Undergraduate Medical Education Committee Meeting Minutes
SMHS
Wednesday, June 10, 2020 - 4:30 PM, via Zoom

In attendance: Marc Basson, Jim Beal, Pat Carr, Megan Denis, Jane Dunlevy, Minnie Faith, Donald Hamm, Eric Johnson, Mark Koponen, Heidi Philpot, Jim Porter, Jim Roerig, Thad Rosenberger, Ken Ruit, Adrienne Salentiny, David Schmitz, Chernet Tessema, Steve Tinguely, Chris Tiongson, Rick Van Eck, Don Warne, Susan Zelewski.
Minutes Submitted by: Alissa Hancock
Minutes Reviewed by: Patrick Carr
Minutes Approved by: Jane Dunlevy and Mark Koponen

AGENDA ITEM	SUMMARY	ACTION/FOLLOW-UP
1. Welcome/call to order	Chair Dr. Patrick Carr called the meeting to order at 4:30 pm via Zoom. If no objections proposing time of adjournment at 6:00pm.	Informational
2. Approval of Minutes	May 27, 2020	**MSC to approve the 5.27.20 minutes. Thad Rosenberger / Mark Koponen // carried.**

3. New Business	a. **Committee Reports**
	    i. **Subcommittees**
	        i. **CSCS**
	            1. **Virtual Elective**
	                Because there has been a limit of the number of in-person away electives that students can take. Schools are starting to offer virtual away electives and CSCS has approved to allow students to take up to four virtual electives and 4 in-person UND electives. There are no changes to the number of in-person away electives or number of AI course requirement.
	
	        ii. **CEMS**
	            No report
		MSC to endorse the action of CSCS on virtual away electives for students. Susan Zelewski / Thad Rosenberger // carried.

	iii. **EASRS** No report. EASRS is also not located under UMEC in the committee structure, but still willing to give updates and tasks from UMEC. iv. **BSCS** No report. They will be discussing 7 of the 8 block reports from the last academic year and UMEC will be seeing those soon.	
	ii. **Present System White Papers** i. **Curriculum Evaluation and Management and Assessment** The DQIP is a new formed group that is working on preparation for the LCME visit and is focusing on evaluating the different systems that a medical school has to function. Dr. Rick Van Eck has created a diagram and a white paper evaluating the Curriculum Management System, which is also the main focus of element 8.3. The diagram included language from the was being used or concerned at the time it was created and some is already outdated and will be updated once terminology is approved. UMEC should review and approve the changes for each committee along with the flow and function of the system as whole. The diagram shows the tools that are used to create reports for each committee. To clarify CEMS is not creating any curriculum proposals they are just consulting with other committees who would recommend the curriculum proposals to UMEC. The DQIP group can make recommendations to UMEC for changes within the curriculum but ultimately that is for UMEC to decide if changes are needed. What are our goals and what methods being we using to assess that we are meeting our goals with the different reports? A diagram showing the relationships between committees and the reports would be helpful. CEMS is still working through curriculum as a whole report and there are a couple of other reports that are not done to the standard in which is laid out in the white paper, however there are several reports that are. These reports would still be needed regardless but we are just trying to align up our language and terminology with that of the LCME. We also need to become really familiar with the language and how the system flows.	

4. Special Orders	a. 10.1 & 10.5 Element Review (SMHS policy 3.11 and Medical Program policies 4.12 and 4.14)	**MSC to approve the review of the admissions requirements and that we will have an update in one year that the requirements are effective as we want and the technical standards policy language will be revisited following feedback from Dr. Porter regarding the reason for specific language.** **Mark Koponen / Don Warne // carried.**
	These are the technical standards and the admission requirements, which UMEC should be doing regular reviews on every 3 years. Now the admissions requirements are new and we do not have any data to review from these new requirements.	
	Technical Standards language in the element does not match well with the language in the policy. Dr. Jim Porter will find out if there is a reason for some of the language is on purpose to match HR or UND standards. If not, then we can think about changing the language to be closer to the language of the element.	
	GQ results should be available in July and Dr. Susan Zelewski volunteered to assign questions to appropriate committees or groups to review the data.	
	b. Curriculum Retreat Outcomes	
	No real outcomes from the retreat as it was more informational of the curriculum changes that are coming with the curriculum revision.	
5. Unfinished Business	**a. Review of action item table**	Information
	We have to work on the UMEC governance document to update the changes to the committees, once we approve those. We also have to decide how we will be notifying all the faculty of the policies and changes that are being implemented.	
	We also have to work on how to find the membership for the MPRC (policy committee). Drs. Pat Carr, Rick Van Eck and Steve Tinguely will meet with Judy Solberg to get clarification on that process. Judy is the expert and does all the nominations process for committees within SMHS.	
	c. Curriculum renewal update	Information.
	Dr. Pat Carr is reviewing the documents and making sure nothing is being missed.	
6. New Business		Information
7. Other Business		

8. Adjournment	Meeting was adjourned at 6:00 pm Next Meeting – June 24, 2020 – 4:30 PM, Zoom	Information