

**Undergraduate Medical Education Committee Meeting Minutes**

SMHS

**Wednesday, February 23, 2022 - 4:30 PM, via Zoom**

**In attendance:** Pat Carr, Marc Basson, Jim Beal, Kurt Borg, Chris DeCock, Megan Denis, Jane Dunlevy, Kara Eickman, Bryon Grove, Donald Hamm, Eric Johnson, Minnie Kalyanasundaram, Mark Koponen, Jim Porter, Susan Roe, Ken Ruit, David Schmitz, Lisa Schock, Chernet Tessema, Steve Tinguely, Rick Van Eck, Don Warne, Sara Westall, Susan Zelewski.

**Minutes Submitted by:** Alissa Hancock

**Minutes Reviewed by:** Pat Carr

**Minutes Approved by:** Susan Roe and Jim Beal

AGENDA ITEM	SUMMARY	ACTION/FOLLOW-UP
<b>1. Welcome/call to order</b>	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
<b>2. Approval of Minutes</b>	February 9, 2022	<b>MSC to approve the 2.9.22 minutes. Kara Eickman and Bryon Grove // carried.</b>
<b>4. Student Check-in</b>	Class 2022 – waiting on the graduation information as it is available. Peer education is going great now that they are in lab, and there is about five to 10 hours of supplemental video content for them that will be made available throughout the year. They would like the Q/A sessions similar for laboratory to what they use to have after having 3-5 session from one lecture for a q/a session. The class also was wondering about when their anatomy practical would be, however, Dr. Pat Carr has send out that information this morning, which will be March 2 <sup>nd</sup> .	Information
<b>5. Committee Reports and consent agenda items</b> (Annual and Unit reports and policies not eligible for the consent agenda)	<p><b>1. Committee Reports</b></p> <p>    <b>i. Committees</b></p> <p>        <b>a. P2P3C</b></p> <p>            <u>Verbal Report:</u></p> <p>                1. <u>Timely Grading Report</u></p> <p>                    This is an area that we have been focusing on to improve and we now have a full 12-months of compliance for clerkships, electives and AI's. This is the first 6-months of this academic year. Neurology show they were not 100% compliance, and just like in the past when there is administrative turnover is when we had the biggest issues with grade submissions. There has been more turnover in the Neurology department, but we have improved our on-boarding process now. The Minot Neurology submits grades quarterly, so when this</p>	<b>MSC to accept the Timely Grading report as presented. Bryon Grove / Chris DeCock // carried.</b>

report was put together most of their grades were in yet because of the different timing for grades.

2. 6.2 Review

Clerkships had wanted to track the encounters that students had and felt that they had to list if students needed to observe or participate in the case. After more additional education; this year all clerkships have updated all encounters to be participation except for the oral health requirement in Family Medicine. This is big change from last year table.

Also, Neurology Clerkship is now doubled in length to 4-weeks and had added 32 more encounters but did not add specific diagnoses with only 8 specific diagnoses. They want students to see 40 patients with participation throughout the clerkship.

Unit 8 skills bootcamp. We no longer teaching NG tube insertion or removal anymore and have added some PPE and code experiences. There will be 2 separate reports of 6.2 for the next four months with the overlapping of different cohorts and we make changes by cohort instead of academic year for that reason.

3. Pediatric Objectives (pulled off consent agenda)

Discussion how the keywords are decided on for mapping the objectives. We have a controlled vocabulary list that we have created from a variety of lists. The faculty submit their keywords and then the Librarians use those word to our keyword list.

4. Pediatric AI – Bismarck (pulled off consent agenda)

This is a similar AI to what we have in Fargo but on the Bismarck campus. The preceptors for this course are on a weekly rotating bases, so students will have multiple preceptors throughout the AI. For evaluations, all preceptors will provide feedback.

Consent Agenda:

1.11.22 minutes

**MSC approve the changes in 6.2 Review as presented. Bryon Grove / Chris DeCock // carried.**

**MSC to approve the new pediatric objectives. Chris DeCock / Bryon Grove // carried.**

**MSC to approve the Pediatric AI- Bismarck. Bryon Grove / Chris DeCock // carried.**

**MSC to approve the P2P3C 1.11.22 minutes. Chris DeCock / Bryon Grove // carried.**

	<p><b>b. CEMC</b>  <u>Verbal Report:</u>  We have not met in a while due to scheduling conflict but continue to work on report processes for this year's reports.  Consent Agenda: none</p> <p><b>c. P1C</b>  <u>Verbal Report:</u>  We did review and discuss the Unit 4 schedule that UMEC approved and the committee approved with no additional concerns.</p> <p>The second item discussed was about the Diversity, Equity and Inclusion (DEI) from the DCI and after discussing what we are doing and all the changes that we have done to improve this throughout the curriculum. We also realized that there not a specific group that is focused on monitoring diversity in the curriculum. In general, we do and know that we have made lots of improvements but it is difficult to track all the changes. Therefore, the Phase 1 Committee would like to recommend that UMEC create a committee that focused on the DEI in the medical curriculum. Suggested membership for the committee includes students involved in the ISA2, Student Diversity student interest group and include a clinical faculty member also.</p> <p><u>Consent Agenda:</u>  12.7.21 minutes</p> <p><b>d. MPPRC</b>  <u>Verbal Report:</u>  We are charged with reviewing 27 policies and 25 are needing review this academic year. The committee is focusing on the statements, procedures and the clarity of wording. The first eight policies are being wrapped up at our March meeting.</p> <p><b>e. DQIP - Office of Medical Accreditation: EASRC/SASRC/FASRC</b>  <u>Verbal Report:</u>  Finished our mock visit and the report was discussed with DQIP and EASRC. For UMEC the areas to be aware of have already been addressed are 6.2 and the</p>	<p><b>Informational</b></p> <p><b>MSC to approve a focus group to flush out details for a Diversity, Equity and Inclusion Committee to over see all three phases of curriculum and will be overseen by UMEC. Jane Dunlevy / Susan Zelewski // carried.</b></p> <p><b>MSC to approve the verbal reports from CEMC and P1C and the consent agenda for P1C. Jim Beal / Bryon Grove // carried.</b></p> <p><b>MSC to approve the verbal and consent agenda for MPPRC. Jim Beal / Bryon Grove // carried.</b></p>
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	<p>governance document wording. Dr. Rick Van Eck is already working on the clarifying self-directed learning calculations for required hours for the schedule and completing the mapping processes. Dr. Van Eck will have a report soon from the focus group that is currently working on this.</p> <p><b>f. Ad hoc Committees:</b> none</p>	
<b>6. Special Orders</b>	<p><b>a. Curriculum Whitepaper Training</b> Alissa Hancock is working on scheduling training with the committees before the beginning of April. This will be a big refresher about how the curriculum works and is connected.</p> <p>The TACCT tool is used to assess cultural competency training and is provided by the AAMC for medical schools to use. We use it to evaluation our domains and when we add the Diversity, Equity and Inclusion committee we will review the TACCT table as one of those goals and bring to UMEC for review and approval. This is very detailed and powerful tool for us to continue to evaluate the curriculum. A review of this tool is how we had come to the realization that we needed an intentional committee.</p>	Information
	<p><b>b. Ombudsperson for receiving sensitive feedback (so it may remain anonymous)</b></p>	Tabled
	<p><b>c. Revisit grade review policy in light of ranking (high-15, 20, 40, 20,5-low)</b> This policy should be thought about more in relation to question challenges. Currently, students are allowed to challenge questions if they fail a unit exam and are within 5 points of passing. This is to ensure there were no mistakes in grading. However, the desire to challenge questions from students is becoming more frequent because they are close to getting honors or are close to the next grouping in ranking. Students are more informed about what is included in their Dean’s letter now than in the past and we break the students into different grouping in the letter and students want to be in the top grouping that they can with the competitiveness of residencies and STEP 1 going pass/fail.</p> <p>In the past, we did allow any student to challenge questions and it got to be so frequent that we were still reviewing questions by the next the next unit’s exam was to happen. However, the current exam process is also different and their grade is more complex as in include multiple exams and not just one. Question about the success rate of the challenges and Dr. Kurt Borg would have to see if he has that data from the past. This might help determine how often students might challenge a question if they had this information.</p>	<p>Information</p> <p><b>ACTION ITEM:</b> Continue to think about the challenge question process and we will make a motion at the next meeting.</p>

	<p><b>d. Five Societal Problems</b>  These societal problems should be shared with CEMC and Megan Denis for the controlled vocabulary list. Discussion about if opioid use disorder and addiction and substance abuse disorder were too similar or if they were different enough to both be listed. Also, how we are distinguishing the difference to students as these topics are covered. It was agreed that both topics are still appropriate to be listed and with the curriculum change we will review again annually to ensure that these are appropriate. The mapping report will help us to verify where we are teaching these topics throughout the curriculum.</p>	<p><b>MSC to review and affirm the five societal problems and will continue to monitor and modify as needed in the future. Chris DeCock / Kara Eickman // carried.</b></p>
	<p><b>e. Recommendation for MSAPC in the Governance Document</b></p>	<p>Tabled</p>
	<p><b>f. Anonymous Feedback from Students</b></p>	<p>Tabled</p>
<b>7. Unfinished Business</b>	<p><b>a. Review of action item table</b></p>	
<b>8. Other Business</b>		<p>Information</p>
<b>9. Adjournment</b>	<p>Meeting was adjourned at 6:01pm</p> <p>Next Meeting – March 9, 2022 – 4:30 PM, Zoom</p>	<p>Information</p>