TTUHSC Institutional IPE Steering Committee Meeting

Minutes

April 28, 2016

**Committee Members Present**:

Renee Bogschutz Crystal Brown

Theresa Byrd Sharon Cannon

Ann Hagstrom Morgan House

Yondell Masten Janet Meller

Kim Peck Lisa Popp

Joan Potter Kathryn Whitcomb

**Committee Members Absent**:

Jim Bullard Monish Makena

Saju Joseph Dawndra Sechrist

Rebecca Sleeper Thomas Pressley

The meeting was called to order by Renee Bogschutz, Director of Interprofessional Education. Dr. Bogschutz welcomed everyone and thanked them for their willingness to serve on the IPE Steering Committee. Committee member introductions were made to welcome the new regional campus representatives in Dallas and Odessa. Per the committee’s discussion at the last meeting, additional IPE Steering Committee members were recruited. A faculty member representing the Midland campus will be appointed in September.

Bylaws to oversee committee functions were reviewed. The motion to approve the Bylaws was made by Dr. Popp with the understanding that the Midland campus would join in the fall. The motion was seconded by Katherine Whitcomb. The motion carried.

Dr. Bogschutz shared some of IPE’s upcoming events with the committee. Steering committee members are encouraged to share IPE events with their respective schools and campuses. Events include:

* Casting Call for *The Reason I Jump*: An Interprofessional Preceptor Mini-Series – registration for those interested in auditioning can be accessed through ttuhsc-casting-call.eventbrite.com
* TeamSTEPPS® Master Trainer course, July 27th and 28th. This TTUHSC training will be located on the Lubbock campus and all schools and campuses are encouraged to register their interested faculty. The registration link is ttuhsc-teamstepps.eventbrite.com
* The Reason I Jump: An Interprofessional Preceptor Mini-Series movie premier night will be held on October 11, 2016 at 6:00 pm at Premiere Cinemas. Registration will open late summer
* ECI Toy & Health Fair in partnership with TTUHSC, October 15, 2016. The IPE office will be partnering with Early Childhood Intervention (ECI) to offer a Toy Fair for families of special needs children from birth to 3 years of age. The Toy Fair will also have many opportunities for programs to come and share health and wellness information. The individual student associations will be contacted in regard to the Toy Fair to help promote it and assist with getting appropriate toys donated
* IPE Fall Symposium will be held on November 4, 2016, and will feature keynote Dr. Zubin Damania, aka ZDoggMD. Registration is open and can be accessed at ttuhsc-ipe-eventbrite.com. The fall symposium task force committee is being developed and steering committee members are encouraged to submit names of interested faculty.

The goals for the IPE Steering Committee were restated along with the President’s request to document an IPE experience for every student prior to graduation, by the fall of this year. Dr. Bogschutz presented a draft copy of the TTUHSC Interprofessional Education and/or Collaborative Practice Experience Registration Form. The committee discussed the form in length ensuring that the form addressed concerns from each school. A recommendation was made to change the title to reflect the activities as learning events rather than experiences. Other recommendations were made to include a place to indicate if the event/experience was a pilot program. Committee members are asked to use the form in completing an IPE event/experience for their school and submit it with any recommendations for changes to the IPE office.

A discussion was held in regard to how the data would be traced. A suggestion was made for the IPE office to track the data for all students. At this time, the IPE office does not have access to student data or the staffing to take on that level of tracking across all schools. Schools will continue to track student graduation requirements as they have done previously adding this one additional component to it. It was discussed that once approved, this documented IPE event/experience will become effective with the next incoming class of students.

Committee members were asked to complete the following items prior to the next meeting.

* Submit recommendations for the executive summary that will be written to support the proposed change in documenting IPE experiences.
* Submit how each school will track their students individually, and begin thinking about assessment measure for the IPE experience.
* Complete a mock form to see if the new IPE experience form meets the needs of each school and campus.

Dr. Bogschutz will meet with the registrar about establishing degree requirements for IPE learning events/experiences following presidential approval. A rough draft of the executive summary will be sent to the IPE Steering Committee prior to the next meeting for review and comment. Once finalized, the executive summary will be forwarded to the TTUHSC President and EVP of Academic Affairs for review and approval.

Dr. Byrd suggested that the committee form a separate sub-committee to explore the possibility of restarting the CLARION group or a similar program. A brief discussion followed on the benefits of hosting a CLARION team. Katherine Whitcomb and Crystal Brown expressed an interest to also serve on that sub-committee.

A suggestion was made that the Office of Interprofessional Education send out an email to all campuses informing faculty and staff of the implementation of the IPE Steering Committee along with a list of committee members. With committee members represented by school, individuals with IPE concerns or suggestions will be able to identify who their representative is to share information.

The next meeting of the IPE Steering Committee will be scheduled at the end of May with meetings to be held every 3-4 weeks through this development phase. Steering committee members are asked to plan for meetings that are approximately one and a half hours. At the completion of phase II, the committee will move to quarterly meeting. A doodle poll will be sent out to committee members.

The meeting was adjourned at 10:05 am.