

**SMHS Dean's Quality Improvement Panel (DQIP) Meeting  
December 22, 2021 1:00-3:00 PM (Zoom)**

**Attending:** Steve Tinguely, Sheila Bosh, Dean Wynne, Pat Carr, Ken Ruit, Ryan Norris (MS4), Bryon Grove, Marc Basson, Ken Ruit, Rick Van Eck, Susan Zelewski  
**Absent:** Judy Solberg, Jim Porter

AGENDA ITEM	SUMMARY	ACTION/FOLLOW-UP
<b>Call meeting to order</b>	Meeting was called to order by Dr. Stephen Tinguely, Committee Chair.	
<b>Review of Minutes</b>	Review of December 6, 2021 meeting minutes. Minutes are posted on Blackboard.	Minutes approved.
<b>ISA 2 Survey Update</b>	Survey has closed with fantastic response rate - exceeded 100%. Tables are being collated. Comments are being collated by question and by class. Thanks to Ryan Norris for his leadership and to Rick Van Eck and Susan Zelewski for their efforts in getting this done prior to Christmas. Data tables will be shared with OMA when complete and will be reviewed by DQIP.	Add to January Agenda
<b>DCI Update</b>	Dr. Tinguely shared the timeline for DCI review, completion and submission. All documents need to be submitted by January 31, 2022.	Add to January Agenda
<b>Element 1.1</b>	Reviewed and discussed Table f. After much discussion and review of the LCME requirements for this element it was concluded that we will add any previously cited items that aren't resolved and change the wording to indicate that we are actively monitoring those items. After review of the ISA 2 tables, the committee discussed if the examples provided in the narrative were appropriate. The Dean suggested space issues and research. Noted that REMS has contributed to a significant increase in M1 and M2 satisfaction. Dr. Basson suggested keeping 11.2-2a adequacy of career advising as	Add to January Agenda

	our example and include that we're now implementing a monitoring system. Dr. Basson requested that Dr. Tinguely obtain REMS numbers for the past 5 years.	Dr. Tinguely will contact Terry Nelson
<b>Element 6.2 Follow Up</b>	The Dean corresponded with Dr. Cantanese from LCME and participated in email discussions with Dr's Tinguely and Basson. Following that exchange, he revised the narrative a. response. He commented that we need to be clear that observation requires active learning. The Dean asked Dr. Zelewski to edit this paragraph and emphasize how rarely "only observation" occurs. He suggested stating the percentage of the observation only experiences. Dr. Zelewski will pull the numbers and make the revision.	
<b>Self Study Summary</b>	Dr. Tinguely has been working on the executive summary with input from DQIP. He sent his last iteration to Dr's Basson and Ruit and has since removed CQI as a strength. The document was reviewed today. Dr. Wynne commented that he likes the six areas of strength that were chosen. Dr. Tinguely commented that he reviewed the GQ Benchmarking document prior to completing the draft. He noted that in 34 of the areas that we are in less than the 10 <sup>th</sup> percentile. Dr. Ruit suggested that we ask the AAMC for benchmarking data for other community based medical schools. There were no objections to what Dr. Tinguely added as strengths and weaknesses during this meeting. Dr. Tinguely asked the committee to read the document on their own and provide any comments directly to him. It has been posted to Blackboard for review.	Add to January Agenda
<b>ISA 2 Tables for Comparison</b>	2.4-2b Awareness of student concerns of the office of associate dean for students/student affairs shows slight increase in satisfaction. 2.4-2c Same level of dissatisfaction. 2.4-4b slight decrease in satisfaction due to N/A's. Decrease in dissatisfaction noted. 2.4-4c slight decrease in dissatisfaction. 3.2-2a increased satisfaction most likely due to REMS. 3.2.2b decrease in dissatisfaction again.	Add review and monitoring to future meeting agenda

	<p>5.11-2a. It was an issue that was noted on the GQ. This problem was fixed prior to the ISA.</p> <p>5.11-2b This was due to including M1's and M2's so a small increase.</p> <p>5.11-6a Susan commented that students have asked for more lockers outside the Sim Center. Marc asked Susan to work with Terry Nelson on this.</p> <p>5.11-6b satisfaction rate significant increase and a moderate increase in the dissatisfaction. This is thought to be due to the fact that M1's and M'2 are on this table. The Dean commented that he will check with Ronnie(LCME) to see if this can be removed.</p> <p>6.3-1a similar numbers</p> <p>6.3-1b previously low for M1's due to remote learning. Satisfaction increased for M1's from 38% to 79%. Challenges in the initial scheduling of the new curriculum. The Achieve program took up the lunch time. Jane Dunlevy has worked very hard on this in the new curriculum Marc suggests removing asterisk in original table and also suggests quoting the number in the element rather than adding the table to the document.</p> <p>7.6-4 Less N/A's now. Noted that students are taught this in clinical years, however, we have added some things to the preclinical curriculum so there's some increase as well as decrease noted.</p> <p>8.5-1 dissatisfaction down and satisfaction is up</p> <p>8.5-2 Dissatisfaction up slightly and satisfaction increased significantly. Many N/A's in the M1 &amp; M2 years on ISA.</p> <p>11.1-2 increased satisfaction and decreased dissatisfied.</p> <p>11.1-2b improvement especially noted for M1's.</p> <p>11.2-2a satisfaction increased slightly and dissatisfaction increased slightly.</p> <p>11.2-2b satisfaction much improved. Dissatisfaction unchanged</p> <p>12.1-2a increase in N/A's across all years</p> <p>The Dean recommended that all the ISA2 data go into the appendix, no need to separate it out by elements. Anything we want to highlight should be written about in the narrative.</p> <p>12.1 -2b very similar to ISA</p> <p>12/3-3a dissatisfaction the same and slight increase in satisfaction.</p> <p>12.3-3c lower dissatisfaction. Credit to Michelle Montgomery.</p>	
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<b>Tracking Individual Professionalism and Mistreatment Over Time</b>	Dr. Ruit provided an update. He and his team are working to figure out how PeopleSoft can be used, also looking at file sharing programs e.g., SharePoint. They want to be able to monitor workflows and maintain accurate history of folders, especially if multiple offices have access. They are working with IR to figure out the best approach.	
<b>Mock Visit Update</b>	Hope to have the schedule finalized next week. Still need to confirm participants for some of the sessions. Once finalized it will be shared with those required to attend and will be sent to Dr. Nora.	Add to January agenda
<b>Frequency of DQIP meetings Post LCME Survey Visit</b>	Deferred	Add to January agenda
<b>Document Proposal to Executive Committee (Central Repository) (Committee Discussion re password protected docs)</b>	Deferred	Add to January agenda
<b>Announcements/Next Meeting</b>	January 7, 2022	

Submitted by Sheila Bosh, RN, Accreditation Manager

Approved by Dr. Stephen Tinguely, Chief Accreditation Officer