

Medical Student Council Meeting<br>Wednesday, December 6th, 2023 6:00 PM<br>Student Center Main Lounge<br>***Minutes***

Voting Members in Attendance: Name (proxy for name)
Hannah Brown, Lulu Wei, Mohamed Heiba, Hayley Carabello, Alberto Barrientos, Michel Liu, Ijeoma Okoronkwo, Kyle Reid, Abiha Naqvi, Christopher Montalvo, Eric Acosta, Rachel Baum, McKenzie Andrews, Liam Deegan, Amanda Azmi (proxy by Ijeoma Okoronkwo), Kunika Chahal (proxy by Alberto Barrientos), Carl-Frederick Janvier (proxy by Alberto Barrientos), Anna Lieberman (proxy by Rachel Baum), Joya Ahmad (proxy by McKenzie Andrews), Alexis Roth (proxy by Liam Deegan)

Guests in Attendance:
Lindsay Blank, Adam Burgman, Schuyler Hooke, Jeffrey Putman, Tanveer Singh, Armann Shah

> Minutes recorded by Hannah Brown.
> Amanda Jirgal presiding over the meeting.

## Call to Order: The Chair, Amanda Jirgal, called the meeting to order at 6:10pm with quorum being present.

a. Approved absences for this meeting: Srishty Amarnani, Alexis Roth, Anna Leiberman, Rahat Elahi, Amanda Azmi, Joya Ahmad, Kunika Chahal, Carl-Frederick Janvier
b. New Business
i. Updates from Adam (2026 concern about new clubs on campus)

1. From comments/concerns:
a. Is there a formal process for requesting to start a new club at Downstate? If so, can it be elucidated? Someone has been trying to start a club but isn't sure how to go about it, and wonders if there is/can be a formal process.
i. There is a new club application process:
2. You go to Adam first to present your idea for the club, and he will give you the application
3. There is a committee that would then review the applications
ii. Adam has reached his capacity of what he can handle at the moment, and as such he can't hear any new proposals right now
4. There's over 2 dozen applications on file since he put a hold on applications, and he will try to look through those before hearing new proposals, but he might not be able to get to everyone
a. At the end of the year, some clubs may become inactive, which could open up some space for new clubs
iii. There's already $\sim 80$ clubs on campus, and that would increase the amount of funding that would be needed, and there is a limited budget
iv. Advice: find a group that's similar in nature and ask them to expand, and work with someone else
5. You can have as large an E-board that you want, so they can add an e-board member to focus on something specific
ii. Student Faculty Show (Schuyler)
6. Who is each class representative?
7. Dinner will be in the gym after the show, on the Thursday after MLK day
iii. Class Updates
8. 2024
a. Ongoing/Repeat Issues:
i. Trying to plan Transition to Residency and dates
9. Who are all of the faculty involved?
a. Dr. Quinn 2 weeks ago said she was starting to plan the schedule
b. Dr. Quinn is the primary person
c. Dean Cristoforou is also working with Dr. Quinn
d. It's frustrating that decisions are being made without keeping the class in the loop, even though they were very proactive and asked to be kept updated a long time ago
10. 2 weeks seems like a long time for the program. Could there be more virtual options?
a. Didactic sessions won't be synchronous remote, but there will be Panopto recordings of the sessions
i. If you don't come in person, you still need to watch the Panopto
b. For Passover, they will have sessions offered on multiple days so students can sign up for a day that works
c. Dr. Quinn says the program can't be condensed
11. The official schedule will be the last week in April,
first week in May
12. Dr. Putman will work with the dean's office to help set up a meeting between MC24 and Dr. Quinn
13. The reason the program is late (in the Spring), is so no one will go into repayment with their loans, because they actually have something at the end of the year

## b. New Issues:

i. Starting to plan senior week
ii. Formally excusing students from rotations on Match Day(s)-2/1 (ophthalmology), 2/6 (urology), 3/15 (general match)

1. Students who are in the match for the specific day can almost definitely be excused for that day, but Dr. Putman will check
a. He will also check if people missing EM rotations need to make up two shifts for missing that day
2. 2025

## a. Ongoing/Repeat Issues:

i. Clerkship grades \& appeal process for comments/scores

1. Dr. Jackobson-Dickman is working on these issues
ii. VSLO
2. Last meeting they said this is around the time of year they give the information, but students haven't received anything
3. This is not a Downstate-only issue: there's a lot of schools whose students are trying to get VSLO early
4. A lot of programs also don't really want applications that early, so it may not even be worth it. But, Dr. Putman agrees that they should get stuff done earlier to help move the process along

## b. New Issues:

i. ERAS tokens for recommendation letters

1. Current MS4s didn't get it until April/May
2. You can ask your recommenders to hold their letters, and tell them you'll send your AAMC ID at a later time
3. Recommenders can also send letters to Student Affairs, and they'll hold it in the student's academic file
ii. CAD availability
iii. Can you push a rotation to the end if you need to take time off during 3rd year?
4. Yes! That is very easy to do. Students should reach out to Dean Cristoforou since she makes the schedule
a. This doesn't count as taking a formal leave,
it's just moving a schedule around
5. The only issue is that if they had already delayed other things, that might be an issue
6. 2026
a. Ongoing/Repeat Issues:
i.
b. New Issues:
i.
7. 2027
a. Ongoing/Repeat Issues:
i.
b. New Issues:
a. Summatives schedule is up, and they have exams

Monday-Thursday instead of a study day
i. At this point, people already made travel plans
ii. But they should have let them know earlier so people could have made travel plans
iii. Dr. Putman will look into why this happened
iv. Trending Topics

1. Ongoing Issues
a. Feedback on summatives (especially for remediating students)
i. ID/Appeal process
2. If people haven't heard back from academic advising, they should email Dr. Putman to let him know they haven't been reached out to
3. PLP programs don't feel very helpful, but rather just bureaucratic
4. We would like more specific feedback on what we got wrong on NBME exams
a. Perhaps more similar to the NBME shelf exam reports that are getting
ii. We would really like the PC questions to be classified as PC on the exam somehow so that if you received an ID in PC, you could know what to study for remediation
5. Dr. Putman thinks this should be technologically possible
b. Clerkship grades being released and +1 on early rotations
i. Some grade reports show the +1 added very clearly, and some are added in without being explicit, so not everyone is sure if they got it
ii. It would be great if Dr. Jacobson-Dickman could ensure that the grade reports are standardized across the board
iii. Dr. Putman assures that regardless of how it's presented, all the +1 s are in there
c. Healthbridge access
i. Students are still waiting for remote access
ii. Dr. Putman reminded them again, and the IT department said they were going to retrain the staff that it's ok for people to have remote access
iii. At this point everyone should be able to access

Healthbridge remotely. If they don't, they should reach out to Dr. Putman
d. Shuttle issues
i. Dr. Putman talked to the transportation people:

1. They said people should be able to call in the morning
2. Dr. Putman asked what to do if the shuttle doesn't show up, and he hasn't received an answer yet, but he will ask him again
ii. If students have an issue, send an email to Dr. Putman and student affairs at the time of the issue so they know when it happened. Knowing the time and date of the issue allows them to figure out the schedule
iii. MC25 should be sending the shuttle schedule every month to MS2s, MS3s, and MS4s
3. They can put in the monthly email that they should email about the date and time of any issue
e. Access to hospital entrances in early morning
i. This is a staffing issue, but Dr. Putman is looking into it
ii. Dr. Putman is going to ask that the doors be staffed starting early in the morning
iii. Main Hospital entrance (with blue awning) is always open (24/7)
f. Reserving private spaces in the library for meetings, etc.
i. They're looking at the policy that the upstairs study rooms in the library can only be for groups
ii. In the Spring, there will be more rooms available (not even just in the library!)

## 2. New Issues

a. Restocking the Snacks for the Lounges
i. https://docs.google.com/spreadsheets/d/1CLfGi4v0Rsu POIJu3IE98he-rM1WHAFQH1L9y5eZv8c/edit\#gid=0
ii. Maybe there could be an account made so that someone could just order snacks straight from the account
b. Conference Funding Guidelines Updating
i. Students submitting need to include their SID, Graduation Year
ii. Need to explicitly state that journal submissions is not included
c. Remove Jack Nassar from Med Council
i. He has not been present at the meetings, and he hasn't responded to emails
d. Event about Gaza \& Petition
i. The event has been postponed

1. The scheduling conflict with the first night of chanukah was a true scheduling conflict
ii. The school approved this event
iii. The organizer of the event has no repercussions coming
to her from the school
2. She has the school to protect her, and was told who she can reach out to

## v. Budget Requests

1. Radiology Club - \$500
a. Program coordinator of the Memorial Sloan Kettering summer program attending Downstate to speak about the program
i. Request is for food and gift for the speaker: $\$ 300-\$ 350$
b. Meet and greet with radiology department
i. Request is for refreshments: \$50
c. Unit 3 anatomy review session
i. Request is for refreshments: $\$ 50$
d. Notes:
i. They have $\$ 250$ in their account already
ii. They've had other events already: 110 students at a virtual review session, and 37 students at another review session; intro meeting with a lot of people; workshop with current students on applying to conferences
2. ENT/Otolaryngology Club - $\mathbf{\$ 1 , 4 9 4}$
a. ENT Journal Club (December 2023-May 2024 about every other month) (4 meetings total): $\$ 800$
i. Paper plates, utensils, cups, soda juice, water, pizza $\$ 200 /$ month x 4 months $=\$ 800$
ii. This is the first time they'd be hosting journal clubs
iii. Get MS1s/2s more acclimated to the world of research
iv. Estimated turnout is around 15-25 students (number of students who sounded like they were interested at the student activities fair)
b. ENT/Peds Gift Basket Event December Holidays: \$150
i. paper, crayons, pencils, coloring books, kids books, Small toys, Scarves/hats/socks - \$150
ii. The materials are to make the gift baskets and cards for children in the hospital
iii. They're not sure if this is counting as their service event
3. Clubs can't use their funds for donations for service events
4. They will need to check with Adam to figure this out
c. Free Head and Neck Cancer Screening: $\$ 272$
i. Food for 20 volunteers: $\$ 10$ per person x $20=\$ 200$
ii. Printing for fliers, pamphlets and educational reading materials 100 fliers/pamphlets: $\$ 0.20$ /copy $=\$ 20$
iii. 4 Posters $\mathrm{x} \$ 13.00=\$ 52$
iv. They did this event last spring, and it was in March/April, which coincided with unit 3 for the MS1s, so it's good timing
v. Hoping to get around 20 volunteers
d. Free Audiology Screening: \$272
i. Food for 20 volunteers: $\$ 10 \times 20=\$ 200$
ii. Printing for fliers, pamphlets and educational reading materials 100 fliers/pamphlets: $\$ 0.20 /$ copy $=\$ 20$
iii. 4 Posters $\mathrm{x} \$ 13.00=\$ 52$
iv. This is a new event, and they're still figuring out when they could host it (trying to get attendings)
e. Note: They already have $\$ 400$ in their account

## Closed Meeting:

i. Motioned by Rachel
ii. Seconded by Eric
iii. Meeting is now closed.

New Business
1.) Approval of November Minutes
a. Motion to approve November minutes made by Amanda
b. Seconded by Mo
i. Vote:

1. For -20
2. Against - 0
3. Abstain -0

Motion passes to approve November minutes
2) Voting to update conference guidelines
a) Students should put their student ID and graduation year on requests
b) Explicitly state that we don't fund journal submissions

Motion passes to update conference guidelines
3) Voting to remove Jack Nassar
a) He has not come to meetings
b) He doesn't respond to any communication from us, and does not appear to want to be on Med Council
Motion passes to remove Jack Nassar from Med Council
4) Budget Requests:
a) Radiology Club - attachment \#1
i) Options: Fund $\$ 250$
ii) Motion to fund $\$ 250$ made by Mo, second by Rachel
iii) Vote:
(1) For - 20
(2) Against - 0
(3) Abstain - 0

Motion passes to transfer \$250 from Projects and Programs (40-70174-012-30001) to Radiology Club (40-70177-012-30001)
b) ENT/Otolaryngology Club - attachment \#2
i) Options: Fund \$344 (\$200 for a journal club, $\$ 272$ for one screening event, and $\$ 272$ for the other screening event), and an additional $\$ 150$ pending discussion with Adam that the peds event is not their community service event
ii) Motion to fund $\$ 344$ and $\$ 150$ pending discussion with Adam made by Mo, second by Liam
iii) Vote:

1) For - 20
2) Against - 0
3) Abstain - 0

Motion passes to transfer \$494 from Projects and Programs (40-70174-012-30001) to ENT/Otolaryngology Club (ENT) (40-70154-012-30001)

Motion to end meeting by Rachel
Seconded by McKenzie
Meeting Closed at 7:54

## Minutes were scribed by Hannah Brown

## Approved by Hannah Brown - Medical Council Secretary



## Attachment \#1

| Please check one box: |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: |
| University Council Funding ONLY $\quad \square$ M |  | nding ONLY | Other: |  |
| ORGANIZATION NAME: _ The Radiology Club |  |  |  |  |
| PRESIDENT:_Mousa Payinkay |  | VICE PRESIDENT: Monique Leninen |  |  |
| BOX \#: __ TELEPHONE: 6466449746 |  | TREASURER: Armann Shah |  |  |
| PROJECT | ITEMIZED EXPENSES | AMOUNT REQUESTED FROM UNIV COUNCIL | AMOUNT REQUESTED FROM MED COUNCIL | AMOUNT REQUESTED FROM OTHER SOURCE (please specify) |
| Program coordinator of the Memorial Sloan Kettering summer program attending Downstate to speak about the program | \$500 for food |  | \$500 |  |

Interim Budget Request Form
Date: 12/5/2023
DOWNSTATE
health sciences university
Please check one box:
University Council Funding ONLY Med Council Funding ONLY $\square$ Other:

ORGANIZATION NAME: ENT/ OTOLARYNGOLOGY CLUB

| PRESIDENT: Elana Cohen |  |
| :--- | :--- |
| TELEPHONE: $347-589-1345$ | VICE PRESIDENT: Tiffany Voon |


| PROJECT | ITEMIZED EXPENSES | AMOUNT REQUESTED FROM UNIV COUNCIL | AMOUNT REQUESTED FROM MED COUNCIL | AMOUNT REQUESTED FROM OTHER SOURCE (please specify) |
| :---: | :---: | :---: | :---: | :---: |
| ENT Journal Club (December 2023-May 2024 about every other month) (4 meetings total) | $\$ 200$ /month $x 4$ months <br> -paper plates, utensils, cups, soda juice, water, pizza | \$0 | \$800 | 0 |
| ENT/Peds Gift Basket Event December Holidays | \$150 <br> -paper <br> -crayons <br> -pencils <br> -coloring books <br> -Kid's books <br> -Small toys <br> -Scarves/hats/socks | \$0 | \$150 | 0 |
| Free Head and Neck Cancer Screening | Food for 20 volunteers: <br> $\$ 10 \times 20=\$ 200$ <br> Printing for fliers, pamphelets and educational reading materials 100 fliers/pamphelets, \$0.20/copy $=\$ 20$ <br> 4 Posters x $\$ 13.00=\$ 52$ | \$0 | \$272 | 0 |
| Free Audiology Screening | Food for 20 people: $\$ 10 \times 20=\$ 200$ <br> Printing for fliers, pamphelets and educational reading materials 100 fliers/pamphelets, $\$ 0.20 / \mathrm{copy}=\$ 20$ <br> 4 Posters x \$13.00 = \$52 | \$0 | \$272 | 0 |

USE THE BACK OF THIS FORM IF MORE SPACE IS NEEDED. PLEASE WRITE LEGIBLY AND CLEARLY. ILLEGIBLE REQUESTS WILL BE REJECTED.

