

SMHS Student Affairs Standards Review Committee (SASRC) Meeting Minutes
Wednesday March 24, 2021 2-3:30 pm Zoom Meeting

In Attendance: Stephen Tinguely, Sheila Bosh, James Porter, Susan Zelewski, Judy Solberg, Laura Block, Don Warne, Kamille Sherman, Pat Carr, Lauren Johnson, Holly Mitzel, Grant Gunderson, Shivam Patel, John Watt

Absent: Heather Kaluzniak, Jennifer Duffy, Parker Rosenau, Matt Gerenz, Michelle Montgomery, Natisha Corum, Emily Decker, Dan Saylor

AGENDA ITEM	SUMMARY	ACTION/FOLLOW-UP
Welcome/call to order	Meeting was called to order by Dr. Stephen Tinguely, Committee Chair	
Review and approve meeting minutes	Minutes from January 27, 2021 were distributed electronically to SASRC members prior to the meeting and are also available on Blackboard. It is noted that the February meeting was cancelled due to scheduling conflicts.	Minutes approved.
Action Items Table	<p>8.5 Feedback Forum was initiated in February.</p> <p>3.3 Ongoing work is occurring under the direction of Dr. Warne. No updates at this time. Item will remain on the table.</p> <p>11.5 Procedural guidelines regarding record management for the distributed campuses was addressed in the Admissions Committee Retreat. Dr. Porter commented that there wasn't a quorum present for actionable items so this will need to be completed by email. He also stated that the committee needs to decide admission standards and define the documents. DCI element has been turned in to OMA.</p> <p>12.2 This has been completed per Dr. Porter. DCI element has also been turned in.</p> <p>10.6 DCI has been turned in for review by Dr. Porter.</p>	
Feedback Forum Update	Feedback Forum was initiated in February. The responses to the questions or comments have been emailed out to 3 rd & 4 th yr. students, campus administrators and the LCME committee members. This format for feedback is ongoing and will be evaluated in May by the OMA and the two class presidents.	

<p>Student Engagement on committees</p>	<p>We had hoped to discuss student engagement with the student members at this meeting. Several students were absent or in and out of the meeting not allowing for sufficient discussion. One student present did not express any concerns in this area.</p> <p>Dr Zelewski shared that the communication as to the “why” may not always be reaching students. Students on committees may not be passing the information along to their fellow students in the communication chain. Dr. Zelewski plans to bring this to UMEC for discussion in hopes of improving the overall communication process.</p>	<p>Add to agenda item for next meeting.</p>
<p>ISA Update</p>	<p>ISA 2 student leaders are working on determining the process. It was proposed that they create four committees with each committee provided a faculty resource. Anticipate further updates from Ryan Norris (student ISA lead) at the next LCME meeting.</p>	<p>Relevant updates will be shared at the next meeting.</p>
<p>Element 10.6 Content of Informational Materials</p>	<p>Dr. Tinguely commented that the DCI element submission by Dr. Porter is in good shape. Discussed hyperlinks and the preference to not include them but rather include important documents as appendices.</p>	
<p>Element 10.7 Transfer Students</p>	<p>Dr. Porter is the content expert for this element. Dr. Porter shared that the admissions committee met recently. They discussed changing the number of committee members to 2/3 + 1 or 12 which is the number of committee members at weekend discussions. No vote was taken as a quorum was not present. This will be sent out to committee members for a vote by the admissions officer via email. The definition of a transfer student has been under discussion. This is still being discussed and a final decision will need to be made and forwarded to UMEC as well as a decision on the types of required documents used to assess transfer student admission.</p>	
<p>11.2 Career Advising</p>	<p>Dr. Porter is the content expert for this element. Discussed the COI question that Dr. Tinguely raised. Dr. Porter explained that campus deans only oversee the process and don't make individual decisions, therefore, no conflict of interest exists when they are acting as advisors. Also discussed the question about the definition of a regional</p>	

	campus. Dr. Zelewski informed the committee that we are now to consider the NE campus a regional campus as instructed by the dean.	
11.5 Confidentiality of Student Educational Records	<p>Discussed narrative A and B responses. Dr. Porter commented that most of the comments addressed by Dr. Basson have been addressed.</p> <p>Discussed who determines which individuals have a true legitimate educational interest and who may grant access to the requesting individual. Dr. Porter responded that this is the Associate Dean of Student Affairs based on FERPA Policy. Dr Zelewski suggested that Dr. Porter create a document that spells out the details. She recommended that he send this to all campus administrators/offices.</p>	Follow up on communication to campus administrators regarding processes of handling student educational records at next meeting.
12.1 Financial Aid/Debt Management Counseling/Student Educational Debt	Discussed Narrative A 1. <i>describe the staffing of the financial aid office used by medical students</i> . Dr. Tinguely asked if the staff mentioned in the response are dedicated to the medical school medical program only. Dr. Porter confirmed that they are in fact dedicated to the medical school program only. Narrative a. 3. According to Dr. Porter the benchmarking data will indicate that we have adequate staff. This additional information will be added to the revised DCI narratives for Element 12.1	
Announcements/Next Meeting	April 26, 2021	

Minutes Submitted by Sheila Bosh, Accreditation Manager

Minutes Reviewed by: Dr. Stephen Tinguely, Committee Chair