

**Minutes of the meeting of the
Executive Committee**
SUNY-Downstate College of Medicine
September 18, 2017

Present: C. Brown, S. Eisner, A. Norin, A. Quinn, R. Gupta, R. Jackman, P. Maccabee, M. Hammerschag, V. Anderson, R. Kollmar, S. Miller, H. Siddiqi, R. Viswanathan, H. Moreno

The meeting was called to order by Dr. Brown and minutes were approved with revisions

Committee members introduced themselves

Presiding Officer's Report

Update on Committee Chairs

Dr. Brown asked for volunteers to chair the Nominations committee. Dr. Siddiqi volunteered to be the chair of the nominations committee for only a year since he will be the Presiding officer next year.

Dr. Perkins is still the chair of CAPQ until the next meeting, which will be in two weeks.

Dr. Miller is the chair of the bylaws.

Dr. Brown met with the Dean regarding overdue tenure packages. The Dean stated that the process had been slow., but in the Department of Cell Biology, the chair met with the faculty who are not tenured and discussed ways to become tenured.

Dr. Brown stated that a faculty member approached him stating that he received a promotion but did not get a raise and wanted to know what was the criteria for receiving an increase. Dr. Norin said it is up to the chair to justify an increase. Rose Jackson stated that there should be some criteria in the bylaws regarding raises/salary increase. Dr. Brown asked should the Executive Committee have a subcommittee on salary inequity. Dr. Norin stated that the Executive Committee can create a survey and should contact Human Resources for data. Dr. Gupta said that SUNY and CUNY are conducting surveys regarding salary inequity. Rose Jackman stated that she has information regarding salaries and will work together with Dr. Gupta in creating a survey.

Sub-Committee

CEPC

Dr. Eisner stated that CEPC emailed a survey regarding teaching responsibilities to all COM faculty. This survey will be emailed next month. CEPC would like to get a better idea of what faculty expects from CEPC regarding teaching and curriculum issues.

CEPC met last summer with the Medicine Program director, Pediatric Program Director, Sub I Director from the Medicine Pediatric sub-internships, students, and other faculty. The purpose of the meeting was to review the sub-internships and to examine the goal of these programs in the

4th year. The CEPC developed a report based on this meeting and submitted it to the Dean's council. Dr. Eisner will submit this report to the Executive Committee.

New Business

The committee discussed the possibility of adding a new Master's program in the COM. After a lengthy discussion, it was decided that Dr. Putman from Student Affairs should be invited to the next meeting. Dr. Brown stated that he would speak to him.

The new building may open at the end of the year.

There will be a survey on employee satisfaction and recommendations for change. This will be a survey conducted only by the Hospital Clinical faculty and staff and will deal with how they interact with patients.

Respectfully submitted,

Kathleen E Powderly, PhD