

Undergraduate Medical Education Committee Meeting Minutes

SMHS

Wednesday, January 12, 2022 - 4:30 PM, via Zoom

In attendance: Pat Carr, Jim Beal, Chris DeCock, Megan Denis, Jane Dunlevy, Kara Eickman, Bryon Grove, Donald Hamm, Eric Johnson, Minnie Kalyanasundaram, Mark Koponen, Saobo Lei, Jim Porter, Jon Roberts, Susan Roe, Ken Ruit, Adrienne Salentiny, David Schmitz, Chernet Tessema, Steve Tinguely, Don Warne, Rick Van Eck, Susan Zelewski

Minutes Submitted by: Alissa Hancock

Minutes Reviewed by: Pat Carr

Minutes Approved by: Kara Eickman and Jane Dunlevy

AGENDA ITEM	SUMMARY	ACTION/FOLLOW-UP
1. Welcome/call to order	Chair Dr. Patrick Carr called the meeting to order at 4:31 pm via Zoom. If no objections proposing time of adjournment at 6:00pm.	Informational
2. Approval of Minutes	December 22, 2021	MSC to approve the 12.22.21 minutes. Bryon Grove / Jane Dunlevy // carried.
3. Consent Agenda		
4. Student Check-in	Class of 2024 is excited to start their clinical rotations. Donald Hamm reported that there are 3 rd year students that are going to help with the upcoming reviews.	
5. Committee Reports	<p>a. Committee Reports</p> <p>i. Committees</p> <p>a. P2P3C The restriction guidance for away rotations has been lifted by the national organization, and P2P3C would like to recommend the approval of lifting the restriction for away rotations for Ay22-23, but keep the restriction on international away rotations.</p> <p>b. CEMC Working through the report process and streamlining it, and have been asking faculty for keywords so we can do our important work of mapping the curriculum.</p>	MSC to approve the removal of the restriction for away rotations for AY22-23, but keep the restriction for international away rotations. Chris DeCock / Jane Dunlevy // carried.

	<p>c. P1C We are meeting next week and will be reviewing the Unit 4 schedule.</p> <p>d. MPPRC We have organized ourselves and have started to review the 29 policies and procedures we are charged with. Each committee member is the primary reviewer and the chair Ken Ruit is the secondary reviewer. The plan is to also have P1C and P2P3C to look at the policies to ensure we have not made any major errors. Then policies will be at UMEC for approval and then UMEC can decide if faculty comments are needed.</p> <p>We have also referred policy 4.8 to the MSAPC and policy 5.19 to the MSAC, respectively for the annual reviews of these two policies. Then MPPRC will be the secondary reviewer of policies 4.8 and 5.19 and would like UMEC to approve this review process for these two policies</p> <p>The last recommendation is to add the Assistant Dean for Phase 2/3 as a non-voting member of the committee.</p> <p>e. DQIP - Office of Medical Accreditation: EASRC/SASRC/FASRC</p> <p>f. Ad hoc Committees</p>	<p>MSC to allow policies 4.8 & 5.19 primary review be completed by MSAPC and MSAC respectively, and MPPRC is the secondary reviewer. Jane Dunlevy / Chris DeCock // carried.</p> <p>MSC to approve the addition of the Assistant Dean for Phase 2/3 as a non-voting advisory member of the MPPRC. Jane Dunlevy / Jim Beal // carried.</p>
<p>6. Special Orders</p>	<p>a. Self-Study Summary We are 3-months away from the LCME visit and we have to put together this self-study report. There were three sub-groups looking at specific areas of the curriculum. They reported their findings and what we have implemented based on the first ISA and the ISA 2 to see how we are improving with the changes we started to implement. The report needed to include our institutional strength, areas of challenge and how Covid has affected our program and our responses.</p>	<p>MSC to approve the Self-Study Summary report as presented. Bryon Grove / Susan Roe // carried.</p>
	<p>b. Anonymous feedback review A student felt the exam was unfair before the exams were even graded, and the average grade was a little above average. Also, some felt the questions were unfair on the exam, but they are written by the content experts based on their lectures they gave for the unit. Based on some of</p>	<p>Information</p> <p>ACTION ITEM: Dr. Susan Zelewski will</p>

	<p>the feedback we have received students are wanting to hear about a topic before the lecture on it, and has made us review the order of content and will be adjusting the order of topics being covered.</p> <p>Students reported some grammar errors found within the exam and would like the questions to be reviewed more closely to not have any grammar errors. All questions are reviewed by Dr. Kurt Borg and he tried really hard but it is very difficult to catch them all. Discussed the option of having multiple faculty proof the questions to ensure the question is appropriate and there are no grammar errors. There is no guarantee that this will solve this or an efficient use of time, which was understood by all.</p> <p>A student was concerned about providing any negative feedback would result in a letter of unprofessionalism.</p> <p>Also, students were wondering if the PCL facilitators are aware that their comments from evaluations could end up in the students Dean’s Letter. We will be sending a reminder to all PCL facilitators about the importance of their evaluation comments. Dr. Susan Zelewski will draft this communication and Drs. Kurt Borg and Jane Dunlevy will distribute to the phase 1 classes. Also, will ensure that this is added to the facilitator training.</p> <p>Students expressed the dislike of the pre-recorded lectures from old lectures. We do admit with the transition did require use to use a mixture of pre-recorded lectures that is was a and newly recorded lectures for the class of 2025. However, they should all be newly recorded lectures the second half of unit 3.</p>	<p>draft this communication and Drs. Kurt Borg and Jane Dunlevy will distribute to the phase 1 classes. Also, will ensure that this is added to the facilitator training.</p>
	<p>c. GQ questions below 10th percentile</p>	<p>Tabled</p>
	<p>d. Ombudsperson for receiving sensitive feedback (so it may remain anonymous)</p>	<p>Tabled</p>
	<p>e. Revisit grade review policy in light of ranking (high-15, 20, 40, 20,5-low)</p>	<p>Tabled</p>
	<p>f. UMEC Representative for Committee for Resources for Education</p>	<p>Tabled</p>

	g. NBME STEP 1 and STEP 2 results review	Tabled
7. Unfinished Business	a. Review of action item table	Tabled
8. Other Business		Information
9. Adjournment	Meeting was adjourned at 6:12pm Next Meeting – January 12, 2022 – 4:30 PM, Zoom	Information