

**UND SMHS Faculty Accreditation Standards Review Committee (FASRC) Meeting Minutes**  
**Wednesday April 28, 2021 11:30 – 12:30pm Zoom Meeting**

**In Attendance:** Stephen Tinguely, Sheila Bosh, Ken Ruit, Laura Block, Judy Solberg

**Absent:** 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 March 10, 2021 were distributed electronically to FASRC members prior to the meeting and are also available on Blackboard.	Minutes approved.
Action Item Table	Dr. Ruit provided an update. Both 2.3 CPT guidelines & faculty handbook regarding the appointment process for clinical faculty and 9.2 standardized clinical faculty letter of appointment will be in place by July 1, 2021	
Element 5.5 & 5.11 Update	Dr. Zelewski is revising 5.5 and 5.11 following the SSTF review. When completed both will be sent to the Dean for his review.	
Element 5.11 Study/Lounge/Storage Space/Call Rooms & Photo Album Update	Jeanette Gratton has received information/photos from several primary hospitals. There are still a few outstanding. Her focus at this time is on graduation. Work on this element will continue after commencement.	Updates will be provided at the next meeting.
OMA, LCME, DQIP, CQI Website Update	Sheila continues to work with Brian Schill on the website content. Some delays due to technical issues that have now been resolved.	Updates will be provided at the next meeting.
LCME Secretariat Webinar related to Faculty	Dr. Tinguely shared the slides from the webinar as well as the takeaway notes. <b>4.3 faculty appointment policies &amp; 4.4 Feedback to Faculty.</b> Discussed the definition of “full-time faculty”. The Secretariat allows and supports each schools’ internal definitions providing they are consistent and meet the LCME expectation for the standard. Dr. Ruit commented that as long as we are	

	<p>consistent, we will not have any issues. <b>9.2 Faculty Appointments</b> Dr. Ruit stated we are on track for this. <b>9.3 Clinical Supervision of students.</b> Dr. Tinguely commented that we have created a policy that is very detailed and specific, however, we still need to determine if we have a policy or procedure for students to inform of inappropriate supervision (In real-time). <b>4.4 Feedback to Faculty.</b> Dr. Ruit stated a policy will be written and implemented by July 1. <b>4.5 Professional Development</b> Dr. Ruit stated remediation is handled case by case. Review of our DCI narrative took place during the meeting and it was determined that the addition of the phrase “so that an appropriate action can be taken” should be made, as was previously recommended during the SSTF review. Dr. Tinguely made the update during the meeting. Dr. Ruit noted that formal feedback for full-time faculty is included in the faculty handbook but not in the Bylaws. Dr Ruit stated this is sufficient. Discussed how faculty need to be informed of policies and procedures which includes what is expected of them and on a regular basis. Dr. Solberg indicated that she is waiting for Dr. Wynne to determine how he wishes for this to be completed. She has proposed that a letter be sent to faculty. Dr. Ruit suggested that the proposed letter also address professional behaviors. Dr. Solberg will draft the letter with assistance from Dr. Ruit and final approval from the Dean. Discussed faculty development opportunities. Dr. Tinguely stated this is sufficient.</p>	<p>Dr. Tinguely will check with Dr. Zelewski or Dr. Basson to see if a procedure to inform in real-time exists.</p>
<b>Element 4.3</b>	Deferred	Add to May agenda.
<b>3.5 Learning Environment/Professionalism</b>	Deferred.	Add to May agenda.
<b>Next Meeting/Announcements</b>	Next meeting May 19, 2021	

Submitted by Sheila Bosh, Accreditation Manager

Approved by Dr. Stephen Tinguely, FASRC Committee Chair