

**Medical Program Policy Review Committee (MPPRC) Meeting Minutes**  
**SMHS**  
**Monday, January 8, 2024 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:** Dr. Ruit and Dr. Van Eck

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

AGENDA ITEM	SUMMARY	ACTION/FOLLOW-UP
<b>1. Welcome/call to order</b>	Meeting called to order at 4:30 pm, by committee chair Dr. Porter.	<b>Information</b>
<b>2. Review and approval of 12.13.23</b>	Approval of December 13, 2023 minutes.	<b>MSC to approve 12.13.23 minutes. Dr. Van Eck / Dr, Zelewski// carried.</b>
<b>3. UMEC Updates</b>	<p><b>UMEC meetings: 12.13.23</b></p> <ul style="list-style-type: none"> <li>a. UMEC approved MPPRC Minutes 10.9.23.</li> <li>b. Policy 4.15 Visiting Medical Students Policy was approved electronically by email vote conducted 12.14 and 12.15.23. UMEC approved on 12.13.23.</li> <li>c. Policy 2.2 Clinical Clerkships Policy (Policy 2.2 was MSC at MPPRC 12.11.23 to move to UMEC for approval, was tabled at UMEC 12.13.23)</li> <li>d. Policy 4.22 - Medical Student Evaluation, Treatment and Rehabilitation for Physical, Mental Health and Substance Dependency/Abuse Issues – The North Dakota Professional Health Program: Was tabled at UMEC at 12.13.23 meeting</li> </ul>	<b>Information</b>
<b>4. Student Update</b>	<ul style="list-style-type: none"> <li>a. Kathleen Ruff: Student Policy Discussion: Policy 4.4 Examination Question Appeals: <ul style="list-style-type: none"> <li>• This was brought up at the last Student Government meeting, asking if a student could challenge the Case Exam grading due to inconsistencies with answers and the answer guidelines provided.</li> <li>• This is under the assumption that Case Exams are graded by different graders. When an exam is not within challenging points, have the exam regraded within 5% of passing. Similar how the Skills Exams are graded.</li> <li>• The students want to have the full Case Exam graded by 2 other people and then take the average of the 3 scores.</li> </ul> </li> </ul>	<b>Information</b>

	<ul style="list-style-type: none"> <li>• In regards to the Question Challenge Policy, the students want it to be different than this policy. If you don't pass the exam on the challenge petition then this could be implemented.</li> <li>• Dr. Porter said the Case Exams are graded per question and that question is graded by the same content expert for the whole class exam. Consistency per question by a content expert should be expected.</li> <li>• Dr. Zelewski said that we have been talking about getting rid of the Question Challenge policy to get rid of the question Challenge policy and change it to a regrade similar to Clinical Skills.</li> <li>• Dr. Ruit for 4.4 policy: we have and a meeting and want to have a committee to advise on this. Dr. Borg sets up parameters and if the regrade exam is within the appeals range, instead of an appeal have the regrade sent to a committee of graders would grade the exam again and if there were differences in grading to the negative, it would not negatively affect the student where only positive changes would be applied to the regrade.</li> <li>• Kathleen Ruff will let student government know how Case Exams are graded now and that there is discussion on revisions to the policy.</li> <li>• Dr. Van Eck said we would need Dr. Borg and Dr. Carr to discuss this possible policy addition or change.</li> <li>• This possible policy addition or change also needs to go to P1C for discussion. Dr. Dunlevy would be the expert for anything Phase 1.</li> </ul>	
<p><b>5. Old Business</b></p>	<p><b>Final Review:</b></p> <p>a. From P2P3C for MPPRC to approve and move to UMEC:</p> <ul style="list-style-type: none"> <li>• <b>5.7 Clerkship Grade Submission</b> (Tabled from MPPRC 12.13.23 meeting) <ul style="list-style-type: none"> <li>○ Dr. Porter: Discussed at P2P3C to update the change of name instead of Dr. Basson on the policy to now be Associate Dean for Clinical Medical Education.</li> </ul> </li> <li>• <b>5.8 Acting Internship Grade Submission Procedure</b> (Tabled from MPPRC 12.13.23 meeting) <ul style="list-style-type: none"> <li>○ Dr's. Porter and Zelewski updated the change of name instead of Dr. Basson on the procedure to now be Associate Dean for Clinical Medical Education.</li> </ul> </li> </ul>	<p><b>MSC to recommend to UMEC 5.7 Clerkship Grade Submission edits. Dr. Ruit / Dr. Zelewski // carried.</b></p> <p><b>MSC to recommend to UMEC 5.8 Acting Internship Grade Submission Procedure</b></p>

	<ul style="list-style-type: none"> <li>• <b>5.11</b> Clerkship Grading Procedure (Tabled from MPPRC 12.13.23 meeting) <ul style="list-style-type: none"> <li>○ Dr’s. Porter and Zelewski completed the edit with a couple of wording changes.</li> </ul> </li> <li>• <b>4.21</b> Clinical Supervision Policy for Medical Students edits P2P3C 12.12.23 (E, 16 is the addition) <ul style="list-style-type: none"> <li>○ Dr. Porter discussion at P2P3C in changing of addition of #16, Under E, on page 5: Ear Cleaning by irrigation or curettage for P2 or P3 students will do the patient interactions with direct faculty supervision. P1 doing onboarding or support process only.</li> </ul> </li> </ul> <p><b>Initial/Continued Review Updates:</b></p> <ol style="list-style-type: none"> <li>a. Policy 4.4 Examination Question Appeals (Dr’s. Ruit, Carr, Zelewski, Borg and Porter did meet on 11.15.23 for discussion.)</li> <li>b. Policy 4.8 Functions of the Medical School Academic Performance Committee. Dr’s. Ruit and Porter will write the purpose and will be finalized for next MPPRC meeting.</li> <li>c. Policy 4.20 Academic Expectations of Medical Students. Revisions to incorporate medical student professional behavior policy. Dr’s. Ruit, Porter and Van Eck will be meeting again to keep updating.</li> </ol>	<p><b>updates. Dr. Ruit / Dr. Van Eck // carried.</b></p> <p><b>MSC to recommend to UMEC 5.11 Clerkship Grading Procedure. Dr. Ruit / Kathleen Ruff // carried.</b></p> <p><b>MSC to recommend to UMEC 4.21 Clinical Supervision Policy for Medical Students edits. Dr. Ruit / Dr. Zelewski // carried.</b></p> <p><b>Information</b></p>
<b>6. New Business</b>	a. None	
<b>7. Matters Arising</b>	a. Dr. Porter and Dawne Barwin are discussing policies to read through and make sure there are no needed edits. We will assign them as we go where the policy will have been recently vetted and Dr. Porter will assist if you need to know who to ask for content expertise. We will be using the Policy Tracker that Dr. Ruit and Dawne had competed for the AY 2022-2023.	
<b>8. Adjournment</b>	Meeting adjourned at 5:07 pm.	Next meeting is February 12, 2024 via Zoom.