

**UND SMHS Faculty Accreditation Standards Review Committee (FASRC) Meeting Minutes
Wednesday October 21, 2020 2-3:30 pm Zoom Meeting**

Attendance: Stephen Tinguely, Sheila Bosh, Ken Ruit, Judy Solberg, Laura Block, Marc Basson

AGENDA ITEM	SUMMARY	ACTION/FOLLOW-UP
Call meeting to order	Meeting was called to order by Dr. Stephen Tinguely, Committee Chair	
Review of Minutes	Minutes from September 14, 2020 were distributed electronically to FASRC members prior to the meeting and are also available on Blackboard	Minutes approved
Old Business: Follow up on action items from previous meeting	In a previous meeting, Dr. Ruit commented that evaluation of volunteer faculty requires more intentionality (element 4.4). The consultants recommended standardizing this. Dr. Basson suggested that he and Dr. Ruit meet with Dr. Zelewski (CSCC Chair) and Dr. DeCock (Chair of the Clerkship Group) to determine how this can best be accomplished. Today Dr. Basson reported that he has held two meetings. He commented that some of the departments now understand what the expectation is. He is personally not in favor of standardizing the evaluation of volunteer faculty.	
New Business: Review of DCI elements		
Element 1.5 Bylaws	Addressed the DCI question “How are formal documents made available to faculty; In particular new faculty?” Dr. Solberg commented that a faculty vote is required for changes to the bylaws. A hard copy is sent out to all faculty when any changes to the bylaws occur. Discussed whether faculty can view the bylaws on the SMHS website. Noted that UMEC governance documents reside on the OEFA webpage along with the bylaws.	
Element 2.1	Reviewed DCI content prepared by Dr. Solberg with edits from Dr. Tinguely. Dr. Basson and Dr. Ruit confirmed that the State Board of Higher Education (SBHE) is the primary institutional governing board. Dr’s Basson & Ruit suggested that the response that was written in the previous DCI (2013 written in green) be used for narrative b.	
Element 2.5	Dr. Basson requested that Dr. Zelewski review and update the campus deans job descriptions. He suggested the campus deans should review them as well.	

	The updated job descriptions are stored in the faculty files. Dr. Basson also requested that OMA check with Dr. Zelewski to see if she maintains a campus dean handbook.	OMA will discuss with Dr. Zelewski
Element 3.2 3.2 Community of Scholars/Research Opportunities Follow-up	Dr. Tinguely asked Dr. Watt to speak to the changes to REMS with the new 2.0 curriculum at a recent SASRC meeting. Dr. Watts commented that REMS is no longer a voluntary summer research program where students are paid a salary. It is now a for-credit research elective. The program will have two phases. The first phase will consist of two weeks in January where the students will go through the initial training and make their commitment to the program. Phase two will consist of eight-weeks in the summer where the students will be in the laboratory and will be part of an ongoing research effort. Dr. Watt anticipates that the redesign proposal will be completed by the end of the month.	
Element 3.3 Diversity	Discussed the “Program” that is used for recruitment and retention of faculty and administration. Noted there are many positive efforts in the area of diversity, such as hiring Dr. Warne, the Associate Dean of Diversity, Equity and Inclusion, the hiring of other Native American faculty, CoBre programs, pipeline programs, etc. though not a formal program. Noted that as part of the strategic plan on diversity, a faculty working group was proposed and will be discussed at a future Faculty Council meeting. Dr. Ruit stated he and his office will also assist with the development of a program for retention of Native Americans and women.	Continue discussion at next meeting; add to November 23 agenda
Element 3.5 Professionalism & Learning Environment	Addressed the instrument used to evaluate the learning environment. Noted that the student survey is the instrument used. Discussed the formal school or parent institution policies addressing the standards of conduct in relationships among students, faculty, residents and other health professionals. Dr. Basson suggested that OMA verify if standards of conduct exist within the faculty handbook. He recommended a formal policy to correspond with the standards of conduct.	OMA review faculty handbook
Element 3.6 Student Mistreatment	Student Mistreatment numbers are reported to FAC by Dr. Solberg. Minutes should reflect that. 2020 GQ data indicates that there have been cases of perceived student mistreatment, however, they were not reported to administration, (16.7% publicly embarrassed once, 7.4 publicly humiliated	

	once, 1.9% threatened with physical harm once, 0 % reported physical harm or unwanted sexual advances). Noted that the SMHS policy supports students attempting to resolve the perceived mistreatment on their own informally prior to moving to the next level.	
Element 5.8 Library Resources	Discussed how the library supports medical education and addressed the DCI question “How are the library staff involved in curriculum planning, in curriculum governance (e.g., by participation in the curriculum committee or its subcommittees), or in the delivery of any part of the medical education program?” Determined that no action is required as library staff are included in curriculum committees as non-voting members.	
Element 5.12 Reporting to LCME	COVID related correspondence has been completed by Dr. Basson. Dr. Ruit will be completing the curriculum revision communication to LCME.	
Next Meeting/Announcements	Next meeting November 23, 2020	

Submitted by Sheila Bosh, Accreditation Manager

Approved by Dr. Stephen Tinguely, FASRC Committee Chair