

**Undergraduate Medical Education Committee Meeting Minutes**

SMHS

**Wednesday, January 11, 2023 - 4:30 PM, via Zoom**

**In attendance:** Dinesh Bande, Kurt Borg, Pat Carr, Chris DeCock, Kara Eickman, Bryon Grove, Erik Heitkamp, Daniel Henry, Jeremy Holloway, Eric Johnson, Erika Johnson, Minnie Kalyanasundaram, Ashley King, Brianna Lupo, Andy McLean, Michelle Montgomery, Jim Porter, Ken Ruit, Adrienne Salentiny, Jon Roberts, Susan Roe, David Schmitz, Lisa Schock, Chernet Tessema, Nadia Toumeh, Sara Westall, Susan Zelewski.

**Minutes Submitted by:** Alissa Hancock

**Minutes Reviewed by:** Pat Carr

**Minutes Approved by:** Erik Heitkamp and Chris DeCock

AGENDA ITEM	SUMMARY	ACTION/FOLLOW-UP
<b>1. Welcome/call to order</b>	Chair Dr. Patrick Carr called the meeting to order at 4:30 pm via Zoom. If no objections proposing time of adjournment at 6:00pm.	Informational
<b>2. Approval of Minutes</b>	December 28, 2022; edit to remove Bryon Grove from list of Dec 28/23 attendees	<b>MSC to approve the 12.28.22 minutes. Brianna Lupo (Lisa Schock) / Michelle Montgomery // carried with 1 abstention.</b>
<b>4. Student Check-in</b>	<p>Welcome to King the class of 2026 representative.</p> <p>Brianna Lupo – ask if there were questions from her presentation last meeting. She will also be sharing her PowerPoint results with her classmates.</p> <p>Nadia Toumeh – No report.</p> <p>Jon Roberts – the class of 2024 is asking that the phase 2 elective that they selected not count towards their phase 3 elective limits. Some students said they were not aware of this rule for their class. There was a meeting regarding this, but it was not mandatory. In addition, students should have discussed this with their campus dean during their “advising” meeting. However, some students may have completed their Phase 2 elective before the official meeting with the class.</p> <p>This is the only class that this will affect because we have moved the 4-week elective from phase 2 to phase 3 moving forward. Options discussed were 1) not counting the Phase 2 elective</p>	<b>MSC to approve the phase 3 elective restrictions for the class of 2024 only, be allowed to have 5 electives in any speciality and 3 general or identical speciality electives. Jon Roberts / Jeremy Holloway //</b>

	<p>toward the limitation; 2) everyone gets 5 electives in Phase 3; or 3) rather than 4, students can do 5 but limited to 2 identical rotations. Final motion is <b>“for class of 2024 only, students be allowed to have 5 electives in any speciality and 3 general or identical speciality electives”</b>.</p> <p>Susan Zelewski and Jon Roberts will communicate this change to the class of 2024. The second topic the class was wondering if there could be a way to list the phase 3 restrictions somewhere. There was discussion about how this could be very challenging because of the many variations that could apply to everyone’s personal situation.</p> <p><b>ACTION ITEM:</b> Jon Roberts will ask the class if they have more specifics specific situations they are looking for. Susan Zelewski will share the PowerPoint with the information again. The removing restrictions is difficult because of the preceptor limitations we have. We will continue this discussion at a future meeting Jon Roberts is able to attend.</p>	<p><b>carried with 1 abstention.</b></p>
<p><b>5. Committee Reports and consent agenda items</b> (Annual and Unit reports and policies not eligible for the consent agenda)</p>	<p><b>1. Committee Reports</b></p> <p><b>i. Committees</b></p> <p>P2P3C—SZ Verbal Report: No report Consent agenda:</p> <p>CEMC – AS Verbal Report: We have moved forward with element 7.6 and forwarded the information back to EASRC. Element 7.3 has taken us longer to gather the information, and in the process made us evaluation our processes and how they can be streamlined for next years reporting.</p> <p>Consent agenda:</p> <p>P1C—JD Verbal Report: No report. Consent agenda:</p> <p>MPPRC – KR Verbal Report: No report Consent agenda:</p>	<p><b>MSC to approve the committee verbal reports. Susan Zelewski / Erik Heitkamp // carried.</b></p>

	<p>DEIC-MM  Verbal Report: In the future we are hoping to support ‘Implicit Bias Training’, and have a sub-committee working on gathering DEI resources to be put on the SMHS website. Sandi Bates is working with them to create this through Library Resources.  Consent agenda:</p> <p>DQIP / Office of Medical Accreditation: EASR/SASRc/FASRc – ST  Verbal Report:  Consent agenda:  <i>Ad hoc</i> committees: none</p>	
<p><b>6. Special Orders</b></p>	<p><b>a. Revision of Function of MSAPC Policy 4.8</b>  LCME was unsatisfied with the wording that allowed Dean Wynne to listen to hearings if he is the final decision maker and makes this a conflict of interest. Therefore, we have revised the document to have the Senior Associate Dean in place of the Dean throughout the document. The Dean is still provided the communications and outcome of the MSAPC hearing. Suggested that the Senior Associate Dean be added to the definitions and to finish the sentence for the Course Definition. Edits will be made to “course” definition and use the whole title prior to first usage of Senior Associate Dean.</p>	<p><b>MSC to endorse the revisions of the Function of MSAPC Policy 4.8. Erik Heitkamp / Chris DeCock // carried.</b></p>
	<p><b>b. Residency as Teacher Policy</b>  There for information</p>	<p>Informational</p>
	<p><b>c. Mandatory gross anatomy lab attendance</b>  This is for the Class of 2026 and forward.</p>	<p><b>MSC to have mandatory gross anatomy lab attendance for the Class of 2026 and forward. Erik Heitkamp / Chris DeCock // carried.</b></p>
	<p><b>d. UWORLD update from Erik H</b>  Erik Heitkamp is still working on gathering final details but would like to hear from the students present on tools they used for studying for step. Nadia Toumeh uses Emboss to create questions when she tutors the phase 1 students.</p> <p>Others found that used UWORLD and found that it provided better explanations than Board</p>	<p>Informational</p>

	<p>Vital did during their STEP Prep course. However, the class of 2026, surveyed the class to gather resources for the class and UWORLD did not make it on that list yet. They have First Aid and Up to Date thru UND &amp; EPIC as a top resource.</p> <p><b>ACTION ITEM:</b> Brianna Lupo and King are willing to survey the students to help Erik gather addition feedback from students on about study resources.</p>	
	<p><b>e. End of Unit feedback with faculty names – entire UMEC or just Carr/Dunlevy/Borg/Porter unless requested: will provide faculty names following discussion and upon request of UMEC.</b></p> <p>Student evaluate each unit and the end of every unit of phase 1 and the questions are very thorough and include open ended questions. Many of the evaluation have statements regarding faculty that point out the individual with opinions or statements that we cannot verify. However, for this committee to make decisions it is felt that the committee should have all the information to do so. These evaluations do go to P1C for review as well.</p> <p>There was discussion about de-identifying is not the same as de-anonymizing feedback and how would we track reports for a faculty member over different units. It was agreed to de-identify the feedback the best we can and see how it goes and will adjust as needed.</p>	<p>Information</p> <p><b>ACTION ITEM:</b> It was agreed to de-identify the reports to the committee to view the information.</p>
	<p><b>f. LCME Visit Outcome</b></p>	<p>Tabled</p>
	<p><b>g. Anonymous Feedback from Students</b></p> <ul style="list-style-type: none"> <li>• Request to move CBSE back to after bootcamp. <ul style="list-style-type: none"> <li>○ This is not good feedback because we have already responded to the request and need to have deeper discussion about it.</li> </ul> </li> <li>• Isolated that an event they signed up for was cancelled</li> <li>• Request to have a suturing session between phase 1 &amp; 2 and this has been added into bootcamp.</li> <li>• A student has been receiving complaints from another student and would like them to stop. The person sending the complaints was named but not the person receiving them. We did talk to the person named, so they know this is happening.</li> <li>• An instructor went over time and Pat Carr did talk with that instructor.</li> </ul>	<p>Information</p>

<b>7. Unfinished Business</b>		
<b>8. Other Business</b>		none
<b>9. Adjournment</b>	Meeting was adjourned at 6:04pm  Next Meeting – January 25, 2023 – 4:30 PM, Zoom	Information