

**Phase 1 Committee Meeting Minutes**  
**SMHS**  
**Tuesday, December 19, 2023 – 2pm via Zoom**

**In attendance:** Jane Dunlevy, Kara Eickman, Lauren Huddle, Amanda Haage, Minnie Faith, Gunjan Manocha, Susan Zelewski, Pat Carr, Jim Porter, Michelle Montgomery, Morgan Mastrud

**Members not in attendance:** Jon Allen, George Beddow, Kurt Borg, Xuesong Chen, Mikhail Golovko, Eric Johnson, Dev Pant, Megan Denis, Ken Ruit, Rick Van Eck, Erika Johnson, Susan Eliazer, Russ Ogden

**Minutes Submitted by:** Dawne Barwin

**Minutes Reviewed by:** Jane Dunlevy

**Minutes Approved by:** Lauren Huddle and Gunjan Manocha

**MSC = motion made, seconded, carried**

AGENDA ITEM	SUMMARY	ACTION/FOLLOW-UP
<b>1. Welcome and call to order</b>	The meeting was called to order at 2:00 pm via Zoom with a proposed adjournment time of 3:30pm.	Informational
<b>2.) Approval of Minutes</b>	Minutes of December 5, 2023	<b>MSC to approve the 12.5.23 minutes. Pat Carr / Kara Eickman // carried.</b>
<b>3. Business</b>	<p><b>New Business:</b></p> <p>a. Student Representative Report (George Beddow/ Morgan Mastrud)</p> <ul style="list-style-type: none"> <li>• Phase 1 student response 2023 GQ, Q 9, Item: Pharmacology report</li> <li>• George is testing currently, will report at the next meeting</li> </ul> <p>b. Unit 7 Director’s Report 2022: Jane Dunlevy</p> <ul style="list-style-type: none"> <li>• Class of 2025, Number of students: 67, breakdown of Unit 7, there is nothing to compare it to since we are still transitioning from Blocks to Units.</li> <li>• The class breakdown of how they did on their various exams show they were all above 80%, there were no failures, they had very good numbers.</li> <li>• Kara Eickman has added DEI to Unit 7 for class of 2025</li> <li>• Motion to accept Unit 7 Director’s Report as written plus Kara’s info to UMEC.</li> </ul>	<p><b>MSC to move to UMEC for approval to accept Unit 7 Director’s Report 2022 as written plus added DEI to Unit 7 for Class of 2025. Pat Carr / Lauren Huddle // carried.</b></p>

	<ul style="list-style-type: none"> <li>Pat Carr and JD will fix the typo.</li> </ul> <p>c. UMEC Update:</p> <ul style="list-style-type: none"> <li>Jane Dunlevy is working on changes to Unit 6, Alissa Hancock and Jane Dunlevy have worked together with main campus on making changes on a granular level to lectures and they will start a week earlier than usual, everything that went to UMEC was approved on 12.13.23.</li> </ul>	
<b>4.) Other</b>	<p>a. 2023 GQ Questions response evaluation write up: Basic Science Education Strengths.</p> <p>b. Report Notes: Page 2 of 23</p> <ul style="list-style-type: none"> <li>Comments portion was discussed, this would have been the class of 2022, during the AY 2019-2020.</li> <li>The Pathology Department has done very well making our students ready for their Boards.</li> <li>PCL received many good mentions.</li> <li>Anatomy lab experiences were strong.</li> <li>An area of improvement being the Step Prep for the CBSE exam, this was during the start of COVID so there was mention of anxiety about the exam.</li> <li>More guidance to improve cardiology and pulmonology.</li> <li>There were accommodations made for students for exam passing levels during this COVID timeframe.</li> <li>Improvements were asked for Immunology, Biochemistry and Basic Physiology. These are being worked on to be geared more towards clinical scenarios.</li> <li>Discussion on how and what to include in lectures, the use of handouts and how to structure your lectures to reach the most percentage of students.</li> <li>Covered through page 7 of 2023 GQ Student Comments.</li> </ul>	<b>MSC to approve that we have adequately covered and discussed the 2023 GQ Student Comments through page 7. Pat Carr / Amanda Haage // carried.</b>
<b>5.) Future Agenda Items</b>		<b>Information</b>
<b>6.) Adjournment:</b>	<b>Meeting adjourned at 3:30 pm.</b>	<b>Next meeting is January 16, 2024 at 2:00pm.</b>