

**Medical Program Policy Review Committee (MPPRC) Meeting Minutes**  
**SMHS**  
**Monday, September 12, 2022 at 4:30 pm**  
**via Zoom**

**In attendance:** Ken Ruit, Morgan Thomas, Steve Tinguely, Alexei Tulin Rick Van Eck.

**Not in attendance:** Jim Porter, Judy Solberg, Susan Zelewski.

**Minutes Submitted by** Alissa Hancock

**Minutes Reviewed by** Kenneth Ruit

**Minutes Approved by** Steve Tinguely and Alexei Tulin

MSC = motion made, seconded, carried

AGENDA ITEM	SUMMARY	ACTION/FOLLOW-UP
<b>1. Welcome/call to order</b>	Meeting called to order at 4:33 pm, by co-chair Dr. Ken Ruit.	Information
<b>2. Review and approve 8.8.22 meeting minutes</b>	Students were asking for transcriptions of lectures and we realized there was nothing in writing regarding this. A procedure was suggested, and Ken Ruit drafted something for MPPRC to review before being to UMEC for review and approval to continue and fine-tune the procedure.	<b>MSC to approve the 8.8.22 minutes. Steve Tinguely / Morgan Thomas // carried.</b>
<b>3. UMEC updates</b>	<p><b>a. Approved Policy 4.4 was approved by UMEC.</b></p> <p><b>b. MPPRC asked by UMEC to review policies referencing medical student professional/unprofessional behavior and construct a single policy and set of procedures (with flow diagrams) for addressing medical student unprofessional behavior.</b></p>	Information
<b>4. Old Business</b>	<p><b>a. 4.14 (Standards of Capacity for All Medical Students)</b>            The terminology was updated, and the definition was updated for ‘academic standards’ and discussed the definition of ‘reasonable accommodations’. Who is involved in makes that judgement if a student’s request is reasonable? Ken Ruit will look into Disability Student Services (DSS) to see if they have a better definition of ‘reasonable accommodations’.</p> <p>The domains were updated and added the heading of ‘Academic Standards’ that all student need to be able to meet in the first section. The second section header should be ‘Standards of Capacity’ that students should be able to achieve with reasonable accommodations if they are needed to succeed in the different areas and the expectations are outlined in the policy. After further discussion to clarifying difference between the academic and standards of capacity. The title of the policy statement should be updated to clarify the intent of the policy.</p>	<b>ACTION ITEM:</b> Ken Ruit will update and revise the policy with the suggestions based on the discussion and consult Jim Porter for a final review next meeting.

	Suggested that the policy be also reviewed by the disability services and legal counsel review the policy again to ensure we have it worded correctly.	
<b>5. New Business</b>	<p><b>a. Assignments</b> Ken Ruit has assigned policies for our next meeting. Alissa Hancock will email the them out and policies can be found on blackboard to start the review.</p>	Information
	<p><b>b. Medical Student Professional Behavior Policies</b> Alissa Hancock and Ken Ruit have gathered the policies that reference professionalism to be used to create the single policy for professional behaviors. We also need to include a flow chart also.</p> <p>Suggested the Judy Solberg might have a way to search the policy content search to ensure we have all the policies pertaining to professional behaviors.</p>	<p>Information</p> <p><b>ACTION ITEM:</b> Check with Judy Solberg about the ability to search content within policies.</p>
	<p><b>c. Draft Procedure Proposal for Transcription video/lectures</b> The question was raised if we have something in writing about lectures being recorded, and then a student asked about transcriptions from lectures. It was suggested that MPPRC create a proposal to bring to UMEC for review to start the discussion.</p> <p>The procedure would be focused on Phase 1 of the curriculum because in Phase 2 &amp; 3 are more complex. MPPRC reviewed the draft procedure, and there are some medical curriculum leaders that difference preferences for the word 'will' or 'may' for livestreaming of video and audio recordings.</p> <p>Wondered if UND has a policy to protect faculty work that would then be published by the transcript and should be considered. Copyright might be an issue and we need to work with legal department on this and how the recordings and transcriptions are accessed by students.</p> <p>Suggested that we separate the livestreaming and recordings into two areas. So that livestreaming 'may' but recordings 'will' be available. Media Site already records all lectures, but the capturing of that lecture is different and only access thru a secure UND login. Questioned if faculty can opt-out of having their lecture recorded or do they have to sign off on the recording to happen.</p> <p>Wondered if students are using other apps to record and transcribing the lectures on their own and do, we need to worry about this? Morgan Thomas, MS III is not aware of other students doing this.</p>	<p>Information</p> <p><b>ACTION ITEM:</b> Ken Ruit will ask Pat Carr to reach other to other institutions to see what they are doing regarding recordings and transcriptions.</p>

	<p>If this procedure moves forward then we to clearly outline the process and clarify that the transcriptions would not be a reliable resource, but we do see the benefit it could have for the students. There are also concerns raised for the faculty members. Suggested to reach out to other institutions about if they have discussed this topic.</p>															
	<p><b>Future Meeting Assignments:</b></p> <table border="1" data-bbox="432 412 1577 964"> <thead> <tr> <th data-bbox="432 412 1031 475">Policy/Procedure</th> <th data-bbox="1033 412 1577 475">Assigned Primary Reviewer*</th> </tr> </thead> <tbody> <tr> <td data-bbox="432 477 1031 540">4.15 Visiting Medical Students</td> <td data-bbox="1033 477 1577 540">Rick V.E.</td> </tr> <tr> <td data-bbox="432 542 1031 638">4.17 Excused Absences/Tardiness for First- and Second-Year Students</td> <td data-bbox="1033 542 1577 638">Alexei T.</td> </tr> <tr> <td data-bbox="432 639 1031 735">4.18 Excused Absences/Tardiness for Third- and Fourth-Year Students</td> <td data-bbox="1033 639 1577 735">Morgan T.</td> </tr> <tr> <td data-bbox="432 737 1031 800">4.21 Clinical Supervision Policy – MD Program</td> <td data-bbox="1033 737 1577 800">Susan Z.</td> </tr> <tr> <td data-bbox="432 802 1031 898">4.23 Policy Regarding Acceptance of Transfer Students and Students with Advanced Standing</td> <td data-bbox="1033 802 1577 898">Jim P.</td> </tr> <tr> <td data-bbox="432 899 1031 963">5.6 Academic and Career Advising Procedure</td> <td data-bbox="1033 899 1577 963">Steve T.</td> </tr> </tbody> </table>	Policy/Procedure	Assigned Primary Reviewer*	4.15 Visiting Medical Students	Rick V.E.	4.17 Excused Absences/Tardiness for First- and Second-Year Students	Alexei T.	4.18 Excused Absences/Tardiness for Third- and Fourth-Year Students	Morgan T.	4.21 Clinical Supervision Policy – MD Program	Susan Z.	4.23 Policy Regarding Acceptance of Transfer Students and Students with Advanced Standing	Jim P.	5.6 Academic and Career Advising Procedure	Steve T.	
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<p><b>6. Adjournment/Next Meeting</b></p>	<p>Meeting adjourned at 5:48 pm.</p>	<p>Next meeting is October 10, 2022 via Zoom.</p>														