



# EDUCATIONAL QUALITY IMPROVEMENT STRATEGIC PLANNING COMMITTEE

## Meeting Minutes

**Date & Time:** April 3, 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), Mark Whipple (Co-Chair), Sara Kim (ex-officio), Tania Bardyn, Michael Campion, Michael Myint, Leonida Radford, Karen Segerson

**Regrets:** Mark Whipple (Co-Chair), Sarah Busch, Sam Fredman, Kiran Gill, Cindy Hamra, Kristen Hayward, Matt Lumsden, Maggie Phillips, Ali Ravanpay, 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: February 2025

- The minutes from the February meeting were approved via e-vote.
- The vote concluded with all in favor and no objections (8 votes for, 0 votes against).

#### Co-Chair Update:

- Ongoing LCME self-study work is progressing well; themes of pragmatic challenges and data delays were noted.  
Deadline extensions were approved for subcommittees affected by HR and department data availability.
- Approval granted for Committee 6 to use UW's closed AI system for document analysis.
- Ongoing LCME consulting support was discussed; the consultant's role will likely increase workload but improve site visit preparedness.

### Discussion Items

#### EQI Update:

- Dr. Kim announced her transition out of the Associate Dean role at the end of April, with transition support until the end of May.
- Recognition and appreciation were expressed for Dr. Kim's contributions.

#### LCME Update and CQI Tier 1 Report:

(Presented by Jung Lee)

##### LCME Determinations:

- Elements 3.2 (Community of Scholars) and 5.11 (Study/Lounge/Storage Space/Call Rooms) marked "satisfactory."

- Element 12.4 (Access to Healthcare) is “satisfactory with need for monitoring.”

### **Graduation Questionnaire (GQ):**

- Response rate at 43% (target 80%).
- Strategies: Engage regional deans and Assistant Dean for the Colleges, and provide lunch during survey session at transition to residency week.

### **CQI Framework Highlights:**

- CQI policy aligns with UW Medical Student Education Program strategic priorities #41 to instill a continuous quality improvement culture.
- LCME elements organized in 3 tiers:
  - Tier 1: 27 elements, biannual review (e.g., previously cited or flagged via data trends)
  - Tier 2: 27 elements, annual review (includes data, but no prior citations)
  - Tier 3: Remaining elements, minimal review unless trends emerge
- Discussion raised concern that Tier 2 and Tier 3 reviews appeared identical; clarified that Tier 2 involves deeper data analysis.
  - **ACTION:** Jung to review tier system table for clarity on Tier 2 vs. Tier 3 by May.

### **CQI Actions and Monitoring:**

- **Element 12.3:** Additional student counselor hired; requests submitted for career/financial advisors.
- **Elements 3.5 & 3.6:** Mistreatment governance gaps addressed via enhanced communication and training.
- **Element 8.5:** Student feedback loop improvements planned; ISA revealed lack of awareness of actions taken.
- **Element 9.7:** New Workplace-Based Assessment launched; CLIME to train faculty on providing high quality feedback.
- **Element 11.1 Academic Advising & Academic Counseling (Student Resources):** Early access to UWorld and AMBOSS granted; Sketchy support under review.

### **EQISPC Recruitment:**

- **Student Recruitment:**
  - Original top regional student candidate flagged by regional dean (yellow flag); second-choice candidate vetted and approved by subcommittee and regional dean.
    - EQI will prepare and distribute e-vote for regional student representative by April 4<sup>th</sup>.
  - Moving forward, as a continuous quality improvement measure, regional consultation will occur *prior* to committee votes.
- **Faculty Recruitment**
  - Dr. Margaret Isaac appointed by Dr. Allen to fill Dr. Sherman’s prior committee position.
  - Dr. John Wilford (Wyoming) proposed to replace Dr. Mike Spinelli (regional rep); high support was received but concern was noted regarding process and ensuring we are following bylaws.
    - ACTION:** Dr. Potyk to follow up with Dr. Allen regarding committee discussion and confirm appointment process, and report back to the committee next meeting.

**Adjourned:** 5:30 pm