

Undergraduate Medical Education Committee Meeting Minutes

SMHS

Wednesday, August 23, 2023 - 4:30 PM, via Zoom

In attendance: Pat Carr, Jane Dunlevy, Kara Eickman, Daniel Henry, Susan Roe, Chernet Tessema, Roxanne Vaughan, Susan Zelewski, King, Megan Denis, Eric Johnson, Michelle Montgomery, Jim Porter, Ken Ruit, Adrienne Salentiny, Minnie Kalyanasundaram, Sara Westall, Lisa Schock, Kristi Hofer, Janet Anderson.

Minutes Submitted by: Dawne Barwin

Minutes Reviewed by: Pat Carr

Minutes Approved by: Susan Roe and Roxanne Vaughan

MSC: Motion, Second, Carried

AGENDA ITEM	SUMMARY	ACTION/FOLLOW-UP
1. Welcome/call to order	UMEC Chair, Pat Carr, called the meeting to order at 4:30 pm via Zoom. If no objections, he proposed the time of adjournment to be 6:00pm.	Informational
2. Approval of Minutes	We will approve the UMEC minutes from 8.9.23.	MSC to approve the 8.9.23 minutes by Susan Roe / Lisa Schock // carried.
3. Student Check-in	King was present with nothing to report.	Information
4. Committee Reports and consent agenda items (Annual and Unit reports and policies not eligible for the consent agenda)	Committee Reports Committees P2P3C—SZ i. Verbal Report: <ul style="list-style-type: none"> • SHaPE Sustainability Department Update: Working to schedule 6 months ahead for any clinical preceptor can schedule as SHaPE Session. • MILE Annual Report: Faculty update Minot Annual Report: Had some faculty availability difficulties that have been resolved. • Timely Grading Report 2022-2023: There was 100% compliance with all of the clerkships and all of the AI's. • AY 2022-2023 (Class of 2024 Clerkships) Tracking Summary: These are all the items that we track for the clerkship P2 and P3 throughout the year on our end of rotation evaluation forms. It is available on Blackboard. • STEP 1 Prep Course Timing Class of 2026: It was decided to offer the Step 1 Prep course 6 times again and have students split relatively evenly, depending on how things end up with any CBSE delays amongst those Step Prep 1 courses. 	MSC to accept P2P3C committee report of SHaPE Update, MILE Report, Timely Grading Report 2022-23, Clerkship Tracking Summary, STEP 1 Prep Timing and P2/3 Transition Timing; (and one consent item) Jane Dunlevy / Michelle Montgomery // Carried.

- Phase 2 to 3 Transition Timing Schedule: The Class of 2025 is the first class that will have early transition into P3. Departments and students agreed to end clerkship one day early, both Class of 2025 and 2026, and then take their Shelf Exam on Thursday.
- ii. Consent agenda:
- P2P3C 7.11.23 Minutes

CEMC – AS

- i. Verbal Report:
- Data Collection for 2023 Reports: This includes the Phase 1, 2 and 3 reports and Curriculum as a Whole Report. We are working on the reports and collections data.
 - Anthology Milestone Badging software: Student Registration. This is Rick Van Eck’s area where he has had to remind students to register for the badging program needs to be completed. He has set a deadline, where this has generated more registrations. The Telehealth Health Badge with Dr. Johnson is ready to go. In general, we are excited about the opportunities this presents for future badging.
 - Mapping Terms and Events: Unit 7 is completed and half of Unit 8.
- ii. Consent agenda:
- CEMC 7.24.23 Minutes

P1C – JD: No meeting on 8.15.23, no report today.

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

MPPRC – KR

- i. Verbal Report:
- MPPRC elected Dr/ Jim Porter as the Chair for AY 2023-2024.
- ii. Consent agenda:
- MPPRC 7.10.23 Minutes
 - Procedure 5.12: Resident Participation in Medical Student Education. The revisions included principally a change of the title of the procedure to align precisely with LCME Element 3.1.
 - Procedure 5.xx: Clinical Observership Procedure. This is a new procedure and has not yet been assigned a cataloguing number for our policy database. Observerships through the SMHS are available only through departmentally based clinical sites, not affiliated with outside health systems. The observerships must be coordinated

**MSC to approve
 Procedure 5.12: Resident
 Participation in Medical
 Student Education.
 Susan Zelewski / Susan
 Roe / Carried.**

	<p>through the Office of Student Affairs and Admissions. Observation only. Not for course credit and no liability insurance. Does not replace “visiting student” policy and does not impact enrolled students and shadowing.</p> <ul style="list-style-type: none"> Edit to UMEC Governance Document related to how MPPRC carries out its functions. Adding a sentence under B. 1. “New policies or policy revisions proposed by UMEC committees shall be submitted to the MPPRC Chair for review by the MPPRC in advance of submission to UMEC for final review and approval.” <p>DEIC-MM</p> <ol style="list-style-type: none"> Verbal Report: The committee is setting up a proposal to bring to UMEC at the 9.13.23 meeting. Consent agenda: <p>DQIP / Office of Medical Accreditation: EASRc/SASRc/FASRc-KR</p> <ul style="list-style-type: none"> The Compliance Committees have begun to meet for this AY. They are focusing on elements across the LCME standards that we will be responsible for writing about our status report due to LCME in year from now. We looked in detail at the data for elements that require us to include student satisfaction data. It comes from Annual Student Engagement Survey as well as the 2023 GQ. The data looks very good. <p>Pat Carr: Motion to approve the Committee Reports on the verbal and consent agendas of each committee on UMEC agenda.</p> <p><i>Ad hoc</i> committees: none</p>	<p>MSC to approve Procedure 5.1xx: Clinical Observership Procedure. Lisa Schock / Roxanne Vaughan / Carried.</p> <p>MSC to approve added sentence to UMEC Governance Document under MPPRC section B. 1. Michelle Montgomery / Jane Dunlevy / Carried.</p> <p>MSC to approve the Committee Reports on the Verbal and Consent Agendas of MPPRC, CEMC, DQIP, P1C on this UMEC Agenda. Jane Dunlevy / Susan Roe // Carried.</p>
<p>5. Special Orders</p>	<p>Education Resources Curriculum Retreat (10.26.23): PC</p> <ul style="list-style-type: none"> We have an update on the Curriculum Retreat, we have a draft agenda that is currently being considered by members of planning group and we have invited a 	<p>Information</p>

	<p>speaker who is a member of the AAMC. Details will be formalized tomorrow. The expertise of this person is diversity, equity and inclusion.</p> <ul style="list-style-type: none"> • Q. 29 of Y2Q, which we discussed at the last UMEC meeting. The single student has more than one incident of each of these categories. We don't know if it is one student with multiple incidents of multiple categories or a different student having these experiences with in different categories. I have spoken with Michelle Montgomery and we have some possible ideas. I have contacted Bo Lauckner, who is the class of 2025 class president, and asked him to contact his classmates through an email and ask if there was anything that was not reported that they wish to report now? Even if student does not want to bring it to the ER office, they can go to Title IX office. I am waiting for an answer back. <p>We think a student clicked down one column and did not know what they were answering because there is nothing in the narrative. We are pursuing with no feedback yet.</p> • Distribution of GQ questions (for discussion) to Curriculum Committees and SAA/Campus Deans (4 Docs on Blackboard) <p>UMEC goes through the GQ and assigns particular questions to particular groups and they will go through those questions feedback and report back to UMEC. These 4 documents are on the Blackboard space so familiarize yourself with then and there will be more details given at the upcoming meetings.</p>	
<p>6. Unfinished Business</p>		
<p>7. New Business</p>	<p>The 2023-2024 school year Anonymous Student Feedback: PC</p> <ol style="list-style-type: none"> 1. Students like the wrap up position, but want to see more from that position in any way they can, maybe in the Fargo position. <p>Jane Dunlevy is asking that position to be more involved in more advanced parts of curriculum in the Boot Camp timeframe.</p> <ol style="list-style-type: none"> 2. A first year lecturer went over time and a student not happy about that. PAC contacted the faculty member and provided the information to the faculty member in a very open-ended way. The faculty member got back to PAC with an explanation of what happened and we had a dialogue. 3. A student wanted a student schedule, PAC asked Jane Dunlevy for an alternative schedule for the student and she provided two different schedules for the student. 4. On the end of unit evaluation any student that responds "yes" that there was unprofessionalism by a faculty member, PAC immediately receives via an email. PAC 	<p>Information</p>

	<p>received two responses: The first was the same student complaining about a lecture that went over time. The student was complaining that we do nothing OR that students do not hear what was done after a complaint. We do not report to students the result of faculty actions/interactions. The student only knows PAC received the complaint and that PAC is taking care of it. The complaint was addressed.</p> <p>5. The second end of unit report response was a faculty member was unprofessional during a presentation. This was forwarded to Jane Dunlevy and JD and PAC had an email conversation about what should be done. We (JD and PAC) came to a conclusion that will address the matter, we have taken action and are moving forward.</p>	
8. Other Business		
9. Adjournment	<p>Meeting was adjourned at 4:55 pm</p> <p>Next Meeting September 13, 2023 at 4:30 pm via Zoom</p>	Information