

**SMHS Dean’s Quality Improvement Panel (DQIP)
Wednesday December 23, 2020 10:00 – 12:00 PM Zoom Meeting**

Attending: Steve Tinguely, Sheila Bosh, Dean Wynne, Pat Carr, Jim Porter, Judy Solberg, Marc Basson, Ken Ruit, Ryan Norris (MS 3), Laura Block, Bryon Grove

Absent: Rick Van Eck

AGENDA ITEM	SUMMARY	ACTION/FOLLOW-UP
Call meeting to order	Meeting was called to order by Dr. Stephen Tinguely, Committee Chair.	
Review of Minutes	November 23, 2020 meeting minutes were posted to Blackboard for committee review prior to today’s meeting.	Minutes Approved.
Feedback Forum Proposal Update	Sheila Bosh, Accreditation Manager shared that she met with the 3 rd (RaMae Harpestad) and 4 th year (Alex Buchholz) class presidents to review the proposed process and to solidify the plan for utilizing an online link for 3 rd and 4 th year students. It was determined in that meeting that RaMae and Alex will send out an introductory letter to their fellow classmates explaining the link; it’s purpose, the process for use and how to access it. Sheila will be working with Brian Schill on IT and logistics. A Qualtrics link will be utilized to allow for tracking of the submissions and the previously asked questions/ comments will be added to the webpage once the appropriate page has been established. OMA will be responsible for checking the link, communicating to content experts, and class presidents prior to emailing out a response to the submitted question or concern. The plan is to provide a written response within 2 weeks whenever possible. The evaluation method is still being discussed.	OMA will provide further updates at the next meeting.

Element 1.1 Table f.	<p>Dr. Tinguely informed the group that OMA discussed the proposed CQI table (found in section f. of Element 1.1.) with Dr. Nora and Dr. Dorsey at the most recent external consultants meeting. It was noted that Dr. Nora recommended reviewing the LCME white paper on CQI. After reviewing the tables and the selection process as explained by Dr. Tinguely the committee agreed that the OMA generated table was appropriate. The committee consensus is that DQIP has the authority to determine the appropriate elements for monitoring.</p> <p>Dr. Wynne stated that he felt that the process of selecting the items and the OMA generated table are sufficient in meeting the LCME expectations.</p> <p>Dr. Ruit mentioned that we may want to consider the utilizing the Missions Management System (similar to the GQ benchmarking document) as a source of data.</p> <p>Ryan Norris, ISA student lead, inquired about ISA benchmarking data and what level of dissatisfaction should be addressed. The Dean responded that benchmarking data for the ISA is not established. He advised Ryan and his ISA student committee members to use their discretion in determining the appropriate level of dissatisfaction.</p>	
Deferred Items/Other	N/A	
Announcements/Next Meeting	Next meeting January 6, 2021.	

Submitted by Sheila Bosh, Accreditation Manager

Approved by Dr. Stephen Tinguely, Chief Accreditation Officer