

**SMHS Dean's Quality Improvement Panel (DQIP) Meeting
March 30, 2022 1:00-3:00 PM (Zoom)**

Attending: Steve Tinguely, Sheila Bosh, Dean Wynne, Pat Carr, Ken Ruit, Marc Basson, Ken Ruit, Jim Porter, Judy Solberg, Namil Choi, Susan Zelewski

Absent: Rick Van Eck, Bryon Grove, Ryan Norris (MS4)

| 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 | No formal minutes were recorded for the last meeting (March 16) as meeting focused on LCME prep | |
| Summary of Admissions Retreat (Dr. Porter) | The Admissions Retreat took place on March 24, 2022. This annual retreat was open to the public. Conflict of Interest policy was discussed and tabled. An electronic vote will take place soon. Any changes will be implemented in the next admission cycle. | |
| Frequency of DQIP Meetings Post Survey Visit and Composition of Membership | <p>Dr. Wynne will continue to attend the DQIP meetings. Decision was made that team should meet monthly starting in May. Meetings have been scheduled through the end of this year.</p> <p>Dr. Grove was initially recruited to the committee to assist with LCME prep. Discussed adding an additional faculty member. Discussed electing or recruiting. Decision to recruit. Dr. Zelewski suggested Dr. Laura Nichols.</p> <p>Discussed a formalized plan to recruit and engage students. Dr. Porter commented that starting with the class of 2025 there will be a class VP and class communications representative. These two positions will also be expected to assist Dr. Zelewski with the mid-year survey. Dr. Porter commented that he could ask Emily Evers, SAA Admin, to send out a request for students in other classes to participate in the survey work during the transition phase. Dr. Tinguely suggested that he meet with Anja Selland and Megan Corn who were both involved in the ISA2 and are class</p> | <p>Dr. Tinguely will talk to Dr. Grove about his preference for ongoing attendance and invite Dr. Nichols to attend as a new member.</p> |

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| | <p>presidents. He would like to hear their ideas and recommendations on recruiting a replacement for Ryan Norris (MS4) and how they think it best to continue with student engagement. Dr. Carr suggested that he may be able to ask the student CQI committee to identify students who may be interested as well. The Dean emphasized the importance of a formal plan. We should anticipate that the LCME will ask us to comment on this.</p> | <p>Add to April 13 agenda.</p> |
| <p>ISA 2 Review</p> | <p>Discussed DQIP plan for reviewing the ISA 2 data. Sheila Bosh suggested starting with the monitoring elements. She has created a document which includes the ISA2 data as it relates to each of the elements on table 1.1 f. This document will be reviewed at a future meeting.</p> | <p>Add to April 13 agenda.</p> |
| <p>Announcements/Next Meeting</p> | <p>April 13, 2022.</p> | |

Submitted by Sheila Bosh, RN, Accreditation Manager

Approved by Dr. Stephen Tinguely, Chief Accreditation Officer