

**SMHS Student Affairs Standards Review Committee (SASRC) Meeting Minutes  
Monday May 24, 2021, 3-4:30pm Zoom Meeting**

**In Attendance:** Stephen Tinguely, Sheila Bosh, James Porter, Don Warne, Michelle Montgomery, John Watt, Natisha Corum, Pat Carr, Kamille Sherman

**Absent:** Heather Kaluzniak, Jennifer Duffy, Parker Rosenau, Emily Decker, Lauren Johnson, Grant Gunderson, Holly Mitzel, Shivam Patel, Judy Solberg, Susan Zelewski

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>	April 26, 2021 minutes were distributed electronically to SASRC members prior to the meeting and are also available on Blackboard.	Minutes approved.
<b>Student Engagement</b>	<p>It was noted that students Matt Gerenz and Dan Saylor have graduated. Laura Block, Associate Dean for Administration and Finance has left her position at the SMHS. They will no longer be attending these meetings.</p> <p>There was only one student in attendance today, therefore, this agenda item was deferred.</p> <p>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 June SASRC meeting.</p>	Add to June agenda. Dr. Zelewski to provide an update on UMEC discussion.
<b>11.5 Confidentiality of Student Educational Records</b>	Dr. Porter commented that he hasn't received any updates. At this time, he still is uncertain if paper records are being used and which departments are utilizing ERMS. It is again noted that if there is a decision to eliminate the use of paper records, the decision would come from Dr. Porter's office.	Add to June agenda. Dr. Porter will provide an update on paper records.
<b>12.7 Immunization Records Management</b>	Dr. Porter commented that we will continue to utilize the third-party vendor (Certifi). Students will continue to upload immunization records into the Certifi portal. A decision has been made to designate a non-SMHS employee to be responsible for communicating to entities (e.g., Essentia), when a student is missing an immunization.	Add to June agenda. Updates will be provided.

	It's proposed that this person is a UND employee. This person may also send documentation to the entity informing them of a student's current immunization status. Process hasn't been completely verified yet. Dr. Porter will be involved in making these final determinations.	
<b>ISA Update &amp; Review of ISA Summary Recommendations</b>	Dr. Tinguely commented that student leaders for the four committees are engaged, and meetings are going well. He noted that one of the groups is invested in issues of diversity and inclusion.	Add to June agenda. Updates from committee meetings will be provided by Dr. Tinguely.
<b>Senior Colloquium</b>	Discussed the comments received from students in the focus groups. Most apparent concerns pertain to communication and feedback. Dr. Tinguely commented that he thought students answered based on emotion. He did not think that this exercise resulted in a data point as Dr. Basson had hoped for. Dr. Carr commented that it would be helpful if students made specific recommendations. He wonders if we ask for way too much feedback which "dilutes the really important stuff." Michelle Montgomery noted that there were positive comments about the Feedback Forum which was implemented in February of this year. Dr. Carr suggested de-identifying the comments received from the focus groups and parsing them out to the appropriate ISA2 committees. Natisha Corum expressed interest in participating on the ISA 2 committees. She will be sent information about each committee. She will then communicate back to OMA which committee she prefers to join.	OMA will send information and a formal invite email to Natisha.
<b>Transfer Student Policy Update</b>	This policy will be discussed at tomorrow's UMEC meeting. Updates will be provided by Dr. Porter at the next meeting.	Add to June agenda.
<b>Element 3.5 Learning Environment/Professionalism</b>	New policy has been approved by UMEC. General counsel has reviewed, and it is now out for 2-week comment period. Dr. Tinguely noted that there's currently a link for mistreatment, and now a learning environment component will be added. Dr. Tinguely is unsure who does the behind the scenes work to get this added to the webpage. Possible that it's Dr. Solberg or Brian Schill. When an online report is submitted, Dr. Porter's office receives the reports and forwards to Dr. Basson and Dr. Ruit. Aggregate data will be reported to UMEC annually. UMEC is ultimately responsible for evaluating the learning environment.	OMA will follow up to ensure that this is added to the website.

<b>Announcements/Next Meeting</b>	June 21, 2021	
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**Minutes Submitted by Sheila Bosh, Accreditation Manager**  
**Minutes Reviewed by: Dr. Stephen Tinguely, Committee Chair**