

**Medical Program Policy Review Committee**  
**Monday, Feb 13<sup>th</sup>, 2023**  
**General notes/minutes**

Present (7): Dr. Ruit, Dr. Van Eck, Kathleen Ruff, Judy Solberg, Morgan Thomas, Dr. Zelewski, Dr. Porter

Approved by: Rick Van Eck and Kathleen Ruff

<b>Welcome/Call to Order</b>	Dr. Ruit at 4:45 pm
<b>Policy 4.14</b>	Sent to the dean of students, checking with disability support regarding reasonable accommodations – hasn't gotten a response yet
<b>Policy 4.15</b>	<p>Integrating with final review (Dr. Van Eck &amp; Dr. Ruit). Goal of final review today.</p> <p>“Add acting internship (AI) in the wording or do we consider it a subtype of an elective?” – Dr. Zelewski. Decided to add “acting internship” to the policy for clear wording.</p> <p>We don't use “registrar” in the student office of affair. It is now termed “Grade and Enrollment Coordinator”. To be changed throughout document.</p> <p>Dr. Porter has a combined file that shows policy changes by Alyssa Montgomery, Dr. Zelewski, and Dr. Porter. This was pulled up and we focused on “procedures”.</p> <p>Discussion on application processes of students from LCME vs non-LCME accredited schools. The application process was presented to the committee by Dr. Porter.</p> <p>“Who is the decision maker for who denies visiting student requests?” – Dr. Ruit          “The department that the student wants to visit.” – Dr. Porter          “The registrar contacts the department to confirm the elective is available. If there is not an opening or the campus is unable to accommodate, then the VSLO request is denied by the department and communicated through the department.” – Dr. Porter. This suggests the decision making is done via the registrar (a.k.a. Grade and Enrollment Coordinator).</p> <p>Final decision was to have wording reference “the department” rather than the Grade and Enrollment Coordinator.</p> <p>Point J – FERPA rule regarding grading/evaluations. Policy says the evaluations are sent via mail or fax (per FERPA).</p> <p>Pediatrics was added to the list of departments that may offer positions to visiting students per Dr. Zelewski request.</p> <p>Letter of recommendation for VSLO applicants – the word “someone” was changed to “a clinical provider” to help wording be more specific.</p> <p>Next steps – Dr. Porter will send polished combined document (Dr. Porter, Dr. Zelewski, A. Montgomery) to Dr. Ruit. They are currently functioning through Dr. Porter's combined document. The two separate documents are to be merged to form</p>

	<p>one final document. This should be completed this week so it can be sent to UMEC. <b>For time’s sake, this policy will undergo final review by Dr. Ruit and Dr. Van Eck and sent to UMEC without final review from the entire committee. The committee was agreeable to this.</b></p>
<p><b>Policy 4.17</b></p>	<p>Excused absences in phase 1 – Final Review led by Dr. Ruit.</p> <p>“Failure to obtain an excused absence through appropriate procedures will result in a letter of unprofessional behavior in the student file” removed</p> <p>“Completion vs attendance” – Dr. Van Eck. Does there need to be an area in this policy regarding inability to complete an assignment on time? It was decided that this policy (4.17) would refer strictly to attendance and not the completion of certain assignments as completing assignments falls under policy 4.20 Academic Expectations of Medical Students.</p> <p>“Do we place a cap on the number of excused absences allowed in Phase 1? There s a limit in Phase 2 (this limit is 2 days every 8 weeks)” – Dr. Zelewski. Dr. Porter says he has had some situations in which students may be taking advantage, but he seems comfortable making these calls at this point. He does have discussions with the students regarding their absences.</p> <p>Next steps – Dr. Ruit to send the policy to Dr. Porter to make relevant changes.</p>
<p><b>New Business: Professionalism Policy</b></p>	<p>“Lots of different events occurring where it would be super helpful to have the professionalism policy review finished.” – Dr. Zelewski</p> <p>First step – which policies will be combined into the professionalism policy (i.e. – absences or expectations). Professionalism is referenced in multiple places and in multiple policies. Alyssa and Dr. Ruit have been reviewing several policies (see below) and suggest that policy number 4.20 (Academic Expectations of Medical Students) serve as the foundation.</p> <p><b>New Business</b></p> <p>a. <b>Policy on Medical Student Professional Behavior</b></p> <p>Relevant policies:</p> <ul style="list-style-type: none"> <li>▪ 4.20 Academic Expecatations of Medical Students</li> <li>▪ 4.5 Expectations Outside of School</li> <li>▪ 4.14 Standards of Capacity</li> <li>▪ 3.10 Social Media Policy</li> <li>▪ 2.5 and 3.12 Policy on the Learning Environment: Unprofessional Behavior and Learner Mistreatment</li> <li>▪ 5.10 Clinical Professionalism Procedure</li> </ul> <p>“Behavioral expectations” or “professionalism policy” – Dr. Zelewski</p> <p>Request for diagram that helps lay out the warning system – Dr. Zelewski</p> <p>Request for a subset of us to begin tackling this policy review/professionalism policy – Dr. Ruit and Dr. Van Eck will take the lead on this. They will then bring things forward to the remainder of the committee.</p>
<p><b>End of Meeting</b></p>	<p>Dr. Ruit at 6:12 pm</p>

