

**Phase 1 Committee Meeting Minutes**  
**SMHS**  
**Tuesday, December 5, 2023 – 2pm via Zoom**

**In attendance:** Jon Allen, George Beddow, Kurt Borg, Xuesong Chen, Jane Dunlevy, Kara Eickman, Lauren Huddle, Amanda Haage, Minnie Faith, Pat Carr, Megan Denis Jim Porter, Rick Van Eck, Michelle Montgomery, Russ Ogden, Eric Johnson

**Members not in attendance:** Mikhail Golovko, Gunjan Manocha, Dev Pant, Susan Zelewski, Ken Ruit, Susan Eliazer, Morgan Mastrud

**Minutes Submitted by:** Dawne Barwin

**Minutes Reviewed by:** Jane R. Dunlevy

**Minutes Approved by:** MSC Pat Carr/Kara Eickman 12/19/2023

**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 November 21, 2023	<b>MSC to approve the 11.21.23 minutes. Lauren Huddle / Jon Allen // carried.</b>
<b>3. Business</b>	<p><b>New Business:</b></p> <ul style="list-style-type: none"> <li>a. Student Representative Report (George Beddow) <ul style="list-style-type: none"> <li>• George Beddow has comments on other agenda items but no new nothing to report today, but has nothing to report today.</li> </ul> </li> <li>b. Proposed Unit 6 changes (Jane Dunlevy/ Students) <ul style="list-style-type: none"> <li>• The Unit 6 schedule was challenging for students when trying to assemble it to work. It is a tight timeline and the amount of information is intense with a lot of different lectures and activities.</li> <li>• The changes are highlighted on the Proposed Unit 6 document uploaded to Blackboard. I have added days to the schedule to give students the amount of time in Unit 6 to be successful and have removed 3 days from their vacation week for the Class of 2025. I have removed up to 5 days for Classes 2027 and 2028 with no additional sessions. This spreads out the content to make it more digestible.</li> </ul> </li> </ul>	<p><b>Information</b></p> <p><b>MSC to move to UMEC for approval Proposed Unit 6 Changes. Michelle Montgomery / Erik Johnson // carried.</b></p>

- Ross Ogden had invited George Beddow and Jane Dunlevy to speak to Class of 2027 to explain and answer questions about the Unit 6 schedule changes.
- George Beddow asked a question of Pat Carr and Jane Dunlevy asking if any students had emailed or talked with them regarding any issues with this Unit 6 schedule change? Neither had not received any emails from students.
- Ross Ogden said he had had 5 students tell him they have conflicts with the new schedule. Four out of the 5 were scheduled weddings and/or honeymoons. One was a possible military issue and was unsure of schedule. Morgan Mastrud has the specifics written down but is not at this meeting. Ross will make sure to get this information to Pat Carr to figure help the students figure out their scheduling.
- Pat Carr said he needs as many details and specifics as possible for each issue. He can make scheduling adjustments for 5 people individually, this way we do not have to impact the whole classes schedule. The deadline for these students to get this information to him is Friday, 12.8.23, by 5pm.

c. Proposed new session addition of this two-hour session to Unit 1: Spirituality as a Social Determinant of Health with Paul Carson, MD (Jane Dunlevy)

- Refer to the document on Blackboard that Jane Dunlevy has written. The committee has talked about this for a few meetings so this written document along with the Power Point and Word documents George Beddow had provided can be placed together to use for reports to link objectives and competencies for Unit 1.
- Rick Van Eck asked that Dawne forward this to CEMC plus the other George Beddow supporting documents (3) to keep it on their radar so when it is approved at UMEC the data manager will have to update the linking specifically within the database for AY 2024.

d. Pre-Proposal for new one- hour session addition to Unit 3: CRISPR as a Therapeutic for Sickle Cell Disease (Jane Dunlevy)

- We propose to place CRISPR in Unit 3, starting in January 2024. On this proposal there are written goals for the session, how it works in general and its potential as a clinical therapeutic.
- Would PIC like to have Jane Dunlevy, Kara Eickman, and a person from biomedical sciences, who is well versed in CRISPR, continue forward as quickly as possible in order to get it on the January 2024 as a placeholder?
- It would be within the Haematology component in Unit 3 where they will be learning about Sickle Cell Disease from Dr. Mary Ann Sens.

**MSC move to approve to UMEC Proposed new session addition of this two-hour session to Unit 1: Spirituality as a Social Determinant of Health. Kara Eickman / Michelle Montgomery // carried.**

**MSC move to approve to UMEC Pre-Proposal for new session addition to Unit 3: CRISPR as a Therapeutic for Sickle Cell Disease. Amanda Haage / Lauren Huddle // carried.**

	<p>e. Schedule changes for Unit 8 and Unit 3 starting in AY 2024: Doc on Bb</p> <ul style="list-style-type: none"> <li>• Keep curricular days per mid and end of unit in Units 3 and 8, reclaim the extra time later in IL days.</li> <li>• Thanksgiving and MLK Day both are 1 week later than prior weeks so these adjustments were needed.</li> <li>• There will be another meeting to get details.</li> <li>• Kurt Borg: this sets a precedent: we have not ever started the AY at the end of June- this will be the earliest date we will have to do.</li> </ul> <p>f. Procedure for Doctoring Skills Failure approved by UMEC 10.25.23 (Jane Dunlevy)</p> <ul style="list-style-type: none"> <li>• As a committee we have discussed and approved this Procedure at P1C and UMEC, but we did not have a document that was written to have in place. Refer the document placed on Blackboard. (Does Not need to go back to UMEC as this was more informational and UMEC already approved).</li> </ul>	<p><b>MSC move to approve to UMEC Schedule changes for Unit 8 and Unit 3 in AY 2024. Kurt Borg / George Beddow // carried.</b></p> <p><b>MSC move to approve to UMEC Procedure for Doctoring Skills Failure approved by UMEC 10.25.23. Kurt Borg / Kara Eickman // carried.</b></p>
<p><b>4.) Other</b></p>	<p>a. 2023 GQ questions response evaluation write up</p>	<p><b>Tabled to next meeting</b></p>
<p><b>5.) Future Agenda Items</b></p>	<p><b>Future Agenda Items:</b></p> <ol style="list-style-type: none"> <li>1. George Beddow volunteered to engage with Phase 1 students to see what they think could be done better for Pharmacology, how to effectively learn the concepts. This is with the GQ 2023 questions response evaluation write up in Question 9, Item: Pharmacology. Is at the 22<sup>nd</sup> percentile and a 79%. <ul style="list-style-type: none"> <li>• George Beddow said it is not yet completed. He is hoping to have all the information gathered for next P1C meeting.</li> <li>• Pat Carr stated the variability does not align with any great changes needed, what suggestions do the students have? There are many drug sheets in PCL, we can assess them but because this topic is difficult to discuss using good data, we understand a portion of this material is self-directed learning. If not learning then what? Change drug sheets? Or change how we assess drugs on drug sheets?</li> </ul> </li> </ol> <p><b>Tabled:</b></p> <ol style="list-style-type: none"> <li>1. AY 21-22 Phase 1 Report</li> </ol>	<p><b>Information</b></p>

<b>6.) Adjournment:</b>	<b>Meeting adjourned at 3:19 pm.</b>	<b>Next meeting is December 19, 2023 at 2:00pm.</b>
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