

Undergraduate Medical Education Committee Meeting Minutes

SMHS

Wednesday, May 24, 2023 - 4:30 PM, via Zoom

In attendance: Jane Dunlevy, Bryon Grove, Daniel Henry, Jeremy Holloway, Susan Roe, Chernet Tessema, Rick Van Eck, Susan Zelewski, Jon Roberts, Marc Basson, Kurt Borg, Andy McLean, Michelle Montgomery, Jim Porter, Ken Ruit, Adrienne Salentiny, Minnie Kalyanasundaram, David Schmitz, Erika Johnson, Chris Tiongson.

Minutes Submitted by: Dawne Barwin

Minutes Reviewed by: Rick Van Eck

Minutes Approved by: Bryon Gove and Jane Dunlevy

MSC: Motion, Second, Carried

AGENDA ITEM	SUMMARY	ACTION/FOLLOW-UP
1. Welcome/call to order	Co-chair Dr. Rick Van Eck 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	May 10, 2023	MSC to approve the 5.10.23 minutes by Bryon Grove / Michelle Montgomery // carried.
3. Student Check-in	Jon Roberts said that he did not have anything 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: Nothing to report. ii. Consent agenda: CEMC – AS iii. Verbal Report: iv. Consent agenda: 5.8.23 Minutes P1C - JD i. Verbal Report: ii. Consent agenda: o P1C 4.18.23 Minutes	<p>MSC to approve the CEMC 5.8.23 Minutes by Byron Grove / Jane Dunlevy // carried.</p> <p>MSC to approve the P1C 4.18.23 Minutes by Bryon Grove / Susan Roe // carried.</p>

	<p>MPPRC – KR</p> <ul style="list-style-type: none"> v. Verbal Report: <ul style="list-style-type: none"> ○ Policy 4.7 Specialty Electives for Medical Students in Phase 3 Ken Ruit stated that this policy has already been approved by UMEC directly from P2P3C. MPPRC has reviewed this policy and brings it to UMEC for information only. ii. Consent agenda: <ul style="list-style-type: none"> ○ Policy 4.19 Scheduling Phase 1 Curriculum Activities for Medical Students Ken Ruit explained that the revisions for clarity and completeness to this policy with no substantive changes on scheduling Phase 1 curriculum activities. ○ Policy 5.18 Clerkship NBME Shelf-re-examination Procedure Ken Ruit explains this policy has been revised with minor re-wording. <p>DEIC-MM</p> <ul style="list-style-type: none"> i. Verbal Report: <ul style="list-style-type: none"> ○ Michelle Montgomery stated there is nothing to report. ○ Rick Van Eck spoke of a group that Dawne Barwin is scheduling a meeting for to talk about the next steps in conducting an analysis of our existing curriculum and using the AAMC DEI Competencies and then report back to DEIC. There will be information coming to DEIC to report back to UMEC soon. ii. Consent agenda: <p>DQIP / Office of Medical Accreditation: EASRc/SASRc/FASRc – KR</p> <ul style="list-style-type: none"> i. Verbal Report: <ul style="list-style-type: none"> ○ Ken Ruit explained that at the previous DQIP meeting they spent time taking about priorities for Element Review for the Academic Year 2023-2024 and established a plan. The priorities will be placed on the elements for which they will be updating to the LCME. This will be in a status report in August of 2024. ○ Ken Ruit explained that the priorities have been established for EASRc/SASRc/FASRc and they will continue to meet in 2024. They 	<p>Information</p> <p>MSC to approve the Policy 4.19. Jane Dunlevy / Bryon Grove // carried.</p> <p>MSC to approve the Policy 5.18. Bryon Grove / Jane Dunlevy // carried.</p> <p>Information</p> <p>Information</p>
--	---	---

	<p>have established a specific timeline for preparation of the status report to LCME beginning in September 2023.</p> <ul style="list-style-type: none"> ○ Ken Ruit mentioned that DQIP will review the 2022 Y2Q results understanding that UMEC has Y2Q on its agenda as well as P1C. This entails the continuous quality improvement work that P1C does. ○ Ken Ruit thinks that the MSQ and the Y2Q get less attention than the GQ. But they are refocusing their attention on the AAMC student perception surveys for the continuous quality improvement efforts. <p>ii. Consent agenda:</p> <p><i>Ad hoc committees: none</i></p>	
5. Special Orders		
6. Unfinished Business		Information
7. New Business		Information
8. Other Business	Rick Van Eck wanted to thank Dr. Marc Basson on behalf of UMEC for his service and leadership for the many years of committee work here at SMHS. We will miss you both professionally and personally as you move to your new position as the Dean of the School of Medicine at Northeast Ohio Medical University (NEOMED). Committee members all concurred.	Information
9. Adjournment	<p>Meeting was adjourned at 4:55 pm</p> <p>Next Meeting June 14, 2023 at 4:30 pm via Zoom</p>	Information