

**Undergraduate Medical Education Committee Meeting Minutes**

SMHS

**Wednesday, June 14, 2023 - 4:30 PM, via Zoom**

**In attendance:** Pat Carr, Jane Dunlevy, Kara Eickman, Bryon Grove, Jeremy Holloway, King, Susan Roe, Chernet Tessema, Rick Van Eck, Susan Zelewski, Jon Roberts, Kurt Borg, Megan Denis, Eric Johnson, Andy McLean, Jim Porter, Ken Ruit, Adrienne Salentiny, Dinesh Bande, Minnie Kalyanasundaram, David Schmitz, Erika Johnson, Chris Tiongson, Sara Westall, Janet Anderson, Jacob Tupa, Morgan Pierce.

**Minutes Submitted by:** Dawne Barwin

**Minutes Reviewed by:** Pat Carr

**Minutes Approved by:** Susan Roe and Susan Zelewski

**MSC: Motion, Second, Carried**

AGENDA ITEM	SUMMARY	ACTION/FOLLOW-UP
<b>1. Welcome/call to order</b>	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
<b>2. Approval of Minutes</b>	May 24, 2023	<b>MSC to approve the 5.24.23 minutes by Bryon Grove / Jane Dunlevy // carried.</b>
<b>3. Student Check-in</b>	<p>King shared a proposal from the Class of 2026 regarding exemptions for Early Step 1 Testing: The request is that students demonstrating exceptionally high scores on Unit 7 or Unit 8 CBSE be allowed to take Step 1 early (prior to their scheduled Step Prep course in Phase 2). In order for students from the Class of 2026 (pilot for one year only with Class of 2026) to qualify for early Step 1 testing students must:</p> <ol style="list-style-type: none"> <li>1) Achieve a score 78 (equivalent to 230) on the official, school administered, Unit 7 or Unit 8 CBSE exam,</li> <li>2) Have demonstrated good academic standing throughout each Unit of Phase 1,</li> <li>3) Receive approval for early testing from both their career advisor and academic advisor (if denied, the students have the right to obtain a reason for denial),</li> <li>4) Take the Step Prep course with Dr. Kalyanasundaram (not mandatory to take the end of week exams in this course if the student has already taken Step 1). It is expected that the student will serve as a peer-tutor to other students in this course.</li> <li>5) In addition, if the student wishing to take Step 1 early is scheduled to take the Step Prep course in the first rotation, the student must wait until the end of the Step Prep course prior to taking Step 1.</li> <li>6) Also, students may ONLY take Step 1 once they have completed Phase 1 and have all their grades entered into LEO (including Unit 8 and Bootcamp grades).</li> </ol>	

Discussion was:

King: Concerns for the Class of 2026, students that are fully prepared and have proven scores to pass STEP 1 must wait possibly months depending on which time frame is awarded to take STEP 1. Students would like an option to take STEP 1 prior to taking the STEP Prep program with Dr. Kalyanasundaram with specific requirements.

King: The proposal includes the qualifications that the student have a CBSE minimum score of 78 or equivalent of 230 on STEP 1, they would remain in good academic standing throughout Phase 1, they would need their Career and Academic Advisor approval where both shall be in agreement with the justifications for their answers, and the student will still be required to complete the Step Prep course. When meeting all these requirements the individual would be able to be exempt from the Friday Prep Exams. (See below for 2 additional requirements: 1) If the student wishing to take Step 1 early is scheduled to take the Step Prep course in the first rotation, the student must wait until the end of the Step Prep course prior to taking Step 1, 2) Also, students may ONLY take Step 1 once they have completed Phase 1 and have all their grades entered into LEO (including Unit 8 and Bootcamp grades).

Susan Zelewski: We have given allowances for a majority of these requests with precedent having the Academic Advisor involved in the decision. This year's number would be 5 students.

Minnie Kalyanasundaram: Of the students who have finished their STEP 1 Prep early, these students were excellent peer teachers during the Board Review Sessions.

Jane Dunlevy: For the CBSE, a 62 will be the passing score, I am unclear what advantage there would be. Wouldn't the advantage be to wait to take the exam where this would be a way to go over the information yet again for retention?

Pat Carr asked to please speak to the advantages.

Susan Zelewski: not all students do clerkship prior to STEP 1 Prep. The evidence shows that students who have had clinical clerkships prior to taking STEP 1 that their scores increase. However, not everyone has those clerkships. But those that do may feel it advantageous to move forward.

Pat Carr: An important aspect of this is that it has almost nothing to do with how the student feels, it is a performance-based opportunity. If they are scoring 78/230 on their CBSE then they are ready to take STEP 1. I think they are prepared to pass at that point in time.

Jane Dunlevy: According to the proposal students could take the STEP 1 exam in early March? Jane wants to ensure that no one could take it during boot camp or before that first rotation.

**MSC to approve the Proposal: Presenting Step 1 – Exemptions for Early Testing by Kara Eickman / Bryon Grove // carried.**

	<p>Jim Porter: I would encourage students to take this part of the exam. The more you are exposed to the questions and the timing of the exam, the better it is for all of your Board exams.</p> <p>Rick Van Eck: I would agree that this is performance based and an excellent presentation. I think it is a reasonable request that is data driven. I would encourage acceptance of the proposal.</p> <p>Minnie Kalyanasundaram: There had been 5 students with a score of 78+ and out of that 2 were in the first rotation and the did the STEP 1 Prep. Even though they had a 78 they opted to take the NBME exams on Fridays. They did not take the exemption and went on to pass Jane Dunlevy: Just for clarification this will be optional for those who meet the requirements listed. Yes.</p> <p>Jon Roberts: When do they score the 78, would it be in Unit 7 or 8 for this option? Yes.</p> <p>Pat Carr:</p> <ol style="list-style-type: none"> <li>1) Achieve a score 78 (equivalent to 230) on the official, school administered, Unit 7 or Unit 8 CBSE exam,</li> <li>2) Have demonstrated good academic standing throughout each Unit of Phase 1,</li> <li>3) Receive approval for early testing from both their career advisor and academic advisor (if denied, the students have the right to obtain a reason for denial),</li> <li>4) Take the Step Prep course with Dr. Kalyanasundaram (not mandatory to take the end of week exams in this course if the student has already taken Step 1). It is expected that the student will serve as a peer-tutor to other students in this course.</li> <li>5) In addition, if the student wishing to take Step 1 early is scheduled to take the Step Prep course in the first rotation, the student must wait until the end of the Step Prep course prior to taking Step 1.</li> <li>6) Also, students may ONLY take Step 1 once they have completed Phase 1 and have all their grades entered into LEO (including Unit 8 and Bootcamp grades).</li> </ol> <p>Anyone ready to make a motion to approve? FIRST: Kara Eickman and SECOND: Bryon Grove, motion carried.</p> <p>King, that was an excellent presentation.</p>	
<p><b>4. Committee Reports and consent agenda items</b> (Annual and Unit reports and policies not eligible for the consent</p>	<p>Committee Reports</p> <p>Committees</p> <p>P2P3C—SZ</p> <ul style="list-style-type: none"> <li>○ Verbal Report: Susan Zelewski: SHaPE Report: Susan Zelewski update and discussion on the new objectives and new timeline to fit the Class of 2025.</li> </ul>	

agenda)

- Consent agenda: May 09, 2023 minutes

CEMC – AS

- Verbal Report: Adrienne Salentiny:
  - We have worked to finalize the Annual Keyword Vocabulary List including the added and removed words. That will be coming to UMEC soon.
- We have licenses for the Med Program faculty for the Mentimeter Polling software, with a reminder to join the meeting for training June 27<sup>th</sup> at 12:00 noon. You will be shown how to use it and be given best practices for using polling software. Myself, Andrea Guthridge and Rick Van Eck are also available to meet with to learn the software.
  - Consent agenda: CEMC 5.8.23 Minutes: Adrienne Salentiny

P1C - JD

- i. Verbal Report:
- ii. Consent agenda: Jane Dunlevy: Unit reports for first time through the curriculum- all discussed and approved by P1C- focus has been the unit report
  - P1C 5.16.23 Minutes\*
  - 2021-22 Unit 5 Director Report\*
  - 2021-22 Unit 6 Director Report\*
  - 2021-22 Unit 8 Director Report\*

Bryon Grove identified in Unit 5 a typo in Class of 2025. In Unit 6 Table there was mention of independent learning with the rational being that it provides students more unscheduled time? What had been shown to happen before?

  - Jane Dunlevy said that it allows students to have flexibility in the use of their time, they can study content ahead of time. Some of the Units are more intense than others so if a student can study ahead, it can be beneficial. The information is released a week before the lecture.
  - Rick Van Eck: In the Policy, the students time is distinguished between scheduled time, learning time and preparation time. Where workload is a combination of scheduled time plus estimated learning and preparation time.

MPPRC – KR

- Verbal Report:

	<ul style="list-style-type: none"> <li>ii. Consent agenda: Ken Ruit: <ul style="list-style-type: none"> <li>o Policy 4.17: Excused Absence Phase 1* The policy states that when students in P1 must notify the office of Student Affairs / Admissions if they are absent or plan to be absent from or are late for mandatory portions of the in curriculum. The granting of absences is at the discretion of the Associate Dean for Student Affairs / Admissions. The policy was revised for clarity and completeness. An absence request is now an electronic form that has been revised to clearly state granting may be based on course content and ability to make it up on your own, as long as the program can provide equivalent content and resources when making it up.</li> <li>o Procedure 5.14 and 5.17: Narrative Feedback and Mid-Course Formative Feedback* There were no major changes to this procedure, just a few minor wording changes for clarity and completeness.</li> </ul> </li> </ul> <p>DEIC-MM</p> <ul style="list-style-type: none"> <li>o Verbal Report:</li> <li>o Consent agenda:</li> </ul> <p>DQIP / Office of Medical Accreditation: EASRc/SASRc/FASRc – KR</p> <ul style="list-style-type: none"> <li>i. Verbal Report: <ul style="list-style-type: none"> <li>o The Office of Medical Accreditation along with DQIP has established a plan for the review of Accreditation Elements for the next academic year. The priority will be given to the Elements for which there were LCME findings from their last visit. This is due to LCME by August 2024 and we have a timetable drawn up and will give UMEC status reports.</li> </ul> </li> <li>ii. Consent agenda:</li> </ul> <p><i>Ad hoc</i> committees: none</p>	<p><b>MSC to approve the recommended changes from MPPRC to Policy 4.17 by Jane Dunlevy / Bryon Grove // carried.</b></p> <p><b>MSC to approve the recommended changes from MPPRC to Procedures 5.14 and 5.17 by Bryon Grove / Jane Dunlevy // carried.</b></p> <p><b>MSC to approve all Verbal and Consent Agenda items from the committees, as well as: CEMC 5.8.23 Minutes, P1C 5.16.23 Minutes and the 2021-22 Unit 5, 6, 8 Directors Reports, the MPPRC 5.8.23 Minutes along with the Procedures 5.14 and 5.17.23 by Bryon Grove / Susan Zelewski // carried.</b></p>
<b>5. Special Orders</b>		
<b>6. Unfinished Business</b>		Information

<p><b>7. New Business</b></p>	<p>AY 2023-24 Committee Calendar and Activities Calendars**</p> <ul style="list-style-type: none"> <li>○ Pat Carr keeps a GANT chart for new year to keep the UMEC schedule of work timely. The AY 2-23-34 Committee Schedule and Activities Schedules are posted on Blackboard for you to use as needed in your committee work.</li> </ul> <p>Education Resources Curriculum Retreat (10.26.23): Topics to discuss:</p> <ol style="list-style-type: none"> <li>1) Telehealth: Rick Van Eck: We do address Telehealth during curriculum, SHaPE, and Simulation.</li> <li>2) DEI: Rick Van Eck: DEI is being attended by the DEI Committee and is appearing in many places with many solutions while there will always be opportunity to improve DEI in the curriculum, we want to make it much more intentional and rigorous in the curriculum.</li> <li>3) Badging Software: Anthology Milestone: Rick Van Eck: This is an offshoot of Telehealth, Milestone badging platform is more powerful than UND’s CREDLY tool. We are in the process of building out the Inter-Professionalism Collaboration badge in Milestone. We are hopeful with the Telehealth Badge that if it is recommended by P1C and UMEC, it will be one of two badges now available. We have future badge proposals for an ER badge and a Rural Medicine proposal that we will work on for next year. There is a lot of opportunity for badging in our curriculum. <ul style="list-style-type: none"> <li>○ Jeremy Holloway: Would a badge be part of the curriculum?</li> <li>○ Rick Van Eck: That is what we want with each badge. For each badge there will be mandatory curriculum, it will be mapped to our competencies. The badge can be built out to expand in future in the curriculum. It’s a really positive tool.</li> </ul> </li> </ol> <p>Pat Carr: I propose that we think about topics for the Curriculum Retreat and we can talk about them at the next UMEC meeting. Let’s think of other options and then we will nail down the focus of retreat wo we can start to organize for it.</p>	<p>Information</p>
<p><b>8. Other Business</b></p>		
<p><b>9. Adjournment</b></p>	<p>Meeting was adjourned at 5.45 pm</p> <p>Next Meeting June 28, 2023 at 4:30 pm via Zoom</p>	<p>Information</p>