

Undergraduate Medical Education Committee Meeting Minutes

SMHS

Wednesday, December 13, 2023 - 4:30 PM, via Zoom

In attendance: Pat Carr, Chris DeCock, Jane Dunlevy, Kara Eickman, Jeremy Halloway, Susan Roe, Chernet Tessema, Rick Van Eck, Roxanne Vaughan, Susan Zelewski, King, James Wagner, Jon Roberts, Kurt Borg, Megan Denis, Eric Johnson, Andy McLean, Jim Porter, Ken Ruit, Adriene Salentiny, Dinesh Bande, Minnie Kalyanasundaram, David Schmitz, Sara Westall, Janet Anderson

Minutes Submitted by: Dawne Barwin

Minutes Reviewed by: Pat Carr

Minutes Approved by: Susan Roe and Roxanne Vaughan

MSC: Motion, Second, Carried

AGENDA ITEM	SUMMARY	ACTION/FOLLOW-UP
1. Welcome/call to order	UMEC Chair, Pat Carr, called the meeting to order at 4:30 pm via Zoom. If no objections, he proposed the time of adjournment to be 6:00pm.	Informational
2. Approval of Minutes	We will approve the UMEC minutes from 10.25.23.	MSC to approve the 10.25.23 minutes by Roxanne Vaughan / Jane Dunlevy // carried.
3. Student Check-in	King, Jon Roberts, James Wagner: nothing to report.	
4. Committee Reports and consent agenda items (Annual and Unit reports and policies not eligible for the consent agenda)	<p>Committee Reports</p> <p>Committees</p> <p>P2P3C—SZ</p> <ul style="list-style-type: none"> i. Verbal Report: nothing to report ii. Consent agenda: <ul style="list-style-type: none"> • P2P3C 9.12.23 Minutes • Pediatrics Clerkship Report 2022-23 • Ped 9507-01 Elective Edits <p>CEMC – RVE</p> <ul style="list-style-type: none"> i. Verbal Report: Currently discussing proposed New Words Proposal: AS and RVE ii. Consent agenda: <ul style="list-style-type: none"> • CEMC Minutes 8.14.23, 9.25.23, 10.23.23, 11.13.23 • Phase 2/3 Report Matrix to use the final grade passing clerkship with adding the amendment, “the final clerkship grade is evidence of passing the summative 	MSC to approve the Committees Consent Agenda items: P2P3C 9.12.23 Minutes, Pediatrics Clerkship Report 2022-23, Ped 9507-01 Elective Edits. CEMC Minutes: 8.14.23, 9.25.23, 10.23.23, 11.13.23, Phase 2 Report Matrix to use final grade passing clerkship with amendment. P1C Minutes 10.3.23, 10.17.23, Revised P1

assessments in the clerkship (including the preceptor evaluation, the SHELF exam and oral exams).” From CEMC 8.14.23.

P1C – JD:

Verbal Report:

- i. Unit 6 expansion change from draft document and Unit 3 and 8 schedule changes starting in 2024 on draft document
- ii. Changes for Unit 3 and Unit 8
- ii. Consent Agenda:
 - P1C Minutes 10.3.23*, 10.17.23
 - Revised P1 Non-Clinical Elective REMS II and REMS III (from P1C 10.21.23 meeting)
 - Proposal Regarding Phase 1 Laboratory Format
 - Proposed new 2-hour session addition to Unit 1: Spirituality as a Social Determinant of Health with Paul Carson, MD. (3 documents on Blackboard)

MPPRC - JP

- i. Verbal Report:
- ii. Consent Agenda: P2P3C on 6.13.23 sent procedures to MPPRC for recommendation to approve to UMEC from the MPPRC 10.9.23 meeting.
 - 2.2 Clinical Clerkships Policy. The final clean document. This was tabled and not discussed.
 - 4.15 Visiting Medical Students Policy. Major change in this policy was that we do not require a J-One Visa for our visiting students or international students. Students can use their B Visa for the four-week elective. Policy 4.15 was approved electronically by electronic vote conducted December 14 & 15, 2023. Motion was made by Michelle Montgomery, Jane Dunlevy seconded; the motion was carried by E-vote.
 - 4.22 Policy on ND Professional Health Program Policy was tabled and not discussed.

DEIC- MM

- i. Verbal Report: tabled
- ii. Consent agenda:
 - DEIC Minutes 9.5.23

Non-Clinical Elective REMS II and REMS III (from P1C 10.21.23 meeting), Proposal Regarding Phase 1 Laboratory Format, Proposed new 2-hour session addition to Unit 1: Spirituality as a Social Determinant of Health with Paul Carson, MD. DEIC Minutes 9.5.23 by Susan Zelewski / Chris DeCock // carried.

MSC to accept the recommendations from P1C: Unit 6 starting in 2024 Chris DeCock / Kara Eickman // carried Unit 3 and 8 schedule changes: Susan Roe / Chris DeCock // carried.

Policy 4.15 was approved electronically by electronic vote conducted December 14 & 15, 2023. Motion was made by Michelle Montgomery, Jane Dunlevy seconded; the motion was carried by E-vote.

	<p>DQIP / Office of Medical Accreditation: EASRc/SASRc/FASRc: KR</p> <ul style="list-style-type: none"> • DQIP met earlier today and discussed element review: 8.3, 6.3, 5.11, 11.1, because this year we are preparing for the submission of a status report to the LCME in August of 2024. • We are finalizing the questions in the survey that will be administered to the students in January 2024. We will need 100% student participation in this survey since it is for LCME. <p><i>Ad hoc</i> committees: none</p>	
<p>5. Special Orders</p>	<p>Special Orders: something of importance for this meeting alone.</p> <p>a) Step 1 timing in relation to Step 1 course completion.</p> <ul style="list-style-type: none"> • Step Prep 1 course is a required element of Phase 2 curriculum. We have learned that not all students are very excited to take their test at the end of their prep period. Students that have delayed and not tested immediately are now asking for extra leaves of absence and needing extra pr-preparation time. We are proposing that students would be required to test within 2 weeks of completing their Step Prep courses. • An addition to ensure that campus dean of students, Dr's. Kalyanasundaram and Porter are aware of any alterations timing that may be requested by individual students. • King will inform students of the Step 1 timing change. <p>b) IPE Badging Update: Eric Johnson</p> <ul style="list-style-type: none"> • As the Class of 2026 evolves out of Phase 1 and into Phase 2, we will be awarding our first points toward a badge for that class. • We have had many students do some self generated IPE activities which are pre-approved by Michelle Montgomery and myself and there is an inner professional student group that is registered with UND and has their own constitution. They had their first event last week, an interprofessional trivia night that they submitted to us ahead of the event as a point earning activity. • Michelle Montgomery and myself, our responsibility to make sure every student completes the required badging and we guarantee that will happen for those who 	<p>MSC to approve the Step 1 timing in relation to Step 1 course completion. Ensure the Campus Deans, Dr's. Kalyanasundaram and Porter are aware of alterations in timing requested by individual students, by Jane Dunlevy / Roxanne Vaughan // carried.</p> <p>Informational</p>

	<p>complete the program.</p> <p>c) 2023 Curriculum Retreat Action Items and summary see the 2023 Medical Program Curriculum Retreat summary.pdf and the 2023 Curriculum Retreat Action Items PAC.docx. Move to accept summary and action items.</p> <p>d) Student anonymous feedback update: none.</p>	<p>MSC to approve 2023 Curriculum Retreat Action Items and Summary by Kara Eickman / Roxanne Vaughan // carried.</p>
6. Unfinished Business	<p><u>ACTION ITEM</u>: Chris DeCock will look to see if this is a policy concern. He will report back to UMEC with his findings. Policy #1.2 Interactions with Vendors/Sales Representatives and Industry Support for all SMHS employees and students. (From 10.25.23 UMEC meeting.)</p>	
7. New Business		
8. Other Business		
9. Adjournment	<p>Meeting was adjourned at 5:55 pm</p> <p><i>Next Meeting January 10, 2024 at 4:30 pm via Zoom</i></p>	<p>Information</p>