

**Minutes of the meeting of the Executive Committee
SUNY-Downstate College of Medicine**

December 6, 2021

Present: : R. Viswanathan, C. Persaud, M. Nowakowski, S. Fisher, S. Marquez, S. Rabinowitz, J. Lazar, R. Foronjy, C. Brown, D. Gustafason, A. Schwartzman, R. Orman

The meeting was called to order by Dr Viswanathan; minutes from the previous meeting were accepted with revisions.

Presiding Officer Report

Dr. Viswanathan observed a moment of silence for Dr. Powderly, whose death was announced last week.

The semi-annual meeting will be held on Friday, December 10 at noon via zoom.

Angela Melton-Taylor will send everyone the Zoom meeting invite. Dr. Christini will participate but not give a full report either because he has arranged present at a major meeting on Monday.

Sub-Committee Reports

Research, Resources and Budget

Dr. Gustafason stated that there are four committee members, and they will meet quarterly. The committee met on November 8, and there are other committees within the Research Committee. Dr. Gustafason stated that please email Dr. Christini if anyone has a question.

Academic Integrity

Dr. Rabinowitz stated that the committee meets every month and focuses on organizing and collating all available resources. There is, unfortunately, a lack of synthesis among the various areas. For example, if you google SUNY Downstate, there is a policy of professionalism, and if you look further, Dean Brunicardi has issued another one. There is substantial overlap between the two documents, and it does not seem optimal to have two documents. The committee will wait for guidance from Dean Brunicardi regarding this.

Education Policy & Curriculum (CEPC)

Dr. Nowakowski stated the committee met on November 9 and presented plans to organize a central information hub about research for medical students to Dean Brunicardi and the administration. Dean Brunicardi expressed his general support for the idea and asked for a business proposal quote. Dr. Barone and Dr. Nowakowski drafted a summary and presented it to the subcommittee for editing and comments.

They expect to assemble all the comments and create a final proposal draft. This final draft will be presented at the next meeting (December 14). The proposal will be submitted to the Executive Committee and the Dean for consideration at the end of this meeting.

The critical element is to define a budget for supporting medical student research and can only give a very rough estimate for the laboratory-based research. The minimum is \$1,000 per student per project for consumables. Another figure is less than \$750 to 800 for supplies and other support for other types of research projects. This does not include money for the mentors. A second budgetary item would be the cost of developing an interactive information hub accessible by the medical student interested in research projects and all of the mentors. It would contain a complete listing of mentors and the location and contact information. Again, there is a free program that can assist with creating a database, or work-study students can help. Other options include a unit in Albany with SUNY Central dedicated to developing and organizing information exchange among campuses.

CAPQ

Dr. Foronjy stated that the committee is facing some issues regarding whether to repeal the provision of the criteria implemented in April 2016 or go back to the pre-April, 4th 2016 criteria. The requirements need to be adjusted.

Another issue the committee faces is faculty overstaying their position, meaning you are an assistant professor on a tenure track. It takes seven years and then you have a decision whether you are promoted to Associate Professor. Many people are in a state of limbo where they overstate this period. There has been a great deal of discomfort with members of the CAPQ committee with how to evaluate these individuals because it seems to go against the institution's walls since there is supposed to be a time limit. One of the things that the committee will do is work with the chairs because some of the problems occur at the level of the chair.

Another thing is that there are some cases where the committee is uncomfortable moving forward without some clarification from Dr. Clinchy, so the committee has requested written clarification from Dr. Clinchy and will meet Dr. Clinchy and Valerie Stewart.

Another item that were discussed is having an electric system of tenure tracking.

Student Admissions

Dr. Fisher stated that they need more interviewers and screeners, and this issue has been brought up to Dr. Putman. The committee received 6000 applications.

New Business

The committee has requested to receive a rough draft of the minute via email.

The committee has decided to wait for clarification before abolishing the CAPQ guidelines.

The Executive Committee will nominate representatives for the Center-wide committee because there is no representation from the Executive Committee.