

**SMHS Bylaws Committee**  
**February 28, 2022 – 12:00pm**  
**Zoom Conference**

In Attendance: Thad Rosenberger, Abe Sahmoun, Julie Solberg, Gary Schindler, Stephen Tinguely, Shahram Solaymani-Mohammadi, Gabriela Balf-Soran

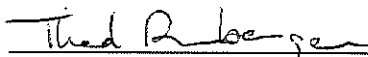
Absent: Emily Henneman, Bibhuti Mishra

Others in Attendance: Ken Ruit, Judy Solberg, Emily Evers and Jeanette Gratton

AGENDA ITEM	SUMMARY	ACTION/FOLLOW-UP
Call to Order	Meeting was called to order by Dr. Thad Rosenberger.	
Bylaws document update	Emily Evers joined the meeting to clarify wording for the bylaws change membership request. Now that the curriculum is in “phases” the second-year student representative will change in the middle of the year. The vice president will take on this role rather than the president of the student council for the class.	Stephen Tinguely moved to approve the membership change indicating the vice president of the M2 student council serves as the representative to the Faculty Council until the end of Phase 1. The vice president of MS1 student council will then serve out the remainder of the one-year term, seconded by Gary Schindler. The motion passed unanimously.
Welcome new member: Dr. Gabriela Balf	Dr. Balf introduced herself	
Review and approval of February 14, 2022 minutes	Minutes were provided for review prior to the meeting.	Motion made Gary Schindler, seconded by Abe Sahmoun to approve the minutes of February 14, 2022. Motion passed unanimously.
CPT Committee Structure update	Dr. Ruit presented this to the Faculty Council last week. They have trouble identifying clinical scholars to join this committee. The CPT recommends no changes in the bylaws but rather attention be given to mechanism to increase the number of clinical scholars to join CPT. Namely emphasizing the promotion process and letting them know obligations of carrying out service to the school.	No changes to the Bylaws. Thad Rosenberger will send an email to Jay Metzger to document this and he can report that to the nominations committee.
Policy 3.7, Inhibiting Conditions for Health Sciences and Medical Students	Minor edits to purpose. Clarified inhibiting conditions in Definitions. The Procedure was reorganized, and responsible parties clarified.	Further review of this policy is tabled until the next meeting.

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Initial review by: Steve Tinguely, Thad Rosenberger, Abe Sahmoun.	Discussed the term “inhibiting conditions” and the clarity of it.	Steve Tinguely will create a bullet point of changes to present at the next meeting and to FC. The committee will think about the use of the inhibiting conditions term. Invite Dr. Zelewski to the next meeting in review of this policy.
Policy 3.3: Conflict of Interest Policy, Standing Committees  Review Comments from faculty review	Recommendation to add under Committee Chair Responsibilities: that the Chair inform their committee members of this policy.	Stephen Tinguely moved, seconded by Gary Schindler to include: It is the responsibility of the Chair to inform their committee members of this policy at the beginning of the committee’s tenure. Motion passed unanimously. Thad will present this to FC for approval.
Policy 3.2: Conflict of Interest Policy, Assessment	Section IV – concern regarding when you have a friend of relative regarding personal relationships – the policy contains the word <i>personal</i> in the conflict of interest area already, which the committee feels covers this concern. Discussed family relation to students for evaluators. Suggested change of title name to COI for Educational Activities. After discussion, a clear title is COI – Learner Assessment  Discussed how policies are presented to faculty for review and to the Faculty Council.	Motion by Stephen Tinguely, seconded by Abe Sahmoun to change the policy name to Conflict of Interest Policy for Educational Activities. Motion passed unanimously.  Thad will return this for faculty council approval.
Policy 3.10: Social Media Policy	Tabled until the next meeting	
Next Meeting:	March 14 at 12:00pm	
Adjournment	Adjourned at 1: 18pm	

  
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 Thad Rosenberger, Ph.D., Chair

3/14/2022  
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 Date