

**Undergraduate Medical Education Committee Meeting Minutes**

SMHS

**Wednesday, September 8, 2021 - 4:30 PM, via Zoom**

**In attendance:** Pat Carr, Marc Basson, Jim Beal, Danielle Cellucci, Chris DeCock, Megan Denis, Jane Dunlevy, Kara Eickman, Bryon Grove, Eric Johnson, Mark Koponen, Jim Porter, Susan Roe, Jon Roberts, Ken Ruit, Adrienne Salentiny, David Schmitz, Chernet Tessema, Steve Tinguely, Rick Van Eck, Susan Zelewski.

**Minutes Submitted by:** Alissa Hancock

**Minutes Reviewed by:** Patrick Carr

**Minutes Approved by:** Bryon Grove and Jane Dunlevy

AGENDA ITEM	SUMMARY	ACTION/FOLLOW-UP
<b>1. Welcome/call to order</b>	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
<b>2. Approval of Minutes</b>	August 11, 2021 & August 25, 2021	<p><b>MSC to approve the 8.11.21 minutes. Jim Beal / Bryon Grove // carried.</b></p> <p><b>MSC to approve the 8.25.21 minutes. Bryon Grove / Chris DeCock // carried.</b></p>
<b>3. Consent Agenda</b>	<p>a. CEMC 8.10.21 minutes,</p> <p>b. P1C 8.17.21 minutes, P1C Duty Hours language</p>	<b>MSC to approve the consent agenda. Jim Beal / Bryon Grove // 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>Phase 2 scheduling has begun for the class of 2024 and moving along to have them start clerkships in February 2022.</p>	Informational

	<p><b>b. CEMC</b> Continuing to work hard on data analysis for the curriculum retreat. More information and draft to come soon.</p> <p><b>c. P1C</b> <b>1. AY 20-21 US 2 Report</b> Students did very well and the grades were consistent with previous years. There were six students had failures, but the percent with lower than previous years, which is really good news. Workload and time with a concern for the students and without not enough breaks for them and so were have then lengthening the curriculum from 18-20 months in length. We started to limit PCL cases from 3 days to 2 days a week and kept weekly quizzes. This was beneficial for both students to see how they were doing with their studying and understanding the content especially with remote learning.</p> <p>Students loved SPETA's and had a hard time with lectures going over time and lack of breaks and the lack of breaks. They would also like all the diversity lectures to be taught by Dr. Don Warne.</p> <p>Goals for next year include being conscious of student breaks between and within units also within the day itself. Also to continue working with the Aperio for Histology lab issues and working with lectures about going over allotted time.</p> <p><b>d. DQIP - Office of Medical Accreditation: EASRC/SASRC/FASRC</b> We are 3 months away from submission of our documents to LCME. The DCI has been completed and is being reviewed once more by our review team. We are also going to have a 2<sup>nd</sup> ISA hopefully to show that we will see improvements in the results.</p> <p><b>e. Ad hoc Committees</b></p>	<p>Informational</p> <p><b>MSC to accept the AY20-21. Unified Session 2 report. Bryon Grove / Kara Eickman // carried.</b></p>
<p><b>4. Special Orders</b></p>	<p><b>a. Standard 8 Review</b> <u>8.1</u> There was a question if the clinical experiences were recorded online and if we could explain why there was a drop in the satisfaction by students in the table.</p>	<p><b>MSC to accept the review of Standard 8. Carried by consent.</b></p>

	Table 8.5-1 clarity on what class the data was collected from instead of just M1, M2, etc. Also, to include a minimum requirement of students have to provide feedback to faculty.	
	<p><b>b. Standard 3.3 Review</b></p> <p>There were multiple comments on the documents but Dr. Pat Carr did review it again with some fresh eyes. The tables in the element have all been updated. However, in table 3.3-6 we reference the Center for Rural Health partnership with the school and we just need to make sure it will be consistent throughout the DCI.</p>	<b>MSC to approve the review of Element 3.3. Bryon Grove / Jane Dunlevy // carried.</b>
	<p><b>c. Development of a UMEC-associated student survey committee</b></p> <p>Based on the experience of having a student group run the ISA. The students would like a student committee to work with the annual student survey that Dr. Susan Zelewski has lead in the past. The original suggestion was that the committee would be part of the UMEC structure. However, the class presidents have decided that they would like to slow the process down of making a new committee, and think a little more about what the committee would look like and how it would function. There is also conversation happening about changing the structure of the student council, and that may also affect the committee structure and where it might report to.</p>	Informational
	<p><b>d. Governance Document suggestion for MSAC quorum</b></p> <p>There was some confusion about the quorum needed for the committee and would like something more concrete outlining the quorum. Would like to update the MSAC quorum to be <i>"at least 10 members must be present for any meeting and majority must be faculty members."</i> We are looking for an endorsement of the change in quorum from UMEC.</p>	<p><b>MSC to endorse the changes in the language for the MSC quorum. Bryon Grove / Jim Beal // carried.</b></p> <p><u>ACTION ITEM:</u> Update the governance document and upload the current document to blackboard and the website.</p>
	<p><b>e. ISA Report (continue with 5.2.4)</b></p> <p>This is about the Epidemiology project and the presentation and the lack of support it has to their education from their view point. They reported that they were unhappy with the wait for</p>	<b>MSC to approve forwarding this question to the ISA</b>

	<p>data sources and for their project to get approved. With COVID presentations were cancelled and we are aware that is something that students like to do. Some of the comments were unclear and we are not sure what they really are trying to tell us because they like the project and don't want it to go away but want it improved. Discussion revolved around the IRB approval process and what changes were made in the past to improve the reliability and quality of data sources available to students. Also questioned if it would be possible to maybe break the epidemiology project into two different parts, one for picking topic and submitting for approval then the data collections and research section? Further discussion will have to be had with those that work with the student schedules.</p>	<p><b>Clinical group for further discussion and potential improvements. Also to have Drs. Jane Dunlevy, Jim Beal and Susan Zelewski work together to see if other solutions would be possible in the curriculum. Jane Dunlevy / Kara Eickman // carried.</b></p>
	<p><b>f. Review GQ questions that are below the 10<sup>th</sup> percentile on benchmarking</b></p>	<p>Tabled</p>
<p><b>5. Unfinished Business</b></p>	<p><b>a. Review of action item table</b></p>	
<p><b>7. Other Business</b></p>		
<p><b>8. Adjournment</b></p>	<p>Meeting was adjourned at 5:56 pm</p> <p>Next Meeting – September 22, 2021 – 4:30 PM, Zoom</p>	<p>Information</p>