

**UNDSMHS (FASRC) Meeting Minutes**  
**Wednesday June 3, 2020 12:00 – 1:30 pm**  
**Via Zoom**

**Attending:** Dr. Stephen Tinguely, Sheila Bosh, Dr. Ken Ruit, Dr. Judy Solberg, Assc Dean Laura Block, Dr. Marc Basson, Dr. Donald Warne

AGENDA ITEM	SUMMARY	ACTION/FOLLOW-UP
<b>Call meeting to order</b>	Meeting was called to order by Dr. Stephen Tinguely, Committee Chair	
<b>Review of Minutes</b>	<p>Minutes from April 16, 2020 were distributed electronically to FASRC members prior to the meeting and are also available on Blackboard</p> <p>Note: Today’s meeting was rescheduled from May to June due to scheduling conflict. This meeting is the regularly scheduled monthly meeting for May 2020</p>	<b>Action:</b> The committee unanimously approved the minutes
<b>Action Table Dr. Tinguely</b>	<p>Discussed the action table and corresponding elements, reviewed responsibilities, and ongoing progress.</p> <p>(1.1 dashboard work Dr. Tinguely and Sheila will work on this over the summer, 3.3 on today’s agenda, 5.1 study spaces; Sheila work with Linda Anderson, 4.4 Leo language needs to be written (Dr. Ruit), 2.3 CPT guidelines in process; language needs to be written (Dr. Ruit), 4.0 Dr Ruit working on that as well, 5.9 Dr. Tinguely brought the concern of student dissatisfaction with access to tech support and online learning (per GQ) to student quality group. He received little feedback. Dr Tinguely will follow up)</p>	Committee will reassess progress at next meeting
<b>Element 2.4 (Percent effort table) Judy Solberg</b>	Dr. Solberg stated this was a moving target; this will change over time, but that the table as written accurately reflects the current percent efforts as defined by the Dean.	
<b>1.2 Conflict of Interest (COI) Laura Block</b>	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 will create a system process, further discussion at next meeting as warranted

<p><b>5.1 Deferred Maintenance</b> <b>Laura Block</b></p>	<p>Laura shared that deferred maintenance is vaguely addressed in the UND Strategic Plan; neither SMHS or UND have a “policy” defining our school’s deferred maintenance plans. She would like to create a process for deferred maintenance for SMHS including our other regional sites. Dr. Ruit clarified that this element requires that we have a written plan in place, but it is not expected that we have a formal policy. All agree that a process and/or procedure should be written and implemented.</p>	<p>Laura will create a written procedure to document our current practices re budgeting for deferred maintenance.</p>
<p><b>Element 3.3 Diversity Policies, Pipeline, Tracking</b> <b>Dr. Warne and Dr. Ruit</b></p>	<p>Dr. Warne presented information and updates on progress being made in the area of diversity. He presented this to Student Accreditation Standards Review Committee (SASRC) last week and will be presenting to the Dean’s LCME Committee this month. Dr. Warne pointed out that this element refers to not only students, but also faculty and admin staff. An updated Diversity Statement was endorsed by FAC and has been posted online. Diversity priorities for students include American Indians and Rural Residing Students. Priorities for faculty and staff include American Indians and Gender. A faculty working group has been created to address this element. Additionally, a Community Engagement Plan was created. These changes are directly linked to the SMHS Strategic Plan. Dr. Ruit mentioned that he anticipates adding diversity into Learning Communities. Discussed GQ Data as it relates to this element: 15% of students report that they don’t feel ready to care for people different from themselves. Discussed elective rural experience; 4 weeks in ND initially with the tentative plan to extend that to an 8-week rotation with the last 4 weeks in another state with a more diverse population. Many logistical issues to address prior to implementation; line of approval CSCS to UMEC. It is concluded that, 1. we have policies and stated diversity groups for each of the three categories as expected in the Element.2. We have data sources that can be analyzed. 3. We do not have specific goal numbers for each diversity group. 4. That oversight responsibilities of the expectations set out by this Element are that of the Associate Dean for Diversity and Inclusion.</p>	<p>Dr. Warne and Dr. Ruit will review data and make recommendations to FAC and the Dean’s LCME Group</p> <p>Dr Warne will continue work on proposed elective 4-week ND rotation</p> <p>Establishing goals for each category will be discussed with the Dean at the June 24 DQIP meeting.</p>
<p><b>3.6 Student Mistreatment</b> <b>Dr. Tinguely</b></p>	<p>Dr. Porter requested that Dr. Tinguely seek clarification from this committee on the tracking and evaluation of mistreatment reports and outcomes. Dr. Solberg explained that reports are funneled up to FAC and will now go to UMEC as well.</p>	<p>Dr. Tinguely will share committee comments with Dr Porter</p> <p>Dr. Tinguely will ask Dr. Zelewski to add question to the student survey</p>

	<p>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.</p> <p>Dr. Basson noted that it will be important to ensure student safety as it relates to COVID; ensuring appropriate PPE is provided, that students aren't put into high-risk settings that they aren't competent to handle. If this is not done, students may express concerns about their clinical placement during the COVID pandemic; which may be interpreted as mistreatment.</p> <p>Dr. Basson informed the committee that there is an online anonymous reporting system in place. To date, no reports have been received. Students are informed during orientation, that that this anonymous reporting mechanism exists</p> <p>It was concluded that school policy defines who and how data is to be received and reported re student mistreatment. It was also recommended that UMEC be responsible to review GQ data related to this Element.</p>	
<b>Other: GQ Dr. Tinguely</b>	Dr. Tinguely requested clarification as to who is responsible for reviewing the entire GQ; Dr. Tinguely will discuss this with the Chair of UMEC and bring information back to this committee.	Add GQ review question to FASRC agenda for June (Follow up)
<b>Deferred Items</b>	3.4, 2.5, 2.6, 5.12	Add to June agenda
<b>Announcements</b>	Next meeting date: June 17, 2020	
<b>Adjournment</b>	Meeting adjourned at 1:30 pm	

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