

Medical Program Policy Review Committee (MPPRC) Meeting Minutes
SMHS
Monday, May 8, 2023 at 4:30 pm
via Zoom

In attendance: Dr. Alexei Tulin, Morgan Thomas, Dr. Jim Porter, Dr. Ken Ruit, Dr. Rick Van Eck, Dr. Susan Zelewski, Kathleen Ruff, Dr. Jane Dunlevy.

Not in attendance: Dr. Judy Solberg, Dr. Steve Tinguely.

Minutes Submitted by Dawne Barwin

Minutes Reviewed by Dr. Ken Ruit

MSC = motion made, secended, carried

Minutes Approved by Susan Zelewski and Jim Porter

AGENDA ITEM	SUMMARY	ACTION/FOLLOW-UP
1. Welcome/call to order	Meeting called to order at 4:33 pm, by co-chair Dr. Ruit.	Information
2. Review and approve 4.10.23 meeting minutes		MSC to approve the 4.10.23 minutes. Dr. Zelewski / Dr. Van Eck // carried.
3. UMEC updates	<p>a. Approval of revisions to the following and then send up to UMEC for approval.</p> <ul style="list-style-type: none"> ○ Policy 4.18 (Excused Absences in Phases 2 and 3) ○ Policy 4.23 (Transfer Students) ○ Procedure 5.6 (Career Advising) <p>b. Approval of revisions to Policy 4.20 (Academic Expectations) UMEC approved 4.20, but MPPRC will need to look at this policy again at a later MPPRC meeting. Will need to look at wording regarding awarding of grades from visiting rotations and what needs to be placed into the policy.</p>	Information
4. Informational	<p>a. Dr. Jane Dunlevy: Excused Absences / Tardiness for Phase 1 Medical Students during Boot Camp</p> <ul style="list-style-type: none"> ○ Dr. Dunlevy discussed Policy 4.17 verses excusable absences during Boot Camp. Asking if there is a difference or not? If a student needs to make up a Boot Camp absence it is difficult for timing and to make it comparable but not an exact equivalent experience. What would be an allowable excusable absence? Would only emergency excused absences be allowed? Maybe there should be no allowable absences during Boot Camp like during Clerkship where you can have a certain number if missed? 	

	<ul style="list-style-type: none"> ○ Dr. Van Eck asked if making the excused absence non boot camp specific and state that there are portions of the curriculum where there may not be an excusable absence available because of resources or time constraints? It's very hard for us to provide and equivalent experience for certain parts of the curriculum. ○ Dr. Zelewski said that the way Phase 2 and 3 works with excusable absences is students must ask to get the approval first before making any plans or reservations because your approval may be declined and make the request far in advance. ○ Dr. Porter feels that looking at the request on a one-by-one basis is important also. He is also wanting to include this in the electronic absence requests. ○ Dr. Ruit said that there is some language that we would like to incorporate into 4.17 relating to this. We will defer its final review until after Dr. Van Eck and Dr. Ruit get together and decide on the language changes. We will then send it out the committee via email for review and then on to UMEC for approval. 	<p>ACTION ITEM: Policy 4.17, Dr. Ruit and Dr. Van Eck will complete the language changes and email to MPPRC for review.</p>
<p>5. Old Business</p>	<p>FINAL REVIEW:</p> <ul style="list-style-type: none"> a. 4.17: Excused Absence/Tardiness for Phase 1 Medical Students (JP) <ul style="list-style-type: none"> ○ See the above discussion in 4. Information. Review has been deferred. b. 4.7: Policy on Specialty Electives for Medical Students in Phase 3 (SZ) <ul style="list-style-type: none"> ○ Dr. Zelewski discussed the reason for reviewing this policy. There were just a few edits that had been needed and UMEC had already approved earlier. ○ Dr. Ruit will bring Policy 4.7 to the next UMEC meeting as a verbal update. <p>INITIAL REVIEW:</p> <ul style="list-style-type: none"> a. Policy 4.19: Scheduling of Block Activities (KR) <ul style="list-style-type: none"> ○ Dr. Ruit had looked up the policy on the website and found that it stated it was last reviewed on July 2, 2021 and it was the proposed policy. Was this not updated accordingly? ○ Dr. Van Eck said he feels the new wording has been approved by UMEC and it was not updated. Document handling may not have completed. The proposed policy is what was told to LCME with data to show how we have done it. This is the policy we have used for the past two years. ○ Dr. Ruit adjusted some of the wording and updated information on this policy. b. Procedure 5.13: Clinical Rotation Scheduling Guidelines (KR) <ul style="list-style-type: none"> ○ P2P3C will talk about this Procedure and then bring it back to MPPRC. 	<p>ACTION ITEM: Dr. Ruit will bring Policy 4.7 after edits to the 5.24.23 UMEC meeting as a verbal update.</p> <p>MSC Policy 4.19 move to finalized with edits as presented and send to UMEC. Dr. Zelewski / Dr. Van Eck// carried.</p> <p>Tabled: Procedure 5.13, P2P3C will review and then bring back to MPPRC</p>

	<p>c. Procedure 5.14: Narrative Feedback Procedure (KR)</p> <ul style="list-style-type: none"> ○ Dr. Ruit explained he changed some wording. ○ Dr. Van Eck remembers some wording that may be missing about it being feasible. Edits were done because of IHPC. Dr. Van Eck has a reference to use for wording. ○ Dr. Ruit will go back to DCI and make sure he has all the language correct and bring it forward again for review. <p>d. Procedure 5.17: Mid-Course Formative Feedback (KR)</p> <ul style="list-style-type: none"> ○ Dr. Ruit edited the procedure similar to the previous procedure. Will check the DCI and align appropriately and will bring back to committee when completed. <p>e. Procedure 5.18: Clerkship Shelf Re-examination Procedure (KR)</p> <ul style="list-style-type: none"> ○ Dr. Ruit and Dr. Zelewski went through the document wording and made necessary edits and formatting. 	<p>ACTION ITEM: Procedure 5.14: Dr. Ruit will check wording and change language as needed, then bring back to MPPRC for review.</p> <p>ACTION ITEM: Procedure 5.17: Dr. Ruit will check wording and change language as needed, then bring back to MPPRC for review.</p> <p>MSC to approve Procedure 5.18 upon finalization and recommendation to then move to UMEC for approval. Dr. Porter / Dr. Zelewski // carried.</p>
<p>6. New Business</p>	<p>a. Policy on Medical Student Professional Behavior:</p> <ul style="list-style-type: none"> ○ Dr. Ruit and Dr. Van Eck are making progress and we will continue to carry this on the agenda. <p>Relevant policies:</p> <ul style="list-style-type: none"> ▪ 4.20 Academic Expectations of Medical Students ▪ 4.24 Expectations Related to Professionalism and the Learning Environment for the Medical Education Program ▪ 4.5 Expectations Outside of School ▪ 4.14 Standards of Capacity ▪ 3.10 Social Media Policy 	<p>Information</p>

	<ul style="list-style-type: none"> ▪ 2.5 and 3.12 Policy on the Learning Environment: Unprofessional Behavior and Learner Mistreatment ▪ 5.10 Clinical Professionalism Procedure <p>b. Dr. Ruit had created an Excel spreadsheet of all the polices to go before the committee this annual year and have highlighted them as they are completed. There are just a few that are not yet reviewed and approved.</p> <ul style="list-style-type: none"> ○ Policy 4.8 – Functions of the Medical School Academic Performance Committee (MSAPC) Dr. Ruit will check with Dr. Johnson on this policy. ○ Policy 4.12 – Admissions requirements for Medical School at UND (MSAC) Dr. Ruit said that this is being voted on at the present. Approval is forthcoming. ○ Policy 4.24 may be incorporated into the new Professionalism policy being worked on. An update will be explained at the June 12, 2023 meeting. ○ Policy 4.2 may also be included in the Professionalism policy also. 	
6. Matters Arising		
	Meeting adjourned at 5:55 pm.	Next meeting is June 12, 2023 via Zoom.