

**UND SMHS Faculty Accreditation Standards Review Committee (FASRC) Meeting Minutes  
Wednesday November 23, 2020 9-10:30 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 October 21, 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	<p><b>5.1 Deferred maintenance statement</b> Laura Block informed the committee that the statement has been posted on the Administration &amp; Finance website.</p> <p><b>2.3 CPT guidelines &amp; faculty handbook regarding the appointment process for clinical faculty</b> Dr Ruit informed the committee that the appointment process is written but isn't officially incorporated into the CPT document. It is on the CPT committee agenda. He noted this will require faculty approval.</p> <p><b>4.4 Professional Development</b> Dr. Ruit reported that he and Dr. Basson have met several times with Dr. Zelewski and Dr. DeCock. They have asked their major departments to create a system for providing annual feedback to volunteer faculty by the end of the academic year. Dr. Basson recommended that we keep this on the table. He suggested that OMA survey each department in June to see what they have put in place for volunteer faculty.</p> <p><b>5.11 Study Spaces</b> Dr. Tinguely informed the committee that OMA will complete the photo album for inpatient areas only. Dr. Basson suggested that photos showing the improved study spaces in the main building be included in the album.</p> <p><b>1.1 Vital Signs Dashboard</b> Dr. Tinguely informed the committee that this is on the radar. Work will begin next year after the DCI work is complete. Dr. Basson suggested that we create an LCME accreditation page that is accessible from the SMHS homepage. Dr. Ruit suggested looking at what was created for the 2014 visit. He also suggested reaching out to Brian Schill for assistance.</p>	<p>No further Action required</p> <p>Follow up on progress in 6 months to FASRC.</p> <p>OMA will follow up in June</p> <p>Main building updates will be added to photo album which will be particularly helpful if site visit is virtual.</p> <p>Progress update to FASRC in 6 months</p>

<b>New Business: Review of DCI elements</b>		
<b>Element 3.6 Student Mistreatment</b>	<p>Discussed the narrative for e. recent educational activities. Dr. Basson commented that the campus deans slide deck includes education on this topic. For residents this is discussed in orientation. Residents are asked to review &amp; attest to reviewing the policy. Kim Becker will be adding this to orientation. Dr. Ruit suggested that this be included in the faculty appointment. Discussed creating a recording of a faculty development on the CME platform. Discussed including the link in the letter of appointment. Also discussed utilizing a check box on the preceptor evaluation form for attestation. This would help to ensure that there is annual attestation by clinical faculty. Dr. Zelewski would need to arrange for this change to occur. As this is currently being done for COI, Dr. Basson proposed that this be attested to using one box and instead of two (dual attestation). Dr. Basson also suggested reaching out to Kim Becker or checking the AAMC resources for modules that would meet the requirements for residents.</p>	<p>OMA to discuss with Dr. Zelewski and Kim Becker</p>
<b>5.1 Adequacy of Financial Resources</b>	<p>Discussed the narrative response that has been written thus far. Dr. Ruit recommended that we included the 8 bullets in a. in the narrative that follows. He noted that it will be important to comment on the trends (up or down). Laura indicated that she would complete the narrative when the 2020 data is available. For narrative b. need to include the language of the question and specifically address/name each of the 4 bullets. Include the link to the deferred maintenance statement <a href="https://med.und.edu/administration-finance/files/docs/admin-finance-capital-budgeting.pdf">https://med.und.edu/administration-finance/files/docs/admin-finance-capital-budgeting.pdf</a>.</p>	<p>Laura Block will include these recommendations in the next version of the DCI narrative responses for this Element</p>
<b>5.2 Dean's Authority/Resources</b>	<p>Dr. Basson commented that it's not necessary to include all of the details of the executive council meetings. Both Drs. Ruit and Basson commented that the response is sufficient.</p>	<p>No further action at this time.</p>
<b>5.3 Pressure for Self-Financing</b>	<p>Discussed narrative a. sentence on accommodating 16 students. Dr. Basson suggested removing the sentence regarding the 16 students and changing the phrasing to "the old building did not optimally accommodate student capacity; therefore, the new building was built to optimize the learning environment for students". Discussed who approves the tuition and any increases. This requires clarification from the Dean.</p>	<p>To be discussed at LCME Prep meeting with the Dean today.</p>

<b>9.2 Faculty Appointment</b>	Discussed narrative d. on faculty appointment. Dr. Ruit commented that he is working on a standardized clinical faculty letter of appointment. The term of appointment will need to be confirmed. Dr. Basson proposed utilizing Leo for faculty appointment tracking. When a preceptor is assigned, the faculty appointment could be entered into Leo.	Dr. Ruit will discuss this option with Dr. Zelewski.
<b>1.1 SP and CQI</b>	<p>Discussed SP example 1 (goal 4) and evaluation and whether the current narrative response was sufficient in meeting the LCME's expectations. Dr. Basson suggested that a 10% increase may be too optimistic, and the goal may need to be revised. This will require approval from the Dean.</p> <p>For example 2 (SP Goal 2) it was recommended that we include the metrics for evaluation, e.g., GQ data, student satisfaction, 1<sup>st</sup> time Step pass rate.</p>	<p>Will discuss SP Goal 4 at LCME Prep meeting today.</p> <p>Dr Tinguely will incorporate this recommendation into next iteration of this example in Element 1.1 DCI narrative.</p>
<b>Next Meeting/Announcements</b>	Next meeting December 16, 2020	

**Submitted by Sheila Bosh, Accreditation Manager**

**Approved by Dr. Stephen Tinguely, FASRC Committee Chair**