

**Medical Program Policy Review Committee (MPPRC) Meeting Minutes**  
**SMHS**  
**Monday, June 12, 2023 at 4:30 pm**  
**via Zoom**

**In attendance:** Morgan Thomas, Dr. Jim Porter, Dr. Ken Ruit, Dr. Rick Van Eck, Dr. Susan Zelewski, Dr. Judy Solberg.

**Not in attendance:** Dr. Alexei Tulin, Dr. Steve Tinguely, Kathleen Ruff.

**Minutes Submitted by** Dawne Barwin

**Minutes Reviewed by** Dr. Ken Ruit

**Minutes Approved by** Rick Van Eck and Kathleen Ruff

**MSC = motion made, seconded, 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. Ruit.	Information
<b>2. Review and approve 5.8.23 meeting minutes</b>		<b>MSC to approve the 5.8.23 minutes. Dr. Zelewski / Dr. Porter // carried.</b>
<b>3. AY 2023-2024 Committee and Activities Calendars</b>	<b>MPPRC is the second Monday of each month at 4:30pm. The 2023-24 Committee Calendar reflects that schedule.</b>	Information
<b>4. Nomination and committee vote of MPPRC Chairperson AY 2023-24</b>	<b>Nomination and committee vote for MPPRC Chairperson for AY2023-24.</b> a. Dr. Ken Ruit, Judy Solberg and Dawne Barwin will review the Governance Document and the status of the elected positions (faculty and student) on the committee. The election of a committee chair for the 2023-24 academic year will occur at the 7.10.23 MPPRC meeting.	<b>Action item: Dr. Ruit, Judy Solberg and Dawne Barwin will review the Governance Document and MPPRC Committee membership for AY 2023-2024.</b>
<b>5. UMEC updates</b>	a. None	
<b>6. Old Business</b>	<b>FINAL REVIEW:</b> a. <b>4.17: Excused Absence/Tardiness for Phase 1 Medical Students (KR)</b> o The language has been revised to include the point that granting or denial of a request for an excused absence may be based on the content being presenting that day and the ability for the individual to make up content on their own.	<b>MSC Policy 4.17 move to send these edits to UMEC for approval making it consistent with the Phase 2 and 3 Policy, with the</b>

	<ul style="list-style-type: none"> <li>○ Dr. Zelewski asked to hold this policy for potential administrative title changes without content or function changes.</li> <li>○ Dr. Ruit asked for a motion to move Policy 4.17 to UMEC for approval making it consistent with the Phase 2 and 3 Policy, with the possibility of administrative title changes but without content changes.</li> </ul> <p><b>b. Procedure 5.14: Narrative Feedback Procedure (KR)</b></p> <ul style="list-style-type: none"> <li>○ Dr. Ruit reviewed DCI responses regarding provision of narrative feedback to medical students.</li> <li>○ Dr. Ruit summarized the policy language as focused on individual accomplishment and getting feedback and written narrative feedback on individual achievement and accomplishment.</li> <li>○ Dr. Porter made a motion to add the policy language as revised and then recommend to UMEC for approval.</li> </ul> <p><b>c. Procedure 5.17: Mid-course Formative Feedback (KR)</b></p> <ul style="list-style-type: none"> <li>○ Dr. Ruit reviewed DCI responses regarding provision of mid-course formative feedback to medical students. Mid-course and Mid-clerkship were included in the policy language.</li> <li>○ Dr. Zelewski suggested the policy should state that the feedback is “written and/or verbal” because it is always documented in LEO.</li> <li>○ LCME Element 9.7 states a course or clerkship less than 4 weeks in length provides alternate means by which medical students can measure their progress and learn.</li> <li>○ Dr. Ruit asked for a motion to send these edits to UMEC for approval.</li> </ul> <p><b>INITIAL REVIEW:</b></p> <p><b>a. Procedure 5.13: Phase 2 and Phase 3 Clinical Rotation Scheduling Guidelines (KR)</b></p> <ul style="list-style-type: none"> <li>○ Dr. Zelewski suggested that P2P3C to review this procedure language and table MPPRC review of this procedure until after P2P3C has reviewed it.</li> </ul>	<p><b>possibility of a administrative title changes but without content changes. Dr. Zelewski / Judy Solberg // carried.</b></p> <p><b>MSC Procedure 5.14, to add the policy language as revised and then recommend to UMEC for approval. Dr. Porter / Dr. Van Eck // carried.</b></p> <p><b>MSC Procedure 5.17, to send the policy revisions to UMEC for approval. Dr. Zelewski / Dr. Van Eck // carried.</b></p> <p><b>Action item: Procedure 5.13 Clinical Rotation Guidelines P2P3 to review and revise and then bring back to MPPRC.</b></p>
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<p><b>6. New Business</b></p>	<p><b>a. Policy on Medical Student Professional Behavior:</b></p> <ul style="list-style-type: none"> <li>○ Dr. Van Eck feels the new policy is nearly ready for MPPRC review. The policy is being built on the framework of Policy 4.20.</li> </ul> <p><b>b. Policy 4.8 – Functions of the Medical School Academic Performance Committee (MSAPC)</b> Policy 4.8 will be initially reviewed at the July MPPRC meeting. Dr. Porter will lead the discussion.</p> <ul style="list-style-type: none"> <li>○ A key issue is who will be designated by policy to represent the school at MSAPC hearings; Dr. Basson’s departure from UND requires that the policy be updated accordingly.</li> <li>○ Drs. Carr and Borg likely will have perspectives on this question and should be invited to an upcoming MPPRC meeting to express their views on the matter.</li> <li>○ How the requirements of LCME Element 9.9 are met, i.e., <b>“timely notice of the impending action, disclosure of the evidence on which the action would be based, an opportunity for the medical student to respond”</b> are also key points of discussion.</li> </ul> <p><b>c. Policy 4.12/Procedure 5.19 – Admissions requirements for Medical School at UND (MSAC)</b></p> <ul style="list-style-type: none"> <li>○ The Medical Student Admissions Committee revised the admissions requirements for Medical School for the upcoming admission cycle, so there are no recommendations for change in this policy. The revisions need to be approved by UMEC.</li> </ul>	<p><b>Information</b></p> <p><b>ACTION ITEM: MSC to invite the Dr. Carr and Dr. Borg to an upcoming MPPRC meeting to express their views on 1) SMHS representation at MSAPC hearings and 2) due process for students as required by LCME Element 9.9 Dr. Van Eck / Dr. Ruit // carried.</b></p> <p><b>Information</b></p>
<p><b>6. Matters Arising</b></p>		
	<p>Meeting adjourned at 6:00 pm.</p>	<p>Next meeting is July 10, 2023 via Zoom.</p>