

**Student Affairs Standards Review Committee (SASRC) Meeting Minutes
SMHS
Wednesday June 24, 2020 3-4:30PM**

In attendance by ZOOM: Dr. Stephen Tinguely, Sheila Bosh, Dr. James Porter, Dr. Susan Zelewski, Dr. Judy Solberg, Assc Dean Laura Block, Michelle Montgomery, Dan Sayler

Not in attendance: Dr. John Watt, Heather Kaluzniak, Matt Gerenz, Dr. Kamille Sherman, Dr. Don Warne, Dr. Pat Carr

Minutes Submitted by: Sheila Bosh

Minutes Reviewed and Approved by: Dr. Stephen Tinguely

AGENDA ITEM	SUMMARY	ACTION/FOLLOW-UP
Welcome/call to order	Meeting was call to order at 300 PM by Dr. Stephen Tinguely, Committee Chair	
Review and approve meeting minutes	Minutes from May 20, 2020 were distributed electronically to SASRC members prior to the meeting and are also available on Blackboard.	Minutes unanimously approved
Action Item Table	Discussed the action table and corresponding elements, reviewed responsibilities, and ongoing progress. Michelle Montgomery shared that recruitment of new students will be discussed next week and she will share any updates at the next SASRC meeting.	
Old Business	<p>3.6 Student Mistreatment</p> <p>Dr. Solberg stated that this element has been addressed in a written policy which meets all of the requirements in regard to students. Dr. Tinguely shared that there was discussion at FASRC regarding volunteer faculty or affiliates who don't complete the Safe Colleges Training. Dr. Tinguely recommended that all members of the SMHS medical education community be required to view this policy. Dr. Ruit is working on a standardized letter of appointment for clinical faculty/volunteer faculty. This letter will reference policy review.</p> <p>Dr. Tinguely posed this question to SASRC members: Should all student mistreatment data for the medical program be brought to Assc Dean for SAA so that can be the designated office to track data and create improvement actions? Dr. Solberg stated that aggregate reports go to FC and UMEC. There was discussion as to whether this is stated in the existing policy. It was noted that there are multiple ways for students to report mistreatment. It was also noted that mistreatment may occur from an</p>	

	<p>interaction with someone who is not employed by the SMHS (e.g. nurse, patient). It is not clear at this time, if or how the SMHS receives reports from other reporting mechanisms such as Title IX Office or UND Office of Student Rights and Responsibilities (OSRR).</p> <p>Review of the existing policy is recommended to determine if the policy addresses both informal and formal reporting. In light of this discussion, it is suggested that the system flow for the anonymous online reporting system be reviewed to ensure that the system has regular checks and a clear intake process.</p> <p>Dr. Tinguely shared that he requested clarification at the last FASRC meeting as to who is responsible for reviewing the entire GQ. Dr. Tinguely discussed this responsibility with Dr. Carr, the Chair of UMEC. Dr. Carr has agreed that this is a UMEC responsibility, and a CQI assignment group has been created. He also informed this committee that at the June 3 FASRC meeting Dr. Basson suggested that adding specific questions to the annual student survey related to students' perception of mistreatment (especially this time of special circumstances related to the pandemic) might add clarity to results identified by the GQ. In follow up Dr. Tinguely discussed this with Dr. Susan Zelewski who manages the SMHS annual student survey. Dr. Zelewski suggested placing this question into the end of clerkship student questionnaire. It is noted that in the coming academic year, the ISA will replace the annual student survey</p>	<p>Dr. Tinguely will review the existing policy and inquire about the anonymous online reporting system</p>
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<p>New Business</p>	<p>11.2 Career Advising White Paper and Flow Diagram (Dr. Porter)</p> <p>Dr. Porter presented the flow diagram for the newly developed Career Advising System. The diagram and white paper were made available to the committee via Blackboard. Dr. Porter pointed out the key hallmarks of the system. 1) the same career advisor over all 4 years, 2) 12 career advising sessions, 3) an individualized career plan for each student.</p> <p>Dr. Porter was commended on the significant improvement that this newly devised career system plan will bring to the medical education program and its students. Student satisfaction data re the school’s past career advising efforts as indicated by GQ responses demonstrated that there were many challenges to address. Dr. Porter’s presentation addresses those areas of concerns and we expect the school will now meet all of the expectations of this element.</p> <p>SASRC Work Plan for AY 20-21</p> <p>Dr. Tinguely will be sending out the DCI assignments in early July to the designated content experts. He proposed that the 3 subcommittees continue to meet and act as resources for the writer. It was noted that a good portion of the assigned standards and elements will be the responsibility of Dr. Porter. Dr. Tinguely also shared comments from Dr. Wynne relative to the completion of the DCI. Dr. Wynn recommended that that the writer read through the survey team report questions prior to writing the narrative responses and that the question be answered only as asked and with concise response</p>	<p>This committee will track annual student survey and ISA data re student satisfaction with Career Counseling.</p>
<p>Deferred:</p>	<p>12.2 White Paper Personal Counseling</p>	<p>Add to July 22, 2020 agenda</p>
<p>Other Business</p>	<p>N/A</p>	
<p>Adjournment/ Next Meeting</p>	<p>Dr. Tinguely adjourned the meeting at 4:30 PM</p>	<p>Next meeting July 22, 2020</p>