

Minutes of the Meeting of the Executive Committee

SUNY-Downstate College of Medicine

December 7, 2020

Attendees: R. Viswanathan, R. Gupta, M. Nowakowski, C. Brown, A. Schwartzman, J. Yusuff, R. Joks, J. Kubie,

The meeting was called to order by Dr. Viswanathan; minutes from previous meeting was reviewed and approved.

Presiding Officer Report

Dr. Viswanathan stated that the Dean would like the chairs' survey to be sent out on an annual basis because he feels that it can be beneficial, and the information can be used constructively. It was brought to the Dean that faculty were not using the form created by Dr. Gupta. Dean stated that in the future, the form created by Dr. Gupta would be the standard form.

The Dean requested that the CAPQ guidelines to be revised.

SubCommitte Reports

CenterWide Committee Report

Dr. Schwartzman stated that the committee is in the process of reorganization. They are identifying working groups.

One of the issues that were brought up was the School of Nursing. The students may not have access to their clinical rotations, which can deter them from graduating on time. The committee reached out to Dr. Lazar since he worked with the College of Medicine students and the Dean with the safety initiatives. Dr. Lazar extended his welcome to the College of Nursing and connected with them.

The committee heard from the School of Graduate Studies regarding follow up from the previous tenure regarding the issues related to Integrity to ethics.

The committee will reach out to Dr. Wong, who is the presiding officer of the school of Graduate Studies

Dr. Carla Boutin-Foster was a guest at the last meeting because the center-wide committee worked on the statement for racial equality and access to medical care. They had a great discussion and think that we are ready to adopt a resolution from the Center-wide Committee. When the resolution is completed, the committee will share it with the Executive Committee.

CAPQ

Dr. Gupta presented to the committee the rough draft of the CAPQ guideline to review.

Faculty and Professional Staff

Dr. Yusuff reported that Dr. Clinchy was a guest at the meeting, and he reviewed the DCI.

There was a discussion regarding a faculty survey to see how effective their meetings with the chairs.

There are talks about mentoring junior faculty.

Funding to do recording lecture series on leadership.

CPEC

Dr. Nowakowski reported that the CEPC representative on the Dean's Council for Education asked about the mechanism to give support and input from the Faculty CEPC. The DCE leadership responded with encouragement and stated willingness to listen to suggestions offered by the CEPC.

Support for recording lectures, technical assistance, and Zoom support for CEPC meetings will be requested in writing from the Dean, following the Executive Committee's endorsement. No written response was received to date. Discussion included the possibility of having student assistants. In the past, when lectures were given in class, there was a student designated to help set up Panopto recording for each lecture.

The next CEPC meeting will be on December 10, 2020 via zoom