

Phase 1 Committee Meeting Minutes
SMHS
Tuesday, April 16, 2024 – 2pm via Zoom

In attendance: Jon Allen, Kurt Borg, Xuesong Chen, Jane Dunlevy, Kara Eickman, Amanda Haage, Eric Johnson, Minnie Faith, Lauren Huddle, Gunjan Manocha, Susan Zelewski, Morgan Mastrud, Jim Porter, Michelle Montgomery, Andrea Guthridge

Members not in attendance: Mikhail Golovko, Dev Pant, Pat Carr, Megan Denis, Ken Ruit, Rick Van Eck

Minutes Submitted by: Dawne Barwin

Minutes Reviewed by: Jane R. Dunlevy

Minutes Approved by: Kurt Borg and Lauren Huddle

MSC = motion made, seconded, carried

AGENDA ITEM	SUMMARY	ACTION/FOLLOW-UP
1. Welcome and call to order	The meeting was called to order at 2:02 pm via Zoom with a proposed adjournment time of 3:30pm.	Informational
2.) Approval of Minutes	Minutes of March 19, 2024	MSC to approve and recommend to UMEC the 3.19.24 minutes. Kurt Borg / Gunjan Manocha // carried.
3. Business	<p>New Business:</p> <p>a. Student Representative Report: Morgan Mastrud</p> <ul style="list-style-type: none"> • A question was asked about after each unit is completed, are the feedback data posted somewhere? • Jane Dunlevy explained that the data is entered into a Unit Report which are extensive where we try to look for themes that we need work on. We also look for feedback themes that show we did something well. The data helps us set up goals for next year. • Jane Dunlevy explained we are trying to catch up on completing the reports since the curriculum changed a 1 ½ year ago. The reports and feedback are discussed at UMEC and P1C committee meetings. • Many eyes are on the feedback so revisions can be applied for the next class of students. 	Information

4.) Other	<p>a. 2023 GQ questions response evaluation write up (completed through page 7) Jane Dunlevy <i>(From the 12.19.23 PIC meeting) –see the document on Blackboard</i></p> <ul style="list-style-type: none"> • Starting with page 8: GQ 2023: Data received from class of 2023. Basic Science Education: Areas for Improvement in Phase 1 • The corresponding documents are on the Blackboard space for today’s meeting. • The committee completed review. The vote to approve was not done at meeting, an email was sent to the committee to get an electronic vote on 4.16.24. 	MSC to approve and recommend to UMEC, PIC completed the review of the 2023 GQ. Eric Johnson / Kara Eickman // carried.
5.) Tabled Items / Future Items	<p><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 & 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> <ul style="list-style-type: none"> • Jane Dunlevy asked Lauren Huddle to send out an email to the Department of Biomed Science and Path lecturers, with the list of medications, asking to check which medications they review in lectures; and if so, which ones and which lecture topic. • Kara Eickman will email her list to Jane Dunlevy and Lauren Huddle to assist in writing the email. 	Information
6.) Adjournment:	Meeting adjourned at 2:31 pm.	Next meeting is May 21, 2024 at 2:00pm.