

Undergraduate Medical Education Committee Meeting Minutes

SMHS

Wednesday, October 27, 2021 - 4:30 PM, via Zoom

In attendance: Pat Carr, Marc Basson, Chris DeCock, Megan Denis, Jane Dunlevy, Kara Eickman, Donald Hamm, Eric Johnson, Minnie Faith, Mark Koponen, Saobo Lei, Andy McLean, Susan Roe, Jon Roberts, Ken Ruit, Adrienne Salentiny, Chernet Tessema, Steve Tinguely, Rick Van Eck, Susan Zelewski.

Minutes Submitted by: Alissa Hancock

Minutes Reviewed by: Patrick Carr

Minutes Approved by: Susan Roe and Susan Zelewski

AGENDA ITEM	SUMMARY	ACTION/FOLLOW-UP
1. Welcome/call to order	Chair Dr. Patrick Carr called the meeting to order at 4:34 pm via Zoom. If no objections proposing time of adjournment at 6:00pm.	Informational
2. Approval of Minutes	October 13, 2021	MSC to approve the 10.13.21 minutes. Kara Eickman / Jane Dunlevy // carried.
3. Consent Agenda	a. CEMC 9.27.21 minutes, Phase Evaluation Matrix b. P2P3C 9.14.21 minutes, Pediatrics Annual Report, Sports Medicine elective, Diversity elective, Duty Hours Policy c. Unified Session 2 Report and Phase 1 REMS 1 elective, Block 8 report	MSC to approve the consent agenda. Jane Dunlevy / Susan Roe // carried.
4. Student Check-in	<p>a. STEP Prep NOT be mandatory – tabled until 11/10</p> <p>b. PCL in-person/online – follow up. Dr. Kara Eickman did a survey of the class and there are seven students that would like to be remote for PCL and the way that the groups are laid out, this works perfectly for most of the class to be in-person for PCL. We are not anticipating facilitators not wanting to be in-person either. Question about the quarantine plan if we need. The plan is to have them join by zoom for one or two sessions is ok, but realize that this not a quality of experience for the entire PCL.</p> <p>In addition, the peer tutoring is about a month away from being self-sustaining, which is awesome and a great accomplishment done by Donald Hamm.</p>	Informational -arranged by Dr. Eickman

<p>5. Committee Reports</p>	<p>a. Committee Reports</p> <p>i. Committees</p> <p>a. P2P3C</p> <p>1. Residency Policy This is a GMEC policy and they are looking for our input as it will affect our students. We only recommend that non-UND residents and fellows be added to follow the policy as well.</p> <p>2. Clerkship Re-examination Procedure Students have requested that the re-examination of a failed clerkship shelf exam procedure be changed and the administrative staff requested that this procedure be in writing for consistency across campuses.</p> <p>Students will have 4-months or before starting phase 3 to schedule their re-examination in consultation of their academic advisor. If they decide to take it during another clerkship they will not be giving extra study time but they can use their one vacation day to take the exam. This will provide students with some flexibility.</p> <p>b. CEMC</p> <p>1. Recommendation to adopt the Curriculum as Whole Template for curriculum evaluation and Unit Templates</p> <p><i>a. Phase Reports – Already approved by UMEC but attached for reference.</i> The whitepaper for the Curriculum as a Whole will be coming to UMEC again for approval as there have been updates since the last approval in May 2021. Phase reports that were presented at the curriculum retreat have already been completed for this year and the Curriculum as a Whole report is coming soon. CEMC is providing the data for Pat Carr and Rick Van Eck to analyze into a report for UMEC to review and discuss.</p> <p>In the table there are questions that we must ask and evaluate the curriculum by because LCME has deemed them important but we also ask additional questions that we feel are important to evaluate as well. The second column of questions is to evaluate if the metrics are meeting met to our standards. The last columns are to evaluate the method of analysis</p>	<p>MSC to approve the Residents as Teacher policy with the recommendation that non-UND residents and fellows as well. Susan Zelewski / Kara Eickman // carried.</p> <p>MSC to approve the Clerkship Re-examination Procedure. Susan Roe / Kara Eickman // carried.</p> <p>MSC to adopt the Curriculum as Whole Report template. Susan Roe / Susan Zelewski // carried.</p>
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and if a standard is being met or not. Then we must discuss what we need to address in the curriculum.

c. P1C

1. Phase 1 Inclusive Elective

The elective is 2-weeks in length and they will designing the course for Med Prep that will be taught in another elective over the summer. They will be learning adult learning and curriculum development with an emphasis on cultural responsiveness and inclusion. Students will be graded on participation and their written work.

A question that the committee did ask was once the course is developed will this elective continue for modification of the course?

2. Phase Evaluation Matrix

Was reviewed and would like to recommend that there be a clarity that feedback is received through faculty department meetings as well as committee structure meetings. This recommendation was approved by Phase 1 Committee yesterday.

In addition there was discussion about reminding faculty to end 10 minutes before the hour to give students them a break between lectures, and the possible positive reinforcement, since we still seem to be having this issue over the last year. A point was made that is can be difficult to end early as we have already asked faculty to reduce the amount of content they are teaching and now include clinical capsules and to shorten their lecture time by 10 minutes but if students ask questions that sometimes can take more time to fully answer their question. This is a reoccurring issue that we have not found a good solution to so far. At the moment the best solution seems to be that all lectures are recorded and students can go back to watch the part a lecture that they have missed. There is no simple solution that can be made today, but something we can try to work towards a middle ground.

d. DQIP - Office of Medical Accreditation: EASRC/SASRC/FASRC

Our final report will be submitted to LCME very soon. The sub-groups that were created to keep the students engaged in helping to finding the causes and find

MSC to approve the Inclusive elective with the clarification. Susan Roe / Susan Zelewski // carried.

MSC to approve with the recommended changes. Kara Eickman / Susan Zelewski // carried.

	<p>solutions have been working with the LCME preparation leaders and providing progress reports. The big issue that was discussed this week was lectures going over time.</p> <p>e. Ad hoc Committees</p>	
6. Special Orders	<p>a. Standard 12 Review The only recommended changes were table 12.0-3 table there are rows that state similar areas and recommend that there are row headings instead of having a column to list that heading for several rows.</p> <p>In 12.8, the first question has three sub-sections to the question. The narrative for each of the sub-sections are all into one answer and recommend that the answers should be broken down into each sections question.</p>	<p>MSC to accept the Standard 12 review. Kara Eickman / Susan Roe // carried.</p>
	<p>b. Language for committee chair pro-tem in elected chair absence <i>i. Proposed language: In the absence of the chair or co-chair of a committee, the committee may elect a chair pro-tem for that meeting only and the committee may conduct business as long as the other requirements of the committee are met. These conditions shall not apply to either the medical student academic performance, or admissions committees.</i></p> <p>This would also apply to all committee's related connected to UMEC except MSAC and MSAPC committees.</p>	<p>MSC to approve the new language to the governance document to add chair pro-tem, except for admissions and MSAPC and MSAC. Kara Eickman / Chris DeCock // carried.</p>
	<p>c. Review of Medical Program Competencies</p>	<p>Tabled</p>
	<p>d. Unit 1 Evaluations and outcome of Heads UP! Meeting This meeting went very well and it was mandatory for the class. They have requested that we still de-anonymize their narrative comments in feedback and if there are inappropriate comments that we meet with those individual students. Because the meeting was mandatory the entire class heard the discussion is aware of the process now and they all received the reminder of what is appropriate constructive feedback.</p>	<p>Informational</p>
	<p>e. GQ questions below 10th percentile on benchmarking</p>	<p>Tabled</p>

	f. Change in weekly group leader meeting process	Tabled
	g. Integration of 15 min, 30 min and 45 min slides for lectures (to help them remain on time)	Tabled
	h. Ombudsperson for receiving sensitive feedback (so it may remain anonymous)	Tabled
	i. Revisit grade review policy in light of ranking (high-15, 20, 40, 20,5-low)	Tabled
	j. FYI – Appeals policy being attached to all “grad availability” emails	Tabled
	k. Feedback link: to me from Administration sent emails	Tabled
	l. UMEC Membership i. Curriculum Management Database Manager	Tabled
7. Unfinished Business	a. Review of action item table	
8. Other Business		
9. Adjournment	Meeting was adjourned at 6:00 pm Next Meeting – November 10, 2021 – 4:30 PM, Zoom	Information