

**Minutes of the meeting of the
Executive Committee
SUNY-Downstate College of Medicine
September 8, 2014**

Present: A. Norin, K. Powderly, S. Eisner, R. Twersky, D. Lemke, P. Maccabee, C. Brown, V. Anderson, R. Kollmar, H. Saddiqi, R. Viswanathan, H. Durkin, R. Joks, H. Moreno

Dr. Norin called the meeting to order; minutes were approved with revisions

Presiding Officer's Report:

Dr. Norin introduced himself to the committee and asked all of the members to do the same.

New Business:

Dr. Norin met with Dr. Sass who is Acting Dean of the College of Medicine. Dr. Sass attended a meeting with the President and indicated there was a discussion with SUNY Albany on the possibilities of exploring connections with the campus. There is a proposal on the table to link both campuses in a useful way, but mainly for the research component.

Dr. Williams is interested in creating a Provost office at SUNY Downstate. To assist him with the creation of this office, he has asked the Provost from SUNY Albany, Dr. Susan Phillips, to come to SUNY Downstate to help develop the Provost's office.

As per Dr. Sass, SUNY Downstate will hire a VP for Research who will report directly to Dr. Williams.

Dr. Macrae is the Acting Senior Associate Dean for Academic Affairs.

Dr. Merlino has been appointed the new Vice President for Faculty Affairs and Professional Development. The role of the office of Faculty Affairs and Professional Development is to assist junior and senior faculty with professional advancement at SUNY Downstate. Dr. Norin stated that there might be some questions from CAPQ on the role of Dr. Merlino. Dr. Norin will invite Dr. Merlino to an Executive Committee meeting. Dr. Brown stated that Dr. Merlino is going to meet with some members of the Downstate faculty to discuss implementing faculty development with the emphasis on career development. He will report back to the Executive Committee.

Dr. Norin stated that Dr. Gerber has an interest in chairing the Student Admissions, Academic Standards and Student Activities committee since Dr. Jacobson-Dickman is no longer at SUNY Downstate.

LCME will re-visit SUNY Downstate in March 2015

A motion was passed on retaining the faculty members who are currently chairing sub-committees and have not stepped down from the role if they are willing to continue serving. Dr. Norin will email the committee chairs to request a list of committee members and ask that all committee chairs notify him if they are stepping down.

CAPQ:

Dr. Brown stated that as of September 9, 2014, he would no longer be the chair of CAPQ. He stated that Dr. Keith Williams would likely be elected as Chair. Dr. Brown stated that CAPQ had a

productive year. CAPQ made an effort to get affiliate faculty members' promotion with clinical appointments (non-tenure track). He stated that Dr. Macrae felt it was important for affiliates to have clinical appointments because they give so much to SUNY Downstate. Also, Dr. Brown stated that there are a large number of faculty members that are applying for tenure. Currently there is a backlog that will spill over into the new academic year.

Dr. Brown will invite Dr. Sass to a CAPQ meeting to familiarize her with the sub-committee's work.

Faculty-Students Relations

Dr. Powderly stated that she met with members of the Med Council last year and asked for recommendations for students and has not received any names. Dr. Powderly stated that she would ask for recommendation for this academic year.

CEPC:

Dr. Macrae will now chair the Dean's Council meetings.

Dr. Eisner stated that the new curriculum has completed one year. Overall the curriculum has been a success. Students have learned an enormous amount of material and students are doing well as independent learners. The CEPC has struggled to try and keep up with the work and the challenges of trying to figure out what CEPC's role should be in terms of the new curriculum evaluations. CEPC has a different role than in the prior three-years. As per the LCME, CEPC has taken on the role to be the oversight of the oversight. CEPC is to review the statements and conclusions that have been reported to the Dean's Council meeting to ensure that the information is an accurate reflection of the raw data that has been presented. Dr. Eisner is concerned about the CEPC being heard. The Dean's Council is comprised of faculty members who are not necessarily involved with the curriculum and are not all involved with teaching. Dr. Eisner stated that the CEPC committee approved items that were already decided on. There should be more transparency and communication between the two committees.

Old Business:

Dr. Durkin stated that it was very important to identify the head of Research at SUNY Downstate because there was a program/project grant that involved 5 sub-grants that did not get submitted on time even though all the science was completed. She feels that the problem was an administrative issue and there were no one to provide assistance. She stated that she was going to resubmit the grant but the problem still exists. Dr. Norin stated that he would bring these issues up with Dr. Sass.

Last year, Dr. Powderly raised an issue regarding inviting faculty members to the White Coat ceremony. The Executive Committee was to have been represented, but we were not made aware of this event. Dr. Powderly thought members of the Executive Committee or at least one member would be included in the ceremony. This year, none of the committee members were invited. Dr. Norin will look into this.

Respectfully submitted,

Kathleen E. Powderly, PhD

