

Phase 1 Committee Meeting Minutes
SMHS
Tuesday, June 6, 2023 – 2pm via Zoom

In attendance: Jon Allen, Xuesong Chen, Jane Dunlevy, Amanda Haage, Lauren Huddle, Eric Johnson, Minnie Faith, Gunjan Manocha, Susan Zelewski, George Beddow, Marc Basson, Megan Denis, Jim Porter, Rick Van Eck, Michelle Montgomery, Andrea Guthridge.

Members not in attendance: Kurt Borg, Kara Eickman, Mikhail Golovko, Dev Pant, Pat Carr, Ken Ruit, Erika Johnson, Gretchen Schreiner.

Minutes Submitted by: Dawne Barwin

Minutes Reviewed by: Jane Dunlevy

Minutes Approved by: Lauren Huddle and Michelle Montgomery

MSC = motion made, seconded, carried

AGENDA ITEM	SUMMARY	ACTION/FOLLOW-UP
1. Welcome/call to order	Dr. Jane Dunlevy, co-chair called the meeting to order at 2:02 pm via Zoom with a proposed adjournment time of 3:30pm.	Informational
Approval of Minutes: 5.16.23	Jane Dunlevy moves to approve the minutes.	MSC to approve the 5.16.23 minutes. Gunjan Manocha / Michelle Montgomery // carried.
3. Business	New Business: a. Student Representative Report (George Beddow) There is nothing to report, summer is in full swing.	Information
	b. AY 2023-2024 Committee and Activities Calendars <ul style="list-style-type: none"> • Jane Dunlevy said that we have this on the minutes to let everyone have a copy on Blackboard for the 2023-2024 annual year. They are for information use only. • Amanda Haage asked if members of this committee are on a three-year term limit? Jane Dunlevy explained that the term is a three-year term. After a person has served 2 three-year terms, if you want to serve after the two terms, just ask to be kept on the committee. Amanda Haage’s term is by position. • Discussion among committee members about why some are assigned because of their role and are voting members. While other committee members are a member in an advisory and non-voting manner. This is according to the Undergraduate Medical Education Committee Governance Document. 	Information.

c. Vote for new chairperson for PIC 2023-2024

- Jane Dunlevy thought that Kara Eickman is expected to be Chair Elect for the next annual year.
- Richard Van Eck pulled up the Governance Document and found that there is not a governance that states there has to be a chair elect.
- Susan Zelewski said she remembered that Kara Eickman had said that she would step in as chair if needed.
- Rick Van Eck said that id it is not party of the nominating committee then you just call for nominations and vote from there.
- Rick Van Eck said we will call for nominations and we will vote for the chair position next PIC meeting on 6.20.23.
- Jane Dunlevy asked Dawne Barwin to email Kara Eickman to ask if she would consider to be nominated to the chair position or if she had planned to be chair elect. If anyone else would like to be nominated, email Dawne to have her put the name on the ballot on the Agenda for the 6.20.23 meeting.

d. Farewell to Dr. Marc Basson, this is his last PIC Meeting before he moves to Ohio and takes on his new position.

- Jane Dunlevy expressed her thanks to Dr. Marc Basson for his guidance on this committee and that he will be very much missed.
- Marc Basson expresses that he appreciated the opportunity to be on the PIC committee, it has been great to work with all the members. He felt he had learned as much from everyone as they may have learned from him. He will take all that he has learned with him and apply it in his new position.

e. Telehealth Badging

- Rick Van Eck has been putting the finishing touches on a proposal for a Telehealth Badge. It won't have levels 2 and 3 because we don't yet have the resources or capacity to provide a lot of Telehealth experiences as part of the clinical phases. This Badge will be for Phase 1 and the operating premise is to work with existing curriculum and let that define level one. Students will have an additional 1 hour of activity and a half hour of discussion. This will be the only change to the curriculum and it can be done at any time during Phase 1. It can be asynchronous or all independent learning. This will go to CEMC on 6.12.23 to make sure it is curricular sound then to PIC on 6.20.23 and then for approval at UMEC on 6.28.23.

Old Business:

a. Medical Students as TA's (Amanda Haage) – Tabled Item

- Regarding Medical Students that re-matriculate after MSAPC serve as TA's is not Undergrad courses. She has found them to be extremely useful. Question: Is there a way to make this a more formal process? Now the process is Michelle Montgomery floats names of

Tabled to 6.20.23 meeting, nomination and vote for Chairperson for AY PIC 2023-2024

	<p>students that are on a leave of absence to Amanda Haage and they pick who would work best for the Fall Semester.</p> <ul style="list-style-type: none"> • Erik Johnson stated that if this is informal there is no formal process of roles and responsibilities or no complaint or grievance process. • Amanda Haage explained that right now they are hired as temporary staff and she would like to pull 2 from the Grad Student population for the Fall. • Michelle Montgomery explained that the students that have done this TA work have been very appreciative, stated that they learned a lot about teaching and then they go back into the medical curriculum. • Jane Dunlevy stated that Amanda is using a limit of 3 TA's per semester. She has had a tough time getting a Grad student TA for the A and P because they are not interested in working with cadavers. • There was discussion on how being a TA during your re-matriculation and make it part of that plan. If it works well with the checklist for the plan, it may be a great idea. If the student portrays that they want to do the TA work it should be negotiated to make sure it is a good pathway for them. It is good to be an option for the students. • Jim Porter feels there should be a better plan with accountability and follow up of things that happen on that plan. 	
<p>4. Future Agenda Items</p>	<p><u>Future Agenda Item:</u></p> <p><u>Tabled:</u></p> <ol style="list-style-type: none"> 1. Medical Student Lecture Attendance for Active/Interactive Learning <i>(continued)</i> 2. Amount to outside lecture payment for learning modality 3. AY 22-23 Unit 1, 3, 7 Reports 4. AY 21-22 Phase 1 Report 	
	<p>Meeting adjourned the meeting at 2:50 pm.</p>	<p>Next meeting June 20, 2023 at 2:00pm.</p>