

SMHS Bylaws Committee
January 23, 2024 – 12:00 pm
Zoom Conference

In Attendance: Gary Schindler, Corey Smith, David Schmitz, David Bradley. Renu Malhi, Julie Solberg, Shahram Solaymani-Mohammadi, Wanda Lauer, Motoki Takaku

Absent: Ken Ruit

Others in Attendance: Kristina Olofsson, Judy Solberg

AGENDA ITEM	SUMMARY	ACTION/FOLLOW-UP
Call the meeting to order— Gary Schindler	Dr. Schindler called the meeting to order at 12:01pm	
Approve the minutes from November 28, 2023.	The minutes were provided prior to the meeting for review.	David Bradley made a motion to approve the minutes from November 28, seconded by Wanda Lauer. The motion passed unanimously.
Conflict of Interest Policy: Learner Assessment (2.3 and 3.2): David Schmitz and David Bradley	<ul style="list-style-type: none"> • Conflict of Interest (COI): “For purposes of subsection (4), family members include parents, siblings, spouse or partner, children, or dependent relatives”, word partner to be replaced with intimate partner. • Program directors, to ensure that is consistent with the new org. chart. Program Directors to be replaced with Directors/ Program Directors. • Undergraduate Students-SMHS Associate Dean for Education Administration and Faculty Affairs title to be changed to Senior Associate Dean Education, Medical Accreditation and Faculty Affairs • Learner Mistreatment policy: policy link to be updated. • When a COI is raised by a student, the program or course director along with the student will need to agree on the decision of whether or not there is a COI and whether or not the identified faculty member may assess the student. In the case where agreements cannot be reached, the 	David Bradley made a motion to approve the changes to policies 2.3 and 3.2, seconded by David Schmitz. The motion passed unanimously.

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	<p>faculty member will not assess the student. To remove “by a student” as faculty members can raise COI as well.</p> <ul style="list-style-type: none"> • Definitions in sections IV, V, and VI are to be clarified with Dr. Kenneth Ruit. 	
<p>Conflict of Interest—Standing, Programmatic, and SMHS Committees (2.4 and 3.3): Corey Smith and Wanda Lauer</p>	<ul style="list-style-type: none"> • Conflict of Interest (COI): A conflict of interest exists whenever personal, professional, commercial, or financial interests or activities outside of the University have the possibility (either in actuality or in appearance) of (1) compromising a faculty or staff member’s judgment; (2) biasing the nature or direction of scholarly research; (3) influencing a faculty or staff member’s decision or behavior with respect to teaching and student affairs, appointments and promotions, uses of University resources, interactions with human subjects, or other matters of interest to the University; or (4) resulting in a personal, family member’s, or close personal associate’s gain or advancement at the expense of the University. For purposes of subsection (4), family members include parents, siblings, spouse or partner, children, or dependent relatives. The word partner to be replaced with intimate partner. 	<p>Julie Solberg made a motion to approve the changes on Conflict of Interest—Standing, Programmatic, and SMHS Committees, policies 2.4 and 3.3, seconded by Motoki Takaku. The motion passed unanimously.</p>
<p>Policy Schedule review- Gary Schindler</p>	<ul style="list-style-type: none"> • Feb 27: Inhibiting conditions for all students, policy 3.7, Drs. Julie Solberg and Gary Schindler • Feb 27: Student social media policy, policy 3.10, Drs. Solaymar and Schmitz • March 26: Student Mistreatment, policy 3.12, Drs. Malhi and Smith 	

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	<ul style="list-style-type: none">• March 26: Technical standards for matriculation, progression and graduation, policy 3.11, Drs. Lauer and Bradley• April 23, Criminal history background check policy – Student, policy 3.4, Drs. Julie Solberg and Takaku• Student grievance policy, policy 3.9, Drs. Schmitz and Schindler• Drug and alcohol screening and education program, policy 3.6, Drs. Bradley and Smith	
Other Business:	N/A	
Adjournment	Adjourned at 12:32 p.m.	

Prepared by: Kristina Olofsson