

Undergraduate Medical Education Committee Meeting Minutes

SMHS

Wednesday, December 8, 2021 - 4:30 PM, via Zoom

In attendance: Pat Carr, Marc Basson, Jim Beal, Chris DeCock, Jane Dunlevy, Bryon Grove, Donald Hamm, Mark Koponen, Jim Porter, Susan Roe, Jon Roberts, Ken Ruit, David Schmitz, Steve Tinguely, Rick Van Eck, Don Warne, Susan Zelewski, Kurt Borg

Minutes Submitted by: Alissa Hancock

Minutes Reviewed by: Pat Carr

Minutes Approved by: Bryon Grove and Jim Beal

AGENDA ITEM	SUMMARY	ACTION/FOLLOW-UP
1. Welcome/call to order	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
2. Approval of Minutes	November 24, 2021	MSC to approve the 11.24.21 minutes. Bryon Grove / Jim Beal // carried.
3. Consent Agenda	<ul style="list-style-type: none"> a. CEMC (x2): 11.8.21 minutes, Phase 1 objectives linked to program outcomes (New Objectives Mapped CEMC 11-21) b. P2P3C (x1): STEP Prep Course Description (x2) and approval c. UMEC (x2): Updated SMHS Medical Curriculum Evaluation and Management System Whitepaper 	MSC to approve the consent agenda. Bryon Grove / Jim Beal // carried.
4. Student Check-in	No report	
5. Committee Reports	<ul style="list-style-type: none"> a. Committee Reports <ul style="list-style-type: none"> i. Committees <ul style="list-style-type: none"> a. P2P3C STEP Prep Course Description (x2) and approval. Following up with the STEP Prep Course on-going discussion. The committee is recommending for the class of 2023 if they take their STEP 1 exam in the middle of the STEP Prep course they would be able to switch over to their STEP 2 preparation. b. CEMC No Report 	MSC to approve the recommendation for the class of 2023 if they take their STEP 1 exam in the middle of the STEP Prep course they would be able to switch over to their STEP 2 preparation Jim Beal / Bryon Grove

	<p>c. P1C The committee has approved in concept the unit 3 medical science objectives and they will be forwarded to CEMC for further review and formatting before coming to UMEC for approval.</p> <p>d. MPPRC: Ken Ruit chair, Morgan Thomas co-chair</p> <p>e. DQIP - Office of Medical Accreditation: EASRC/SASRC/FASRC Submission date is approaching, so if you receive an email please respond as quickly as possible. We also have a mock survey visit planned and thank you to everyone who has agreed to participate.</p> <p>f. Ad hoc Committees</p>	//carried
6. Special Orders	<p>a. Element 9.5 The element is about students receiving narrative feedback and the only course that students currently do not receive this is for IPHC. Because this course is ran by a steering committee with eight other departments, and we are one vote. However, because this is a requirement for accreditation and if we provide a simple template that could be used by the non-medical school faculty member. It might be easier to get approved. Drs. Pat Carr, Rick Van Eck and Eric Johnson will work on creating a template in ISPIRAL.</p>	MSC to accept the incentive to create a narrative feedback template for IPHC to be presented to the IPHC steering committee. Chris DeCock / Bryon Grove // carried.
	<p>b. Review of Med Program Competencies The last review of the competencies was to realign them and to remove the sub-competencies that were in one section but not the rest of the document. We are now looking for any recommendations or changes in relation to curriculum 2.0. The only change was the on the bottom notation that referenced 67 and it needed a comma or and between the numbers. This correction was made</p>	MSC to accept the review of the competencies with the one minor edit and will review in one year. Jane Dunlevy and Jim Beal // carried.
	<p>c. GQ questions below 10th percentile There are areas that we have fallen greatly compared to the past. There are 12 questions that we are below the 10th percentile. Some of these we decreased more than 10% for example #7</p>	Information

	<p>we went from an 86 to 75. Also, keeping in mind that with benchmarking if all other school score 100% and we score at 99% puts at the bottom of the benchmark.</p> <p>Each of the curriculum committees have received any questions that are pertained to them for review but we will also be reviewing them as well. P2P3C is about half way thru reviewing the questions and any action items are noted in the committee minutes. Dr. Chris DeCock did report the response the pediatric department chair is working with preceptors and working to set the proper expectations of in-patient experiences for pediatrics, as it is different than internal medicine clerkship. They are also working on trying to get students over to Essentia to have more in-patient experiences.</p>	
	<p>d. Integration of 15 min, 30 min and 45 min slides for lectures (to help them remain on time) This has been a consistent complaint of students with remote lectures going over time. Students are requesting that faculty add slides to their PowerPoints to help them gauge time as they are lectures at the 15, 30 and 45 increments. This is something that some faculty are already doing.</p>	Information
	<p>e. Ombudsperson for receiving sensitive feedback (so it may remain anonymous)</p>	Tabled
	<p>f. Revisit grade review policy in light of ranking (high-15, 20, 40, 20,5-low) How can we categorize students with honors or class ranking? Then do we allow them to challenge questions to move up in the category or ranking? The concern is the time commitment it takes to review all the challenged questions, as it has in the past.</p>	Information
	<p>g. FYI – Appeals policy being attached to all “grad availability” emails</p>	Information
	<p>h. Feedback link: to me from Administration sent emails</p>	Tabled
	<p>i. UMEC Membership i. Curriculum Management Database Manager The has been some discussion that it might be helpful for the Curriculum Management Database Manager to be a member of the UMEC. There were concerns about the additional time commitment and still getting things done which is sometimes a challenge at the moment. However, anyone can attend the meetings and we will extend an</p>	Information

	invitation to attend as a guest.	
	<p>j. UMEC Representative for Committee for Resource for Education Currently, Dr. Adrienne Salentiny already attends this committee and is co-chair. Rick Van Eck would like to nominate her as the UMEC representative. There is some concern about the number of voting members on that committee and do not want to take away from the voting membership, if she is already a co-chair. We will discuss further with more details.</p>	Information
7. Unfinished Business	a. Review of action item table	Tabled
8. Other Business	<p>a. Unprofessional Behavior Reported for Unit 2 We have added to the end of unit survey to the students an opportunity to report unprofessional behavior. For unit 2 we received nine items but can be combined to five points.</p> <ol style="list-style-type: none"> 1. Unprofessional behavior of a faculty member in unit 1 and that has already been addressed. 2. They did not like the choice to keep feedback anonymous. 3. User error and did not mean to press the button, where Pat Carr received the notice. 4. In unit 1 there was cyber bullying of a students and was reported again here. 5. In unit 1 there were several in a PCL group received unprofessional behavior comments and they reported that it was not their fault but the behavior of another student. Pat Carr was aware of this in Unit 1 and did follow up with that student in unit 2 and they thought things were going bell this unit. <p>The unprofessional behaviors reported at the end of each unit will be reported here. Phase 2 & 3 also has this type of reporting system, but is only reported to the committee’s annual due to time constraints.</p>	Information
9. Adjournment	<p>Meeting was adjourned at 5:51pm</p> <p>Next Meeting – December 22, 2021 – 4:30 PM, Zoom</p>	Information