# Meeting Minutes

**Date:** September 17, 2010  
**Time:** 3:00-4:00 PM  
**Chair(s):** A. Filak, MD  
**Scribe:** M. Elliott  

## Subject
Student Assessment and Advancement Sub-Taskforce Meeting

## Attendees
D. Gibson, M. Lieberman, C. Pangburn, C. Saelinger

## Visitors

## Key Points Discussed

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<th>No.</th>
<th>Topic</th>
<th>Highlights</th>
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| 1.  | Changes in Grading Policy and Remediation | General discussion was held on the following:  
- Renaming of Promotion Boards  
- Change to longitudinal boards that follow each class  
- Composition and selection of board members  
- Student Affairs staff: board members (voting) or student advocates or both  
- Relationship to Honor Council  
- Promotion Boards: grant more decision-making authority  
- Sharing of information across courses and clerkships  
- Due process – Involvement of Dean’s Office and Appeal Boards  
- Leaves of Absence – how many? Who approves leave and return? Documentation required  
- Grading system – retain R grade? Standardize across courses?  
- Promotion Board approval of 4th year schedule for students with academic or professional difficulties  
- Overview of “Off Track” report |

2. Student Affairs Involvement on Promotion Board  
3. “Off Track” Report

## Action Items

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<th>Action Item</th>
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<tbody>
<tr>
<td>1</td>
<td>Follow-Up</td>
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## For Follow-Up

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## Next Meeting
*Friday, October 7, 2010, 3-4 PM, CARE Room G501*