



# EDUCATIONAL QUALITY IMPROVEMENT STRATEGIC PLANNING COMMITTEE

## Meeting Minutes

**Date & Time:** May 1, 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:** Mark Whipple (Co-Chair), Tania Bardyn, Michael Campion, Cindy Hamra, Kristen Hayward, Margaret Isaac, Matt Lumsden, Leonida Radford, Karen Segerson

**Regrets:** Darryl Potyk (Co-Chair), Sarah Busch, Sam Fredman, Kiran Gill, , Michael Myint, 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 9)

### Committee Business

#### Meeting Minutes: April 2025

- The minutes from the April meeting were approved via e-vote.
- The vote concluded with no objections. (7 votes for, 2 votes abstained).

#### Welcome and introductions:

- The committee welcomed Dr. Margaret Isaac appointed by Dr. Allen.

### Discussion Items

#### Committee Membership Updates:

- **Student Recruitment:**
  - Two students were selected via committee vote. One student from the Seattle site and another from Idaho will be onboarded.
    - **ACTION:** EQI to send offer letters and schedule orientation before the next meeting.
- **Faculty Recruitment**
  - Dr. John Wilford (Wyoming Foundation Site) has been approached for an appointed position.
  - Cindy Hamra and Tanya Bardyn's term is ending, and there is a vacant position open right now.
  - The Dean's Office will launch the application process next week, with a goal of reviewing applications in June and onboarding new members by August.
  - Committee discussed maintaining regional diversity by combining an open Dean's Office call with targeted outreach.
  - Emphasis on equitable, transparent process without implied guaranteed appointment during informal outreach.
    - **ACTION:** Committee members are encouraged to share potential candidate names with leadership to support coordinated outreach alongside the formal application process.

### Co-Chairs Updates:

- Identified several areas from the steering committee that cut across multiple standards. Communication is a common issue amongst several of the subcommittees.
- Jung provided an update on the communication task force that was created since the last meeting.
  - **Communication Task Force**
    - Targeted campaign titled “**Achieving Excellence Together**” will include:
      - Monthly email messages from senior leadership.
      - A centralized webpage for updates.
      - Integrated messaging across orientation sessions and clerkship transitions.
  - Matt Lumsden emphasized centralized communication from high-level administrators (e.g., Dr. Allen) would increase engagement and visibility.
  - Committee acknowledged that generic newsletters are often overlooked by students.
    - **ACTION:** Communication task force team to finalize monthly messaging strategy and coordinate with leadership for launch. Another update to be provided at the next EQISPC meeting on June 5<sup>th</sup>.

### Governance Gap Areas:

Jung provided the committee with an update of where we are at in the self-study process and some governance gap area concerns that were being noticed by committees. Slides attached at the end of the minutes.

#### **LCME Element 2.4 Sufficiency of Administrative Staff (Clarity Around Student Support Structures)**

- Focused discussion on student awareness of Student Affairs and Curriculum (OME) offices.
- Survey results showed:
  - High number of “Not Applicable” responses, particularly for central offices.
  - High agreement ratings for Foundations Deans and staff on their accessibility, awareness of student problems as well as responsiveness to problems, suggesting students lean heavily on regional leadership.
- Concern raised that LCME may interpret "N/A" as students being unaware of resources, which reflects negatively on the institution.
- Student members shared the need for having someone (e.g., regional deans) for the entire 4 years.
- Student members shared that the College mentors play a role in supporting students.

#### **Next Steps:**

- Clarify communication of support structures, especially for students in their clinical years. Develop visual guides and structured contact lists for students based on issues and locations.
- Use focus groups and ISA survey data to validate regional structures and educate LCME on the institution’s unique model.
- For the long term, EQI and co-chairs share students’ suggestion on having the Foundations deans as point of contact for the whole program (not just for the Foundations phase).

### **Element 9.1 Preparation of Resident and Non-Faculty Instructors**

- LCME requires attestation that residents who teach medical students have been trained in educational objectives and teaching skills.
- Current challenge: Existing documentation may not be sufficient. LCME expects evidence that residents received information, policies and learning objectives.
- Discussion around potentially requiring site/program directors to attest on behalf of residents.

#### **Concerns:**

- System-wide scale makes individual attestations difficult.
- Residents already face overwhelming training demands; meaningful learning may be diluted.
- Emphasis on future goals to implement high-impact training (beyond accreditation compliance). Discussion highlighted the need for deeper, meaningful engagement with residents to improve teaching quality – not just checkboxes for compliance.

#### **Action Items:**

- EQI to consult with LCME consultant regarding valid forms of attestation at next meeting on May 15th.
- EQI to track student suggestions on 2.4 as a long-term issue to revisit post-accreditation, potentially under EQISPC's ongoing strategic scope.

#### **Additional Updates:**

##### **GQ and ISA Survey Follow-Up**

- GQ (Graduation Questionnaire) response rates below target; EQI team implementing:
  - Transition to Residency survey sessions (May 20).
  - Food incentives and email outreach.
- Continued use of focus groups to better understand areas with high "N/A" responses and guide improvements before November LCME submission deadline.

**Adjourned:** 5:30 pm