

**UND SMHS Educational Accreditation Standards Review Committee (EASRC) Meeting Minutes**  
**Wednesday February 17, 2021 4:30 – 6:00 pm via Zoom**

**Attending:** Steve Tinguely, Sheila Bosh, Pat Carr, Bryon Grove, Mark Koponen, Ken Ruit, Rick Van Eck, Susan Zelewski, Bryan Delage, Jim Porter  
**Absent:** Dinesh Bande, Erika Johnson

AGENDA ITEM	SUMMARY	ACTION/FOLLOW-UP
Call meeting to order	Meeting was called to order by Dr. Stephen Tinguely, Committee Chair.	
Review of Minutes/Follow up Action Report	January 20, 2021 minutes were distributed electronically to EASRC members prior to the meeting and are also available on Blackboard.	Minutes approved
Action Table	<p><b>9.2 Faculty Appointments</b></p> <p>Dr. Ruit shared that work on faculty appointments continues. He is in the process of completing the DCI for this element. He commented that the narrative response questions are very similar. Narrative A addresses the clinical faculty appointment process and how the medical school ensures that there is faculty appointment for those that provide assessment or supervision. <i>How does the medical school ensure that physicians who will supervise/assess medical students in required clinical clerkships have a faculty appointment before they take up their supervisory/assessment roles.</i> Dr. Ruit has discussed this with his assistant, Linda Anderson. Currently a list is sent to each department to verify annually. This is generally completed in January. While the practice is in place, there isn't a policy or written procedure in place. He will work on creating this. He and his staff are also finalizing a standardized letter of appointment.</p> <p>Narrative B asks us to <i>Describe how, by whom, and how often the faculty appointment status of physicians who will teach and assess medical students is monitored.</i> Dr. Ruit informed the committee that Clinical Faculty status is verified by faculty affairs. Some departments are better about completing this verification than others. Linda has been asked to send reminders to departments every 8 weeks to confirm that clinical faculty that are assigned as supervisors have an active faculty status. Dr Zelewski asked about electives and AI's as they are every 4 weeks. Dr Ruit stated that the reminders can be sent out every 4 weeks if need be. Dr. Van Eck suggested using Qualtrics which has a reminder feature.</p> <p><b>7.6 Cultural Competency</b></p>	Dr. Ruit will provide updates at the next meeting.

	Dr. Ruit commented that he read the element completed by Dr. Carr and is encouraged by the survey numbers. He and Linda Anderson are in the process of coordinating a multidisciplinary round table. Twelve people have been invited to the table. He noted that this includes Dr. Bailey and Dr. Anne Kelsch, as well as the Dean of Nursing and chairs of nursing departments, Dr. Carr, Dr. Warne and Dr. Beltz.	
<b>9.3 Clinical Supervision of Medical Students Update</b>	At a previous meeting, Dr. Zelewski asked the committee to comment on the level of detail needed and the level of supervision required as it relates to 9.3 narrative d. and policy 4.2.1 Clinical Supervision. It was concluded that Dr. Zelewski and Dr. Basson would continue to work on a list of appropriate procedures. Today, Dr. Zelewski commented that a proposal & procedure list was presented to CSCC. The procedure list was very detailed as Dr. Basson had recommended. After CSCC approves it, it will go to UMEC and then to the Dean.	
<b>8.1 Governance Structure and Required Document Revisions Update</b>	No updates. Dr. Tinguely commented that we hope to be given recommendations from the Dean, possibly on Friday at LCME.	
<b>7.5 Societal Problems Objective Numbering Update</b>	Dr. Carr commented that he removed the numbers completely which resolved the issue. Dr. Van Eck expressed some concern about the follow up for new objectives; stating they will need to be approved and entered into LEO following approval from CEMC.	
<b>6.0 Competencies, Curricular Objectives, and Curricular Design Update</b>	6.0 asks us to <i>Describe the general structure of the curriculum by phase (i.e., pre-clerkship, clerkship)</i> . Dr. Carr commented that this is one of the places where we are asked to specify our COVID changes. He noted this is more complicated as we are also addressing this with both versions of the curriculum (1.5 and 2.0). He and Dr. Zelewski continue to work on this element.	
<b>7.1 Curriculum Table Screen Shot PC Update</b>	Dr. Carr suggests following 6.0 immediately with 7.1. He commented that he had a meeting with Dr. Porter and Jenny Duffy in Student Affairs, and we should be in a position where schedule is 99% firmed up.	
<b>8.2 New</b>	Dr. Van Eck continues to work on his DCI responses.	

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<b>ISA Action Plan</b>	Dr. Tinguely emailed the completed ISA Analysis and Mind Map prior to the meeting. Dr. Zelewski inquired whether there is funding for the recommendations that the students made. She commented on her limited staff. She stated we would love to incorporate many of the recommendations; however, we are a small school with a small staff, with limited funding. Discussed the ISA 2 and the survey process. Dr. Van Eck and Dr. Zelewski volunteered to create. Dr. Van Eck believes that it can be completed and analyzed prior to the DCI submission date. It is noted that the DCI submission is due 3 months prior to the survey visit and no updates or changes may be submitted later than 30 calendar days before the start of the survey visit, unless requested.	This will be discussed with the Dean at next LCME meeting
<b>Deferred</b>	N/A	
<b>Announcements/Next Meeting</b>	Next meeting March 17, 2021	

Submitted by Sheila Bosh, Accreditation Manager  
Approved by Dr. Stephen Tinguely, EASRC Chair