related elements within a tiered framework. Once all CQI plans are collected, they will be incorporated into a broader communication plan summarizing key insights, current actions, and future plans to ensure alignment with the CQI policy. Updates will be provided to the self-study committees and EQISPC upon completion.
- Discussion was held regarding the engagement of an LCME consultant to conduct a mock site visit, identify potential blind spots, and provide an external perspective. This will be valuable in ensuring a comprehensive review and preparation for the school.
- Planning for the Colleges to join in April and exploring opportunities to engage other groups such as Stern Fellow Program and OHCE. Efforts will focus primarily on accreditation work while also advancing the strategic plan as part of EQISPC's scope for the next year.

#### **EQISPC Recruitment:**

- **Student Recruitment:**
  - We have a total of 9 applicants (4 from Seattle and 5 regional applications)
  - Discussed the review process and proposed circulating blinded applications, except for regional vs. Seattle campus designation, to ensure the selection of one regional student and one Seattle student.
  - A call for subcommittee to review applications was put forward.
    - Cindy Hamara, Matt Lumsden and Kiran Gill volunteered and will review student applications.
  - **ACTION:** EQI team to upload blinded student applications to MS teams for subcommittee by Friday, February 7<sup>th</sup>.
  - **ACTION:** Student subcommittee to review applications and decide on top regional and Seattle student applications to put forth as a recommendation to the EQISPC committee at our March 6<sup>th</sup> meeting.
- **Faculty Recruitment**
  - Faculty turnover: Currently looking at a possible department Chair to replace David Sherman on the committee. Discussion included whether to select a Department Chair or consider Vice Chairs of Education, who may have more capacity to serve.
  - Dr. Spinelli has stepped down from the committee, creating a vacancy for a regional representative. One of the previous runner-up applicants remains interested, however this would mean filling a regional position with a Seattle member.
    - Discussion was held and the committee emphasized the importance of regional representation, particularly given the current political landscape. Consideration will be given to making this an appointed position. Discussion with Dr. Allen will take place, and topic will be revisited at the next EQISPC meeting.

**Adjourned:** 5:30 pm