



EDUCATIONAL QUALITY IMPROVEMENT STRATEGIC PLANNING COMMITTEE

Meeting Minutes

Date & Time: February 5, 2026 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, Michael Myint, Kathleen Raskob, John Willford

Regrets: Sam Fredman, Hannah Hardin, Emaad Lala, Jeremy Oulton, 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 10)

Committee Business

Meeting Minutes: December 2025

- The December meeting minutes were approved by quorum. A motion to approve the minutes was made by John and seconded by Kiran. The motion carried with 10 votes in favor, and none opposed.

Vote for Incoming MS1 Candidates:

- Subcommittee members John Wilford, Kiran Gill and Hannah Hardin reviewed all submitted MS1 student applications and nominated their top two candidates for a full committee vote.
- The candidates were approved by quorum. A motion to approve the candidates was made by John and seconded by Margaret. The motion carried with 10 votes in favor, and none opposed.

Discussion Items

EQI Mock Site Visit Report:

Highlights from Mock Site Visit (January 12–13, 2026):

- 18 groups participated in mock sessions with ECG consultants simulating the LCME site visit.
- Positive feedback:
 - Right individuals present with strong expertise.
 - Effective collaboration across departments and campuses.
 - High level of preparation and cohesion during Q&A sessions.
 - Logistics were well-executed; commendation for organization and hospitality.
 - Faculty and staff demonstrated knowledge and the ability to handle unexpected questions.
 - Strong collegiality and teamwork noted by consultants.

Identified Vulnerabilities:

- **Learning Environment & Mistreatment:** Data below national averages; need for better explanation and improvement plans.
- **Self-Directed Learning (SDL):** Consultants questioned whether current initiatives qualify as self-directed learning per LCME standards.
- **Narrative Assessment & Formative Feedback:** Gaps noted in pre-clerkship courses; lack of small-group narrative feedback.
- **Student Feedback Responsiveness (Element 8.5):** ISA data flagged concerns.
- **Pre-clerkship Workload Clarity (Element 8.8):** Confusion around scheduled vs. required hours; need for clearer policy explanation.
- **Late Clerkship Grades:** A few sites reported delays.
- **Student Access to Healthcare Services:** Ongoing concern per ISA data.
- **High Student Debt Levels:** Financial aid and debt management plans

Additional Discussion Points:

- **Strategic Planning & EQISP Linkage:** Need to clarify the roles of UWSOM Strategic Plan, EQI Medical Student Education Program Strategic Plan, and EQISP efforts.
- **Clinical Resources Competition:** Noted competition for clinical resources with other institutions.
- **Educational Space & Computer Access:** Students' perception and experience at clinical sites in some regions may vary.
- **Assessment Comparability:** Clarify that the Olympia LIC's use of WBA.
- **Appeals Process Complexity:** Questions raised during Student Progress Committee (SPC) session; need for concise explanation for our CQI, Appeals Committee (separate from the Student Progress Committee).
- **Career Advising:** Demand for earlier, clearer elective advising options.
- **Access to Educational Records:** ISA noted high N/A of the grade review policy and procedure.
- **Well-Being Programs:** Gap identified in third- and fourth-year offerings; site-specific variation noted.
- The Office of EQI reports survey data trends, identified high-risk elements, CQI plans & progress to the EQISPC twice per year. The most recent report, delivered in December following the ISA Follow-Up survey data, highlighted the data trends and high-risk elements to support preparation for the LCME site visit. This February report provides an update on the high-risk elements and CQI for the committee. EQI plans to report again after the site visit in March. Official LCME decisions are expected in October.

Key Observations from Members:

- Suggestions to speak for their direct experience rather than anecdotes that participants heard from others.
- Need to be consistent, concise, and evidence-driven in responses.
- Proactive clarification needed regarding unique aspects of UW's regional campus structure.

Adjourned: 5:30 pm