# EDUCATIONAL QUALITY IMPROVEMENT STRATEGIC PLANNING COMMITTEE

## Meeting Minutes

**Date & Time**: December 4, 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, Esther Chung, Kellie Engle, Kiran Gill, Kristen Hayward, Margaret Isaac, Matt Lumsden, Jeremy Oulton, Kathleen Raskob, Karen Segerson, John Willford

**Regrets:** Sam Fredman, Hannah Hardin, Emaad Lala, 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 10) |
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### Committee Business

### Meeting Minutes: October 2025
- The October meeting minutes were approved by quorum. A motion to approve the minutes was made by Karen and seconded by Kristen. The motion carried with 12 votes in favor, and none opposed.

### Welcome and Introductions:
- Three new committee members: Esther Chung, Jeremy Oulton, and Kathleen Raskob were welcomed to the committee.

### Co-Chairs Update:
- Dr. Potyk provided an overview of the new centralized faculty recruitment process to be launched in January through the Office of Faculty Affairs, which will replace the previous process administered through the Dean's Office. Under the new model:
  - Regional Faculty will receive the call from the OFA.
  - Faculty will have the ability to self-nominate at any time.
  - Recruitment will begin earlier in the year (April).
  - Goal to complete onboarding by September annually.
- The Committee emphasized the importance of ensuring regional and diverse representation within the applicant pool.

### Discussion Items

### EQI Update on LCME Work Progress:

- LCME accreditation visit scheduled for March 2–4, 2026, with a mock site visit January 11-13, 2026.
- 570 pages of documentation and 1,500+ pages of supporting material were submitted on November 21, 2025.
- Support from ECG consultants has helped with:
  - Mock site visit preparation (scheduled for January).

- o  Messaging consistency and aligning language with LCME expectations.
- 18 groups are preparing for direct engagement with site visitors (including students, faculty, clerkship directors, and residents).
- Preparation materials:
  - o  Orientation recordings, question packets, organizational charts, and tip sheets.
  - o  Additional one-pagers are in development to assist clinical faculty and residents in understanding key expectations.

## ISA Follow-Up Survey Data Report:

- Purpose: Continuous Quality Improvement (CQI) monitoring following the initial ISA (Independent Student Analysis).

Survey Context:

- Administered: Fall 2025
- Questions: 17 selected based on areas identified for potential improvement.
- Participation: >70% response rate, meeting LCME criteria.

Areas with Improved Results

- Pre-Clerkship Learning Space (Seattle)
- Small Group Teaching Spaces
- Clerkship Storage Space
- Financial Aid Services & Learning Environment

Areas for Further Improvement

- Formative Feedback during Clerkships
- Access to Student Record
- Personal Counseling Services

CQI Implications:
- Dr. Potyk emphasized the ISA follow up process as a tool for continuous improvement, not just accreditation.
- New clinical assessment initiatives and competency-based education may help address some challenges in feedback delivery and student support.

## Student Feedback and Closed-Loop Communication:
- Members discussed opportunities to improve closed-loop communication regarding student feedback in the clinical phase. One suggestion was to consider a clerkship-specific mechanism similar to the prior "We Heard You" communication used in the Foundations curriculum, in which summaries of changes in response to student feedback were shared broadly.
- Committee members also noted that laminated cards with a QR code to the Learning Environment reporting form and a brief summary of the policy had been developed for students to attach to their ID badges. These have been distributed during orientation, and members suggested re-distributing them prior to the transition to the clinical phase and incorporating this information programmatically into the Integration Weeks.

**Adjourned**: 5:30 pm