

**Phase 1 Committee Meeting Minutes**  
**SMHS**  
**Tuesday, March 19, 2024 – 2pm via Zoom**

**In attendance:** Jon Allen, Kurt Borg, Jane Dunlevy, Kara Eickman, Amanda Haage, Eric Johnson, Minnie Faith, Gunjan Manocha, Susan Zelewski, Pat Carr, Jim Porter, Ken Ruit, Michelle Montgomery, Susan Eliazer

**Members not in attendance:** Xuesong Chen, Mikhail Golovko, Lauren Huddle, Dev Pant, Megan Denis, Rick Van Eck, Morgan Mastrud

**Minutes Submitted by:** Dawne Barwin

**Minutes Reviewed by:** Jane Dunlevy

**Minutes Approved by:** Kurt Borg and Gunjan Manocha

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

<b>AGENDA ITEM</b>	<b>SUMMARY</b>	<b>ACTION/FOLLOW-UP</b>
<b>1. Welcome and call to order</b>	The meeting was called to order at 2:07 pm via Zoom with a proposed adjournment time of 3:30pm.	Informational
<b>2.) Approval of Minutes</b>	Minutes of March 5, 2024	<b>MSC to approve the 3.5.24 minutes. Kurt Borg / Michelle Montgomery // carried.</b>
<b>3. Business</b>	<p><b>New Business:</b></p> <p>a. Student Representative Report: (Morgan Mastrud: No student information today.)</p> <p>b. Report to PIC Boot Camp 2024 (Class of 2026): (Jon Allen)</p> <ul style="list-style-type: none"> <li>• Jon Allen explained they took student feedback from class of 2025 and improved on the Boot Camp for this year.</li> <li>• We have a lecture called Adversity in Medicine we added, were we utilized a SPETA here that has a young child with a chronic disease, students appreciated this lecture.</li> <li>• The biggest strength of Boot Camp the whole team is 110% into it, even with faculty from around the state participating.</li> <li>• We added a de-escalation topic and it was received. This was a weakness we are working on with two simulations. This was achieved with the help of the UND and Minot Police Department officers and Michelle Montgomery and Andy McLean.</li> </ul>	<b>MSC to approve and recommend to UMEC the 3 documents including the edits and updates discussed at this meeting: Report to PIC Boot Camp 2024, Guidelines Doctoring Skills Boot Camp, 2024 Boot Camp Syllabus-</b>

c. Guidelines Doctoring Skills Boot Camp: (Jon Allen)

- This gives more of a description of the bot camp. Will be given to students ahead of participating via LEO.
- Susan Zelewski was asked if we should have a Boot Camp report given at the P2P3C meeting? She answered, P2P3C does review this every year and it is not a course in P2P3C, But, if that is what we want, the course itself then needs to be received by P2P3C and approved at UMEC.
- Discussion on any verbiage needed and addition of the modified date at the end of the document.

d. 2024 Boot Camp Syllabus – Class of 2027: (Jon Allen)

- This was made to keep a record of what the Clerkship Directors, the Campus Deans, the Department Chairs and the Clinical Practice doctors, have wanted us to keep this record as well as what the AAMC professional activities are. This is what is needed, including the learning objectives.
- We want to post this in LEO so students are well aware what the Boot Camp includes before hand, for the Class of 2028.
- Susan Zelewski said she will go through the objectives and match them to competencies. And also spell out the abbreviations and correct any verbiage needed.

e. Class of 2025 Unit 8 plus Boot Camp Directors Report: (Jane Dunlevy)

- There were 67 Students in Unit 8 and Boot Camp.
- This was the first time Unit 8 plus boot camp were offered.
- All the students did very well overall.
- There were no failures.
- We had 17 students with honors and that was 25% of the class.
- 97% of the students felt they had enough unscheduled time for studies and the overall workload was satisfactory.
- Some specifics were discussed as Jane Dunlevy went through all the topics.
- Some additional Goals added from this year are:
  - Boot Camp doctoring skills consider adding more hands-on experiences if possible.
  - Boot Camp doctoring skills consider adding in a lecture on suturing if possible.

**Class of 2027. Kara Eickman / Eric Johnson // carried.**

**MSC to approve and recommend to UMEC Class of 2025 Unit 8 plus Boot Camp Directors Report. Kara Eickman / Jon Allen // carried.**

	<ul style="list-style-type: none"> <li>○ Clinical Care Applications to limit Day 2, to 1 hour instead of 2 hours of discussion, possibly reduce the total number of cases from 4 to 3 if available.</li> <li>○ Vaccination Training to consider trimming session times to 3 hours from 4 hours, or possibly having 2 times, 2-hour sessions.</li> </ul>	
<b>4.) Other</b>	<p>a. 2023 GQ questions response evaluation write up (completed through page 7)</p> <ul style="list-style-type: none"> <li>• We will continue review at the 4.16.24 PIC meeting</li> </ul>	<b>Information</b>
<b>5.) Tabled Items / Future Items</b>	<p>a. <u>ACTION PLAN</u>: MSC and Vote for Kara Eickman will review the PCL cases for cancer and anesthesiology pharm. Jane Dunlevy will send an email to Dept Biomed Sci &amp; Path lecturers, with the list of medication, asking to check which medications they review in lectures; and if so, which ones and which lecture topic.</p>	<b>Information</b>
<b>6.) Adjournment:</b>	<b>Meeting adjourned at 3:26 pm.</b>	<b>Next meeting is April 16, 2024 at 2:00pm.</b>