

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

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

**Not in attendance:** Morgan Thomas, Dr. Steve Tinguely.

**Guests:** Dr. Pat Carr and Dr. Kurt Borg

**Minutes Submitted by:** Dawne Barwin

**Minutes Reviewed by:** Dr. Ruit

**Minutes Approved by:** Jim Porter and Rick Van Eck

**MSC = motion made, secoded, carried**

AGENDA ITEM	SUMMARY	ACTION/FOLLOW-UP
1. Welcome/call to order	Meeting called to order at 4:30 pm, by co-chair Dr. Ruit.	Information
2. Review and approve 6.12.23 meeting minutes		<b>MSC to approve the 6.12.23 minutes. Dr. Van Eck / Kathleen Ruff // carried.</b>
3. UMEC Updates	<p><b>a. Policy/Procedure revisions that came from P2P3C to Dr. Ruit, minor revisions, and/or correction of typographical errors in policies/procedures were all approved at UMEC 6.28.23 meeting.</b></p> <ul style="list-style-type: none"> <li>• 4.3 Clinical Duty Hours for Medical Students</li> <li>• 4.7 Policy on Specialty Electives for Med Students in Phase 3</li> <li>• 4.11 Policy on Medical Student Immunization Medical Examination and Health Insurance</li> <li>• 4.13 Phase 2 Elective Days</li> <li>• 4.21 Clinical Supervision Policy for Medical Students</li> <li>• 5.9 Away Elective Approval Procedure</li> <li>• 5.13 Phase 2 and Phase 3 Clinical Rotation Scheduling Guidelines</li> <li>• 5.18 Phase 2 Clerkship NBME Shelf Re-examination Procedure</li> </ul> <p><b>b. Review of MPPRC policy and procedure work completed in AY 2022-2023. (KR)</b></p> <ul style="list-style-type: none"> <li>• Dr. Ruit reviewed MPPRC policy and procedure revision work completed in 2022-2023.</li> <li>• It was noted that Procedures 5.19 and 5.21 had not yet reached UMEC for approval.</li> </ul>	Information

<p><b>6. Old Business</b></p>	<p><b>FINAL REVIEW:</b></p> <p><b>a. Procedure 5.19 Admissions Requirements for Medical School Students at UND</b></p> <ul style="list-style-type: none"> <li>• Dr. Ruit explained the revisions made by the Medical Student Admissions Committee. The revisions are in the “Experience and Attributes Portfolio” section of the procedure and are now aligned precisely with sections of the secondary application. This section was rewritten to be titled Experience and Attributes and the topics to address are: Written Expression, Research Activity, Creative Activity, Evidence of Effectiveness in Leadership and Team Experience, Experience with Diverse Populations, and Medical/Clinical Experience as it Relates to the Mission of SMHS.</li> <li>• Dr. Solberg said she would like a written process in place for how a policy or procedure should be approved and submitted to UMEC for final approval.</li> <li>• Dr. Ruit stated that Dawne Barwin has created a policy tracker to keep track of the status of each medical program policy or procedure. She tracks the date when MPPRC reviewed and revised the policy and the date UMEC approved the policy. After UMEC Approval, Dawne emails the approved policy to the Deans Office to Dr. Solberg where she posts the approved policy on the SMHS website. MPPRC agreed that, in all medical program policy and procedure approval work, MPPRC needs to be the final step before UMEC approval, no matter which committee the policy or procedure drafts or revisions are coming from.</li> </ul> <p><b>INITIAL REVIEW:</b></p> <p><b>a. Policy 4.8 Functions of the Medical School Academic Performance Committee Representation at MSAPC at hearings:</b></p> <ul style="list-style-type: none"> <li>• Dr. Ruit asked the questions: <ol style="list-style-type: none"> <li>1. Who would represent the school at MSAPC hearings since Dr. Basson’s departure from SMHS? Who would be able to designate someone to represent the school at MSAPC hearings?</li> <li>2. Due process for students who may have an impending decision related to that could affect their status. In Element 9.9, there are some clear things that need to happen in regards to timely notice, conditions related to the impending decision, and the ability of a student to respond.</li> </ol> </li> <li>• Dr. Porter explained his process of checking and updating this policy. He wanted to discuss with the committee the Administrative Leave of Absence, along with the questions Dr. Ruit posed above.</li> </ul>	<p><b>Having been approved by the Medical Student Admissions Committee (MSAC), Procedure 5.19 will be forwarded for UMEC approval at its 7-12-23 meeting.</b></p> <p><b>Dr. Ruit will draft a procedure for directing new or revised medical program policies or procedures coming from UMEC committee to UMEC for its review and approval.</b></p> <p><b>Tabled Policy 4.8, Dr. Porter will continue to update and bring the policy back to MPPRC in the future.</b></p>
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	<ul style="list-style-type: none"> <li>• Discussion among committee members, along with guests (Drs. Carr and Borg), provided direction to Dr. Porter for the revision of Policy 4.8. The Associate Dean for Medical Curriculum (or their designee) will represent the school at MSAPC hearings. Dr. Porter will also revise the policy to formalize the process by which medical students receive timely notice of an impending action that could affect their status, the conditions related to the impending decision and the ability of the medical student to respond. The policy will include administrative leave of absence procedures; an administrative leave of absence is a period of time designated by the administration in which a student is not actively engaged in academic activity, in accordance with AAMC <i>Satisfactory Academic Program Essentials for Compliance at Medical Schools</i>. It may, for example, be a required component of the terms of a student’s academic probation.</li> <li>• MPPRC discussed a question regarding a medical student’s ability to continue in the curriculum during the period in which they are challenging examination questions (ref. Policy 4.4). There is concern about the impact of a delay in student progress through the curriculum. Consensus was reached on drafting a proposed revision to Policy 4.4, circulating the proposed revision among curriculum leaders, and conducting further discussion on the topic of a student being permitted to continue in the curriculum pending resolution of an examination question challenge.</li> </ul>	<p><b>Dr. Ruit will draft a proposed revision to Policy 4.4 for consideration and further discussion.</b></p>
<b>6. New Business</b>	<p><b>a. Election of MPPRC Chairperson for the academic year 2023-2024</b></p> <ul style="list-style-type: none"> <li>• Tabled until 8.14.23 MPPRC Meeting.</li> </ul> <p><b>b. Policy on Medical Student Professional Behavior:</b></p> <ul style="list-style-type: none"> <li>• No discussion.</li> </ul>	<p><b>Tabled Election of MPPRC chairperson for academic year 2023-2024 until 8.14.23 meeting.</b></p>
<b>6. Matters Arising</b>	<p><b>a. Policy 5.21 Lottery and Alternative Trading Processes for Regional Campus Assignments</b></p> <ul style="list-style-type: none"> <li>• Procedure 5.21 originated in the Office of Student Affairs and Admissions in 2023 but there is not documented approval from UMEC. Procedure 5.21 will be reviewed by Dr. Porter and the staff in the Office of Student Affairs and Admissions and revised as necessary. The procedure will then be forwarded to UMEC by Dr. Ruit for approval.</li> </ul>	<p><b>Procedure 5.21 will be forwarded to UMEC for review and approval at its 7.12.23 meeting after review and revision by Dr. Porter.</b></p>

	Meeting adjourned at 6:00 pm.	Next meeting is August 14, 2023 via Zoom.
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