

**Undergraduate Medical Education Committee Meeting Minutes**

SMHS

**Wednesday, June 12, 2024 - 4:30 PM, via Zoom**

**In attendance:** Pat Carr, Jane Dunlevy, Kara Eickman, Erik Heitkamp, Daniel Henry, Susan Roe, Chernet Tessema, Rick Van Eck, Roxanne Vaughan, Susan Zelewski, Kurt Borg, Megan Denis, Andy McLean, Michelle Montgomery, Ken Ruit, Adrienne Salentiny, Minnie Kalyanasundaram, Sara Westall

**Minutes Submitted by:** Dawne Barwin

**Minutes Reviewed by:** Pat Carr

**Minutes Approved by:** Susan Roe and Chris DeCock

**MSC: Motion, Second, Carried**

AGENDA ITEM	SUMMARY	ACTION/FOLLOW-UP
<b>1. Welcome/call to order</b>	UMEC Chair, Pat Carr, called the meeting to order at 4:30 pm via Zoom. If there are no objections, he proposed the time of adjournment to be 6:00pm.	Informational
<b>2. Approval of Minutes</b>	Approve the UMEC minutes from May 22, 2024	<b>MSC to approve the 5.22.24 minutes by Erik Heitkamp / Roxanne Vaughan // carried.</b>
<b>3. Student Check-in</b>	Student Representative: No student Representatives here this evening.	<b>Information</b>
<b>4. Committee Reports and consent agenda items</b> (Annual and Unit reports and policies not eligible for the consent agenda)	<p><b>Committee Reports</b></p> <p>Committees:</p> <p>P2P3C—SZ</p> <ul style="list-style-type: none"> <li>i. Verbal Report:</li> <li>ii. Consent agenda: <ul style="list-style-type: none"> <li>• Electronic Vote for the 2024 Ethics Conference in our Diverse World of Healthcare in Fargo on 9.26.24. Mandatory to have all Phase 2 students attend either virtually or in person.</li> </ul> </li> </ul> <p>CEMC – AS</p> <ul style="list-style-type: none"> <li>i. Verbal Report: We are finalizing the Phase 1, 2 and 3 Report Templates. <ul style="list-style-type: none"> <li>• These will come to UMEC for approval soon.</li> </ul> </li> </ul>	<b>MSC to accept the recommendation following the P2P3C Electronic Vote for the 2024 Ethics Conference in our Diverse World of Healthcare in Fargo on 926.24. Mandatory attendance for all Phase 2 students to attend either virtually or in</b>

- CEMC recommended approval of an optional Research Badge championed by Sara Sletten, it will go to P1C for recommendation and then on to UMEC on 6.26.24 for approval.
- Subgroups are continuing to work through objective writing, identification and linking of objectives and also unit mapping for the Controlled Vocabulary List.

ii. Consent Agenda:

P1C – JD:

- i. Verbal Report:
- ii. Consent Agenda:

MPPRC - KR

- i. Verbal Report: MPPRC met on 6.10.24
- ii. Consent Agenda: All policies below have been reviewed at P2P3C and were forwarded to MPPRC to recommendation to UMEC upon its review. We have approved the minor revisions on the remaining policies on this consent agenda.
  - 4.3 Clinical Duty Hours for Medical Students
  - 4.4 Policy Examination Regrading: We will vote on Policy 4.4 separately.
    1. The previous policy on exam question challenges has been revised as Phase 1 revised regrading policy. MPPRC took direction from UMEC and feedback from the students regrading approaches taken for regrading examinations that contribute to the overall medical sciences unit grade. Rather than continuing with an exam question challenge, case exams will be regraded. Policy- 4.4 would have the case exams within the units automatically and independently reviewed and re-scored by faculty experts in those cases of a medical science unit grade falling below 74.5%, but within 5 points from passing.
  - 4.7 Policy on Specialty Electives for Medical Students in Phase 3
  - 4.13 Phase 2 Elective Days
  - 4.18 Excused Absence Phases 2 and 3
  - 4.21 Clinical Supervision Policy for Medical Students
  - 5.7 Clerkship Grade Submission Procedure
  - 5.8 Acting Internship Timely Grading Procedure
  - 5.9 Away Elective Approval Procedure

**person. Erik Heitkamp / Jane Dunlevy // carried.**

**MSC to accept the recommendation from MPPRC regarding revision of Policy 4.4: Examination Regrading, with the 2 edits in procedures, Section 1. Jane Dunlevy / Michelle Montgomery // carried.**

**MSC to apply the approved Policy 4.4 for the Class of 2028 and forward. The Class of 2027 will use the previous policy until promoted from Phase 1 to Phase 2. Jane Dunlevy / Roxanne Vaughan // carried**

**MSC to accept and approve all committee verbal reports and consent agenda items including MPPRC policies: 4.3 Clinical Duty Hours for Medical Students, 4.7 Speciality Electives for Medical Students in Phase 3, 4.13 Phase 2 Elective Days, 4.18**

	<ul style="list-style-type: none"> <li>• 5.18 Phase 2 Clerkship NBME Shelf Re-examination Procedure</li> <li>• 5.10 Clerkship Professional Procedure</li> <li>• 5.11 Clerkship Grading Procedure</li> </ul> <p>DEIC- MM</p> <p>i. Verbal Report:</p> <ul style="list-style-type: none"> <li>• The DEIC meeting last week was canceled due to lack of attendance.</li> </ul> <p>ii. Consent agenda:</p> <p>MSAPC Report / Recommendations:</p> <p>DQIP / Office of Medical Accreditation: EASRc/SASRc/FASRc- KR</p> <p>i. Verbal Report:</p> <ul style="list-style-type: none"> <li>• Work is ongoing with the status report, the narratives with elements that were judged to be unsatisfactory.</li> <li>• Response rate for the GQ closed on Sunday, 6.9.24. The last data received was on 6.4.24 with 71.2% completed and 4.5 % were still in progress. Then 75% completion rate for 2024 is possible.</li> </ul> <p><i>Ad hoc</i> committees:</p>	<p><b>Excused Absence Phases 2 and 3, 4.21 Clinical Grade Submission Procedure, 5.7 Clerkship Grade Submission Procedure, 5.8 Acting Internship Timely Grading Procedure, 5.9 Away Elective Approval Procedure, 5.18 Phase 2 Clerkship NBME Shelf Re-examination Procedure, 5.10 Clerkship Professional; Procedure, 5.11 Clerkship Grading Procedure. Jane Dunlevy / Susan Zelewski // carried.</b></p>
<p><b>5. Special Orders</b></p>	<p>a. Distribution of document for UMEC review of the 2024 Annual Student Engagement Survey <b>(ASES)*</b>. In the next couple of meetings, we will discuss how best to improve on the findings and we will note how any previously implemented changes have improved the student satisfaction and/or student outcomes.</p> <p>i. ASES has 148 pages of Likert responses and narratives</p> <p>ii. We will focus on questions that had dissatisfied/very dissatisfied greater than 15%:</p> <ul style="list-style-type: none"> <li>• Pg 4 - Q2: Classes overall were satisfied. Class of 2025 issue was the lottery process and Step 1 Prep. Both have been addressed and not an issue in the classes of 2026 and 2027.</li> <li>• Pg 7- Q3: Class of 2025 Office of Student Admissions, displeasure was with the responses students received rather than lack of responses.</li> <li>• Pg 11- Q5: Awareness of student concerns: outcomes regarding CBSE were</li> </ul>	<p><b>Information</b></p> <p><b>Information</b></p>

	<p>not resolved to their satisfaction.</p> <ul style="list-style-type: none"> <li>• Pg - Q15: Adequacy of teaching spaces at hospitals: We know of an issue at the NE Campus for one year, the Class of 2024. There were some moving around of spaces for the students and the results are from that issue.</li> <li>• Pg - Q18: Adequacy of study space at hospital/clinical sites: We do not own these sites and they are space locked. We ask for more study space but it is not always available.</li> <li>• Pg - Q21- Relaxation space in hospital sites: They try to give that space as best they can.</li> </ul> <p>iii. Support for participation in research:</p> <ul style="list-style-type: none"> <li>• Pg 41 - Q23: Ph 37 Research questions: Q22 access to research activities: Class 24 and 25 low/ better numbers in Class of 2027. Will provide additional options with research badge with Dr Sletten. <ul style="list-style-type: none"> <li>1. Pat Carr said we want to see these numbers move in the positive and that seems to be the case here.</li> </ul> </li> <li>• Pg 43 - Q23 Class of 2024 service learning and community service learning. Pat Carr talks about this in a mandatory session in Launch week. It is also on the website.</li> <li>• Pg 53 - Q 33: Many changes have been made and subsequent classes have said they do not have a problem any longer.</li> <li>• Pg 68 - Q42: Quality of pre-clerkship for Phase 1: feedback focused on not solely teaching to Step 1. We provide a foundation for how to learn. We are improving the curriculum every year and expect this to change over time</li> <li>• Pg 76 - Q48: Adequacy for unscheduled time for self directed learning in pre clerkship phase. Feedback stated there is too much scheduled time, we have put substantial effort into this and will get better feedback as we move forward.</li> <li>• Pg 77 - Q49: Student workload in pre-clerkship phase: exactly how many minutes are scheduled for students and how we stay within the percentage on average, has been calculated precisely.</li> <li>• Pg 50 - Q50: Coordination/Integration of content in pre clerkship phase: new curriculum and it is much better integrated.</li> <li>• Pg 81 - Q51: Utility of the pre-clerkship as preparation for required clerkships: The comments are more Step 1 focused, but it is a portion of the curriculum content that is a foundation before learning Step 1 material.</li> </ul>	<p><b>Information</b></p>
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	<ul style="list-style-type: none"> <li>• Pg 88 - Q 62: 23 % Med School responsiveness to feedback on courses.</li> <li>• Pg 97 - Q68: Adequacy of education in caring for patients of different backgrounds: we are doing better each year.</li> <li>• Pg 104 – GQ12: Quality of your education in each of the clerkships: There is significant change in clerkship at Altru. We will look at this by campus before evaluating the numbers.</li> </ul> <p>b. Student anonymous feedback update:</p> <ol style="list-style-type: none"> <li>i. None this week.</li> <li>ii. The change to using an Ombudsman for student feedback will vote on it at the next UMEC meeting on 6.26.24 in order to have this in place for the start of the Class of 2028.</li> </ol>	
<b>6. Unfinished Business</b>	<p>UWorld vs. Board Vitals comparison: UMEC Subgroup work/update</p> <ul style="list-style-type: none"> <li>• 7.15.24 is our next Planning Subgroup meeting</li> </ul>	<b>Information</b>
<b>7. New Business</b>		
<b>8. Other Business</b>	<p>SAVE THE DATE: October 24, 2024: <b>Education Resources Curriculum Retreat</b>, NO, it is now called <b>Curriculum Advance!</b></p>	<b>Information</b>
<b>9. Adjournment</b>	<p>Meeting was adjourned at 6:05 pm</p> <p><i>Next Meeting June 26, 2024 at 4:30 pm via Zoom</i></p>	<b>Information</b>