

**Undergraduate Medical Education Committee Meeting Minutes**

SMHS

**Wednesday, July 14, 2021 - 4:30 PM, via Zoom**

**In attendance:** Pat Carr, Marc Basson, Danielle Cellucci, Jane Dunlevy, Minnie Faith, Bryon Grove, Donald Hamm, Eric Johnson, Mark Koponen, Saobo Lei, Jim Porter, Jon Roberts, Ken Ruit, Adrienne Salentiny, David Schmitz, Chernet Tessema, Steve Tinguely, Susan Zelewski.

**Minutes Submitted by:** Alissa Hancock

**Minutes Reviewed by:** Patrick Carr

**Minutes Approved by:** Jane Dunlevy and Susan Zelewski

AGENDA ITEM	SUMMARY	ACTION/FOLLOW-UP
<b>1. Welcome/call to order</b>	Chair Dr. Patrick Carr called the meeting to order at 4:33 pm via Zoom. If no objections proposing time of adjournment at 6:00pm.	Informational
<b>2. Approval of Minutes</b>	<p>June 23, 2021</p> <p><i>MSC to approve the Introduction to Emergency Medicine elective revisions. Bryon Grove / Jane Dunlevy // carried.</i></p> <p><i>MSC to approve the Diagnostic Radiology elective revisions. Bryon Grove / Jane Dunlevy // carried with one against.</i></p> <p>The approved governance document will be posted on the website. However, there was a suggestion to have a student alternate for committees to ensure that there is always a student present.</p>	<b>MSC to approve the 6.23.21 minutes Bryon Grove / Jane Dunlevy // carried.</b>
<b>3. Consent Agenda</b>	<p>a. CEMC 6.7.21 minutes,</p> <p>b. P1C 5.25.21 minutes and Unit 2 schedule.</p>	<b>MSC to approve the consent agenda. Bryon Grove / Susan Zelewski // carried.</b>
<b>3. New Business</b>	<p><b>a. Committee Reports</b></p> <p><b>i. Committees</b></p> <p><b>a. P2P3C</b></p> <p>Changes regarding the curriculum and schedule for the class of 2024 and the committee is allowing the Campus Deans to make the decision. We also approved a 2-week Interprofessional Elective. We will also be reinforcing education regarding Title IX with faculty and students.</p> <p><b>b. CEMC</b></p>	

	<p><b>1. Phase 1 Report template</b> The ad hoc group has meet and is in the process of editing the unit, phase and curriculum reports, per the direction of UMEC at the last meeting. We are hoping to present the reports at the next meeting.</p> <p><b>c. P1C</b> No Report. (pending recommendation on <i>Doctoring Skills</i> remediation process)</p> <p><b>d. DQIP - Office of Medical Accreditation: EASRC/SASRC/FASRC</b> There is a new Campus Dean in Fargo (Dr. Scott Engum). A quick explanation of what this office does to in regards to LCME and the preparation and the DQIP focuses on the quality improvement.</p> <p><b>e. Ad hoc Committees</b></p>	
<p><b>4. Special Orders</b></p>	<p><b>a. Standard 6</b> Reviewed by Nadia Toumeh and she submitted a few questions she had. Element 6.2 – Suggested a clarification of what participation means on a rotation, as it was a little unclear to her. However, P2P3C did leave the definition broad intentionally to encourage more student participation instead of being an observer. Pat Carr will follow up with Nadia.</p> <p>Element 6.5 – She wondered if the difference in how electives are chosen should be outlined</p> <p>Element 6.6 – She would like to see more details about how service learning / community service learning is encouraged to students.</p> <p>Element 6.8 – Wondering if electives weeks were counted as instructional weeks. Based on the table she was unclear if they were. However, this is a table that is provided to us to complete, so there is not much we can do to change the table. However, the table will be review and could add a note for clarification on this.</p>	<p><b>MSC to accept the review of Standard 6. Jane Dunlevy / Bryon Grove // carried.</b></p>
	<p><b>b. Policy 4.21 (Clinical Supervision)</b></p> <p><b>i. Addition of ADSAA as back up to Campus Deans</b> This edit was from a suggestion from the students who wanted a back-up person if they were unable to get ahold of their campus dean for real-time reporting. We added the</p>	<p><b>MSC to approve the edit of adding the Assistant Dean of Student Affairs &amp;</b></p>

	Assistant Dean of Student Affairs & Admissions (ADSAA) as the back-up contact.	<b>Admissions (ADSAA) as the back-up contact. Jane Dunlevy / Susan Zelewski // carried.</b>
	<p><b>c. ISA Report</b> 5.1.5.1, 5.1.6, 5.1.7, 5.1.8, 5.1.9, 5.1.9.1</p> <p>5.1.5 – We are updating the iSPIRAL self-evaluation for students to list 2 specific items that are going well and that they could improve.</p> <p>5.1.6 – Students would like more IPE opportunities outside the classroom and Dr. Eric Johnson and Michelle Montgomery have been working on this to try to increase the number of experiences available to students.</p> <p>It was recommended that we do follow up with student on this to let them know that their recommendation is being worked on. This is important to do for the bigger changes or ideas are brought up, along with the dates and committees in which these bigger ideas are going to be discussed for students to attend if they wish. Another suggestion was to keep a running list of feedback received from students and the status or outcome of action we are taking.</p> <p>5.1.7 &amp; 5.1.8 – Regarding SIMPLE and ACHIEVE sessions. Students would like to provide immediate feedback on a session instead of waiting to end of unit and to be able to ask questions about the experience. They would also like trigger warning ahead of the sessions, especially for some of the more difficult topics, and we have started to list the topic for each session and allow students to provide feedback for both SIMPLE and ACHIEVE sessions.</p> <p><b>ACTION ITEM:</b> Ask the ISA team for clarification about the feedback on the sessions. Do they want additional survey's or just more specific questions regarding the SIMPLE and ACHIEVE sessions on their mid/end of unit survey's? We want to limit survey burnout.</p> <p>5.1.9 – Students didn't understand the appeals process and want more transparency on the process. However, every student that is in the appeals range has a long meeting with Drs. Pat Carr and Jim Porter and received all the information. They will now have the policy to access at any point along with all their grades. If students want to review their exam, the process will be laid out for them. The process in how the students can review their exams should be revisited with the ISA team. Currently, Dr. Pat Carr reviews the exams with each student individually, per</p>	<b>MSC to approve the review of ISA question 5.1.5 to 5.1.9 with action items. Jane Dunlevy / Bryon Grove // carried.</b>

	request.	
	<p><b>d. Y2Q</b></p> <p>#6 – Students were satisfied with their education and we scored above average.</p> <p>#10&amp; 11 – We dropped some on students knowing about the mistreatment policies and reporting procedures, but are still above the mean and about the 50 percentile. This year we have started to really push policy knowledge and have included them on some quizzes very early on in their education.</p> <p>#12 – Regarding diversity and identity in the school and how students felt among their classmates and we scored about the 90 percentile in most categories not only for UND but nationally as well.</p> <p>#13, 15 &amp; 16 – We scored about the 90 percentile, which is great.</p> <p>#17 – Is about tutoring and academic advising. We could do better. We did start a student peer tutoring program, but then COVID made it very challenging and we plan to start the program up again once the 2<sup>nd</sup> year medical students return to the building.</p> <p>#32 – We are 1.5 reported under the occasional section that they were embarrassed, sexual, and racial/ethnic and sexual orientation remarks made to them. These incidents are reports to the department chairs right away. Our goal is for these to be zero.</p> <p>ACTION ITEM: ask chairs to follow up with action that was taken with the faculty member or ask them to mention it in a faculty meeting and invite faculty members for discussion and to possible ask Dr. Don Warne to talk in a meeting.</p> <p>We will continue the narrative review next meeting.</p>	
<b>5. Unfinished Business</b>	<b>a. Review of action item table</b>	Tabled
	<b>b. Curriculum renewal update</b>	Tabled

	<b>c. Curriculum 1.5 in action update</b>	Tabled
	<b>d. Leo Update</b>	Tabled
<b>6. New Business</b>		
<b>7. Other Business</b>		
<b>8. Adjournment</b>	Meeting was adjourned at 6:03 pm  Next Meeting – July 28, 2021 – 4:30 PM, Zoom	Information