

Minutes of the Meeting of the Executive Committee

SUNY-Downstate College of Medicine

June 5, 2023

Attendees: H. Siddiqi, P. Bergold, S. Agarwal, C. Brown, C. Galanter, C. Kamarajan, L. Harris, J. Kubie, S. Márquez, R. Orman, N. Penington, F. Velcek, R. Viswanathan, M. Stewart, R. Barbour, R. Gupta, C. Persaud

Presiding Officer Report

Dr. Siddiqi stated that he had lost track of the minutes, but Dr. Persaud stated that the minutes were sent to everyone. Dr. Stewart stated that the only issue with the minutes was December 2022. He felt that not all of the information was captured at the meeting. It was explained that the meeting was not recorded because A. Melton-Taylor was not present and Dr. Persaud was taking the minutes. It is difficult to take minutes and follow the committee conversation. Dr. Stewart said he could volunteer with the minutes.

A. Melton-Taylor stated that committee members can edit the minutes once they have been emailed to everyone. The next meeting will be on July 10th.

The 2016 bylaws that are online have to be replaced.

The question was asked when we will tell the faculty about the alternative committee. Dr. Siddiqi stated that an email will be sent by the Executive Committee on who is on the alternate route committee.

The committee also mentioned that when having a panel discussion with a speaker, it could be videotaped and uploaded to the EC website. The answer was yes.

Nominations, Elections, and Ballots

Since he has a slate of candidates, Dr. Stewart wants to start the election. Dr. Stewart stated that he has emailed anybody asking if they're willing to serve, but many people said no.

A. Melton-Taylor stated that an email is sent to voting members asking for votes, and nominees are taken from the floor after the semi-annual meeting. Dr. Siddiqi stated that there would be no semi-annual meeting. Dr. Stewart stated that he will discuss offline with A. Melton-Taylor about when to start the election.

The Dean will get the final slate for review.

CAPO

Dr. Barbour stated that the committee met last month and reviewed two new candidates. One was approved, and the other was tabled because there was insufficient information regarding the grant understanding. Research grants for the candidate were very strong and had remarkable research and publication record, but the grants weren't identified at the level the committee appreciated. There was approval of another candidate who had previously been tabled, they are an affiliate from Maimonides Hospital. As of today, the committee has no 100% complete

dockets. But it is expected to be within the next few days. Valerie Stewart mentioned that she was confident that would happen. The committee also voted to take a break in July and resume in August.

Faculty and Staff

Dr. Gupta stated that her committee assists the alternate committee with the language and sends it to the bylaws committee. Also, the committee is considering guiding the CAPQ Committee. Dr. Gupta said she will discuss more in detail at the next meeting.

Research, Resource and Budget

Dr. Bergold stated that the committee met. He announced to the committee that they apply for a \$10 grant for a confocal microscope and hopefully, it gets approved. The equipment is worth \$250,000 and it can do things better than the old equipment. The committee was having conversations with Doug Lang, who's the head of Aycock and one of the things that we discussed was that the department was short staffed, and things were moving slowly. They recently hired a new person and would like to hire another person. The committee discovered that members of the (Aycock) were Research Foundation. The committee feels that the regulatory burden on faculty has increased progressively, and the people administering the burden are getting smaller. The committee is looking into it.

A question was asked, "Does the Research Foundation have any role in assisting researchers?"

Dr. Bergold stated that veterinarians are supposed to assist, but in the last year, it has become spotty. If you request a veterinarian and one is not happening promptly, you still have to submit all the documentation.

Academic Integrity and Professionalism

Dr. Pennington stated that the committee finished the policy on unprofessional behavior. However, Dr. Pennington wanted it to be sent out to the EC members to discuss, but one of the committee members still needs to sign off. He will email it to Dr. Persaud and Angela and they will email it to the committee members.

The Dean's Education Committee created Kudos and Concerns, where people can report teaching-related things. Those problems are mediated by the Ombudsman, Mike Myers, who is doing well. In the proposed policy three people in the ad hoc committee will review the accusation. They will decide whether or not it is unprofessional behavior.

If it goes forward, an investigation committee will then look into it.

Before that, there could be mediation by the Ombudsman. This is under one department and will not go against the Educational Committee.

Student Admissions, Academic Standards and Student Activities

Dr. Márquez stated that he will have some information for the next meeting.

By-Laws

Dr. Weiner stated that the committee proposed an amendment to the by-laws, based on principles, the number of subcommittees of the Policies Committee. The Executive Committee unanimously approved the principle, and in a few months, everyone should receive a copy.

Dr. Penington stated that in the amendment, the wording stated that if four elected members were elected by the full faculty, which means that this would occur every two years, would it coincide with the election of the presiding officer? Dr. Weiner stated that if the first election was done this summer, it will alternate. Also, Dr. Penington asked, “There are five voting members on the committee and two would have to be from basic science departments, but there are two huge basic science departments, so that means the likelihood that somebody who goes through this alternate group committee will be in one of those two departments, which means that one individual if he's in the same department has to recuse himself. That means there would be only one out of five basic scientists on that committee, everyone else would be a clinician”.

Dr. Siddiqi stated that there's always every few years a rumor of collapsing all basic sciences into one if that ever happens, do we have to modify these bylaws again, or how are we going to deal? The committee stated no, and there should not be any conflicts, Dr. Penington feels there will be conflicts. Dr. Viswanathan stated that the two people must be from basic science departments. I suggest two members must have primary appointments in clinical departments because they are looking for a balance. Dr. Siddiqi stated that although the proposal was well written, it needed a minor tune-up. The committee decided to change the proposal's wording to “ And which two members of the ARC must have at least two primary appointments in basic science departments And the additional two members must have at least primary appointments in clinical departments”.

Dr. Siddiqi also mentioned that in the email, the language that gets replaced that will be dropped and this will go in. In the bylaws and other places where alternate route committees and departmental route committees are mentioned, we need to either drop those sentences or modify the language. Dr. Weiner stated that the bylaws committee could propose those minor changes and send something to the EC for the next meeting.

Dr. Siddiqi asked the committee to vote Yes to make this change in the bylaws to draft the alternate route committees of the departments and create one committee for the entire College of Medicine. So come September, CAPQ can get applications. The vote was unanimous for yes.

Regulatory Compliance

Dr. Kamarajan stated that the committee comprises of 6 members, three from clinical and three from basic sciences. They meet every month. Last month, the committee met and is still orienting with the rules and function of the different standing boards /regulatory boards within Downstate. Everyone is reviewing the site and webpage to learn about the financial conflict of interest committee, IRB ICIBC. Dr. Kamarajan is trying to get a speaker for the next meeting, if not, they will postpone the meeting. The committee felt that Jamie Greco from Human Resources would be a good idea to invite. Dr. Kamarajan stated that they would contact him.