



EDUCATIONAL QUALITY IMPROVEMENT STRATEGIC PLANNING COMMITTEE

Meeting Minutes

Date & Time: October 2, 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), Michael Campion, Kellie Engle, Kristen Hayward, Margaret Isaac, Matt Lumsden, Bessie Young

Regrets: Sam Fredman, Kiran Gill, Hannah Hardin, Emaad Lala, John Willford, Michael Myint, Maggie Phillips, Ali Ravanpay, Karen Segerson, Skyler Smith

Staff: Jung Lee, Rhea Fagnan, Dorothy Lu

Quorum: Yes ☐ No ☒ (A quorum is 50%+1 of the voting membership or 7)

Committee Business

Meeting Minutes: August 2025

- August meeting minutes were approved and circulated via e-vote, with eight votes in favor and none opposed.

Co-Chairs Update:

- The DCI and self-study are in the final stages. At this point, the focus is on fine-tuning rather than major changes.

Discussion Items

Faculty Membership Recruitment

- **Process Review:** Michael Campion summarized the subcommittee review of 7 applicants. He and Dr. Willford independently ranked candidates, and their top three choices aligned.
- **Candidate Highlights:**
 - One with family medicine/accreditation experience.
 - One foundations block director with QI background.
 - One pediatrician involved in curriculum and Explore & Focus Committee work.
- **Representation Concern:** Although recruitment efforts were conducted both regionally and centrally, all applicants were Seattle-based; future cycles will prioritize regional recruitment.
- **Decision:** Due to lack of quorum, vote will be conducted electronically. Motion to approve slate made by Michael Campion, seconded by Dr. Hayward.
 - **ACTION:** EQI to send out e-vote to finalize EQISPC faculty candidates.

EQI Report on the ECG DCI Review Call:

Overview of Accreditation Progress:

- Data Collection Instrument (DCI) nearing finalization (600+ pages).
- Consultants from ECG reviewed the DCI in-depth on September 23, covering:
 - Strategic Plan & Governance
 - Financial Systems
 - Faculty Affairs
 - Curriculum
 - Student Services

Consultant Feedback Summary:

- School recognized as the most complex medical school in the U.S.
- Overall DCI content was well-written, but opportunities identified for:
 - Reorganization for clarity.
 - Strengthening outcome statements and data analysis.
 - Improving evidence of central monitoring and attestation processes.
 - Emphasis on clearly describing faculty oversight, technical standard acknowledgments, and objective-based outcomes.

Identified Challenges:

- Faculty appointments at regional sites are not always in place prior to teaching.
 - Ongoing challenge with 5,000+ faculty across 30+ departments.
 - LCME expects clear, consistent policies ensuring all teaching faculty are aware of and compliant with institutional expectations.
 - Potential citation risk on faculty appointment processes acknowledged, though seen as an opportunity to improve systemically.
- Variability in understanding and implementing policies due to decentralized structure.
- Governance structures, bylaws clarity, and quorum definitions need to align across documents and practices
- Student services, elective advising, financial aid and healthcare access.

Strategic Plan Alignment:

- LCME is focusing on the School of Medicine Strategic Plan, not solely the Medical Student Education Strategic Plan.
- Discussion noted the newer School of Medicine plan (approved in 2024) is still maturing and will take some time to see outcomes.
- Importance of showing alignment between school-level and program-level strategic plans highlighted.
- Plan to feature the new strategic plan in upcoming internal newsletters and public resources (e.g., Vitals).

Site Visit Preparation:

- Site visit will occur only in Seattle.
- Regional voices will be included via Zoom sessions and select in-person participants.
- Committee discussed readiness to respond to questions about:
 - Regional disparities in student satisfaction and experiences.
 - Data anomalies in ISA and GQ surveys (High
 - Continuous quality improvement (CQI) practices.

Adjourned: 5:30 pm