

SMHS Student Affairs Standards Review Committee (SASRC) Meeting Minutes
Monday June 21, 2021 3-4:30pm Zoom Meeting

In Attendance: Stephen Tinguely, Sheila Bosh, James Porter, Natisha Corum, Pat Carr, Kamille Sherman, Lauren Johnson, Judy Solberg, Shivam Patel, Grant Gunderson, Holly Mitzel, Don Warne

Absent: Heather Kaluzniak, Jennifer Duffy, Parker Rosenau, Emily Decker, Susan Zelewski, John Watt, Michelle Montgomery

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	May 24, 2021 minutes were distributed electronically to SASRC members prior to the meeting and are also available on Blackboard.	Minutes approved.
Student Engagement	<p>Discussion regarding student committee members and roles. Dr. Porter commented that some students on this committee were elected, and some students were appointed. Dr. Porter proposed that student committee members be elected going forward. Dr. Tinguely proposed electing two student representatives from each class. Those elected would remain on the committee until they graduate (if they desire to remain on the committee that long). If they chose to resign from their position prior to graduation, a newly elected or appointed student would replace them. Discussed greater student involvement to include bringing forth agenda items that students think are important and would like to see addressed.</p> <p>Student Rep comments: Natisha Corum commented that some students expressed they would like student committee members to send out an email or some sort of communication to their classmates that summarizes any relevant information from each committee meeting. She also suggested a faculty-student pair up at the start of new student committee membership. Holly Mitzel suggested including a couple of bullet points in weekly announcements. Shiv Patel suggested that they work together to form a summary that they submit to Dr. Dunlevy for inclusion in the weekly announcements. It's noted that this weekly announcement doesn't go out to all students. Discussed using One Drive for student committees notes. Dr. Carr commented that this would require a UMEC request, as One Drive is currently private. It was concluded that further discussion should occur at the next meeting.</p>	Add to July agenda.

<p>11.5 Confidentiality of Student Educational Records</p>	<p>Dr. Porter is the content expert for this element. He commented that he is working with Dr. Zelewski to finalize the narrative response. Discussed defining “educational records” and how to best meet the LCME expectations. The element requires that <i>medical student educational records are confidential and available only to those members of the faculty and administration with a need to know, unless released by the student or as otherwise governed by laws concerning confidentiality.</i></p> <p>Dr. Porter commented that he will work with the comments made by senior reviewers and return the element for review soon.</p>	
<p>12.7 Immunization Records Management</p>	<p>At a previous meeting, 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. It was proposed that this person be a UND employee. This person may also send documentation to the entity informing them of a student’s current immunization status.</p> <p>Today Dr. Porter shared that the SMHS has Identified a person outside of student affairs, (an accountant in Admin and Finance department), who will fill this role. She will attach the information and send through liquid documents (secure site) to the entities requesting the info. Dr. Porter mentioned that a My <i>record tracker</i> notification is sent out to students. Stores the immunization records for students/residents at a cost approx. \$2 per year per student.</p> <p>Dr. Porter asked the committee for input regarding element 10.8. He commented that away electives are uploaded through VSAS. He noted this gets a little more complicated when there’s a visiting student. The committee discussed that visiting student records that are sent to us are technically not student records, rather they are part of an acceptance process. Currently only surgery accepts visiting students. The submitted documents are sent to the surgery department to allow them to make a decision on acceptance into the department and are not used for any other purpose.</p>	

ISA Update & Review of ISA Summary Recommendations	Dr. Tinguely commented that student leaders for the four committees are engaged, and meetings are going well. Natisha Corum has recently joined the Pre-Clinical Committee.	Add to July agenda. Updates from committee meetings will be provided by Dr. Tinguely.
Senior Colloquium	Dr. Tinguely shared that many of the comments centered around communication/feedback. The comments were shared with the ISA 2 Communication Committee. That group is in the process of reviewing the comments. Any relevant information will be shared at an upcoming meeting.	
Transfer Student Policy Update	Dr. Porter commented that UMEC approved the transfer student policy.	
Element 3.5 Learning Environment/Professionalism	<p>New policy was approved by UMEC. The ways to report unprofessional behaviors are included in the policy.</p> <p>Dr. Tinguely asked for the committees input in answering narrative a; specifically, the portion that asks about follow-up.</p> <p><i>a. Summarize the procedures used by medical students, faculty, or residents to report observed incidents of unprofessional behavior as defined by the school's list of professional behaviors. Describe the way in which the medical school ensures that allegations of unprofessional behavior can be made and investigated without fear of retaliation. Describe the process(es) used for follow-up when reports of unprofessional behavior have been made.</i></p> <p>The committee recommended that this be brought to the LCME Leadership Team and then to UMEC.</p>	OMA will add to LCME agenda.
Element 10.2	Dr. Tinguely asked for clarification regarding alternate committee members. Dr. Porter commented that Dr. Dyke is willing to be an alternate. His name will be added to the personal alternate committee list that Dr. Porter maintains. This is the first year trying the 18-member committee. Dr. Tinguely proposed eliminating the sentence in the DCI	

	regarding the alternate committee members to avoid confusion. Dr. Porter agreed and the narrative will be edited accordingly.	
Purple Book	Dr. Carr came across a book that another school is using. It's essentially a PDF of answers to FAQ's that was compiled by students for future students. He thought the concept was great and thought it would be beneficial to share this with our students. Due to time constraints, further discussion was deferred. The document was uploaded to Blackboard for committee review prior to the next meeting.	Add to July Agenda.
Announcements/Next Meeting	July 19, 2021	

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