

**Minutes** of the meeting of the  
**Executive Committee**  
of the SUNY-Downstate College of Medicine  
July 13, 2009

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**Present: S. Rinnert, P. Sass, K. Powderly, H. Durkin, M. Nowakowski, S. Eisner, N. Gabbur, E. Dinkevich, C. Roman, M. Lucchesi, E. Quadros, K. Williams, S. McFarlane**

The meeting was called to order by Dr. Stephan Rinnert; minutes of the previous meeting were approved.

**Presiding Officer's Report**

On July 2, 2009, Dr. Nancy L. Zimpher, the new chancellor of the SUNY system, visited SUNY Downstate. She is planning on visiting 64 SUNY campuses. She was very nice and was impressed at the school. There were meetings with faculty and politicians.

The Faculty/Staff Assembly, which was held on June 11, 2009, went well although attendance was only okay. There were several conflicting events. The date and time was changed because of conflicts with scheduling of rooms and other events.

The plans for the new academic building are continuing to move forward. There are RFPs for consultants and designers. There will be a need for faculty involvement in the future.

The Faculty Development Initiative met on July 7, 2009. Andrea Markinson is working on this; there was a demo of the faculty development initiative's webpage. Dr. Rinnert stated that there is nothing available for the faculty and staff on Downstate's webpage. Included on the webpage will be a calendar, which will have events related to Faculty Development.

On July 8, 2009, The Faculty Development held a "Brown Bag Lunch" series related to Prime. Dr. Jim Neil presented a one hour seminar on Prime and it did very well. 40 people attend this event. College of Nursing funded this event.

Dr. Rinnert felt that the Faculty Club, which was held on Fridays at 4pm, was a good idea. Attendance was good and it was a great way to meet other faculty. The Faculty Club has been sponsored by Dr. Rinnert and Dr. Sass. Since both Dr. Rinnert and Dr. Sass are busy, Dr. Rinnert has suggested other departments help sponsor the faculty club. There was an open discussion on how to approach this. One suggestion was to change the day and time. Another suggestion was to have the Faculty club at lunch time.

Dr. Rinnert announced that he has been appointed to the Committee of Employee and Staff Development. This committee was the result of the Employee Satisfaction survey and is being overseen by Dorothy Fyfe.

The Anatomy department has been renamed "Cell Biology".

## **Sub Committee Reports**

### **Nominations**

There was an open discussion on the bylaws and the election. Dr. Rinnert and Dr. Norin have agreed to work on bylaws. The bylaws have to be reviewed in order to have a fair election. A list of nominees was given out to the members of the committee to correct. One suggestion to help expedite the elections was to look at last year's elections. Another suggestion is to send an email to the nominees to ensure their commitment.

### **CEPC**

Dr. Williams stated that there are electives that are not active. Looking at how to review electives will be part of curriculum review. New electives will be built into the new curriculum.

Documents related to curriculum renewal will go to the Dean on this Wednesday.

### **Faculty –Professional Staff**

This sub-committee met a few weeks ago; working on a form for faculty assessment and working with Dr. Rinnert to get feedback to proposed strategy for faculty development.

### **Research, Resource and Budget**

Dr. Quadros made contact with Dr. Cracco; they will meet re: core facilities. There is a need for clear policy re: core facilities.

### **Faculty-Student Relations**

The sub-committee will meet again soon and will work on getting faculty advisors for student clubs and developing a website for mentoring opportunities.

### **New Business**

Dr. Brunken has resigned; there is a need for a faculty member for the FSA Board.

John Allen should be invited to a future meeting. Dean Taylor will be invited to the September meeting.

**Next Meeting: August 10, 2009 at Dr. Rinnert's house.**