# CQI STEERING COMMITTEE
## Minutes
May 27, 2020
2-3PM
Virtual Zoom Meeting

In attendance:  Ali Niesen, Amanda Termuhlen, Bob Englander, Dimple Patel,  Joe Oppedisano, Mark Rosenberg, Tom Hays, Robin Michaels, Peter Nalin

Not present: Tami Brown, Paula Termuhlen, Austin Calhoun, Ezgi Tiryaki, Susan Culican

I. Review Scheduled Site Visit
- Briefly described the changes in the curriculum impacted by COVID-19
- Current and future plans for return to clinical environment for clinical students
- Reviewed LCME Guiding Principles Document providing an overview of the structure for rescheduled virtual visits
- Discussed the timeline until virtual Site Visit including preparation materials for participants and current requests from the LCME for additional information

II. Monitoring of LCME Elements
- Discussed new Smartsheets software to create dashboards and develop a process for reviewing Elements
- Reviewed dashboard on high priority ISA recommendations; discussed the process for working with Student Council to clarify the original 15 high priority recommendations, which resulted in approximately 35 high priority recommendations
- Because of the impact of COVID-19, due dates for meeting 75% of ISA recommendations were moved from June 30, 2020 to December 31, 2020. Some recommendations have already been completed
- Described process for prioritizing Elements and discussed ideas for initial review by CQI Steering Committee
- Committee members recommended meeting with stakeholders for areas being monitored to determine the measures of success and targets, such as Admissions and Faculty Affairs

III. Ongoing Projects
- Continue working to create dashboards for monitoring progress on ISA recommendations and Elements
- Brief discussion about using MEOC to assist with data collection
- Revised policy for narrative assessment and mid-course/clerkship feedback currently being reviewed by education committees to be approved prior to April Site Visit

IV. Next Steps
- Ongoing review of Elements and development of dashboards
- Set up meeting with stakeholders for monitored Elements to identify Targets