

**Medical Program Policy Review Committee (MPPRC) Meeting Minutes  
SMHS  
Monday, September 11, 2023, 2023 at 4:30 pm  
via Zoom**

**In attendance:** Dr. Alexei Tulin, Dr. Jim Porter, Dr. Ken Ruit, Dr. Susan Zelewski.

**Not in attendance:** Morgan Thomas, Kathleen Ruff, Dr. Judy Solberg, Dr. Rick Van Eck.

**Minutes Submitted by:** Dawne Barwin

**Minutes Reviewed by:** Dr. Ruit

**Minutes Approved by:** Dr. Ruit and Dr. Zelewski

**MSC = motion made, seconded, carried**

AGENDA ITEM	SUMMARY	ACTION/FOLLOW-UP
1. Welcome/call to order	Meeting called to order at 4:34 pm, by co-chair Dr. Porter.	Information
2. Review and approval of 8.14.23 and 8.21.23 minutes		MSC to approve 8.14.23 and 8.21.23 minutes. Dr. Ruit / Dr. Tulin // carried.
3. UMEC Updates	<p><b>a. Verbal Report:</b></p> <ul style="list-style-type: none"> <li>• MPPRC elected Dr. Jim Porter as the Chair of MPPRC for the AY 2023-2024. Presented to UMEC on 8.23.23</li> </ul> <p><b>b. Consent Report</b></p> <ul style="list-style-type: none"> <li>• MPPRC 7.10.23 Minutes approved at UMEC on 8.23.23</li> <li>• Procedure 5.12: Resident Participation in Medical Student Education. Approved by UMEC on 8.23.23.</li> <li>• Procedure 5.25: Clinical Observership Procedure. Approved by UMEC on 8.23.23.</li> <li>• Edit to UMEC Governance Document related to how MPPRC carries out its functions. Approved by UMEC on 8.23.23</li> </ul>	Information
4. Old Business	<p><b>Final Review:</b></p> <p>a. None</p> <p><b>Continued Review:</b></p> <p><b>a. Review of medical program policies for review in AY 2023-2024.</b></p> <ul style="list-style-type: none"> <li>• A list of all the Policies and Procedures for the AY was provided by Dr. Ruit. The Policies highlighted in yellow are the ones to look at first.</li> </ul>	Information

	<ul style="list-style-type: none"> <li>• General rule of thumb being start work on the oldest updated policies and procedures first, then move through them by dates from oldest to newest.</li> <li>• Discussion stating that the last AY and former MPPRC Chairman did a great job in going through all of these within the last year. The list is quite up to date and will be easier to keep that way going forward.</li> <li>• Dr. Porter asked if we can include the PA Program in the Policy 4.22. The PA Program needs to review it with their own committee, and then it could come to MPPRC for approval. If they decide to diverge from the policy to change it then they may need their own policy that is PA specific.</li> <li>• Dr. Ruit will update his Policy and Procedures list and share it again with Dr. Porter and Dawne Barwin.</li> </ul>	
<b>5. New Business</b>	<p><b>a. Policy on Medical Student Professionalism Behavior</b></p> <ul style="list-style-type: none"> <li>• Policy 4.20 the Professionalism Policy is going to be the first focus for MPPRC work. Dawne Barwin will set up a Zoom meeting for the near future for RVE, JP and KR to work on this policy.</li> </ul>	<b>Information</b>
<b>6. Matters Arising</b>	<p><b>a.</b> Dr. Zelewski asked to have Policies 4.20 and 4.8 work completed as soon as possible.</p>	<b>Information</b>
<b>7. Adjournment</b>	Meeting adjourned at 5:10 pm.	Next meeting is October 9, 2023 via Zoom.