

SMHS Dean's Quality Improvement Panel
Wednesday October 20, 2021, 12:00 – 1:30 PM Zoom Meeting

Attending: Steve Tinguely, Sheila Bosh, Dean Wynne, Pat Carr, Judy Solberg, Ken Ruit, Susan Zelewski, Ryan Norris (MS4), Anja Selland (Guest MS3)

Absent: Jim Porter, Bryon Grove, Marc Basson

| AGENDA ITEM | SUMMARY | ACTION/FOLLOW-UP |
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| Call meeting to order | Meeting was called to order by Dr. Stephen Tinguely, Committee Chair. | |
| Review of Minutes | September 29, 2021, meeting minutes were reviewed. Minutes are also available for review on Blackboard. | Minutes Approved. |
| MD Mentorship Committee Updates | Anja Selland (MS3), ISA2 MD Mentorship Student Lead attended today's meeting to provide updates on the work her committee is doing. Her PowerPoint presentation is available on Blackboard. She discussed areas of concern and the changes that are occurring because of the student's recommendations. It was noted that there are low student satisfaction levels in career counseling. M3's and M4's with higher levels of dissatisfaction with the availability of mentors in their field of interest, the adequacy of counseling about elective choices, and the adequacy of education on different specialties. Jacob Stern (MS3) reached out to fourth-year students and alumni asking for volunteers for the mentorship program. He created a database of volunteers. Currently 83 people are in the database. The plan is to keep the database updated. The mentorship program coordinator will reach out to volunteers annually to maintain contact, ensure accuracy of contact information and to thank them for their time. The committee is also working to improve mentorship and career counseling by holding meetings with the campus deans. Noted Achieve Sessions will be helpful to define career mentorship, laying out resources for students and emphasizing student role for agency /initiative in mentorship. This committee recently started looking at ways to improve academic advising. One of the committee members sent out an independently | |

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| | <p>created mini survey to gain insight on the low satisfaction with academic advising (N=10). Anja commented that based on the results it's presumed that many students are conflating academic and career advising. The committee recommended clarifying expectations of academic advising, determining whether a formal program is needed and/or using Achieve sessions to inform students of resources. Further conversations to determine next steps will take place at the upcoming MD Mentorship committee meeting.</p> | |
| <p>Academic Advising Student Focus Group Update</p> | <p>UMEC asked OMA to pull together a focus group to discuss the reasons for low satisfaction with academic advising. OMA met with the students on October 6th. Prior to that meeting, one of the students on the MD Mentorship Committee independently sent out a mini survey (N=10) asking students about their experience and perceptions on academic advising. While the response rate was low, based on the responses received the focus group determined that students may be conflating career and academic advising. The focus group and MD Mentorship committee recommended clarifying expectations of academic advising, determining whether a formal program is needed and using Achieve sessions to inform students of resources. Anja Selland asked Dr. Zelewski if students could be provided an update at a future meeting. Dr. Zelewski will add that to the agenda. The focus group also commented that all students can benefit from academic advising not just students in academic jeopardy. They wonder if an academic office would help to formalize the opportunities. Discussed informal opportunities (visiting with Dr. Carr), and students not recognizing that as academic advising since it's not currently a formal system. Further conversations to determine next steps will take place at the upcoming MD Mentorship committee meeting.</p> | |
| <p>Tracking Individual Professionalism and Mistreatment Over Time</p> | <p>Dr. Zelewski requested a discussion regarding our current process for tracking individual professionalism issues over time. She inquired if we are currently tracking informal complaints/comments of unprofessional behavior for faculty. It is noted that we have a formal process and an informal process. Formal is tracked albeit very few occurrences. Presently the informal isn't tracked. According to Dr.</p> | |

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| | <p>Zelewski most of the comments are coming via students reaching out to her personally or through the course evaluations. Discussed what it might look like if we decided to track informal issues. Ken Ruit commented that the tracking could go through his office (Education and Faculty Affairs) however, all comments would need to reach his office. Susan Zelewski proposed that department chairs, program directors and those listed as complaint recipients track and submit their reports. It's noted that these individuals would need education and would need to submit reports annually. Currently, formal complaints for P2 P3 are sent to UMEC in aggregate. Much discussion regarding at what point informal becomes formal – how many occurrences needed before it's brought to the next level. Dr. Wynne suggested an escalating approach. Pat Carr responded that he moves these concerns along to the appropriate department chair and to Marc Basson. He often lets Ken Ruit know as well. Dr. Carr commented that he supports a formalized process. It's noted that student issues of unprofessional behavior are brought to MSAPC. It was concluded that this topic should be explored further. Dr. Ruit agreed to dig into this deeper. He will provide updates at the meeting in November and further discussion will occur at that time.</p> | <p>Add to November Agenda</p> |
| <p>LCME Visit Campaign - Planning /Events and Mock Visit and ISA 2 Survey Planning</p> | <p>6-month countdown document was shared by Dr. Tinguely. Our Virtual LCME Survey Visit is April 25-27, 2022. Mock Visit Feb 6-8, 2022. Discussed prep leading up to that. Noted a bit of a crunch time with holidays and time needed for data analysis of ISA2 survey. Dr. Wynne suggested that we complete the ISA2 table construction prior to the actual ISA2 Survey. Noting that formatting can be done in advance. He asked what support is needed for data analysis. He commented that there are resources within the SMHS to crunch the data. Susan Zelewski mentioned that we have two new campus deans who will need extra time and prep. She expressed concern about “resources” understanding our timeline. The Dean commented that he and Judy Solberg will work with the appropriate people in communicating our expectations. Dr. Zelewski commented that we will need data extraction from Qualtrics and categorizing of comments. Dr. Wynne said the priority for the LCME is the quantitative data although the qualitative data is very important to</p> | |

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| | the school. Noted there are 24 elements with ISA2 data. Dr. Zelewski commented that student committees may be able to assist with motivation of their peers; helping to ensure participation in the survey that is scheduled to be sent out the end of November. | Add to November agenda |
| Document Proposal to Executive Committee (Central Repository) | Dr. Tinguely shared that the draft proposal for a central repository for reports was discussed at a recent Executive Committee meeting. The committee determined responsibilities and process needed further discussion before a decision could be made. Dr. Tinguely proposed that since these reports are educational documents as well as accreditation documents that they live with UMEC. Dr. Van Eck commented that he liked the idea of UMEC maintaining control. He commented that delegated access could be granted through SharePoint or something similar. Dr. Tinguely clarified that his proposal was referencing only the management of the documents and not the collating and communicating. Dr. Wynne proposed a password protected system with layers of access that are yet to be determined. DQIP will help to establish those layers. Noted that we will need to create a process for request for access. | Add to November agenda |
| Follow Up Student Survey Quality of Education | Deferred | Add to October 25 agenda |
| Announcements/Next Meeting | October 25, 2021 | |

Submitted by Sheila Bosh, RN, Accreditation Manager

Approved by Dr. Stephen Tinguely, Chief Accreditation Officer