

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

Name
Jeff Borckardt
Jennifer Bailey
Mary Mauldin
Sarah Velasco
Donna Kern
Gail Stuart
Ragan LeBlanc
Andrea Anderson
Emily Brennan
Chad Register

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 TeamSteps 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

Action	Assigned To	Deadline
Review digital copy of QEP focusing on content over formatting.	Committee	ASAP
Prepare for a brief meeting with SACS to show enthusiasm about the project.	Committee	Before meeting with SACS first week of March
Dr. Borckardt to add profession/team composition items to TPE.	Dr. Borckardt	Refer to Dr. Borckardt

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.