

Medical Program Policy Review Committee (MPPRC) Meeting Minutes
SMHS
Monday, April 10, 2023 at 4:30 pm
via Zoom

In attendance: Dr. Alexei Tulin, Dr. Jim Porter, Dr. Ken Ruit, Dr. Rick Van Eck, Dr. Susan Zelewski, Dr. Judy Solberg.

Not in attendance: Morgan Thomas, Dr. Steve Tinguely, Kathleen Ruff.

Minutes Submitted by Dawne Barwin

Minutes Reviewed by Dr. Ken Ruit

MSC = motion made, seconded, carried

Minutes Approved by Dr. Zelewski and Dr. Van Eck

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 3.13.23 meeting minutes		MSC to approve the 3.13.23 minutes. Dr. Porter / Dr. Zelewski // carried.
3. UMEC updates		Information
4. Policy Information	a. 4.14 Standards of Capacity for All Medical Students Was approved at 3.14.23 UMEC meeting.	
	b. 4.15 Visiting Medical Students Review Was approved at 3.14.23 UMEC meeting. Dr. Zelewski informed the committee that the requirement to have passed Step 1 prior to participating in Phase 3 courses by visiting student for rotations is not included in the revisions. Dr. Porter will send this on to UMEC.	Committee consensus to have Dr. Porter forward this information to UMEC.
5. Policy Review	a. 4.17 Excused Absence/Tardiness for First and Second Year Students Dr. Porter said that his staff accepted all the changes by Dr. Ruit. They approved revisions and added feedback to that copy. The forms have been removed. Dr. Porter will provide a marked-up version after his staff approved the changes. Dr. Ruit would like to take action to approve this policy	Action Item: Policy 4.17 will be finalized by Drs. Ruit and Porter and then sent out via email for an approval vote.

	via email in the near future. Drs. Ruit and Porter will work together to get this policy ready for approval.	
	<p>b. 4.18 Excused Absence/Tardiness for P2 & P3 Students</p> <p>Dr. Ruit explained some wording in the policy statement was revised describing when the student knows when they will be absent and what to do. Anticipated absences and excused absences were defined more clearly and a list provided on the policy was discussed. Motion to approve recommended changes.</p>	MSC Policy 4.18 to recommend to UMEC. Dr. Zelewski / Dr. Porter // carried.
	<p>c. 4.23 Policy Regarding Acceptance of Transfer Students and Students with Advanced Standing</p> <p>Dr. Ruit discussed some clarifying of wording in the policy has been completed. Revised statement to read that transfer must request transfer 6 months before the Phase starts. This all depends on if there is space to allow the transfer. Motion to approve recommended changes and move it forward to UMEC.</p>	MSC Policy 4.23 with recommended changes to be moved to UMEC. Dr. Porter / Dr. Van Eck// carried.
	<p>d. 5.6 (Academic and Career Advising Procedures)</p> <p>There have been wording changes and that was all that was required. Motion to approve.</p>	MSC Policy 5.6 with recommended changes to be moved to UMEC. Dr. Porter / Dr. Zelewski// carried.
6. New Business	<p>e. Policy on Medical Student Professional Behavior: Rick Van Eck</p> <p>Relevant policies:</p> <ul style="list-style-type: none"> ▪ 4.20 Academic Expectations of Medical Students ▪ 4.5 Expectations Outside of School ▪ 4.14 Standards of Capacity ▪ 3.10 Social Media Policy ▪ 2.5 and 3.12 Policy on the Learning Environment: Unprofessional Behavior and Learner Mistreatment ▪ 5.10 Clinical Professionalism Procedure <p>Dr. Van Eck has been reviewing all the above polices to consolidate them into one policy on professionalism. The AMA Guidelines are the primary principles along with other additions. Dr. Ruit has offered to help with the draft document.</p>	

	f. Future Policy Review Dr. Ruit told the committee to watch for some new policies that we will review for this AY.	
6. Adjournment/Next Meeting	Meeting adjourned at 5:30 pm.	Next meeting is May 8, 2023 via Zoom.