

Faculty and Professional Staff of the College of Medicine

Semi Annual Minutes

December 10, 2021

Report of the Dean of the College of Medicine

Regarding the LCME, the main focus is that students are not unhappy with relaxation and space at Downstate and Kings County. COM is working on finding the space. The good news is that Kings County will give COM four rooms in the B building. It will be renovated with a lounge and lockers, and it will be in the B building. The students will finally have a student lounge and lockers at Kings County. Janelle. Gordon goes over there a couple of times a week and does wellness rounds, which have been seen by both Kings County leadership and the medical students, which have become beneficial. These action plans need to be in the LCME by December 1, 2022, and then they will let us know in February 2023 whether the outcome of our action plans and data are.

There will be a curriculum renewal that will focus on Diversity, Equity, Social justice, social determinants of Health, Disparities of Health and Health Care Delivery. In addition, the Deans' Council of Education, which Dr. Jason Lazar chairs, has been directed to initiate a needs assessment over the next six months. They will do a preliminary and make a formal kickoff in the summer.

Starting December 20, there will be a new Chair of Surgery. Downstate has recruited Panagiotis Kougiass. Dr. Kougiass is an outstanding academic, vascular surgeon with 158 papers, a phenomenal clinical surgeon, and has a 22-million-dollar VA grant. He is a Health Services Research expert. Dean Brunicardi thanked the search committee.

The chair of the Psychiatry search is underway, and Dr. Daniel Rosenbaum will be the head of the search committee.

Dr. Richard Rosenfeld has decided to step down from being the chair of Otolaryngology on June 30, 2022.

Dean Brunicardi stated the death of Dr. Kathleen Powderly deeply saddened him. As a result, the John Connolly Division of Medical Ethics and Humanities will be placed in the new Department of Medical Education, of which Dr. Jason Lazar is the chair.

The GME program is doing very well under the exceptional leadership of Dr. Teresa Smith. There are 990 residents and fellows and 54 ACGME accredited programs.. The GME program went from being on warning to being off warning in 2020 under Dr. Smith. Recently, her team won a diversity award from ACGME for Downstate.

The chairs of the clinical departments have been working diligently since the springtime on a strategic growth plan for their department and will present at the Dean's Council meetings.

Dean Brunicardi stated we wanted everyone to be safe because of the Omicron variant of the Covid virus.

Report of the Senior Vice President of Research

Dr. David Christini stated that there would be a Research forum Meeting on December 13, 2021, at 4 pm. It will be recorded. Because much-needed information will be given in that forum, he did not want to repeat it in this meeting.

Report of the CenterWide Committee

Dr. Roman stated that he is the presiding officer, since Dr. Schwartzman stepped down. There will be a special election to fill the position of presiding officer elect. Alethea Allyene will be putting it together.

The committee is reviewing the Bylaws.

Dr. Roman stated that he is very appreciative and enthusiastic about leadership.

Dr. Roman stated that the committee remembers our colleagues that Downstate lost:
Dr. Powderly and Dr. Moreno.

There are plans for a center-wide assembly shortly.

Subcommittee Reports

Faculty & Professional Staff Personnel, Policies, Promotions, and Appointments Subcommittee

Dr. Yusuff stated a series of seven lectures on quality improvement were held. Other lectures were on sexual history, LGBTQ cultural competency, and care for transgender patient. In the summer, there was a didactic on self-care for providers and how to support the staff. Members of the community attended it.

The committee is repeating the survey of faculty evaluations of their departmental chairs that Dr. Gupta had initiated two years ago. In addition, the committee is trying to do a survey every two years where the faculty's performances are surveyed.

The committee has partnered with the leadership for the CAPQ committee. In 2016 some rigid additions and amendments made to the promotion process became challenging to become promoted from an Assistant Professor to Associate Professor, and from an Associate Professor to Professor. It has become an impediment for Junior faculty to ascend to a higher academic status. It has been associated with poor retention, and many staff members have left because of the challenges, and it has not been beneficial. The committee made a motion to the Executive Committee to revert to the prior guidelines, and the Executive Committee approved it. Dr. Yusuff asked the forum for discussion and consideration. Dr. Viswanathan stated that he would request Dr. Clinchy to work with the Executive Committee and the Committee on Personnel,

Policies, and Promotions and the CAPQ to work on any additional changes needed for the CAPQ Guidelines.

CEPC

Education Policy and Curriculum Sub-Committee

Dr. Nowakowski presented a list of the members of the committee.

The accomplishment for 2022-2021 are as follows:

- Addressing student concerns regarding research opportunities:
- Information about potential mentors, topics, outcomes
- Funding support for laboratory-based projects

The CEPC committee met via zoom with Dean Brunucardi on November 18, 2021. After the meeting, Dean Brunucardi asked for a business plan summarizing CEPC proposal for a centralized, interactive information hub (platform) with a comprehensive list of research opportunities for medical students.

At the 11/19/2021 CEPC meeting, members recommended that Frank Barone and Maja Nowakowski draft a proposal to all CEPC members for editing.

All edits and comments will be discussed during the CEPC meeting on 12/14/2021. The final proposal will then be submitted to Dean Brunucardi.

The goal for 2021-2022

- Finalize the proposal for a comprehensive, interactive platform on medical student research opportunities
- Work toward the creation of an Office of Medical Student Research under the leadership of Dr. Frank Barone, current Director of Medical Student Research
- Integrate CEPC proposals with medical student research activities of the Dean's Office, College of Medicine, SVPR office (Senior Vice President for Research), HRAC (Human Research Advisory Committee), and LRAC (Laboratory Research Advisory Committee).

Admissions Subcommittee

Dr. Fisher presented a list of the members of the committee. In addition, he gave an overview of the committee.

- More than 6000 applications were received for the 2022 entering class.
- After screening about 1400 interviews will be scheduled.
- Virtual interviews to continue for the foreseeable future.
- Need more interviewers: commit to 4 or more interviews over the academic year (about 3-4 hours per interview, including application review, interview, and evaluation)
- Need 1 or 2 faculty volunteers for the Admissions Committee (major commitment of about 10-12 hours/week, September through May, including one interview per week and meeting preparation)
- Continuing pipeline programs, such as the Masters of Science in Physiology (Bridges), Early Medical Education, and the Brooklyn College pipeline
- Anticipate 2022 entering class to mirror 2021
- a. About 90% will be NY Residents
- b. Greater than 30% will be students from groups that are Under-Represented in Medicine and/or Socio-Economically Disadvantaged

Research, Resources, and Budget Sub-Committee

Dr. Gustafson stated that the committee met on November 8 and comprised of four members. In addition, this committee collaborates with other committees such as the Human Research Advisory Committee and the Laboratory Research Advisory Committee, the social justice research meeting, Computing Advisory Committee, and the Office of the SVPR.

Goals

To design, execute and publicize the vision for research at Downstate.

Have centralized discussions of topics around research from a variety of perspectives.
Incentivization of research, getting investigators to submit more grants.

New Website that advertises research.

Academic Integrity and Professionalism Sub-Committee

Dr. Rabinowitz presented the following:

The Charge to the subcommittee

- 1. develop fair and unambiguous academic integrity policies and procedures that can be consistently followed and implemented
- 2. engage in promotional activities, including discussions and dissemination of policies and procedures highlighting ethical standards incorporated therein
- 3. monitor institutional proceedings involving perceived violations of academic integrity, and advise the Dean of the College of Medicine of any deviations from the established policies and procedures
- 4. regularly evaluate and assess the effectiveness of academic integrity policies, procedures, and practices, and revise and update them as necessary

Dynamics of the Sub-Committee

- Sub-Committee is at present an advisory committee under the Medical Executive Committee that reports to the President of the MEC and the Dean
- All materials/proposals/initiatives that are created require approval of the Medical Executive Committee and Dean before initiation
- The Sub-committee is charged with incorporating input from various parts of the Health Sciences University and attempting to find universal principles that can be modified for faculty, residents, students, nurses, ancillary staff
- The process requires collaboration and vetting from various parts of the faculty, which results in a more deliberate process
- All faculty members are invited to submit proposals, ideas, suggestions, material to the sub-committee and to present them at the monthly meetings—these can be emailed to the chairman, simon.rabinowitz@downstate.edu, or any of the members.

Preliminary Activities of Sub-Committee

- develop fair and unambiguous academic integrity policies and procedures that can be consistently followed and implemented
- Sub-Committee has reviewed existing material that is already part of Downstate Health Science Centers University web site, protocol, policy, resident and student handouts
- Review of how various components teach/ promote / handle issues of Professionalism
- Review similar policies and procedures from other major medical universities
- engage in promotional activities including discussions and dissemination of policies and procedures highlighting ethical standards incorporated therein
- Proposed creation of a Professionalism / Academic Integrity website within the Downstate Health Science Centers University website
- Centralized statement of policies
- Educational material for all members of the University
- Resources to provide reference material/ reading / education
- Clear outline of what are examples of unprofessional behavior
- Mechanism(s) on how to report potential problems
- Linking to related domains such as research misconduct, student and resident professionalism documents
- monitor institutional proceedings involving perceived violations of academic integrity, and advise the Dean of the College of Medicine of any deviations from the established policies and procedures
- Develop anonymous, non-punitive mechanisms for all members of campus to report perceived violations
- Proposed adjudication authority for the sub-committee
- Develop protocols to be followed during adjudication proceedings that are confidential fair to both accusers and perceived violators, and that includes the possibility of non-punitive, educational mediation by members of the staff with expertise in this skill

Proposed By-Law amendment:

Guidelines for Adjudicating Allegations of Unprofessional Conduct in violation of the SUNY statement of Professional Rights and Responsibilities

Each SUNY campus should establish the procedure to provide collegial consideration of such allegations.

1. Any medical community member should have a mechanism to report unprofessional behavior.
2. Judgments of unprofessional behavior should emanate from a committee consisting of other unbiased, senior medical community members.
3. Adherence to the basic concepts of procedural fairness should be required, including the following provisions:
 - a. Allegations should be documented
 - b. The burden of proof should rest with the complainant.
 - c. The respondent should have full access to all allegations and documentation and ample opportunity to respond.

- d. Appropriate and reasonable professional behavior and confidentiality should be maintained in the proceedings
 - e. Provision for appeal should be afforded.
 - 4. The review or hearing body should determine if there is a way to informally resolve the complaint or grievance. A reasonable attempt to achieve conciliation will be facilitated by staff with experience in mediation. This will be attempted before instituting more formal proceedings.
 - 5. Several levels of appropriate action (including reprimand and censure), insofar as may be consistent with contractual agreements in force at the time of review, should be provided to the review body before the initiation of the process
 - 6. Nominees for the individual review or hearing bodies for the ad-hoc cohorts will be selected by the Professionalism Committee and presented to the President of the executive medical committee, who will present appropriate nominees to the Dean.
- Base our approach on the protocol employed for research misconduct
 - Two-tiered approach first an inquiry committee and investigative committee-could share membership
 - Each generates a written report for the Dean and Medical Exec president
 - Ultimate decision rests with President
 - Above is under consideration by the ME committee and Dean

Bylaws Sub-Committee

Dr. Marquez presented the committee members.

The two newly formed sub-committees, the Sub-Committee on Academic Integrity and Professionalism, and the Sub-Committee on Regulatory Compliance, have rules for terms of office and required frequency of meetings that were at variance from those stipulated under Article V General Rules for all Committees. These deviant rules will be deleted so that these two sub-committees will also operate under the general rules for all subcommittees other than the CAPQ.

Article IV FUNCTION

The committee has decided to remove the following:

Delete this

- J. They shall select from their own membership eight individuals, one of whom shall be from the Professional Staff and one Faculty member from an affiliated hospital in addition to their officers to serve as College of Medicine representatives on the Center-Wide ~~CFPS~~ FPACM.

Replace

- J. Will appoint the required members to serve as College of Medicine representatives on the FPACM.

Proposed change with regard to mail or electronic ballots

Item-H- Nomination, Elections and Ballots Sub Committee

- Language ambiguous with regard to voting by mail, “whatever means available”, including electronic, etc.

Proposed change

- Voting will be by electronic ballot.

Nominations Sub-Committee

Dr. Brown stated the charge as providing a slate of committee positions. These positions are available for faculty to nominate another faculty or nominate themselves. Each nominee is expected to produce a short bio and photograph. Nominations are held in the spring and elections by electronic ballot will occur during the summer.

There being no further business, the meeting was adjourned.