

**Undergraduate Medical Education Committee Meeting Minutes**

SMHS

**Wednesday, April 20, 2022 - 4:30 PM, via Zoom**

**In attendance:** Pat Carr, Dinesh Bande, Marc Basson, Jim Beal, Kurt Borg, Megan Denis, Jane Dunlevy, Kara Eickman, Bryon Grove, Donald Hamm, Eric Johnson, Minnie Kalyanasundaram, Mark Koponen, Saobo Lei, Andy McLean, Jim Porter, Jon Roberts, Susan Roe, Ken Ruit, Adrienne Salentiny, David Schmitz, Lisa Schock, Chernet Tessema, Steve Tinguely, Rick Van Eck, Don Warne, Sara Westall, Susan Zelewski.

**Minutes Submitted by:** Alissa Hancock

**Minutes Reviewed by:** Pat Carr

**Minutes Approved by:** Susan Roe 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 4:33 pm via Zoom.	Informational
<b>2. Approval of Minutes</b>	March 23, 2022	<b>MSC to approve the 3.23.22 minutes. Susan Roe / Saobo Lei // carried.</b>
<b>4. Student Check-in</b>	<p>The class of 2024 are wrapping up their STEP Prep course or their first rotations.</p> <p>The Peer Tutoring is going to have exist survey data soon. The class of 2023 will be taking over the program and have created a governance structure and Nadia Tomah is the president of the group.</p>	Information
	<p><u>Approval for Step 1 Prep Course Alternative</u></p> <p>We have two students that have not passed the gateway exam and we do not have a Step Prep Course planned for later in the year. They are enrolled in external Step Prep programs and Dr. Minnie Kalyanasundaram has been in communication regarding these external programs. However, the Step Prep course is a graduation requirement. The proposal is to allow an external step prep program to count as academic credit for these two students as an option for MSAPC to choose for these students.</p> <p>This is not a new course but a new section.</p>	<b>MSC to approve the proposal to allow academic credit for the external Step Prep Course as an option for these two students. Mark Koponen / Kara Eickman // carried.</b>
	<p><u>Curriculum System Whitepaper Training</u></p> <p>We will be reviewing the governance structure and the curriculum whitepaper, curriculum design, report and evaluation processes. First, we will review all the committee's and their</p>	Information <b>Action Item:</b> Alissa

	<p>responsibilities are, and noted that UMEC has the final say for all curricular changes. We have recently added a new committee called Diversity, Equity and Inclusion Committee (DEIC). Program outcomes are the knowledge that we want the students to have when they graduate and we monitor this with our domains and competencies. Which, we also use for curriculum design.</p> <p>The mapping process is when faculty submit keywords for their lecture and the map them to our Controlled Vocabulary List, and these words are tracked in Leo. Which, is our curriculum database system we use to run reports, track documents included for lectures and map the curriculum.</p> <p>Horizontal integration is a discipline that is taught throughout a course, clerkship and AI's. Vertical integration is the proportions of basic science and clinical science taught in each of the phases and the proportions should be different in each phase. The curriculum as a whole report shows this the best.</p> <p>Evaluation reports include unit, phase, clerkship and curriculum as a whole report. All these reports would include goals for the phase and evaluation matrices and how the goals are tied to the domains.</p>	<p>Hancock will post the PowerPoint and meeting recording to blackboard for everyone to reference.</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><b>a. P2P3C</b> <u>Verbal Report:</u></p> <p><u>Consent Agenda:</u></p> <p><b>b. CEMC</b> <u>Verbal Report:</u> IPE Badge Proposal - Tabled</p> <p><u>Consent Agenda:</u> Minutes 2.28.22</p> <p><b>c. P1C</b> <u>Verbal Report:</u></p>	

	<p style="text-align: center;"><u>Consent Agenda:</u></p> <p><b>d. MPPRC</b>  <u>Verbal Report:</u>  <u>Policy 4.11 (Student Immunizations)</u>  The committee did review the policy and have added that students are required to have health insurance while enrolled in the medical program, and that students must comply with the healthcare systems requirements for their clinical experiences. We also removed the UND Housing vaccine requirements, which we are not able to monitor and do not require for the program.</p> <p style="text-align: center;"><u>Consent Agenda:</u> 2.14.22 minutes</p> <p><b>e. DQIP - Office of Medical Accreditation: EASRC/SASRC/FASRC</b>  <u>Verbal Report:</u></p> <p><b>f. Ad hoc Committees:</b> none</p>	<p><b>MSC to approve the policy 4.11 review and edits. Bryon Grove / Susan Zelewski // carried.</b></p>
6. Special Orders	a. <b>ACHIEVE New Activity (Evers/Montgomery)</b>	Tabled
	b. <b>Would the Phase 2 electives be in Dean’s Letter?</b>	Tabled
	c. <b>MSPE and Ranking Question review (Porter)</b>	Tabled
	d. <b>Step Prep Program and Pre-matriculation program update</b>	Information
	<p><b>e. Biochemistry and Immunology Phase 1 content update</b>  In response to the feedback regarding the GQ results and the lower scores we have received for biochemistry and immunology in preparing students for their clerkships. The LCME team has requested our committee minutes to show that we have reviewed, discussed and what actions we have taken to try to address the lower scores. When we look at the data at the end of the units when students are asked if they felt the biochemistry and immunology were</p>	Information

	<p>taught effectively. Biochemistry has been consistently pretty good and immunology we have made changes and are starting to see improvements with the effectiveness of teaching.</p> <p>Also, P1C has additional discussion about this yesterday that included the results from the ISA2 survey. There is evidence that the clinical capsules that are included in most of the basic science lectures is helpful and heading in the right direction. There is more work to be done for improvements to be done and P1C is going to be reporting to us soon of their discussion.</p>	
	<b>f. Anonymous Feedback from Students</b>	Information
		Information
<b>7. Unfinished Business</b>	<b>a. Review of action item table</b>	
<b>8. Other Business</b>		Information
<b>9. Adjournment</b>	<p>Meeting was adjourned at 6:23 pm</p> <p>Next Meeting – April 27, 2022 – 4:30 PM, Zoom</p>	Information