

## Undergraduate Medical Education Committee Meeting Minutes

SMHS

Wednesday, February 28, 2024 - 4:30 PM, via Zoom

**In attendance:** Pat Carr, Chris DeCock, Jane Dunlevy, Kara Eickman, Eric Heitkamp, Jeremy Holloway, Susan Roe, Roxanne Vaughan, Rick Van Eck, Susan Zelewski, King, Jon Roberts, Megan Denis, Eric Johnson, Andy McLean, Michelle Montgomery, Jim Porter, Ken Ruit, Minnie Kalyanasundaram, Sara Westall, Janet Anderson

**Minutes Submitted by:** Dawne Barwin

**Minutes Reviewed by:** Pat Carr

**Minutes Approved by:** Jane Dunlevy and Susan Roe

**MSC: Motion, Second, Carried**

AGENDA ITEM	SUMMARY	ACTION/FOLLOW-UP
<b>1. Welcome/call to order</b>	UMEC Chair, Pat Carr, called the meeting to order at 4:30 pm via Zoom. If there are no objections, he proposed the time of adjournment to be 6:00pm.	Informational
<b>2. Approval of Minutes</b>	Approve the UMEC minutes from February 14, 2024	<b>MSC to approve the February 14, 2024 minutes by Susan Roe / Susan Zelewski // carried.</b>
<b>3. Student Check-in</b>	King, Jon Roberts, Jon Roberts, James Wagner: <ul style="list-style-type: none"> <li>• The student representatives had nothing to add.</li> </ul>	Information
<b>4. Committee Reports and consent agenda items</b> (Annual and Unit reports and policies not eligible for the consent agenda)	<p><b>Committee Reports</b></p> <p>Committees:</p> <p>P2P3C—SZ</p> <ul style="list-style-type: none"> <li>i. Verbal Report:</li> <li>ii. Consent agenda:</li> </ul> <p>CEMC – RVE</p> <ul style="list-style-type: none"> <li>i. Verbal Report:</li> <li>ii. Consent agenda: <ul style="list-style-type: none"> <li>• CEMC 1.22.24 Minutes will be tabled until the next UMEC meeting on 3.13.24</li> </ul> </li> </ul> <p>P1C – JD:</p> <ul style="list-style-type: none"> <li>i. Verbal Report:</li> </ul>	

	<ul style="list-style-type: none"> <li>• <u>ACTION PLAN</u>: MSC and Vote for Kara Eickman will send an email to all the lecturers, with the list of medication, asking to check which medications they review in lectures. And if so, which ones and which lecture topic. (From the P1C 2.6.24 meeting.) This will be tabled until the next UMEC meeting on 3.13.24.</li> </ul> <p>ii. Consent Agenda:</p> <p>MPPRC - JP</p> <ul style="list-style-type: none"> <li>i. Verbal Report:</li> <li>ii. Consent Agenda: <ul style="list-style-type: none"> <li>• MPPRC 1.8.24 Minutes</li> </ul> </li> </ul> <p>DEIC- MM/PC</p> <ul style="list-style-type: none"> <li>i. Verbal Report:</li> <li>ii. Consent agenda:</li> </ul> <p>DQIP / Office of Medical Accreditation: EASRc/SASRc/FASRc: KR</p> <ul style="list-style-type: none"> <li>• Ken Ruit reported for DQIP, the Annual Student Survey is completed and Rick Van Eck is working hard to make sure all data is there and is cleaning up partial responses. They will have a TEAM meeting to begin the follow up and next steps to take, focusing on the students' perception of issues that are reporting directly to LCME this coming summer. Responses were not quite at 100% but well into the 90's. It will represent a clear student picture to LCME.</li> </ul> <p><i>Ad hoc committees: none</i></p>	<p><b>MSC to approve all the Committee Verbal Reports given and the Consent Agenda items: MPPRC 1.8.24 Minutes. Susan Zelewski / Erik Heitkamp // carried.</b></p>
<p><b>5. Special Orders</b></p>	<p>Special Orders: something of importance for this meeting alone.</p> <ul style="list-style-type: none"> <li>i. There was no anonymous student feedback to report since the last UMEC meeting.</li> </ul>	<p><b>Information</b></p>
<p><b>6. Unfinished Business</b></p>	<p>Chris DeCock volunteered to look into the Policy #1.2: Interactions with Vendors/Sales Representatives and Industry Support for all SMHS employees and students. (From 10.25.23 UMEC meeting.)</p> <ul style="list-style-type: none"> <li>• The policy is directed at vendors or recruiters of students, employees cannot participate.</li> <li>• Jim Porter stated that this policy has broadened to a school wide application</li> </ul>	<p><b>Information</b></p>

	<ul style="list-style-type: none"> <li>• Susan Zelewski said this will need to be discussed, but it is a School wide issue of sponsorship.</li> <li>• This policy discussion is best for the expanded Executive Committee.</li> <li>• Susan Zelewski will work with Judy Solberg to rewrite the policy and it will move through the Executive Committee for comment and to Faculty Council.</li> </ul>	
<b>7. New Business</b>	Erik Heitkamp reminded everyone of the NDMA hosting of Dr. Glaucomflecken Show at the Fargo Theater in Fargo on 4.6.24. The Alumni Association will be hosting a meet and greet after the show.	<b>Information</b>
<b>8. Other Business</b>		
<b>9. Adjournment</b>	<p>Meeting was adjourned at 5:00 pm</p> <p><i>Next Meeting March 13, 2024 at 4:30 pm via Zoom</i></p>	<b>Information</b>