

Phase 2 Phase 3 Committee (P2P3C) Meeting Minutes  
 Tuesday, November 9, 2021 @ 5:00 pm via Zoom

**In attendance:** Marc Basson, Dane Breker, Danielle Cellucci, Kathryn Camburn, Pat Carr, Bryan Delage, Jane Dunlevy, Scott Engum, Jesse Ewaldt, Minnie Faith, Kristi Hofer, Stacie Klegstad, Parag Kumar, Devendranath Mannuru, Andy McLean, Bree Melicher, Carla Mosser, Marlys Peterson, Jim Porter, Adrienne Salentiny, David Schmitz, Kamille Sherman, Tracey Steffes, Jon Solberg, Chris Tionson, Susanna Warner, Rick Van Eck, Susan Zelewski.

**Not in attendance:** Dinesh Bande, Sandi Bates, Chris DeCock, Sabha Ganai, Scott Knutson, Jau-Shin Lou, Dennis Lutz, Alicia Norby, Jim Roerig, Luke Roller, Robert Sticca, Steve Tinguely.

**Minutes submitted by:** Alissa Hancock

**Reviewed by:** Susan Zelewski

**Approved by:** Luke Roller and Chris Tionson

AGENDA ITEM	SUMMARY	ACTION/FOLLOW-UP
1. Welcome	Meeting called to order at 5:01 p.m. by the chair Dr. Susan Zelewski.	Informational
2. Approval of October 12, 2021 minutes		<b>MSC to approve the October 12, 2021 minutes. Dev Mannurru / Kamille Sherman // carried.</b>
3. Student Check-in		
4. Old Business	<p><b>a.) Policies and Procedures</b></p> <p><b>i. Policies Review</b></p> <p><b>a. 5.9 (Away Elective Approval Procedure)</b></p> <p><b>b. MED 9555 elective</b></p> <p>The edits in these 2 items are related to LCME elements. It was recommended that we be more prescriptive in the details in our procedure that accompanies the MED 9555 elective. All areas of requirements are clearly laid out in both documents.</p> <p><b>b.) Covid-19 related concerns</b></p> <p>We learned that we did very well with having our students get as much clinical experiences that we did with COVID compared to many others in the nation.</p>	<b>MSC to approve both 5.9 Away elective procedure and the MED 9555 elective. Kamille Sherman / Chris Tionson // carried.</b>

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<p>5. New Business</p>	<p><b>a.) Family Medicine Clerkship Annual Report</b>                  They teach the societal problems throughout the clerkship in a variety of ways and as they come up within the clerkship experience. Less than one percent of students used alternative methods for their required experiences. There were 14 students received honors, with the adjustment for honors criteria this year and now are meeting the target for the number of honors of about 20%.</p> <p>Student concerns are the clerkship was divided into two 4-week periods due to our COVID plan and are glad that was a one year thing. Also, on the Bismarck campus they do not like to split they do for the experience working with residents as teachers, however, that is a new change and necessary to get the students that experience since FMED residents are the only ones on that campus. Students are also taught by residents at the Hettinger site. There was some scheduling challenges but we addressed them immediately and were no longer an issue by the end of the year.</p> <p>The program competencies and objectives along with the required encounters were distributed by email to all preceptors and CME is also available for completing faculty development training. Faculty development is done in a variety of ways and we focus on different topic in staff meetings, emails or trainings.</p> <p>Early in the clerkship we found that students were unsure of how to provide feedback and we are working on addressing more clearly. Also, we check in with students frequently about their learning environments. The only correction was for the students that did not pass the shelf exams should say 'unsatisfactory' instead of 'incomplete'.</p>	<p><b>MSC to approve the Family Medicine Annual Report with edit. Dev Mannurru / Dane Breker // carried.</b></p>
	<p><b>b.) ROME Annual Report</b>                  There are five departments that give credit for their clerkships for ROME students. WE have a steering committee that makes up those departments along with the</p>	<p><b>MSC to approve the ROME Annual Report. Chris</b></p>

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	<p>site directors. About 30% of the ROME students received honors this year. There was a timely grading glitch with internal medicine and Leo that was resolved. They are very thankful for all the administrative staff that work so hard to make sure all the students get all their requirements done.</p> <p>Students would like to have more opportunity for a longitudinal OBGYN case, which we do encourage when possible. The issue we face is that there are only 10 hospitals that deliver in the state. Students also feel that orientation is overwhelming and we tend to agree, but we do tell them to use their planners and we check in regularly with them to insure nothing is forgotten.</p> <p>We are always working on faculty development with faculty on all the sites.</p>	<p><b>Tiongson / Jon Solberg // carried.</b></p>
	<p><b>c.) STEP 2 CK</b>        All the students passed the STEP 2 CK on their first attempt this year. Over the last five years we have been pretty consistent with a slight increase in mean this last year. Whisker plot report is different than in the past because they changed what they report on so we do not have a comparison this year. Out histogram bell curve is comparable to the national. There was no CS because it has been permanently suspended.</p>	<p>Information</p>
	<p><b>d.) Epidemiology Timing Changes</b>        This proposal for changes is a result of student requests for more time to find their research topic and to get their IRBs approved. This would extend the longitudinal course by four months, and there are no concerns about that from the faculty.</p>	<p><b>MSC to recommend approval of the proposed changes. Kamille Sherman / Chris Tiongson // carried.</b></p>
	<p><b>e.) GQ #10 &amp; #11 (Neruo)</b>        #10 – They are trying to improve the quality of the experience for all students with more teleconference lectures live and recorded. We like to see that the level of satisfaction as increased a little but would like to see it increase more and the dissatisfaction average to decrease.</p>	<p>Information</p>

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	<p>#11 – Due to the short clerkship time of two weeks, the mid-clerkship feedback does not look the same as other clerkships. Even though it is clearly stated verbally and written to them. We hope that as the clerkship moves to the four-weeks in length that the mid-clerkship will increase and help student recognize it as such.</p>	
	<p><b>f.) GQ #13 (VA)</b>                  No update</p>	<p>Information</p>
	<p><b>g.) GQ #20-21 &amp; #39-50 review</b></p> <p><b>#20</b>                  We saw a shift in behaviors taught and see from preceptors and faculty. With increase in unprofessional behavior report by students that they witnessed. This is a one-year trend and will be watching for next year. This last year we did increase our efforts to receive feedback from students on reporting unprofessionalism and this has been a success. Each department is receiving and addressing all professionalism concerns that are reported.</p> <p><b>#21</b>                  Our benchmark is lower than previous year.</p> <p><b>#39</b>                  All clerkship students are asked if they know how to report mistreatment should they need to, and they all say yes. We are not sure if students are still not reporting due to feeling unsafe? Even though we have an anonymous reporting form. Jesse Ewaldt will also ask the students for suggestions of how we can improve our reporting to make them feel safer to do so.</p> <p><b>#41-50</b>                  These are the areas of mistreatment and if students witnessed them and if they reported the incident. We did drop below the 10<sup>th</sup> percentile in ‘performing personal services’ and is a one-year trend. Jesse Ewaldt will also ask for stories, so we can also get a better understanding of what we can better to address this area.</p>	<p><b>ACTION ITEM:</b>                  Follow-up with mistreatment for personal services and reporting system suggestions.</p>

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	<p>There was also a Title IX report this year that will show up on next year's report.</p>	
	<p><b>h.) Grades for Away Electives with High Pass or High Honors and Chair Review</b>        Currently department chairs review the grades of away electives and determine that student should receive honors based on the comments or not. Because not all education systems have the same grading and the question was raised if we should have a procedure for all 'high pass' becomes 'honors' automatically? Another suggestion was to include in the Dean's Letter an explanation of a grade change. Discussion occurred and the committee would like to see if we can leave the grade as it is from other institutions for the away electives only. Dr. Jim Porter will check with the registrar's office if this would be possible.</p>	<p><b>ACTION ITEM:</b>        Dr. Jim Porter will check with the registrar office about the grades question.</p>
	<p><b>i.) Electives Scheduling Limits for Curriculum 2.0</b>        Currently, students are limited to four electives with no more than two being in the same specialty. There are students that are taking a 4-week elective early in phase 2, and we need to decide if that will count towards their elective limit.</p>	<p><b>MSC to include phase 2 electives in the elective limit count as the policy currently stands. Kamille Sherman / Jon Solberg // carried.</b></p>
	<p><b>j.) Electives Scheduling during the bulge</b>        The statement that departments would accept no students for electives during the bulge was said without knowing the actual number of student enrollment. No departments raised concerns in this forum. The committee agrees all campuses will be taking students for electives as capacity allows and following the scheduling priority procedure.</p>	<p>Information</p>
	<p><b>k.) Phase Goal Matrix from CEMC for review/recommendation</b>        CEMC put this matrix together to gather data is looking for input from the committee for any gaps in data that might be important for reporting. No recommendations were made.</p>	

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	<p><b>I.) Phase 2 and 3 reports</b>          The Phase 2 &amp; 3 presentation that was given at the Curriculum Retreat is now in written form and will be our report for this last year. There was a question about the math for the number of honors and percentages for the psychiatry AI. Dr. Susan Zelewski will verify those numbers and send out an updated report to everyone.</p>	
6. Electives	<p><b>a.) MED 9508 edits</b></p>	Tabled
	<p><b>b.) Edits for Surgery Electives</b>  <b>SURG 9102</b>  <b>SURG 9211</b>  <b>SURG 9501</b>          All the objectives have been updated to the new format and preceptors and education director have been updated on all of these electives. The changes will also apply to the sections of these electives so they are the same on all campuses.</p>	<p><b>MSC to approve the edits electives for SURG 9102, 9211, 9501. Kamille Sherman / Chris Tiongson // carried.</b></p>
7. Reports from Committees	<p><b>c.) UMEC - Dr. Zelewski</b>          There was lots of discussion on the request to lower the passing score of the gateway exam for the class of 2023 to begin phase 2. There was no action taken. We also discussed the mandatory STEP Prep course that we discussed last month and will be going back to UMEC for discussion tomorrow. After some fact finding, there only needs to be one hour of instructional or assessment each week for financial aid.</p> <p>Students also requested to be in-person for their last unified session of PCL and thanks to the hard work of Dr. Eickman and other faculty members they were able to make it work for all students that wanted to be in-person and those that wanted to be remote.</p>	Information

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	<p>Duty hours change, the Diversity and sports medicine electives were approved. Along with the Residents as Teachers policy, with the addition to include non-UND residents be included as well.</p> <p>Report templates were approved and if a committee's chair cannot attend a meeting the committee can elect a pro-tem chair for that one meeting to conduct business.</p>	
	<p><b>d.) GMEC –Dr. Zelewski</b> No report</p>	Information
	<p><b>e.) EASRC</b> No update</p>	Information
	<p><b>f.) CEMC – Dr. Zelewski</b> Already discussed.</p>	Information
8. Area Updates		
9. Adjournment	Meeting was adjourned at 6:29 pm.	<i>The next regular meeting is scheduled for December 14, 2021, at 5:00 pm.</i>