

Phase 1 Committee Meeting Minutes

SMHS

Tuesday, December 7, 2021 – 2pm via Zoom

In attendance: Marc Basson, Kurt Borg, Pat Carr, Xuesong Chen, Jane Dunlevy, Eric Johnson, Minnie Kalyanasundaram, Gunjan Manocha, Mark Koponen, Jim Porter, Ken Ruit, Tyler Safgren, Min Wu, Susan Zelewski.

Members not in attendance: Jon Allen, Megan Denis, Kara Eickman, Amanda Haage, Dev Pant, Rick Van Eck,

Minutes Submitted by: Alissa Hancock

Minutes Reviewed by: Jane Dunlevy

MSC = motion made, seconded, carried

Minutes Approved by: Kurt Borg and Mark Koponen

AGENDA ITEM	SUMMARY	ACTION/FOLLOW-UP
1. Welcome/call to order	Dr. Dunlevy, chair called the meeting to order at 2:04 pm via Zoom.	Informational
2. Approval of Minutes 11.16.21		MSC to approve the 11.16.21 minutes. Mark Koponen / Kurt Borg // carried.
3. Standing Items		
4. Old Business	<p>a. Follow up for title change for case wrap-up Tyler Safgren did survey all four classes regarding the GQ question and if case wrap-up were to change names what it should change to. There were over 100 responses to Tyler’s survey and a majority of the students do think of PCL and Case Wrap-up for clinical relevance. Also, only about 10 students thought that changing the name might be helpful. After discussing about how beneficial a name change would be and it was decided that we will not make any changes at this time.</p>	Information
	<p>b. Meeting time We will keep to the same day & time and we will avoid conflicting with MSAPC.</p>	Information
5. New Business	<p>a. Unit 3 Objectives There are new or revised objectives for unit 3 and doctoring skill objectives are coming. Objectives that have PEND are new and PEND R are revised objectives. We tried to revise as few objectives as possible that have been approved in the past. Also, we did not edit the numbering of the objectives and is something we plan to do in the future. During the review and discussion about what is an objective and we do walk a fine balance</p>	MSC to accept the unit 3 objectives in concept and to send to CEMC for formatting and review then to UMEC for approval. Kurt Borg

	<p>of objectives with PCL so we do not end up with numerous objectives. The objectives will go to CEMC then to UMEC for approval.</p>	<p>/ Eric Johnson // carried.</p>
<p>6. Other Business</p>	<p>a. Anonymous Feedback</p> <p>Most of the Education Resources faculty and staff have a link in their email signature where students can submit anonymous feedback. It is important for the curriculum committees to be aware of these comments and decide if action is needed. It is important for the committee to know about the feedback and know what is being reported. The feedback system is working as we intended it to.</p> <ol style="list-style-type: none"> 1. The student was dissatisfied with the opportunity to provide feedback on the STEP Prep Course. <ol style="list-style-type: none"> a. However, we have spent hours discussing it at UMEC, where there were several students who participated in the discussion and there was a townhall with the entire class. 2. They do not like that when we make a change and say that based on feedback from students is the reason. They would like the students to be polled for bigger changes in the curriculum. <ol style="list-style-type: none"> a. The committee is not sure that polling would be appropriate. We also know that not everyone will be happy with any change that is made. The faculty are also the content experts and know what is needed to be taught. This might be a compliant of getting what you need vs. what you want. 3. This student felt that there was a lack of mental health support, when they reached out they did not get the response that they wanted to contact a hotline. We would like to reach out to this person to make sure they are receiving the assistance they need or to find out if we have a system issue, however with it being anonymous that is not possible. We are also not sure who they contacted. <ol style="list-style-type: none"> a. However, a reminder to the class about the procedure for reaching assistance and what resources are available to them. We will also be looking into adding wording to the anonymous feedback form about emergency situations. The ISA 2 communication group will also be discussing what we might need to add to the feedback form. 4. Student enjoyed the weekly quizzes and would like them to continue. <ol style="list-style-type: none"> a. Val Becker is going to work on something for students. The Library Resources also has resources so that students and faculty can create their own quizzes. 5. Also, the new asynchronous curriculum that rolled out in unit 3 was not well accepted for many reasons. <ol style="list-style-type: none"> a. After some discussion about the change was because of the years of students' feedback, and decided no action will be taken at this moment but will be watching the feedback. 	
	<p>Meeting adjourned the meeting at 3:34pm.</p>	<p>Next meeting December 21, 2021.</p>