

UND SMHS Faculty Accreditation Standards Review Committee (FASRC) Meeting Minutes
Wednesday June 17, 2020 2:00 – 3:30 pm Zoom Meeting

Attending: 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 June 3, 2020 were distributed electronically to FASRC members prior to the meeting and are also available on Blackboard	The committee unanimously approved the minutes
Old Business: Element 3.6 Student Mistreatment	<p>At the June 3 meeting, Dr. Basson suggested that adding specific questions to the annual student survey related to students’ perception of mistreatment might add clarity to results identified by the GQ. In follow up Dr. Tinguely discussed this with Dr. Susan Zelewski who manages the SMHS annual student survey. Dr. Zelewski will review this and determine the best way to incorporate this element into the survey. It is noted that in the coming academic year, the ISA will replace the annual student survey. Dr. Zelewski suggested placing this question into the end of clerkship student questionnaire.</p> <p>In addition, at the June 3 meeting, Dr. Tinguely requested clarification as to who is responsible for reviewing the entire GQ; In follow up Dr. Tinguely discussed this with Dr. Carr, the Chair of UMEC. Dr. Carr has agreed that this is a UMEC responsibility and added GQ Review to the UMEC agenda.</p>	
Old Business: 1.2 Conflict of Interest (COI) Laura Block	<p>Associate Dean for Finance and Administration, Laura Block and Linda Anderson are working on an HRMS System project to categorize faculty, system partners, committee, and subcommittee members. This will be used to determine COI documentation requirements to ensure that we are compliant in our conflict monitoring. Laura presented a draft policy for review. She suggested that when completed the policy may be posted on the SMHS webpage with a hyperlink to the UND policy.</p> <p>Dr. Tinguely inquired as to how this process will be monitored and if this will be reviewed annually. The committee agreed that the oversight for this belongs with the Office of Education and Faculty Affairs; at a minimum to verify that we are in compliance. Laura mentioned that obtaining reports is tedious and time consuming as this hasn’t been integrated into PeopleSoft yet. COI in regard to admissions and</p>	Laura will continue working on this process and will create an administrative policy. She will provide an update at next meeting

	MSAPC are covered under separate policies. Dr. Ruit proposed that the statement that Laura is currently drafting be consider an administrative policy.	
Old Business: 5.1 Deferred Maintenance Laura Block	Associate Dean for Finance and Administration, Laura Block is working on a written procedure to document our current practices regarding budgeting for deferred maintenance. She suggested that this also become an administrative policy. The committee is in agreement.	Laura will continue to work on the development of the policy and will provide an update at the next meeting.
3.4 Antidiscrimination Policy Laura Block, Judy Solberg	Dr. Solberg stated that this element has been addressed in a written policy. She states that it meets all of the requirements as it relates to students. There was discussion regarding volunteer faculty or affiliates who don't complete the SafeCollege Training. Dr. Tinguely recommended that all members of the SMHS medical education community be required to view this policy. Dr. Ruit is working on a standardized letter of appointment for clinical faculty/volunteer faculty. This letter will reference policy review.	Dr. Ruit will add the Antidiscrimination Policy to the list of required policy review for faculty appointment
2.5 Responsibilities of the Dean Dr. Ruit, Dr. Tinguely	The committee reviewed the DCI narrative response completed by Dr. Basson. Multiple edits suggested by Dr. Basson and other committee members.	Dr. Tinguely will make the recommended edits
2.6 Functional Integration of Faculty Dr. Ruit	Dr. Tinguely stated that this element was previously discussed, and no further action is required at this time	
5.12 Required Notification to LCME Dr. Ruit, Dr. Tinguely	Dr. Tinguely stated that this element was previously discussed, and no further action is required at this time	
Deferred Items	AY 2020-21 FASRC Work Plan (Dr. Tinguely)	Add to July agenda
Announcements	Next meeting date: July 15, 2020	
Adjournment	Meeting adjourned at 3:30 PM	

Submitted by Sheila Bosh, Accreditation Manager

Approved by Dr. Stephen Tinguely, FASRC Committee Chair