MUSC QEP EXECUTIVE COMMITTEE MEETING

MEETING MINUTES

Meeting Date: 11/08/2016
Meeting Location: Colcock Hall Board Room
Recorded By: Chad Register, ESL Finance and Administration Administrative Coordinator
1 ATTENDANCE

<table>
<thead>
<tr>
<th>Name</th>
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<tbody>
<tr>
<td>Jeff Borckardt</td>
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<tr>
<td>Jennifer Bailey</td>
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<td>Mary Mauldin</td>
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<td>Sarah Velasco</td>
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<td>Donna Kern</td>
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<td>Gail Stuart</td>
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<td>Ragan LeBlanc</td>
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<td>Andrea Anderson</td>
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<td>Emily Brennan</td>
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<td>Chad Register</td>
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MEETING LOCATION
Building: Colcock Hall
Board Room

MEETING START
Meeting Start: 3:00 PM
Meeting End: 4:00 PM
Meeting Scribe: Chad Register

AGENDA

- **Review of Executive Summary**
  - Final draft of QEP will be sent out for hard edits.
  - Focus of the QEP edits is on readability and content. Branding/Communications will work on format after edits are complete.
  - Each box of the executive summary addresses a key evaluation criterion from SACS.

- **Review of IPEC-TeamSTEPPS cross-walk**
  - This is the largest addition to the draft.
  - Table combines the principles of TeamStepps with IPEC Competencies.

- **Discussion of new strategies/innovations**
  - The QEP includes expansion of IP Initiatives for online learners.
  - New initiative being developed - “Team Up for Better Teaching” a faculty development program for mid-level faculty.
  - “Safely Speaking: Teamwork Tuesdays” will review successes of teamwork and be sent out with Dr. Scheurer’s Safely Speaking emails.
  - Faculty and family medicine resident development program is being developed around interprofessional population oral health.

- **Review of MUSC Team Performance Evaluation (TPE) scale**
  - TPE will be the go-to metric for the evaluation of teamwork skills.
  - One for student review of the team (clinical environment), preceptor’s evaluation of the student, and one for the student’s evaluation of him/herself.
Psychometric data from the TPE will be gathered, revised, and published.
Dr. Stuart proposed adding team composition by number and profession.
Jennifer proposed the knowledge of reviewer profession as well.
The TPEs will be accessible for students through the IP database system and through EValue.

- **Review of Team-Up for Better Health Metrics**
  - Table lists the data collection sources that will be carried over from previous QEP and new measures baseline and targets.
  - Some of the Target Year-5 goals were noted as being ambitious.
  - Goals will receive another look for improvements.

- **Review of QEP Timeline**
  - Gray items denote items that have already occurred.
  - IP Day will occur before SACS review.

- **Discussion of QEP promotion strategies**
  - $25,000 awarded from Provost to support QEP promotion.
  - Banners will be made and flat screens will be utilized for promotion.
  - Current ideas for promotional items are pencils, mugs, and t-shirts.
  - Dr. Stuart proposed holding raffles for larger items such as an iPad to keep up momentum.
  - The need for faculty involvement was addressed and agreed upon by the committee.
  - Other suggestions from the committee for promotion included: holding a fair in the horseshoe with King of Pops or hot chocolate, including giveaways/food for IP faculty development and student initiatives throughout the fiscal year.

- **Team-Up for Better Health Launch Date**
  - Included table depicts the semesters in which the activities will occur.
  - Table is color-coded to depict student learning, the learning environment, and the intersection of both.

## 2 POST MEETING ACTION ITEMS

<table>
<thead>
<tr>
<th>Action</th>
<th>Assigned To</th>
<th>Deadline</th>
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<tbody>
<tr>
<td>Review digital copy of QEP focusing on content over formatting.</td>
<td>Committee</td>
<td>ASAP</td>
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<tr>
<td>Prepare for a brief meeting with SACS to show enthusiasm about the project.</td>
<td>Committee</td>
<td>Before meeting with SACS first week of March</td>
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<tr>
<td>Dr. Borckardt to add profession/team composition items to TPE.</td>
<td>Dr. Borckardt</td>
<td>Refer to Dr. Borckardt</td>
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## 3 NEXT MEETING
Next Meeting: Meeting will occur before launch in January with the exact date to be determined. Final copies, talking points, and promotional materials will be distributed.