

**Medical Program Policy Review Committee (MPPRC) Meeting Minutes**  
**SMHS**  
**Monday, March 13, 2023 at 4:30 pm**  
**via Zoom**

**In attendance:** Alexei Tulin, Ken Ruit, Kathleen Ruff, Judy Solberg, Morgan Thomas, Rick Van Eck, Susan Zelewski.

**Not in attendance:** Jim Porter, Steve Tinguely

**Minutes Submitted by** Alissa Hancock and Dawne Barwin

**Minutes Reviewed by** Ken Ruit

**Minutes Approved by** Jim Porter and Susan Zelewski

MSC = motion made, secended, carried

AGENDA ITEM	SUMMARY	ACTION/FOLLOW-UP
<b>1. Welcome/call to order</b>	Meeting called to order at 4:35 pm, by co-chair Dr. Ken Ruit.	Information
<b>2. Review and approve 12.12.22 and 2.13.23 meeting minutes</b>		<b>MSC to approve the 12.12.22 minutes. Morgan Thomas / Judy Solberg // carried.</b> <b>MSC to approve the 2.13.23 minutes. Rick Van Eck / Kathleen Ruff // carried.</b>
<b>3. UMEC updates</b>		Information
<b>4. Final Review</b>	<p><b>a. 4.14 Standards of Capacity for All Medical Students Ken Ruit has the final review.</b>            This has been reviewed by general counsel, the UND Dean of Students, the Director of DSS and the UND Title IX Officer. We need to talk about accommodation for students who need it. We wanted to make sure everything is appropriately stated. There was a question on reasonable accommodations, and we got that language cleaned up. Ken Ruit read the policy and what medical students must be able to. The reason for the policy is we included revisions of wording and bringing competency up to date and acceptable levels in competencies in the eight domains. For the re-wording see the 4.14 Revised Document.</p>	<b>MSC to recommend approval of revisions of 4.14 Standards of Capacity to UMEC. Rick Van Eck / Alexei Tulin // carried.</b>

	<p>There were some language updates with the wording of competencies. We also updated some wording in relation to reasonable accommodations and who receives them.</p>	
	<p><b>b. 4.15 Visiting Medical Students Review by Ken Ruit</b>  Jim Porter and Susan Zelewski sent the final review to committee. Changes have been made to some of the wording changes to definitions that are minor. Some websites have been added for related information and procedures.</p> <p>The policy has been reorganized. The policy is explaining what is necessary to submit a request for an elective experience at UND.</p> <p>There was discussion on how the visiting students are notified by USPS or via email.</p> <p>Ken Ruit will have a discussion with Jim Porter on the discussed issues to provide some input and then they will finalize the policy and forward to UMEC for approval.</p>	<p>Committee consensus to have Drs. Ruit and Porter finalize the revisions and forward to UMEC for approval.</p>
	<p><b>a. 4.17 (Excused Absence/Tardiness for First and Fourth Year / P2 &amp; P3 Students)</b>  Kathleen Ruff talked about the revisions that are posted on Blackboard.</p> <p>Dr. Porter still has this version of 4.17 and there will be some changes to come.</p> <p>The students have a proposal that directly addresses urgent or emergent absences and tardiness.</p> <p>Kathleen Ruff is asking to add in a pet policy to be included in the Absence and Tardiness policy.</p> <p>Policy 4.17 will be reviewed at the next meeting.</p>	<p>Final review at April meeting</p>
	<p><b>b. 4.18 (Excused Absence/Tardiness for P2 &amp; P3 Students)</b>  Morgan Thomas spoke about the revisions they had worked on.</p> <p>Some of the hyperlinks did not work. Some rewording has been done and the formatting will be completed later. The policy name changed, and the word principles changed to procedure.</p> <p>We may consider the Absence /Tardiness due to a Pet issue wording can be added to this policy as well for P2 and P3.</p> <p>There is a form to complete and send to Susan Zelewski and the process moves quickly.</p>	<p>Final review at 4.10.23 meeting.</p>

	We will align policies 4.17 and 4.18 in wording and get it over to Jim Porter to get his opinion on it after we know what will be done for P1.	
	<p><b>c. 4.21 (Clinical Supervision Policy – MD Program)</b> Susan Zelewski stated that UMEC approved this policy and there are no recent changes. Ken Ruit saw this too.</p>	Information
	<p><b>d. 4.23 (Policy Regarding Acceptance of Transfer Students and Students with Advanced Standing)</b> Jim Porter is not at the meeting. He oversees any updates to this short policy.</p> <p>Ken Ruit has some word changes with part about Transfer Students. He and Jim Porter will clarify some of the wording as well. There will be no advanced standing.</p> <p>The decision is in the hands of the Admissions committee.</p>	Final review at April meeting.
	<p><b>e. 5.6 (Academic and Career Advising Procedures)</b> This policy was assigned to Steve Tinguely and is not at this meeting. There was quite a bit done on this policy so Ken Ruit will email this to Susan Zelewski will look at Version 5.6</p>	Tabled
	<p><b>f. Policy on Medical Student Professional Behavior</b>  <b>Relevant policies:</b></p> <ul style="list-style-type: none"> <li>▪ <b>4.20 Academic Expectations of Medical Students</b></li> <li>▪ <b>4.5 Expectations Outside of School</b></li> <li>▪ <b>4.14 Standards of Capacity</b></li> <li>▪ <b>3.10 Social Media Policy</b></li> <li>▪ <b>2.5 and 3.12 Policy on the Learning Environment: Unprofessional Behavior and Learner Mistreatment</b></li> <li>▪ <b>5.10 Clinical Professionalism Procedure</b></li> </ul> <p>Ken Ruit and Rick Van Eck will be meeting on the professionalism policy on 3.14.23. They will then bring updates to the committee at the next meeting.</p>	<b>ACTION ITEM:</b> Ken Ruit and Rick Van Eck will be meeting on the professionalism policy on 3.14.23. They will then bring updates to the committee at the next meeting.
	<b>g. 4.4 Recording &amp; Transcription</b>	Tabled

<b>6. Adjournment/Next Meeting</b>	Meeting adjourned at 6:08 pm.	Next meeting is April 10, 2023 via Zoom.
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