

SMHS Student Affairs Standards Review Committee (SASRC) Meeting Minutes
Monday April 26, 2021 1-3pm Zoom Meeting

In Attendance: Stephen Tinguely, Sheila Bosh, James Porter, Susan Zelewski, Judy Solberg, Don Warne, Michelle Montgomery, John Watt

Absent: Heather Kaluzniak, Jennifer Duffy, Parker Rosenau, Matt Gerenz, Natisha Corum, Emily Decker, Dan Sayler, Kamille Sherman, Pat Carr, Lauren Johnson, Grant Gunderson, Holly Mitzel, Shivam Patel, Laura Block

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	March 24, 2021 minutes were distributed electronically to SASRC members prior to the meeting and are also available on Blackboard.	Minutes approved.
Action Items Table	Dr. Tinguely reviewed the table prior to the meeting. No updates currently.	
Student Engagement	Discussed the challenge of scheduling meetings at a time that works for all committee members; especially students who have varying schedules. Dr. Porter commented on the importance of communicating relevant information to students. He noted that several students have commented on the value of class reps who provide them with information and meeting outcomes that they view as important from their perspective. As no students attended this meeting, Dr. Tinguely suggested that this discussion be continued at the next meeting. The next discussion will include the committee term, expectations, and communication methods as they pertain to students. At a previous meeting, Dr. Zelewski informed SASRC of a plan to bring the topic of student engagement to UMEC for discussion. Dr. Zelewski will be asked to provide an update at the May SASRC meeting.	Add to May agenda. Dr. Zelewski to provide an update on UMEC discussion.
ISA Update & Review of ISA Summary Recommendations	There are four committees that will be addressing the ISA committee recommendations. These committees will be student led with administration and faculty support. The four committees are MD Mentorship, Pre-clinical, Clinical and	

	<p>Communication. The first committee meeting will take place this week with others to follow.</p> <p>Reviewed Learning Environment & Facilities (Standard 3) ISA summary report recommendations. Dr. Porter commented that a diversity seminar series has been added to the ACHIEVE sessions.</p> <p>Reviewed Student Services (Standard 4) ISA summary report recommendations. Dr. Zelewski commented that discussions regarding a MD Mentorship Program have taken place at the faculty level. Discussed utilizing recent graduates and residents (outside of ND) in the mentorship program. She expects that some of the mentor sessions will occur via zoom (even after the pandemic) especially for specialty areas where the mentor isn't located in Grand Forks. She noted that a prior launch of a similar program failed, for reasons that are not completely understood. Student involvement in these discussions will be beneficial. The first meeting for the MD Mentorship Committee will be held on May 4. Dr. Zelewski has requested that an invitation be sent to Dr. Carr. As students were not in attendance at this meeting, the ISA review be added to the May agenda.</p>	<p>Add ISA review to May agenda. Updates from committee meetings will be provided by Dr. Tinguely.</p>
<p>11.5 Confidentiality of Student Educational Records</p>	<p>Dr. Tinguely commented that we have made progress in this area. Discussed use of paper records and whether this is still occurring. If a decision is made to eliminate this practice, the direction will come from Dr. Porter's office. We have ERMS in place, however, some may have not received the training and some may not have time allocated to upload all the documents such as Shelf Reports. Dr. Zelewski suggested that Dr. Porter begin with fact finding; possible that some departments may already be utilizing ERMS. Updates will be provided at the next meeting.</p>	<p>Add 11.5 to May agenda. Dr. Porter will provide an update on paper records.</p>
<p>12.7 Immunization Records Management</p>	<p>At a previous meeting we discussed who determines which individuals have a true legitimate educational interest and who may grant access to the requesting individual. Following that discussion and the writing of the DCI narrative for this element, Dr. Basson recommended that a procedure be developed that would specify who and under what circumstances access to records is granted. We are currently using a third-party vendor (Certifi). Dr. Porter explained the limitations of their services. They do not provide information on immunization compliancy to affiliates. It's concluded that this will require a broader conversation. This item has been added to the LCME agenda for Wednesday April 28.</p>	<p>Updates will be provided at the next meeting.</p>

Senior Colloquium	The senior colloquium is scheduled for May 5, 2021. Dr Porter commented that there will be one zoom link provided to all participants with multiple breakout sessions. His staff is handling the details. Two feedback sessions (focus groups) will occur during the day which will include facilitators and note takers. Dr. Porter reiterated that the hope is that this will provide a data point for the DCI (data tables) as this was recommended by Dr. Basson. Discussed whether it would be beneficial for the notetakers to provide the data/notes in a particular format. Dr. Tinguely will discuss this with Dr. Carr and communicate that information to the facilitators and notetakers prior to the colloquium.	Relevant findings will be shared at the next meeting
Announcements/Next Meeting	May 24, 2021	

Minutes Submitted by Sheila Bosh, Accreditation Manager
Minutes Reviewed by: Dr. Stephen Tinguely, Committee Chair