



EDUCATIONAL QUALITY IMPROVEMENT STRATEGIC PLANNING COMMITTEE

Meeting Minutes

Date & Time: December 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-eqi-spc/>

Minutes Taken By: Rhea Fagnan

Attendees: Darryl Potyk (Co-Chair), Sara Kim (ex-officio), Tania Bardyn, Michael Campion, Sam Fredman, Cindy Hamra, Kristen Hayward, Matt Lumsden, Michael Myint, Karen Segerson, Mike Spinelli

Guest: Gabe Sarah

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

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: November 2024

- The minutes from the November meeting were reviewed, voted on, and approved. Karen Segerson motioned to approve the minutes, Kristen Hayward seconded the motion.
- The vote concluded with all in favor, one abstention, and no objections.

Welcome to new faculty committee member:

- Michael Myint was welcomed to the committee.

MS1 Student Recruitment Update:

- The search for two new MS1 students has launched with a deadline of December 31st for applications. We have had one student apply so far, and reminders will be sent weekly until the deadline.

Co-Chair Update:

- Dr. Potyk provided an update regarding the use of Artificial Intelligence based on the discussion with the LCME steering committee. More to come on this.
- A brief update regarding the self-study committees was also provided.

Discussion Items

Student Affairs & Strategic Plan Priorities (Dr. Gabe Sarah, Associate Dean for Student Affairs:

- Dr. Gabe Sarah presented the student affairs activities, projects and progress in relation to the school's strategic plan. Please find attached his slides at the end of the minutes.

Draft Bylaws:

- Since the last meeting, the committee reviewed and provided feedback on the draft bylaws. The feedback was incorporated, and the revised version was presented to the committee for final review.
- Karen Segerson motioned to approve the revised bylaws, and Cindy Hamra seconded the motion. The vote concluded with all in favor, one abstention (Mike Myint), and no objections. The revised bylaws are officially approved.

Adjourned: 5:30 pm