

Minutes of the Meeting of the Executive Committee

SUNY-Downstate College of Medicine

February 1, 2021

Attendees: R. Viswanathan, R. Gupta, M. Nowakowski, A. Schwartzman, J. Yusuff, M. Nowakowski, S. Marquez, K. Powderly, J. Lazar, Sanjeev, S. Fisher

The meeting was called to order by Dr. Viswanathan. Minutes was approved with revision.

Presiding Officer Report

CAPQ is holding a virtual workshop on Friday, Feb 5, 2021. The topic is Preparing CAPQ Promotion Application Package. This workshop aims to prepare faculty for tenure by submitting the correct format. People make common mistakes because they do not follow the format which is to be followed to facilitate the CAPQ in our to make decisions. People do not know about getting references, and department chairs are not good at guiding the faculty, and we hope they attend the workshop and learn from it. The Center Wide Committee discussed Intellectual Property Rights and requested Dr. Barbour to participate in this meeting to discuss further. Dr. Viswanathan stated that he received a question regarding nominations being emailed. He stated that nomination will be mailed out in the Spring.

Committee Report

Bylaws

No Report from the committee. Dr. Viswanathan requested for the committee to review the bylaws before the elections.

Student activities

Dr. Powderly stated that she met with the President of Med Council, and she will find student members from the first and second-year class and plan activities for the Spring.

CEPC

Dr. Nowakowski stated that the last meeting was held in December. The committee has Dr. Lazar's support for technical support for faculty to record a lecture and upload it in Panopto.

There have been discussions about additional help that is needed. However, the communication from the department has really improved. The next CEPC meeting will be held this Thursday.

The topic will be the research projects that are now mandatory for fourth-year students. The College of Medicine faces difficulty organizing or supporting students who wish to have basic science projects because there is no financial support. Dr. Nowakowski has reached out to several Deans and other members of the leadership.

Centerwide Committee

Dr. Schwartzman reported that the committee discusses the inequity of Covid testing and vaccines within communities of color. The committee has discussed this issue with Dr. Deshong, who is the government liaison and works closely with Dr. Riley. Dr. Deshong discussed some strategies with the center-wide committee and they are looking forward to working with him.

Admission

Dr. Fisher stated that the committee considers some changes to the form to make it easier for the committee to align scores with how the interviewer scores the patients. Dr. Foster suggested incorporating a rating system more consideration for undeserving minorities and the road they had to travel to get to where they are. Once the form is completed and approved by the Admission Committee, the Executive Committee can review it.

Faculty-Staff

Dr. Yusuff reported that the committee was in the middle of a quality improvement series and participated in a discussion regarding lean sigma. Lastly, they were in the talks of another discussion regarding quality improvement tools. The last session will be with Dr. Garnier, who will talk about residents in quality improvement.

The committee will review the survey spearheaded by Dr. Gupta and tweak it and ideally send it out later this spring.

New Business

LCME site visit

Dr. Lazar reported that there was a mock survey on Monday, and it went well. The LCME visit will take place on Feb 22 and Feb 23 via Zoom, and they are not going to cover everything but just areas of concern. Requested were made for additional and supplemental materials, which give the Downstate's LCME team clues about some of the things that LCME is interested in.

Downstate is trying to increase communication with the students and address student mistreatment and breach of professionalism, which seems to be a huge topic this year based on discussion with other schools.