

SUNY-DOWNSTATE COLLEGE OF MEDICINE
Curriculum Renewal Steering Committee
Minutes

March 12, 2009

Present: P. Sass, F. Volkert, S. Friedman, S. Landesman, M. Feuerman, J. Libien, M. Dweck, and K. Williams

The addition of a young faculty member was discussed and a nomination made which will be pursued by Drs. Sass and Landesman.

Lorraine Wilson will email edits to the 3 Principles-everyone is to review and send back any further suggestions for revisions to Lorraine.

Dr. Volkert would like to organize a "Technology Exploratory Committee" by proposing members and a draft charge for a first report due June 1, 2009 (draft charge to be circulated to Steering Committee for comments by email).

Members of the Steering Committee will meet with the Student Committee to clarify their role.

Dr. Williams and Dr. Feuerman will finalize their report and email to Steering Committee members.

Dr. Sass and Dr. Williams finalize details for April Integration Meetings.

Dr. Sass will draft a sample letter for liaisons to customize for stakeholders that provides an overview of the curriculum renewal process.

By next meeting all liaisons will touch base about their initial contacts with their stakeholder groups.

Next meeting will be 1 to 3 pm on March 26, 2009 – Dr. Sass will send out a web scheduling message for everyone to fill out so we can find a good meeting time. We may have to alternate Thursday meetings from early to late to accommodate student members

Will ask that all Steering Committee members who must miss a meeting to email in advance

Free web resources---for conference calls www.freeconference.com for scheduling
www.doodle.com

Meeting adjourned at 3:00 p.m.