

**Medical Program Policy Review Committee (MPPRC) Meeting Minutes
SMHS
Monday, December 11, 2023, 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. Elsie Dickerson

Not in attendance: Dr. Pat Carr, Dr. Kurt Borg,

Minutes Submitted by: Dawne Barwin

Minutes Reviewed by: Jim Porter

Minutes Approved by: Rick Van Eck and Susan Zelewski

MSC = motion made, seconded, carried

AGENDA ITEM	SUMMARY	ACTION/FOLLOW-UP
1. Welcome/call to order	Meeting called to order at 4:30 pm, by committee chair Dr. Porter.	Information
2. Review and approval of 10.9.23 minutes		MSC to approve 10.9.23 minutes. Dr. Van Eck / Kathleen Ruff // carried.
3. UMEC Updates	<p>a. Verbal Report</p> <ul style="list-style-type: none"> • UMEC meetings were canceled for November 2023, no meetings on 11.8.23 and 11.22.23. <p>b. Consent Report</p> <ul style="list-style-type: none"> • Nothing was discussed 	Information
4. Old Business	<p>Final Review:</p> <p>a. From P2P3C for MPPRC to approve and recommend to UMEC:</p> <ul style="list-style-type: none"> • 5.7 Clerkship Grade Submission Policy: • 5.8 AI Grade Submission Procedure • 5.11 Clerkship Grading Procedure • Regarding the above policies, edits were all title changes for Dr. Basson to Dr. Zelewski since Dr. Basson has left UND. • Dr. Ruit confirmed that all policies had the elimination of Dr. Basson’s name. • We will bring all these up again after one more review at the next MPPRC meeting on 1.8.24 since there is nothing pressing on these policies that have to go to UMEC quickly. 	Policies 5.7, 5.8 and 5.11 are tabled for next MPPRC meeting on 1.8.24 for final review.

	<p>Continued Review:</p> <p>a. Policy 2.2 Clinical Clerkships Policy:</p> <ul style="list-style-type: none"> • There are no big changes to this policy. We want to make sure it is good to go to UMEC for approval. • Dr. Solberg said this policy can change to a 5.XX numbered policy. • Dr. Van Eck said the Reason section would be better stating that the curriculum changes must go through CMEC for approval. • Dr. Ruit said that when there are individual departments running clerkships and to ensure all departments required and electives clinical experiences, knows there is a change then the changes must come through UMEC. This may be only required of clinical experiences. • Dr. Van Eck asked if there is an equivalent for Phase 1, do we have a policy that is equivalent? • Dr. Zelewski said it is nice to have it spelled out what the correct path to take with any future changes. • The changes in the Policy REASON: “This policy is to ensure that significant curriculum changes in the clinical clerkships are reviewed and approved by Undergraduate Medical Education Committee (UMEC).” • The URL in related information section has been updated. <p>b. Policy 4.4 Examination Question Appeals (Drs. Ruit, Carr, Zelewski, Borg and Porter had met to review this on 11.15.23 and will need to meet again for more changes and discussion.)</p> <ul style="list-style-type: none"> • Dr. Porter will put down ideas to give to the subcommittee and then come to MPPRC with their thoughts. <p>c. Policy 4.8 Functions of the Medical School Academic Performance Committee</p> <ul style="list-style-type: none"> • This was emailed to all committee members to review, edit and return to Dr.’s Porter and Ruit for 12.11.23 meeting discussion. • Some edits from members had been received and we are currently putting them into document. There will be more discussion in the next meetings. <p>d. Policy 4.15: Visiting Medical Students</p> <ul style="list-style-type: none"> • We have looked at this before, just last year and made a couple of tweaks then. At that time, we determined we were using the wrong VISA for international students. For visiting medical students, UND is the HOST institution, we don’t give the degree or credit, the HOME institution does. By using that definition, the visiting student can get a B VISA, not a J1 VISA. 	<p>MSC Policy 2.2 Clinical Clerkships Policy to recommend to UMEC for approval. Dr. Zelewski / Dr. Van Eck // carried.</p> <p>Policy 4.4 tabled.</p> <p>Policy 4.8 tabled.</p> <p>MSC: Policy 4.15: Visiting Medical Students recommend to UMEC for approval. Dr. Ruit / Dr. Van Eck // carried.</p>
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	<ul style="list-style-type: none"> • There were a couple of steps for international students added and I then made a 3rd section. After application is entered into VSLO, then we outline the department process. The students will be responsible for all documents that are needed along with the TOEFL etc. • The big change was requiring VSLO to be completed. • Once the process is started the onboarding has 60 days to complete, this is reflected in the change of the policy. <p>e. Policy 4.20 - Academic Expectations of Medical Students: revisions to incorporate medical student professional behavior policy. Policies or procedures being incorporated with 4.20 are 4.5 and 5.10.</p> <ul style="list-style-type: none"> • Drs. Van Eck, Ruit, and Porter are meeting to get this done. They are collecting policy expectations, revisions of professionalism policy, and collecting comments from different stakeholders' regarding the academic policy. • The University did not change the wording for academic probation, so we did not either. The concern from students, when they fill out residency and background checks and the question that asks if you have ever been on probation is confusing. It pertains to federal laws not academic probation. We can change the wording to be clear. • Policy 4.5 Expectations of Medical Students Outside of School • Policy 5.10 Clerkship Professionalism Procedure • When Policy 4.20 is completed, it will encompass and update to reflect these changes in 4.5 and 5.10. 	<p>Policy 4.20 about Professionalism is tabled for more specific discussion and will come back to MPPRC for the January 8, 2024 meeting.</p>
<p>5. New Business</p>	<p>a. Policy 4.22 - Medical Student Evaluation, Treatment and Rehabilitation for physical, Mental Health and Substance Dependency/Abuse Issues – The North Dakota Professional Health Program:</p> <ul style="list-style-type: none"> • ND PHP Policy: This had come before this committee already where a subcommittee looked at it and they wanted to utilize the ND Professional Health Program along with our medical students by merging of policy with PA Program. • This policy has been run past legal. • There are not a lot of changes other than adding NDPAS for medical students for wording. • Dr. McHugo and the PA faculty have vetted and approved this. We talked with the person that heads PHP in ND and they have also approved the language and policy. 	<p>MSC to recommend to UMEC: Policy 4.22 Medical Student Evaluation, Treatment and Rehabilitation for Physical, Mental Health and Substance Dependency/Abuse Issues – The ND Professional Health Program. Dr. Van Eck / Dr. Ruit // carried.</p>

	<ul style="list-style-type: none"> • Drs. Solberg, Ruit, and Van Eck feel comfortable with having this PA policy under the medical school policy. 	
6. Matters Arising		
7. Adjournment	Meeting adjourned at 6:15 pm.	Next meeting is January 8, 2024 via Zoom.