

MSU Meeting Minutes

August 13th, 2019

I. Reports from MSU Board

A. President: Ryan Mack

1. Study Space in SSOM

- a. Keep voices to a minimum on **3rd and 4th floor**, as they are designated **quiet study floors**.
- b. We've received feedback that nursing students have been occupying many of the SSOM study rooms. We will discuss this during our meeting with the Deans tomorrow.

2. MSU Feedback Form: Please use our [feedback form](#) for any questions or concerns. We will review this regularly and add any issues as agenda items during our next MSU meeting.

3. Reply All: Please make sure to directly reply to emails instead of using "Reply All" to avoid accidentally emailing entire class listservs.

4. Attendance & MSU Rep Responsibilities

- a. Sign-in sheets: student orgs and class boards must **sign-in** at every MSU meeting.
- b. **If you are unable to make it to the meeting, email ssom.msu@gmail.com ahead of time.**
- c. As stated in the MSU constitution, attendance is necessary to **maintain access to funding**.
- d. **Each meeting attendee should technically only represent 1 org, so please try your best to have a representative attend each meeting. However, if this is not possible, we would still prefer to have 1 person represent 2 orgs than to have no representation for an org at all.**

5. Journal Club Initiative: Potential partnership between Academic Medicine IG and specialty IGs

- a. Idea is to have a journal club held once per month, which will rotate between interest groups to discuss research done by students in the group and faculty.
- b. Goal is to allow members to get interested in research with faculty early/throughout the year.
- c. Email will be sent out to specialty interest groups soon.

6. Student Org Fair: **Monday, August 26th in the Atrium + 3rd floor**

- a. **Plan to have someone representing your org at the table.**
- b. Catherine already sent out the Google spreadsheet link to have orgs sign up.
- c. Will potentially have signs in each corner to indicate group locations, with maps sent out in advance.
- d. **If you are looking for your org's posters that were previously given to Alia, Catherine does not know where they are, so you may have to make a new one.**
- e. **If your org is looking for additional storage space, send Curtis an email and he will try to find space in the communities or storage cabinets on the 3rd/4th floor.**

B. Vice President: Gabriela Fuentes

1. St. Luke's Mixer: **Tentative date of Friday, October 18**

- a. Venue is TBD, but we are looking into having it at Adler Planetarium, or with other pop-up events in Chicago. Let us know if you have any ideas on potential venues.

C. Secretary: Yolanda Pham

1. MSU Website: <https://ssom.luc.edu/loyolamsu/>

- a. Website has been mostly updated. It includes **calendars, minutes, student groups/leadership, resources, and contact for boards**.
- b. **If you have any updates to student group leadership, email Yolanda (ypham1@luc.edu) with the new info by the end of August.**
- c. Reformatting of categories for [Student Orgs list](#): Keep Specialty Interest Groups as a category. Separate General into Cultural, Service, Community-based, Affinity, etc.
- d. **Inactive clubs: If your org is planning to be active this year but is on the "Inactive Clubs" list (below), please send us an email.**

INACTIVE CLUBS:

- American Physician Scientist Association
- Bioethics Interest Group
- Health Education Outreach Coalition
- History of Medicine Interest Group
- Infectious Disease Interest Group
- Interfaith Dialogues in Practice
- Music Matters
- Nutrition in Medicine
- Patient Safety and Quality Care Interest Group
- PAVE
- Peanut Butter and Pads
- Pro-Life Advocacy Group
- Radiology Interest Group
- St. Eulalia Teen and Youth Night
- Student Committee on Interprofessional Education and Collaboration (SCIPEC)
- Students Curious in Outrageous Pathology Experiences (SCOPE)
- Students for a National Healthcare Program
- Team Tachycardia (Sartorius)
- Trauma Prevention
- Ultrasound Interest Group
- Wilderness Medicine Interest Group

(1) Bioethics Interest Group is currently active, but wasn't able to register with Student Life.

(2) SCOPE?

2. MSU Calendar

a. For an event to be funded, it must be:

(1) Open to ALL

(2) Added to the [MSU Google Calendar](#)

b. [Instructions for how to add events to the SSOM MSU Google calendar:](#)

(1) Follow this [link](#) to view the calendar.

(2) Click the "Add to Google Calendar" icon at the bottom right, then sign-in to your org's Gmail.

(3) If your org already has access, then you can add the Google calendar to your account and add events directly to the SSOM MSU calendar.

(a) Most student group emails that have been passed down should *already* have access. **If you do not have access, email Yolanda (ypham1@luc.edu) with your student org email.**

(4) **Alternatively**, you can subscribe to the MSU Google Calendar from your student org email with this link: <https://calendar.google.com/calendar/ical/ssom.msu%40gmail.com/public/basic.ics>

3. Student Leadership Resources

a. View [Resources tab on MSU website](#) for "SSOM Program Planning A-Z" and "Student Leadership Guide." These have been updated by Catherine.

(1) **The Program Planning Guide includes a detailed tutorial on how to plan an org event (Submit Program Request Form, book a room, add to MSU Google Calendar).**

(2) **Note:** The order of the Room Scheduler has changed, but all of the info is the same.

(a) For **alternate contact person**, you cannot put yourself. **If it's an org event, put Curtis (or Catherine).**

b. **Student Life Handbook:** Currently being updated and will be available by early Sept.

c. Merchandise sale info for White Coat was recently sent out. If you are interested in selling anything at the White Coat Ceremony, just email Catherine.

d. **For any questions, feel free to email Catherine (cjardien@luc.edu) or Curtis (ckimberlin@luc.edu).**

4. [Feedback form](#), [calendar](#), and [website](#) links are in the signature of all MSU emails.

D. Treasurer: Tooba Ghous

1. **\$100 per student org**, which is automatically granted if you do the necessary paperwork.

2. Check list of orgs (below) to make sure that your org is eligible for MSU funding.

Addiction Medicine Interest Group	\$100.00		\$100.00
Academic Medicine Interest Group	\$100.00		\$100.00
American Medical Association	\$100.00		\$100.00
Anesthesia Interest Group	\$100.00		\$100.00
APAMSA	\$100.00		\$100.00
ATC Health Coaching Program	\$100.00		\$100.00
Back On My Feet	\$100.00		\$100.00
Bone Marrow Transplantation Awareness Group	\$100.00		\$100.00
Business in Medicine	\$100.00		\$100.00
CardioVascular Interest Group	\$100.00		\$100.00
Catholic Medical Association	\$100.00		\$100.00
Christian Medical and Dental Association	\$100.00		\$100.00
Community Health Clinic	\$100.00		\$100.00
Community Health Clinic - Phlebotomy Lab	\$100.00		\$100.00
Culture in Medicine	\$100.00		\$100.00
Dermatology Interest Group (DIG)	\$100.00	\$34.00	\$66.00
Emergency Medicine Interest Group	\$100.00		\$100.00
Enrich Urban Farming and Gardening	\$100.00		\$100.00
Evolutionary Medicine Society	\$100.00		\$100.00
Family Medicine Interest Group (FMIG)	\$100.00		\$100.00
Fresh Start	\$100.00		\$100.00
Geriatrics Interest Group	\$100.00		\$100.00
Healing Notes	\$100.00		\$100.00
Hospitalist Medicine	\$100.00		\$100.00
Housing Forward	\$100.00		\$100.00
Integrative Medicine Interest Group	\$100.00		\$100.00
Internal Medicine Interest Group	\$100.00		\$100.00
Interventional Radiology Interest Group	\$100.00		\$100.00
Jewish Student Association	\$100.00		\$100.00
LIGHT-Loyola Initiative for Global Health Transformation	\$100.00		\$100.00
Latino Medical Student Association	\$100.00		\$100.00
Medical French interest group	\$100.00		\$100.00
Mental Illness & Neurological Disease (MIND) - Psychiatry Student Interest Group	\$100.00		\$100.00
Muslim Medical Student Association	\$100.00		\$100.00
National Arab American Medical Student Association	\$100.00		\$100.00
Neonatology Interest Group	\$100.00		\$100.00
Neurological Surgery Interest Group	\$100.00		\$100.00
NLVS	\$100.00		\$100.00
Neighborhood Health Initiative	\$100.00		\$100.00
Oncology Interest Group	\$100.00		\$100.00
Ophthalmology Interest Group	\$100.00		\$100.00
Orthopedic Surgery Interest Group	\$100.00		\$100.00
Otolaryngology Interest Group	\$100.00		\$100.00
Pediatric Interest Group	\$100.00		\$100.00
Physical Medicine & Rehabilitation Interest Group	\$100.00		\$100.00
Physicians for Human Rights	\$100.00		\$100.00
Polish American Medical Student Society	\$100.00		\$100.00
Radiation Oncology Interest Group	\$100.00		\$100.00
Radiology Interest Group	\$100.00		\$100.00
Society of Women's Health	\$100.00		\$100.00
South Asian Medical Student Association	\$100.00		\$100.00
Sports Medicine Interest Group	\$100.00		\$100.00
Stritch ANWA	\$100.00		\$100.00
Stritch Citizen Physicians	\$100.00		\$100.00
Stritch Pride	\$100.00		\$100.00
Stritch Surgery Interest Group (General)	\$100.00		\$100.00
Student Interest Group for Neurology (SIGN)	\$100.00		\$100.00
Student National Medical Association (SNMA)	\$100.00		\$100.00
Syrian American Medical Society	\$100.00		\$100.00
Thoracic Surgery Interest Group	\$100.00		\$100.00
Urology Interest Group	\$100.00		\$100.00
Vascular Surgery Interest Group	\$100.00		\$100.00
Veteran Health Partners	\$100.00		\$100.00
Visual Arts Wellness Group	\$100.00		\$100.00

3. Tooba recently sent out an email with detailed info regarding funding to org Treasurers. Let Tooba know if you will be serving as Treasurer for your org but did not receive her email.
4. **How to use your MSU Funding**
 - a. **For an event to be funded, it must be open to everyone in the Stritch community and have been added to the [MSU Google Calendar](#).**
 - b. **Preference is to purchase using the [pro-card](#) with Catherine.** Reach out to Catherine to provide info about your itemized food order, and you can work with her to place the order.
 - c. **[How to get reimbursed when paying out-of-pocket](#)**
 - (1) **[Submit paperwork to Tooba](#) within **2 WEEKS** after the event. **Place your [itemized receipt, W-9 form, and reimbursement form](#) (found on the MSU website) in [dePorres 261](#) mailbox.****

- (a) Purchases are **TAX EXEMPT** - Catherine and Tooba have copies of the form to take to the vendor. We CANNOT reimburse tax.
- (b) If you leave a **tip**: need both **charge receipt** and **itemized receipt** (can't tip more than 20%).
- (2) **Reimbursement comes from Lakeshore campus and can take up to 2-6 weeks**
- d. If you already spent your \$100, you can **request additional funds** through the [Additional MSU Funding Request Form](#) on the MSU website. Orgs must use/request the initial \$100 first and have attempted to fundraise prior to asking for additional funds.
 - (1) **Must submit request prior to the event.** Form must be completed **BEFORE 12pm on the day of the MSU meeting** to be considered for approval. It will be added to the MSU meeting agenda and all meeting attendees will vote on it.

II. Reports from Class Presidents

A. M1 elections will occur following first exam (8/19)

B. M2: Hye-Jin Yun

1. Save the dates: Stritch Bowl: Friday, Sept 27th. M2 Class Dinner: Monday, Nov 11th.
2. Set aside funds for UWorld (\$350 max) and USMLE exam
3. New Secretary: Eddie Troncoso
4. No more weekly Stritch Skimm, but will make sure everyone stays informed through consolidated emails
5. Use MSU Calendar for events. Download and sync M2 Calendars.
6. Send academic feedback to Suchi Amin, who meets with the Deans monthly regarding curriculum, etc.

C. M3: Kevin Singh

1. Step 2 First Aid will be available in mid-August
2. Track A finished their first exams this past Friday
3. Track B has 2 more weeks of their 8-week rotations

D. M4: Sahand Ghodrati and Alyssa Varsanik

1. Most M4s are on away rotations
2. Residency apps are due in about a month
3. Jim Flavin has been hired by President Rooney to address and design programs for **wellness**.
 - a. **If you have any ideas, send Sahand an email to set up meeting with Jim.**
 - b. Catherine will be meeting with him next Wednesday (8/21). **If you have anything you want her to bring up, send her an email before then.**
 - (1) Will be trying to get him into Wellness Committee meetings.
 - (2) Ask Jim for input on how to make the M1/M2 Mentorship Wellness Program more useful.

III. Reports from OSRs: Naomi Ayele

- A. Sent out OSR apps to M1s last week, due this Friday. OSRs and Catherine will interview and make a decision in the next few weeks.
- B. Submitted abstracts for AAMC to highlight Stritch programs (Bioethics Honors & Culinary Medicine elective).

IV. Reports from Student Organizations

- A. **AMA**: Event on [Thursday, 8/15 at 12pm](#).
- B. **Culture in Medicine**: Night Market on [9/25, 4:30-6:30pm](#). Fundraiser with foods from different cultures. If culture-based groups are interested in partnering for this event or others, reach out to CIM.
- C. **LMSA and PHR**: Call to Action on [9/3, 12-1pm in Atrium](#). Will bring in some speakers to take a stance at what's happening at our borders. School supply drive for immigrant, refugee, and asylum-seeking families.

V. Student Wellness Advisory Group (SWAG)

- A. Wellness Wednesday ([8/14](#)) - snacks are back!
- B. SWAG fest on [8/21, 12pm in the Atrium](#): groups on campus, local food clubs, fitness challenge.

VI. Adjournment

Next meeting: Tuesday, September 3rd at 6pm in SSOM 360