

## Undergraduate Medical Education Committee Meeting Minutes

SMHS

**Wednesday, July 13, 2022 - 4:30 PM, via Zoom**

**In attendance:** Dinesh Bande, Marc Basson, Kurt Borg, Chris DeCock, Megan Denis, Jane Dunlevy, Kara Eickman, Bryon Grove, Erik Heitkamp, Jeremy Holloway, Erika Johnson, Minnie Kalyanasundaram, Brianna Lupo, Michelle Montgomery, Jim Porter, Adrienne Salentiny, Susan Roe, David Schmitz, Lisa Schock, Chernet Tessema, Nadia Toumeh, Sara Westall, Susan Zelewski.

**Minutes Submitted by:** Alissa Hancock

**Minutes Reviewed by:** Rick Van Eck

**Minutes Approved by:** Erik Heitkamp and Susan Roe

AGENDA ITEM	SUMMARY	ACTION/FOLLOW-UP
<b>1. Welcome/call to order</b>	Vice-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>	June 22, 2022	<b>MSC to approve the 6.22.22 minutes. Bryon Grove / Susan Roe // carried.</b>
<b>4. Student Check-in</b>	They received information regarding the quiz format for the second-year students. The students had some suggestions of possibly having lecturers provide a question from their lecture to create a pool for Dr. Jane Dunlevy to pick from. The timeline under which the quizzes have to be created and made available is short however, which might make it impractical. This is something that can be discussed at the Phase 1 Committee (P1C) about how to gather questions and the quality of the questions moving forward.	<b>ACTION ITEM:</b> P1C will discuss the quality of quiz questions and ways to gather questions.
<b>5. Committee Reports and consent agenda items</b> (Annual and Unit reports and policies not eligible for the consent agenda)	<p><b>1. Committee Reports</b></p> <p style="padding-left: 20px;"><b>i. Committees</b></p> <p style="padding-left: 40px;"><b>a. P2P3C</b></p> <p style="padding-left: 60px;"><u>Verbal Report:</u> The committee has identified a schedule for Phase 2 that accommodates Step Prep and the schedule will be shared shortly with committees and students for additional feedback before the next UMEC meeting. If anyone has questions about the schedule please reach out to Dr. Susan Zelewski.</p> <p style="padding-left: 60px;"><u>Consent Agenda:</u></p>	

	<p><b>b. CEMC</b>  <u>Verbal Report:</u> Collecting data for use for the curriculum reports for the Curriculum Retreat.   <u>Consent Agenda:</u></p> <p><b>c. P1C</b>  <u>Verbal Report:</u>  <u>AY 20-21 US 5 Report</u> - Tabled  <u>Unified Session 6 Report</u> – Tabled   <u>AY 22-23 Unit 6 Schedule</u>  Reviewed the schedule and the topics covered are cardiology and respiratory. The different colors and codes were also explained for clarity but made sense to the committee.   <u>Consent Agenda:</u> Minutes 5.31.22</p> <p><b>d. MPPRC</b>  <u>Verbal Report:</u> No Report  <u>Consent Agenda:</u></p> <p><b>e. DEIC</b>  <u>Verbal Report:</u> No Report  <u>Consent Agenda:</u></p> <p><b>f. DQIP - Office of Medical Accreditation: EASRC/SASRC/FASRC</b>  <u>Verbal Report:</u> No report</p> <p><b>g. Ad hoc Committees:</b> none</p>	<p><b>ACTION ITEM:</b> Confirm best date to have the US 5 &amp; 6 reports on the UMEC agenda. Alissa Hancock, Jane Dunlevy, Kurt Borg.</p> <p><b>MSC to approve the AY 22-23 Unit 6 Schedule. Bryon Grove / Chris DeCock // carried.</b></p> <p><b>MSC to approve the P1C Minutes 5.31.22. Bryon Grove / Chris DeCock // carried.</b></p>
<p><b>6. Special Orders</b></p>	<p><b>a. NBME Invitational Educators Conference (Minnie/Kara)</b>  Drs. Minnie Kalyanasundaram and Kara Eickman both attended the conference and found it to be very enlightening. The focus was on DEI and how to account for potential bias in assessment questions. Several examples and strategies are available to share and interest was</p>	<p><b>Action Item:</b> Drs. Kalyanasundaram and Eickman will share their report at an upcoming</p>

	widespread among committee members. Future faculty development around this, led by Drs. Kalyanasundaram and Eickman was discussed.	DEIC and discuss possible next steps for dissemination.
	<b>b. Anonymous Feedback from Students</b>	
<b>7. Unfinished Business</b>	<b>a. Review of action item table</b>	
<b>8. Other Business</b>	<p><b>Follow up on the email vote regarding weekly quiz points.</b></p> <p>Since it was unclear whether a complete vote had been recorded asynchronously, it was decided to discuss and re-vote now regarding whether failure to complete quizzes during Unit 1 and 2 should be grounds for a letter of unprofessional behavior.</p> <p>Dr. Jane Dunlevy explaining the background for the suggested change. The quizzes are formative and designed to build good habits for study and mastery mindsets in incoming students. Points have been made available for completion of the quizzes to encourage pursuit of additional learning and study. Unintended consequences have occurred, however, as the quizzes are not as “visible” to students and because they are learning so much all at once several students are failing to complete the quizzes on time. It is the opinion of the Education Resources MD curriculum personnel that these violations are not intentional and not representative of unprofessional behavior. However, because the policy of “required curriculum” applies to these quizzes, and a failure to complete required curriculum potentially results in a letter of unprofessional behavior, Dr. Dunlevy has had to meet with up to 9 students to discuss and potentially issue letters or warnings. This is not only unsustainable, but more importantly, runs counter to the intent of the quizzes and points, leading to a punitive rather than encouraging approach to self-study. The consequences are also potentially quite severe, as an early letter of unprofessionalism makes it more likely that a single incident in the future could result in dismissal or failure to match into a specialty of one’s choosing. to complete them.</p> <p>There was discussion about if this really in the best interest of the students, and that while “rules are rules” and we want to hold students to a high standard, given the intended purpose of the quizzes and the unique stresses of Units 1 and 2 for students just getting used to medical school, it was felt that failure to complete the quizzes in Units 1 and 2 should only impact the number of points students can attain from them and that there</p>	<p><b>MSC to approve the completion of the weekly quiz by the deadline, Sundays at 6:00 pm, will be worth 1 pt on either mid- or end-Unit Medical Science grade as appropriate. There are 4 weekly quizzes for mid-Unit resulting in 4 points (or 2 pts for final Unit 1 Med Sci grade); failure to take any of the weekly quizzes by the deadline means the maximum score for mid-Unit Med Sci would be 96%. Similarly, there are 3 weekly quizzes for end-Unit resulting in 3 points (or 1.5 pts for final Unit 1 Med Sci grade); failure to take any of the weekly quizzes by the deadline</b></p>

	<p>should be formative feedback meetings held if we notice a red flag like a student failing all the quizzes or failing to complete them on time. This was suggested as a modification to the motion that was originally shared by email.</p>	<p><b>means the maximum score for end-Unit Med Sci would be 97% for Units 1 &amp; 2. If students are not passing the quizzes provide formative feedback. Bryon Grove / Erik Heitkamp // carried with one abstention.</b></p>
<p><b>9. Adjournment</b></p>	<p>Meeting was adjourned at 5:34 pm</p> <p>Next Meeting – July 27, 2022 – 4:30 PM, Zoom</p>	<p>Information</p>