

**SMHS Student Affairs Standards Review Committee (SASRC) Meeting Minutes**  
**Wednesday January 27, 2021 2-3:30 pm Zoom Meeting**

**In Attendance:** Stephen Tinguely, Sheila Bosh, James Porter, Susan Zelewski, Judy Solberg, Laura Block, Michelle Montgomery, Don Warne, Kamille Sherman, Pat Carr, Lauren Johnson, Holly Mitzel, Natisha Corum, Grant Gunderson, Emily Decker, Dan Saylor

**Absent:** Heather Kaluzniak, Jennifer Duffy, John Watt, Shivam Patel, Parker Rosenau, Matt Gerenz

AGENDA ITEM	SUMMARY	ACTION/FOLLOW-UP
<b>Welcome/call to order</b>	Meeting was called to order by Dr. Stephen Tinguely, Committee Chair	
<b>Review and approve meeting minutes</b>	Minutes from November 25, 2020 were distributed electronically to SASRC members prior to the meeting and are also available on Blackboard.	Minutes approved.
<b>Student Members of SASRC</b>	Introduction of new student representatives Grant Gunderson and Emily Decker who were not in attendance at the previous meeting.	
<b>Action Items Table</b>	<p>3.3 Diversity/Pipeline Programs and Partnerships</p> <p>Dr. Warne shared that a diversity seminar series is starting next month. Dr. Warne asked the attending students what we can do to improve the students experience as it relates to diversity, given that ND is not a very diverse state. One of the students (Lauren Johnson) mentioned that it would be helpful to include images of people of different skin tones with various dermatologic symptoms E.g., a patient with black skin manifesting Lyme Disease, or a patient with cyanosis, etc. Dr. Warne commented that He will be creating a Qualtrics Survey in the future to help gain insight from the students.</p>	Element will remain on the table as this is an ongoing concern.
<b>Feedback Forum Update</b>	Dr. Tinguely and Sheila Bosh provided updates. We anticipate that the link will be functional by February 1 <sup>st</sup> . The 3 <sup>rd</sup> and 4 <sup>th</sup> year class presidents will email the link to their fellow students along with an introductory letter. OMA will monitor the submissions which will be captured in Qualtrics. Any questions/comments will be forwarded to the appropriate content experts with final review by Dr. Zelewski. Responses will be emailed out within 2-3 weeks.	OMA will provide updates at next meeting

<p><b>Wellness Advocate Position Update</b></p>	<p>12.3 Michelle Montgomery reported that the new wellness advocate (Melissa Naslund) started 2 weeks ago. She will be meeting with students next week for an informal zoom session.</p>	
<p><b>Outsourcing Student Immunization Records Update</b></p>	<p>Dr. Porter shared that Essentia audits student immunization status. They occasionally ask for status updates on short notice. Dr. Porter informed the committee that the company that SMHS has contracted with adds all of the matriculating student's info, however, they don't provide immunization updates to the clinical sites. At this time, it remains the responsibility of the SMHS to communicate the current immunization status of students when clinical sites request the information. Dr. Zelewski commented that visiting students' schools are uploading their immunizations into V-SLO (Visiting Students Learning Opportunities). It is noted that the LCME consultants advised the SMHS that administration should not have access to student's immunization records. They should only be aware of the fact that a student is compliant or not compliant; not which immunizations they have or haven't received. Dr. Porter was given approval by the Dean to obtain an estimate on outsourcing this service. He was informed by the contracted agency that they do not provide the services requested as stated above. A staff member in the Student Affairs Office will be responsible for providing the requested immunization status to the clinical sites. It is noted that this person does not teach or provide assessment or counseling to the students.</p>	
<p><b>REMS Update</b></p>	<p>Dr. Watt unable to attend meeting today. Dr. Zelewski commented that part of the issue is that students have to take REMS 1 in January before they can take REMS 2 in the summer. There have been some issues with credit hours and remediation that have prevented some students from being able to participate. She has also received comments that the people who students have contacted regarding research opportunities have been slow to reply. Dr. Zelewski will be addressing this. Dr. Warne mentioned that there are Public Health faculty members who are willing to work with students. He stated he will make sure that this is part of REMS going forward.</p>	

<b>ISA Update</b>	There was 100% participation in ISA. Student leaders are finalizing the analysis and will be sharing a report soon. Dr. Tinguely commented that we hope to receive some specific insight and recommendations from the ISA student committee.	Relevant concerns will be discussed at future meetings.
<b>10.2 Final Authority of the Admission Committee</b>	Reviewed the narrative responses completed by Dr. Porter. Discussed the LCME consultants' comments on the reporting lines between MSAPC and UMEC. We are awaiting a response from the Dean on his decision on the governance structure and reporting lines.	Element will be updated by Dr. Porter when the Dean provides his decision.
<b>10.3 Policies Regarding Student Selection/Progress and Their Dissemination</b>	Reviewed comments made by Dr. Basson in his review of the narrative. Dr. Porter commented that there are a range of MCAT scores that are submitted to AMCAS. The low and high was determined by the MSAC. The computer plugs in the points for both the MCAT and GPA to determine a ranking. The SMHS doesn't have a minimum score requirement, however it's noted that it's reflected in the pre-screen points. Policies are reviewed with incoming medical students by Dr. Porter and Dr. Carr during Intro to Medicine Week.	
<b>10.5 Technical Standards</b>	Dr. Carr is the content expert for this element. No questions on this element.	
<b>10.8 Visiting Students</b>	Dr. Zelewski is the content expert for this element. She reported that we will need to update the virtual number of visiting students completing clinical electives and/or other courses at the end of the year in table 10.8-1. The element is otherwise complete.	
<b>Announcements/Next Meeting</b>	February 24, 2021	

Minutes Submitted by Sheila Bosh, Accreditation Manager

Minutes Reviewed by: Dr. Stephen Tinguely, Committee Chair