

**SMHS Bylaws Committee**  
**September 26, 2023 – 12:00 pm**  
**Zoom Conference**

In Attendance: Gary Schindler, Corey Smith, David Schmitz, Renu Malhi

Absent: Emily Henneman, David Bradley, Motoki Takaku, Julie Solberg, Shahram Solaymani-Mohammadi,

Others in Attendance: Kristina Olofsson, Judy Solberg, Ken Ruit

<b>AGENDA ITEM</b>	<b>SUMMARY</b>	<b>ACTION/FOLLOW-UP</b>
Call the meeting to order—Dr. Ruit	Dr. Ruit called the meeting to order at 12:02pm	
Introduction of committee members—Dr. Ruit	<p>The meeting members introduced themselves.</p> <ol style="list-style-type: none"> <li>1. Dr. Ruit, Senior Associate Dean, an advisory member of this committee, provides administrative advice. We review school-wide policies on an annual basis and make any changes to the bylaws as directed by the faculty council. We are due this year to review bylaws and policies.</li> <li>2. Dr. Schindler, Associate Professor at the Department of Physical Therapy, second term on bylaws, was a chair last year.</li> <li>3. Dr. Renu Malhi, Assistant Professor for the Department of Family and Community Medicine for Minot and Williston programs is in her first year as part of this committee.</li> <li>4. Dr. David Schmitz, Chair/Professor for Family and Community Medicine is a new member of this meeting.</li> <li>5. Dr. Corey Smith, Assistant Professor for the Department of Pathology, is in his second year on this committee.</li> <li>6. Dr. Judy Solberg, Chief of Staff, has served 17 years on this committee.</li> <li>7. Kristina Olofsson, Assistant to the Dean/Office Manager for the Dean’s Office, is in her first year on this committee.</li> </ol>	

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	David Bradley, Motoki Takaku, Julie Solberg, and Shahram Solaymani-Mohammadi are continuing on the committee.	
Election of chair—Dr. Ruit	Dr. Schindler was nominated as chair of the Bylaws Committee for this academic year.	Motion by Dr. Corey Smith, seconded by Dr. Schmitz, that Dr. Schindler serves as chair of the committee. The motion passed unanimously.  Kristina to prepare an electronic vote for the election of the chair.
General overview of committee work for this year—Dr. Ruit	In general, Dr. Schindler, Ruit, and Solberg will talk about establishing an agenda for this committee moving forward. Policy lists that require review this year are on our policy website: <ol style="list-style-type: none"> <li>1. Conflict of interest policy- Assessment</li> <li>2. Conflict of interest policy- Standing Committee</li> <li>3. Criminal history background check policy</li> <li>4. Drug and alcohol screening and education program</li> <li>5. Participation in Education as it Related to Student Health</li> <li>6. Student grievance policy</li> <li>7. Technical Standards for matriculation, progression, and graduation</li> <li>8. Policy on Learner Mistreatment</li> <li>9. Exposure to Environmental Hazards for all SMHS Students</li> </ol>	
Meeting schedule and frequency—Dr. Ruit	The meeting will be held once a month.	Kristina to schedule the meeting. To review the schedules and assignments of the roles of each committee, whether they are the primary or secondary reviewers.

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<p>Addition of associate dean for administration and finance as a non-voting member of the Research Committee- Dr. Ruit</p>	<p>Dr. Ruit presented the bylaws in regard to membership on the research committee.          Charge: "The Research Committee shall develop and recommend school-wide policy and guidelines for the conduct of research in biomedical, educational, and clinical sciences to formulate strategies".          Membership: The voting membership of the Research Committee shall consist of twelve voting members who have research activities and peer-reviewed publications.          Nonvoting membership: the Senior Associate Dean for Medicine and Research, the Director of Learner Research, and the Associate Dean for Education and Faculty Affairs.          It was suggested that we add the Associate Dean for Administration and Finance as a non-voting member to the bylaws and inform FC.</p>	<p>Kristina to prepare an electronic vote for the election of the chair and the addition of an associate dean for administration and finance as a non-voting member of the research committee.</p> <p>Dr. Emily Henneman is no longer at the university; therefore, Judy Solberg will work on a replacement.</p>
<p>Other Business:</p>	<p>N/A</p>	
<p>Adjournment</p>	<p>Adjourned at 12:35pm.</p>	