

**Undergraduate Medical Education Committee Meeting Minutes**

SMHS

**Wednesday, March 22, 2023 - 4:30 PM, via Zoom**

**In attendance:** Pat Carr, Jane Dunlevy, Erik Heitkamp, Jeremy Holloway, Brianna Lupo, Susan Roe, Chernet Tessema, Nadia Toumeh, Rick Van Eck, Susan Zelweski, Marc Basson, Kurt Borg, Megan Denis, Eric Johnson, Andy McLean, Michelle Montgomery, Jim Porter, Adrienne Salentiny, Denish Bande, Minnie Kalyanasundaram, Davis Schmitz, Erika Johnson, Sara Westall, Lisa Schock, Andrea Guthridge

**Minutes Submitted by:** Dawne Barwin

**Minutes Reviewed by:** Pat Carr

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

**MSC = motion made, seconded, carried**

AGENDA ITEM	SUMMARY	ACTION/FOLLOW-UP
<b>1. Welcome/call to order</b>	Chair Dr. Patrick Carr called the meeting to order at 4:32 pm via Zoom. If no objections proposing time of adjournment at 6:00 pm.	<b>Informational</b>
<b>2. Approval of Minutes</b>		<b>MSC to approve the 3.8.23 minutes. Erik Heitkamp / Susan Roe // carried.</b>
<b>4. Student Check-in</b>	<p><b>a)</b> Brianna Lupo asked if this meeting will continue the conversation to use UWorld? The students have been told for CVSC and Step prepping it is recommended by faculty to update to UWorld. Discussion between Jim Porter and Brianna Lupo where Jim asked if there an expectation for a timeline for the request to have the library to have the UWorld available? Brianna replied that students feel it would be nice. Most students have bought Step 1 and Step 2 for Shelf Exams. It's cheaper to buy a 2-year subscription and extend if needed instead of a 1-year subscription. Jim wanted to make sure students knew they could contact the Financial Aid office to increase their financial paid support to cover this co</p> <p><b>b)</b> Susan Zelewski asked if we have any new information on Jon Roberts Student Check-in Item: where the Class of 2024 was looking for clarity on the situations/limitations in Phase 3? Pat Carr stated that he has no new information and it will be kept on the agenda to be discussed.</p> <p><b>c)</b> Pat Carr gave an update regarding CBSE exam last week, Standardized Exams. We had 25 students take the 5<sup>th</sup> CBSE and we had four students who did not pass exam the 5<sup>th</sup> time. In year 2022 we had 2 that did not pass, 7 in 2021 (or 4—depending on how counted) and 6 in 2020.</p>	<b>Tabled</b>
<b>5. Committee Reports and consent agenda</b>	<b>1. Committee Reports</b> <b>i. Committees</b>	

<p><b>items</b> (Annual and Unit reports and policies not eligible for the consent agenda)</p>	<p><b>P2P3C—SZ</b> Verbal Report:</p> <ul style="list-style-type: none"> <li>○ Susan Zelweski asked to remove the Grafton ROME 2.0 from P2P3C consent agenda and move it to the vote/discussion portion of the UMEC Agenda. MMT the same.</li> <li>○ The MILE Report, there were no changes from the committee.</li> <li>○ There are two new sections of OB AI in Williston for the coming year. Two students could not complete their assigned times, so one provider in Grand Forks and in Bismarck have agreed to host the AI and take the students.</li> </ul> <p>Consent agenda:</p> <ul style="list-style-type: none"> <li>○ Family Medicine is continually looking for new sites for ROME in order to expand. The class of 2026 have applied for more spots than we have available. We are developing a hybrid ROME spot in Grafton that is tied to a campus spot, Grand Forks. We have a GF OB physician who does outreach in Grafton, so the student would be assigned to her on both the GF and the Grafton ROME site for OB. In this way we increase the ROME slots rather than replacing existing ones.</li> <li>○ P2P3C 2.14.23 minutes approval.</li> </ul> <p><b>CEMC – AS</b> Verbal Report: Nothing to report, the minutes give the overview of things discussed. Consent agenda: CEMC 2.13.22 Minutes approval.</p> <p><b>P1C—JD</b> Verbal Report: P1C Meeting took place yesterday, 3-21-23 with a recommendation to UMEC on Unit 8 honors, one the document is posted at the next UMEC meeting. Consent agenda: P1C 2.21.23 Minutes approval.</p> <p><b>MPPRC – Ken Ruit</b> not able to be here today, Jim Porter will lead us through 2 revised policies 4.14 and 4.15. Verbal Report:</p> <ul style="list-style-type: none"> <li>○ Jim Porter reported that the committee initiated a subcommittee to provide a first draft of our Professionalism Policy.</li> <li>○ A question was asked about professional attire by Erik Heitkamp. Jim Porter answered that the discussion did not get that granular in regards to attire or expectations.</li> </ul>	<p><b>MSC to approve Grafton ROME 2.0 Proposal. Erik Heitkamp / Michelle Montgomery // carried.</b></p> <p><b>MSC to approve P1C 2.21.23 Minutes, CEMC 2.13.23 Minutes, and P2P3C 2.14.23 Minutes. Jane Dunlevy / Susan Roe // carried.</b></p>
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	<ul style="list-style-type: none"> <li>○ Rick Van Eck responded saying there are a lot of documents and terms about professionalism, they have gleaned all documents that are about professionalism and they will collate between them all and end up with a workflow document to explain.</li> </ul> <p>Consent Agenda:</p> <p>a) There was much discussion in the last meeting for Policies 4.14 and 4.15. we also initiated a Professional Policy that Ken Ruit and Rick Van Eck will be working through.</p> <ul style="list-style-type: none"> <li>○ Policy 4.14 Standards of Capacity: the updating of language was to bring our policy to meet the University’s vocabulary.</li> <li>○ Policy 4.15 Visiting Students: The changes in vocabulary were to meet the same as the University policy language. Another change is how we do the incoming students from non-LCME or international students where we used to do by hand now VSLO website. Now all the procedures that we do are now reflected in this new version of the policy. <ul style="list-style-type: none"> <li>➤ Susan Zelewski offered a change that the P2P3C suggested, since pediatrics will have a residency next year, we suggested adding pediatrics in both places for the LCME and the non LCME.</li> </ul> </li> </ul> <p>b) MPPRC Minutes from 12.12.22 and 2.13.23 approval.</p> <p><b>DEIC-MM</b>  Verbal Report: none  Consent agenda: none</p> <p><b>DQIP / Office of Medical Accreditation: EASRc/SASRc/FASRc – KR</b>  Verbal Report: All committees continue to meet.  Consent agenda:</p> <p><i>Ad hoc</i> committees: none</p>	<p><b>MSC to approve Policy 4.14 Standards of Capacity specific to medical students. Lisa Schock / Jane Dunlevy // carried.</b></p> <p><b>MSC to approve Policy 4.15 Visiting Students with change. Erik Heitkamp / Michelle Montgomery Jane Dunlevy// carried.</b></p> <p><b>MSC to approve MPPRC Minutes 12.12.22 and 2.13.23. Erik Heitkamp / Jeremy Holloway // carried.</b></p>
<b>6. Special Orders</b>	None	
<b>7. Unfinished Business</b>	None	

**8. New Business**

**Mission Management Tool - 2023 (MMT 2023) – SZ & PC**

Mission 1: Graduate a workforce that will address the priority health needs of the Nation.

Pat Carr and Marc Basson explain what the numbers and the data mean. As per the percentiles on the charts and graphs on Mission 1, it shows that we are very strong with what we offer.

Mission 2: Prepare a diverse physician workforce.

The total graduate numbers are relatively high regarding American Indian graduates. We are low in African Americans. The report measures both students and faculty.

Mission 3: Foster the advancement of medical discovery. Medical Research.

Our numbers are high for research where students participate in medical research. For being a small medical school, it shows we do very well for the total of Federal grants and contracts for organized research.

Mission 4: Quality of education as judged by recent graduates.

- We ranked very high in family medicine, OB/GYN, and surgery clerkships.
- Marc Basson points out that our students rank the clerkships in Pediatrics, internal medicine, and psychiatry are ranked in the bottom half of the percentile. The median is at 92% so its hard to move that needle when you are already at 83%.
- Susan Zelewski, Marc Basson, and Pat Carr discussed how the GQ answers time lag between when the graduating student give their answers and when we get them is 3 years. Asking at the mid-year survey we ask what the students think and why earlier student answered a certain way. As long as we work to push to address issues and make the experiences better for the students, we are doing well. The improper reaction would be complacency.

Mission 5: Fulfilling the needs of the community.

This mission shows how well we prepare students for working with patients from different backgrounds is still low even though we have been working on this for many years. We are continuing to try to make changes to help this number.

- Susan Zelewski stated that the DEI Committee are working very hard with the students through feedback and specific recommendations on how to improve this Mission.

Mission 6: Graduate a medical school class with manageable debt.

**MSC to approve the Mission Management Tool (MMT). Erik Heitkamp / Jane Dunlevy // carried.**

	<p>Cost of attendance to our school where the lower the numbers we have the better. We are in a very good place regarding our lower cost of attendance and it has been maintained. Medical school debt for our students is something we follow closely as well. Scholarship availability decreases the debt.</p> <ul style="list-style-type: none"> <li>○ Brianna Lupo gave the observation that if a school gives out more scholarships, even at higher cost schools, that higher cost of attendance could be decreased.</li> <li>○ Jim Porter explained how the GQ is incentivised. We do our best to have all graduating students to complete the survey.</li> <li>○ Nadia Toumeh will send out a reminder email to her graduating student peers to get the GQ done so we all can receive the gift cards.</li> <li>○ Pat Carr wants to make sure the encouragement to complete the GQ is very important. Incentives like gift cards are used and suggestion emails from student peers is also used.</li> <li>○ Susan Zelewski added that P2P3C will be adding specific clerkship and breakdown questions to the mid-year survey list.</li> <li>○ Susan Roe asked if we get surveys back from directors after the intern has completed their turn?</li> <li>○ Susan Zelewski stated that yes, we do get this information back from the standardized AAMC that program directors can fill out and we hope for increased response.</li> </ul>	<p><b>ACTION ITEM: Outreach to students regarding the GQ.</b></p> <p><b>ACTION ITEM: Including clerkship and breakdown questions in the mid-year survey.</b></p>
<p><b>8. Other Business</b></p>	<p><b>Feedback from students since the middle of January 2023: (Pat Carr)</b></p> <ul style="list-style-type: none"> <li>○ We received feedback regarding the clinical exams grading process in specific teaching medicine. That was addressed.</li> <li>○ There was an issue with Altru credentialing and access to up-to-date information. That has been addressed.</li> <li>○ We received feedback on the hours on the physician’s support line that has changed. This has been addressed</li> <li>○ Feedback on the CBSE, was discussed at this meeting. This has been addressed.</li> <li>○ There was some feedback on the student experience of coming to UMEC and talking about the CBSE. The students felt this was not comfortable for them. Pat encourages everyone to be aware of that when we have visiting students.</li> <li>○ We received feedback about the content of the curriculum and not just what should not be taught but also what should be taught. In this particular situation, students were only 3 units into the medical curriculum, their enthusiasm is apparent.</li> </ul>	

	<ul style="list-style-type: none"> <li>○ Erik Heitkamp has an update about using different terminology regarding probation. Maybe we could use vocabulary wording of Academic Warning. Probation is not defined by the medical students GPA, and this status can be confusing when filling out Licensure papers.</li> <li>○ Discussion and pulling together of information from other medical organizations will be done by Rick Van Eck, Jim Porter, Erik Heitkamp for this topic at the next meeting.</li> </ul>	<b>Tabled</b>
<b>9. Adjournment</b>	<p>Meeting was adjourned at 6:04pm</p> <p>Next Meeting – April 12, 2023 – 4:30 PM, Zoom</p>	<b>Information</b>