

**Undergraduate Medical Education Committee Meeting Minutes**

SMHS

**Wednesday, February 9, 2022 - 4:30 PM, via Zoom**

**In attendance:** Pat Carr, Dinesh Bande, Marc Basson, Jim Beal, Kurt Borg, Chris DeCock, Megan Denis, Jane Dunlevy, Kara Eickman, Donald Hamm, Eric Johnson, Minnie Kalyanasundaram, Mark Koponen, Saobo Lei, Andy McLean, Jim Porter, Jon Roberts, Susan Roe, Ken Ruit, Adrienne Salentiny, David Schmitz, Lisa Schock, Chernet Tessema, Rick Van Eck, Susan Zelewski.

**Minutes Submitted by:** Alissa Hancock

**Minutes Reviewed by:** Pat Carr

**Minutes Approved by:** Kara Eickman and Bryon Grove

AGENDA ITEM	SUMMARY	ACTION/FOLLOW-UP
<b>1. Welcome/call to order</b>	Chair Dr. Patrick Carr called the meeting to order at 4:32 pm via Zoom. If no objections proposing time of adjournment at 6:00pm.	Informational
<b>2. Approval of Minutes</b>	January 26, 2022	<b>MSC to approve the 1.26.22 minutes. Chris DeCock / Jane Dunlevy // carried.</b>
<b>4. Student Check-in</b>	Class 2022 – had a meeting with Dr. Zelewski about Match Day and we rolled out the peer education program for the class of 2025 starting on Tuesday.  Class 2023 was happy to have the white coat and finishing up didactic.	Information
<b>5. Committee Reports and consent agenda items</b> (Annual and Unit reports and policies not eligible for the consent agenda)	<p><b>a. Committee Reports</b> We are going to include the items on the consent agenda with each of the committee reports, after the discussions had this week with our mock LCME visit.</p> <p><b>i. Committees</b></p> <p><b>a. CEMC</b> <u>Verbal Report:</u> Working on streamlining the reporting process for the coming year. Consent (candidates=minutes from other committees, electives, elective updates): Request to pull any item on the consent agenda? Yes No None CEMC 1.10.22 minutes</p> <p><b>b. P2P3C</b> No report.</p> <p><b>c. P1C</b> No report.</p>	<b>MSC to approve the CEMC report and minutes on consent agenda. Susan Zelewski / Jim Beal // carried.</b>

	<p><b>d. MPPRC</b> No report. Our next meeting is next week and will continue with our policy review and hope to have a report next meeting.</p> <p><b>e. DQIP - Office of Medical Accreditation: EASRC/SASRC/FASRC</b> All our documents have been submitted for the LCME visit on January 31, 2022. In preparation for our virtual visit on April 25-27, 2022, we had a mock visit this week to practice for the upcoming visit. From the mock visit we have learned a lot and they were complementary of our curriculum but also had some concerns that we can continue to work on.</p> <p>One concern is the number of administrative faculty that are on UMEC as non-voting and if that would influence the discussions and decisions made. Also, about the amount of curriculum overview that is done by P1C and P2P3C and that most of those reports are approved by UMEC on the consent agenda.</p> <p>The Governance Document was another area that they had some confusion regarding policies overview that happens and the decision-making process and overview of the curriculum. We might need to clarify that UMEC set the criteria for students to be promoted to the next phase of the curriculum, however, MSAPC does the actual promotions.</p> <p><b>f. UMEC</b> Eric Johnson has volunteered to be the UMEC representative on the CoRE Committee.</p> <p><b>g. Ad hoc Committees</b></p>	<p><b>MSC to accept the DQUIP report. Jane Dunlevy / Chris DeCock // carried.</b></p>
<p><b>6. Special Orders</b></p>	<p><b>a. Curriculum Whitepaper Training</b> Since, the initial approval of the Curriculum Whitepaper there have been multiple change, all which UMEC has seen and approved but it has been awhile since the entire document has been reviewed closely.</p> <p>We are planning on having training sessions with all committees in the near future and each training will be specific for that committee. Not all committee’s need to know the same</p>	<p>RVE: Information</p>

	<p>information regarding the curriculum as others.</p>	
	<p><b>b. Anonymous feedback link data</b>  The feedback we have received since our last meeting:</p> <ul style="list-style-type: none"> <li>• Question about how to get shadowing experience and Drs. Porter and Zelewski have addressed this with the student.</li> <li>• Lectures going over.</li> <li>• US 8 Mid-unit Pathology exam</li> <li>• Anatomy Lab – a students thought that another student was dissecting incorrectly. The plan is for Dr. Pat Carr or Mandy Meier have a conversation with the student in question about what was done incorrectly. There was nothing unprofessional or non-respectful that occurred.</li> </ul>	<p>Information</p>
	<p><b>c. MSAPC Annual Update</b>  The update is for the year 2021 instead of by the academic year. The committee responsible for discipline as well as promotions and graduation. Last year we promoted 72 students from phase 2 to phase 3 and all the students graduated.</p> <p>The national rule of completing 4 years of school in 6 years and our breakdown of that was adjusted this last year with the new curriculum. So, the phase 1 must be completed in 2.5 years and phase 2 &amp; 3 in 3.5 years. The exception to this rule is those going for dual degrees or have rare medical conditions, which are almost always approved.</p> <p>Leave of Absences (LOA) were taken for varies reasons from more time to study for STEP 1, retaking the gateway exam, personal leave of 30-days, etc. There were some suspensions resulting in 1 dismissal and 1 withdraw usually from more than one unit failure. There were 45 probations resulting in five withdrew and one restarted and the rest were resolved and continued in the curriculum.</p> <p>Discussed how we could possibly track unprofessional issues and how to keep confidentiality. The committee as noticed that students that struggle to pass the gateway exam, tend to run into the 4-years of school in 6-years rule. We have seen students attempt the gateway exam 9 times and is an area of struggle for us. The committee is doing a policy review this month, so we will see if any recommendations come regarding guidance on the gateway exam number of attempts allowed.</p>	<p><b>MSC to accept the annual MSAPC update. Kara Eickman / Jim Beal // carried.</b></p>

	<p><b>d. MSAC Annual Update</b>  <b>Clarifying that the Admission Committee is not reporting to us but providing us a annual update.</b></p> <p>The 2021 cycle is for the class of 2025 and we just finished the 2022 cycle for the class of 2026, but we do not have those numbers gathered yet. We reviewed the applications, number of rejections throughout the process and the number interviewed and accepted. Also, the breakdown of the acceptance by program and gender. The process has gone really well.</p> <p>Question about the diversity goals we have for percentage of the class. Only 5 of the 7 spots for the INMED program were filled from the 12 Native American applicants. The competition to increase diversity among medical schools has increased. We are working to increase our scholarships available for the future to be more attractive to applicants. All 12 of the applicants will be going to medical school somewhere.</p> <p>Rural is our other category for our diversity within classes and for North Dakota that is all zip codes outside of Fargo, Grand Forks, Minot, Bismarck, and Grand Forks. For other states we use the 'Am I Rural' link by entering in their zip code. The committee would like to see a supplemental document with our diversity breakdown and include the definition we use for rural/diversity for the next meeting.</p>	<p><b>MSC to accept the annual update from MSAC. Kara Eickman / Jim Beal // carried.</b></p> <p>ACTION ITEM: Dr. Jim Porter will provide a supplemental document with the diversity breakdown and definition.</p>
	<p><b>e. CBSE Scoring Changing</b>  NBME announced they are changing the score of the CBSE exams to now be a percentage instead of a numerical number. They have provided a conversion table, so see what the percentage would be in a numerical score. Suggested that we use the table for those students that are retaking the CBSE gateway exam for the class of 2024.</p>	<p><b>MSC to use the conversion table to determine their numerical score for the CBSE gateway exam for the class of 2024. Susan Zelewski / Jane Dunlevy // carried.</b></p>
	<p><b>f. Medical Student Mistreatment Annual Report</b>  This will also be an annual report from all campus deans, Drs. Jim Porter, Kurt Borg and Pat Carr.</p>	<p>Information</p>

	<p>Phase 1 – we have one person that is involved in an ongoing investigation. This information came thru the feedback link but more details were provided in the end of unit evaluation.</p> <p>Phase 2/3 – there was an issue the P2P3 committee discussed from the GQ, which is from students two years ago. However, this year there have been five reports and they have all been addressed. These reports came through the end of clerkship/elective evaluation form.</p> <p>Discussion about what is mistreatment and unprofessional behavior. How do you define it? Is it determined by the student? There was an instance where a student did not like a word a faculty member used and verbally provided feedback to the faculty member but then we later found out that; that verbal feedback was the start of a grievance. Which we may need to think about that process, so that faculty members are clearly aware when a grievance is started. After some discussion a form might need to be added to the policy as the start of that process to clarify that the formal process is started for all parties involved.</p> <p>The overall agreement is that we error on the student’s side and ensure that they are safe and not in a hostile environment.</p>	
	<b>g. Ombudsperson for receiving sensitive feedback (so it may remain anonymous)</b>	Tabled
	<b>h. Revisit grade review policy in light of ranking (high-15, 20, 40, 20,5-low)</b>	Tabled
<b>7. Unfinished Business</b>	<b>a. Review of action item table</b>	
<b>8. Other Business</b>		Information
<b>9. Adjournment</b>	<p>Meeting was adjourned at 6:04pm</p> <p>Next Meeting – February 23, 2022 – 4:30 PM, Zoom</p>	Information