

**Minutes of the meeting of the
Executive Committee
of the SUNY-Downstate College of Medicine**

January 12, 2009

**Present: S. Rinnert, P. Sass, H. Durkin, M. Nowakowski,
S. Eisner, W. Brunken, R. Twersky, E. Dinkevich, C. Roman, J. Termine, R. Sinert, K. Williams,
G. Conyers, M. Lucchesi, P. Bergold and
Miriam Feuerman**

Excused: K. Powderly

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

Presiding Officer's Report

Dr. Rinnert gave an update on the new academic building. The plans are moving forward. There will be a tour this month to Cornell to look at new buildings. At our last meeting they were waiting for word from Albany as to whether we are going to go forward or not.

The Faculty Development Initiative is moving forward quite nicely. There was a meeting with all the colleges last week and we are moving forward in putting in requests for money for educational tools and projects. We are also moving forward with a Faculty Development conference for all colleges on April 28, 2009. This will be a half day conference in the morning until early afternoon. We will have a keynote speaker in the beginning for 45 minutes with a coffee break and two breakout sessions.

Sub-Committee Reports

CEPC – The CEPC is working on curriculum renewal with the steering committee. The steering committee consists of 8 people. We have three major subcommittees one, which is chaired by Dr. Michael Augenbraun, dealing with goals and objectives for education at Downstate. The second subcommittee is chaired by Dr. Eve Faber, dealing with curriculum in other institutions. The third Committee is chaired by Drs. Miriam Feuerman and Keith Williams dealing with surveys to faculty and all students in the 3rd and 4th year. The objective of the three subcommittees is to have an interim report submitted in February and then there will be another open meeting on February 26, 2009.

Dr. Pamela Sass is setting up discussion groups to get people to talk about integration to kick off curriculum renewal. We need a mechanism to get faculty involved.

Dr. Sass is also working with biomedical communications to set-up a website for curriculum renewal.

Research Resources and Budget Committee - Dr. Edward Quadros, (see attachment)

NEW BUSINESS

There was no additional new business.

The meeting was adjourned at 5:00 PM

Next meeting is scheduled for March 9, 2009.

Respectfully submitted,

Kathleen E. Powderly, PhD

ATTACHMENT

RESEARCH RESOURCES AND BUDGET SUBCOMMITTEE

Meeting 18th Dec. 2008

Membership Roster (2008 - 2009)

Edward V. Quadros, Medicine (Presiding Chair)

MaryAnn Banerji, Medicine

Stacy Blain, Pediatrics

William Brunken, Ophthalmology

Christopher Roman, Microbiology

Ellen Telesca, Graduate School

Rebecca Twersky, Anesthesiology

Agenda

- 1. Review of the subcommittee bylaws:** No changes sought
- 2. Review of letter to the Dean on core facility:** The committee felt that the letter to the Dean on organization and administration of a core facility was thorough and appropriate. The committee felt that a well organized and fully functional core facility with financial support from the institution and managed by an independent committee was essential to the research and academic advancement of the faculty and institution.
- 3. Review of GMEC subcommittee on research:** The discussion on this topic was primarily centered on the exact role of this subcommittee and what could be done to enhance the goals of this committee. No clear consensus was reached on this issue.
- 4. Research grant enhancement proposal by Bill Brunken:** The consensus on this issue was that a internal review of research proposals is an excellent idea and that investigators qualified and willing to perform this task should be identified. However, the committee felt that the service should be offered to all investigators to avail of this service to enhance their proposal.
- 5. Any additional business to discuss**

Members present at the meeting:

Edward V. Quadros

Stacy Blain

Christopher Roman

Ellen Telesca

Rebecca Twersky

**Minutes of the meeting of the
Executive Committee
of the SUNY-Downstate College of Medicine**

December 8, 2008

**Present: S. Rinnert, P. Sass, K. Powderly, M. Nowakowski, S. Eisner,
N. Gabbur, C. Roman, J. Termine, R. Sinert, K. Williams**

The meeting was called to order by Dr. Stephan Rinnert; minutes of the previous meeting were approved with the amendment that Dr. Patricia O'Neill is replacing Dr. Hyman on the Executive Committee rather than CAPQ.

Presiding Officer's Report

Dr. Rinnert informed the committee that we need to fill 2 positions on the Executive Committee: one from Basic Science and one affiliate.

Dr. Peter Bergold will fill Dr. Patricia O'Neill's position as Chair of CAPQ.

Dr. Richard Sinert has resigned from the Student Admissions and Academic Standards Sub-committee. This position will be filled at a later date.

Dr. Rinnert revealed his goals for this committee: One of the goals is to develop a faculty development initiative and Dean Taylor is very open to this. Dr. Sass in her new role as liaison to the Dean's Office has also been very supportive. Second, there is about one hundred million dollars in capital funding to build the new academic building for the medical school as well as the school of public health. They plan to build this building within a very short time frame. Third is the curriculum review which is going well. The Learning Resource Center was officially opened approximately 2 weeks ago and it is already in full swing. Dr. Rinnert is chairing the committee that built the center, and building phase I has been completed. We are going into phase II which is which is basically putting the health center into the new building. The next phase is to integrate the new technology into the curriculum of the different schools. We are in the process of forming different sub-committees to deal with this integration. Brian Gillette will be the chairman of this committee.

One of the major citations from the ACGME was that there is not enough research in our residency training programs. The GME committee interviewed every clinical chair to see what type of research initiatives are being done in their department. Then the committee analyzed the findings and generated a report (*see attachment I*). Dr. Rinnert will e-mail the report to faculty.

Sub-Committee Reports

Research Resources and Budget – Dr. Christopher Roman reported the memo on core facilities was circulated but has not received any feedback. Dean Taylor requested through FRAC a formulation of what institutional policy should be towards core facilities. Drs. Siddiqui, Tiedge, Brunken and Roman came up with a memo that outlines policy recommendations. The policy was sent out in July for the committee to review has not received any feedback.

Dr. Roman submitted a rough draft for a Memo for Research Grant Proposal Enhancement. (*See attachment II*).

CAPQ – Dr. Peter Bergold is Chair of the CAPQ. New members are as follows:

1. Paul Harris (Clinical Sciences)

2. Rauno Joks (Clinical Sciences)
3. Christopher Roman (Basic Sciences)
4. James E. Cottrell (Clinical Sciences)
5. Lisa S. Dresner (Clinical Sciences)
6. Judith Mitchell (Clinical Sciences)
7. Frank Scalia (Basic Sciences)
8. Bonny Baron (A)
9. M.A.Q. Siddiqui (Basic Sciences)
10. Patricia O'Neill (Clinical Sciences)

Faculty and Professional Staff Policies, Promotions and Appointments: Dr. Samy McFarlane, Chair of the committee, presented a list of his sub-committee's new members. They are as follows.

1. Sophie Christoforou (Professional Staff)
2. Armin Stelzer (Basic Sciences)
3. Alex Schwartzman (Surgery)
4. Mark Stewart (Basic Sciences)
5. Moro Salifu (Nephrology)
6. Patricia O'Neill (Affiliate)
7. Mark Silverberg (Emergency Medicine)
8. Stephan Rinnert (Executive Committee Liaison)

Research Resources and Budget Committee - Dr. Edward Quadros, Chair of this committee presented a list of new members. They are as follows:

1. MaryAnn Banerji (Medicine)
2. Stacy Blain (Pediatrics)
3. William Brunken (Anatomy and Cell Biology)
4. Christopher Roman (Microbiology)
5. Ellen Telesca (Graduate School)
6. Rebecca Twersky (Anesthesiology)

Committee on Student Activities and Faculty-Student Relations – Dr. Powderly is still recruiting members to this committee. Dr. Helen Durkin volunteered to be on the committee.

Budget Issues – In terms of the budget, the care and commitment of the faculty needs to be the same. There is, however, a fear of people losing their jobs and what the impact of the fiscal crisis will be. Anatomy, for example, has struggled a little with people leaving the faculty by either resigning or retirement. This has caused some of the teaching mission to be compromised. The Stem Cell Center is also not progressing because of budget issues.

NEW BUSINESS

The agenda for the Faculty and Professional Staff Assembly was discussed. The Assembly will take place on 12/17 at 3:30 PM in Classroom 1A. There was no additional new business.

The meeting was adjourned at 5:00 PM

Next meeting is scheduled for January 12, 2009.

Respectfully submitted,

Kathleen E. Powderly, PhD

Attachment I

TO: GME Committee

FROM: GMEC Subcommittee on Research

John Allen (Scientific Affairs), Jack DeHovitz, MD (Preventive Medicine), Paul Dreizen, MD (Medicine), Helen Durkin, MD (Pathology), Monica Dweck, MD (Ophthalmology), George Frangos, PhD (GME), Alan Gintzler, PhD (Biochemistry), Lisa Merlin, MD (Neurology), Scott Miller MD (Pediatrics), Stephan Rinnert, MD (Emergency Medicine), Subrata Saha, PhD (Orthopaedics Surgery), Helen Valsamis, MD (Neurology), Robert Wong, PhD (Physiology-Pharmacology), A. Sedrak (Resident Pediatric Fellow), George Waring, MD (Resident Ophthalmology).

SUBJECT: Research Subcommittee Recommendations

SUNY Downstate GME Programs are often cited by the ACGME and by the GME Committee's own internal reviews for inadequate faculty and resident research, particularly in clinically relevant areas. This is understood to be a critical deficiency that diminishes the academic quality and reputation of SUNY Downstate's residency training programs. While there are a number of productive and recognized research programs at Downstate, e.g., neuroscience, Women's Health, etc., their number is small given SUNY Downstate's dimensions and mission.

The Graduate Medical Education Committee (GMEC) appointed and charged a Subcommittee on Research and Graduate Medical Education to assess the reasons for SUNY Downstate's sub par scholarly activity, particularly in the clinical departments, and to recommend measures to revitalize the University's clinical research program.

Long Range Recommendations:

The absence of a critical mass of active and experienced clinician researchers in several areas of great potential for clinical investigation is a major obstacle to sustaining scholarly productivity, particularly in a high workload environment. The Subcommittee recognizes this as a center-wide issue, the solution to which must entail substantial investments in faculty and facilities. The Subcommittee recommends the development of a long range strategic plan that draws on external expertise, modeled on the successful rebuilding of the basic science doctoral programs a decade ago.

Short Range Recommendations:

In the meantime, the Subcommittee identified a number of immediate concrete steps that can be taken to improve resident and faculty participation in scholarly activity. The following recommendations are based on the Subcommittee's review of SUNY Downstate's sponsored research programs, and also a series of very fruitful individual interviews with the chair of each clinical department.

Three broad areas for immediate action quickly emerged in the subcommittee's conversations with the clinical chairs:

- I. A need for increased pre-clinical / clinical research collaboration and communication between basic science and clinical departments in

research.

- II. Establishment of local GMEC Requirements supportive of resident research.
- III. Enhanced institutional support for research.

Attached are a number of specific actions identified by the Subcommittee in support of each of the above three broad areas.

Attachment

List of specific actions identified by the GMEC Research Subcommittee to improve resident and faculty participation in scholarly activity

A need for increased collaboration and intra-campus communication in research.

- a. Establish and expand collaborative research groups to encourage communication and interaction between clinical and basic science departments.
- b. Reestablishment of a campus wide research events calendar and or research newsletter. The research newsletter should include:
 - Grants submitted / awarded
 - Publications
 - Resident presentations at national meetings
- c. Recommend that current and future Chair searches in basic science departments be collaborative with one or more designated clinical departments, and vice versa.
- d. Establish a resident and fellow Research Poster Presentation Day in conjunction with the School of Graduate Studies existing event. Aim is to provide residents with faculty feed back on their projects.
- e. Publish and widely distribute a complete list of existing campus research support resources: e.g., University Library's Expert Searching Program and Academic Computing Center.

- II. Establishment of GMEC Required Policies to Support Resident Research

- a. Appoint a Director of research within every GME program.
- b. Identify/designate faculty research mentors and monitor their activity
- c. Establish and expand "protected time" in resident schedules to conduct/participate in research.
- d. Emphasize the importance of resident scholarship, e.g., abstract, thesis, poster presentation, etc by making such activity a requirement for graduation.
- e. Directors of residency training programs must encourage and facilitate their residents' participation in research. Participation should be acknowledged in any subsequent publications and presentations.
- f. Monies to support attendance at national and international meetings to enable presentation of findings by involved residents should be made available by their respective departments.
- g. Encourage regular departmental Journal Clubs led by faculty, preferably those active in research.
- h. Establish a GMEC Subcommittee of program research directors. III Enhanced

Institutional Support for Resident and Faculty Research

- a. Using internally-generated funds, clinical departments ordinarily support ongoing research by their residents and post-doctoral fellows without a requirement for extra-departmental review; a mechanism for broader review of intra-institutional research proposals should be considered (see below). Clinical departmental funds should also be made available to cover reasonable research expenses of their residents/fellows working in laboratories in other departments.
- b. Establish a campus-wide body, akin to the Pediatric Department's Research Oversight Committee, to review resident research proposals and provide guidance and assistance in research design.
- c. Arrange through the School of Public Health's MPH program to offer courses in research methodologies to all residents.
- d. Establish a RVU (Relative Value Unit) faculty evaluation system that recognizes productivity in research, and specifically resident mentoring in research, as valuable and "protected" activity.
- e. Encourage all fulltime faculty to produce at least one proposal for extramural clinical or basic science funding in a defined period of their appointment.

- f. Establish a pool of NIH-funded investigators willing to review and assist in improving rejected, but promising (NIH high score) proposals for funding. Some incentive, in addition to RVU's should be available: e.g., participation or collaboration in reviewed, revised and ultimately funded research projects and subsequent publications.
- g. Provide and enhance campus resources to support an infrastructure for securing external funding and for the operation of clinical trials.
 - 1. Instruct and assist with the IRB process, including presentations at annual resident orientation.
 - 2. Fund (startup) clinical trial staff/associates; provide temporary "bridge funding" where needed and appropriate ^
 - 3. Create an adequately staffed Clinical Trials Office.
- h. Encourage and support recruitment of PhD level basic science scholars by the clinical departments. At the same time, recruit junior MD and MD/PhD faculty members with significant research training in the biomedical sciences for joint appointments in clinical and basic science departments. Aim is to promote fruitful basic and clinical science exchanges resulting in funded research while enriching the scholarly environment for residents.
- i. Recruit and retain faculty members with established records of extramural funding by clinical departments, and also those who have productively mentored residents in research design, implementation and presentation/publication.

Attachment II

Very Rough Draft for a Memo for Research Grant Proposal Enhancement

The Concept

With funding levels at the NIH at historic lows, near perfect grant applications are required for success. It is incumbent on us to maximize the effectiveness of our grant applications and to provide mentorship for junior and middle career PIs as well as support for established PIs. A system of intramural and grant consulting services are recommended. For such a system to be effective, PIs must plan and submit grants well in advance of the NIH mandated deadlines.

All new and competing continuation federal (NIH, NSF, DoD) grant applications will be reviewed. The most competitive private foundation grant applications (ACS, AHA, MDS) should also be reviewed. PIs may request their application to other funding sources be reviewed as well.

No grant application will be processed for submission to the Federal government without this review or an exemption (granted only by the Senior VP for Biomedical Education and Research).

The Scientific Review Panel —

Intramural — 12-15 members of the faculty will serve as reviewers. There will be two reviewers for each grant. Per office of scientific affairs, 210 grant applications were sent to various agencies in 2007. The number that fit the above target profile are not known as of this writing.

Outside readers - PI may choose to ask for reviews from outside the University to review their grants. If they wish to substitute these self-arranged review process, they need to provide comments by reviewers of their applications.

The Scientific Review Process -

Six weeks prior to major grant deadlines (NIH, NSF, DoD, etc) PI will notify in writing (email) the office of scientific affairs of their attention to submit a grant. At this time, the title, area of research and if possible abstract of the grant should be submitted.

The office of scientific affairs will log the application as pending and send notice to the PI with deadlines for intramural review.

Two intramural review slots will be available either 4 or 2 weeks prior to the submission date. New investigators or investigators submitting AI applications will be encouraged to submit their grants for review at the four week period.

The deadline for submission will be on noon on the Thurs to the benchmark. The review will be completed and returned to the PI by the following Monday at 5:00 pm.

PIs will be encouraged to submit as complete as possible applications; this review is of only the scientific components. The more complete the application the more throughout the review can be. Reviewers will be selected in an attempt to simulate IRG experience, so they will be familiar but perhaps not experts on the subject of the grant.

The Administrative Process

The office of scientific affairs submits all federal grants electronically. Only that office may process applications. A full draft of all administrative components of the application (ie everything but the Research Plan) must be submitted to the Office of Scientific Affairs 7 - 10 days prior to the grant deadline. No changes to the budget or resources will be allowed after this submission and review. Samples of the scientific sections of the grant should be submitted at this time (as check for length, font, etc.).

**Minutes of the meeting of the
Executive Committee
of the SUNY-Downstate College of Medicine**

October 20, 2008

**Present: S. Rinnert, P. Sass, K. Powderly, M. Nowakowski, S. Eisner,
N. Gabbur, C. Roman, J. Termine, R. Sinert, K. Williams**

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

Presiding Officer's Report

Dr. Rinnert went over his goals for the committee:

- Faculty Development Initiative – this will continue and has the support of the Dean and Dr. Sass in her new role
- As mentioned in the President's Forum, funds have been allocated for a new building which will house the School of Public Health and facilities for faculty development and the Advanced Learning Resource Center; there is a steering committee in place; Dr. Rinnert is part of the steering committee and there will need to be a sub-group from the Executive Committee in the future
- Curriculum Development – Drs. Lucchesi and Williams will be pursuing this with a timeline of about a year
- The Advanced Learning Resource Center opened recently; Dr. Rinnert had chaired the committee working on this; Step one has been completed; Step two will occur with the move into the planned new building; Step three will involve integrating technology into the curriculum in various programs; Dr. Brian Gillette will now chair this committee; Dr. Williams will serve as liaison to the CEPC and Dr. Sass will represent the Dean's Office.
- Research Initiative – the GME sub-committee report on research is attached; it needs faculty support; there was a discussion of the need for support from Chairmen for faculty research; this was referred to the Research, Resources and Budget sub-committee to consider
- Continue to involve faculty in various activities; Dr. Sass has already begun to work on this; the newsletter is also important and should have a link from the Downstate announcement newsletter; Dr. Nowakowski will speak to D. Youdelman
- Sesquicentennial – Dr. Rinnert is on the committee; there will be a need for faculty to support the academic symposia which will be part of the year long celebration

Sub-Committee Reports

Bylaws – Dr. Sass and Dr. Stewart resigned; seeking new members and will schedule meeting soon; revised by-laws will be sent to Lorraine Wilson so they can be posted on web.

CAPQ – still working on selection of new Chairperson; Dr. Hyman has resigned as affiliate member; Dr. P. O'Neill was proposed as interim replacement. (see attached report)

CEPC – There is a review of the medical school curriculum underway; the Dean requested a steering committee which will be chaired by Dr. Sass; this process is beginning and will look at what other institutions are doing, goals and objectives, feedback from students; it is expected that this phase will be completed by the end of February; the second phase will look at our curriculum, propose new strategies and implement them; the proposed timeline for reform is 2 years.

Committee on Student Activities and Faculty-Student Relations – Dr. Powderly is still recruiting members to this committee; Dr. Norin has agreed to serve and the Class Presidents and Med Council will be contacted to recruit student members.

Committee on Student Admissions, Policies and Promotions – has a full roster of members but has not met yet; Dr. Sinert has met with Dr. Terracina; there was a discussion of the status of the recommendations sent to the Dean; Dr. Sass is the liaison to the Dean's Office and will look into this.

Faculty and Professional Staff - Dr. S. MacFarlane is interested in chairing this committee; Dr. Sass will work with the committee on faculty development.

Nominating Committee – Dr. Dinkevich will chair this committee.

Research, Resources and Budget – Dr. Roman discussed memo on core facilities which was sent out for comment; it will be circulated again so it can move on; there was a discussion of the timeline and plans for renovation of the animal facilities.

NEW BUSINESS

There was a discussion of a listserve for the Executive Committee; Lorraine will check with Brett Lawrence .

The Semi-Annual Assembly will be held on 11/20 at 3:30 PM

Next meeting is scheduled for December 8, 2008.

Respectfully submitted,

Kathleen E. Powderly, Ph.D.

Attachment I

Executive Committee Meeting September 8, 2008 CAPQ Report Submitted by Patricia O'Neill, MD

1. Membership for the 2008 -2009 Academic Year:

- | | |
|---|----------------------------|
| 1. Patricia O'Neill (out-going Chair, CAPQ) | (Clinical -Surgery) |
| 2. Lisa Dresner | (Clinical - Surgery) |
| 3. Judith Mitchell | (Clinical - Medicine) |
| 4. James Cottrell, Department Chair | (Clinical - Anesthesia) |
| 5. Peter Bergold | (BS - Pharmacology) |
| 6. Paulette, Bernd* | (BS - Anatomy & Cell Biol) |
| 7. Frank Scalia | (BS - Anatomy & Cell Biol) |
| 8. M.A.Q. Siddiqui, Department Chair** | (BS - Anatomy & Cell Biol) |
| 9. Bonnie Baron, Affiliate Member** | (Clinical - Emergency Med) |
| 10. Rauno Joks** | (Clinical - Medicine) |
| 11. Paul Harris** | (Clinical - Pediatrics) |

*Still holds membership but will soon need to be replaced. **Newly elected

members

2. The CAPQ would like to bring to the attention of Executive Committee the fact that the CAPQ will need a replacement member for Dr Bernd when she eventually resigns from the committee. The CAPQ suggests that it be a faculty member from a basic science department other than Anatomy & Cell Biology.

3. Other points of information to bring to the attention of the Executive committee include:

- 1) There are currently 3 voting members from the Department of Anatomy and Cell biology which is not consistent with the by-laws. This however will be easily remedied if Dr. Bernd's replacement is with a faculty member from a different BS department.
- 2) This years membership has a total of 7 clinical members and 4 basic science members (includes the clinical affiliate member) instead of the usual ratio of 5 clinical to 5 basic science plus the affiliate member. We do not anticipate any specific problems with this ratio although there may be a few challenges in reaching a quorum for candidates for promotion from some departments.

4. The next CAPQ meeting is scheduled for September 23, 2008. Among the agenda items for the next meeting will be to elect a new CAPQ chair to replace Dr. O'Neill for the 2008 - 2009 academic term. This will likely be one of the basic science members.

Respectively submitted,

Patricia O'Neill, MD

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September 8, 2008

Present: P. Sass, M. Stewart, A. Norin, K. Powderly, C. Roman, S. Rinnert, W. Brunken, R. Twersky, N. Gabbur, E. Dinkevich, I. Bodis-Wollner, M. Lucchesi, E. Quadros, R. Sinert, P. O'Neill, B. Whitaker and L. Wilson

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

Presiding Officer's Report

Dr. Stewart identified the new chairs of the sub-committees. The CEPC Committees' new chair is Dr. Keith Williams of Physiology/Pharmacology and its co-chair is Dr. Michael Lucchesi from Emergency Medicine. The Committee on Research Resources will be chaired by Dr. Edward Quadros. A new committee that was formed this year on Student Activities and Faculty Student Relations will be chaired by Dr. Kathleen Powderly. The By-laws Committee will still be chaired by Jack Termine. The Faculty Development Committee was chaired by Dr. Stephan Rinnert and a new chair will be appointed along with a few new members. The Nominations Committee needs a new chair. The Executive Committee nominated Dr. Pamela Sass. Dr. Sass said she will consider it. The Committee on Admissions Policies and Promotions will be chaired by Dr. Richard Sinert.

Once the committees have all their members in place, the rosters should be sent to Lorraine Wilson.

Dr. Mark Stewart was asked by Dean Taylor to become interim Dean of the Graduate School, therefore Dr. Stewart had to resign his position as Presiding Officer of the Executive Committee of the College of Medicine.

Dr. Stephan Rinnert who is presiding officer elect will become Presiding Officer. The Committee voted and approved the nomination of Dr. Christopher Roman to become Presiding Officer Elect.

Sub-Committee Reports

CAPQ – Dr. Patricia O'Neill reported, see Attachment I.

New chair for the CAPQ committee will be discussed at their September 23, 2008 meeting.

The By-laws Committee will work with CAPQ Committee regarding membership.

Faculty Development - A one day conference is being planned for the Spring with support from the Dean's office. Discussions of plans for an advanced learning resources center with simulation continue; the disaster preparedness group has been working on similar plans at BAT; these groups are now working together.

NEW BUSINESS

A Search Committee for the Dean of the Graduate School has been formed by President LaRosa and Dean Taylor.

The meeting was adjourned at 4:30 P.M.

Next meeting is scheduled for October 20, 2008.

Respectfully submitted,

Kathleen E. Powderly, Ph.D.

Attachment I

**Executive Committee Meeting
September 8, 2008
CAPQ Report Submitted by Patricia O'Neill,
MD**

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- | | |
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| 14. Judith Mitchell | (Clinical - Medicine) |
| 15. James Cottrell, Department Chair | (Clinical - Anesthesia) |
| 16. Peter Bergold | (BS - Pharmacology) |

17. Paulette, Bernd*	(BS - Anatomy & Cell Biol)
18. Frank Scalia	(BS - Anatomy & Cell Biol)
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20. Bonnie Baron, Affiliate Member**	(Clinical - Emergency Med)
21. Rauno Joks**	(Clinical - Medicine)
22. Paul Harris**	(Clinical - Pediatrics)

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4. The next CAPQ meeting is scheduled for September 23, 2008. Among the agenda items for the next meeting will be to elect a new CAPQ chair to replace Dr. O'Neill for the 2008 - 2009 academic term. This will likely be one of the basic science members.

Respectively submitted,

Patricia O'Neill, MD

**Minutes of the meeting of the
Executive Committee
of the SUNY-Downstate College of Medicine**

July 14, 2008

Present: P. Sass, M. Stewart, A. Norin, S. Miller, M. Nowakowski, K. Powderly, T. Lewis, L. Merlin, C. Roman, M. Feuerman, M. Clark-Golden and Alex Rafailov

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

Presiding Officer's Report

There was nothing to report

Sub-Committee Reports

Committee on Nominations, Elections and Ballots-report on Elections: Dr. Norin announced the winners of the election.

Presiding Officer Elect – Stephan Rinnert

Secretary – Kathleen Powderly

Dr. Siddiqui would have been elected to the Executive Committee but resigned because of his role on the CAPQ and other obligations.

Members Elected to the Executive Committee are as follows:

Rebecca Twersky

Nagaraj Gabbur

Maja Nowakowski

Eugene Dinkevich

Ivan Bodis-Wollner

William Brunken

Shirley Eisner

Affiliate - Charles Hyman

CAPQ – M.A.Q. Siddiqui

Rauno Joks

Paul Harris

Affiliate - Bonny Baron

We have one opening for someone in the basic sciences. We will appoint someone in the fall.

It was suggested that we send out mail notices to get the word out that there is an election and everyone should check their e-mails.

There was discussion of reassessing the by-laws, expanding the Executive Committee and formatting of election ballot.

CEPC – Dean's Council discussed histology issue; Dr. Golden will report in August on the outcome of the histology issue and the clerkship review.

Core Facilities – Chris Roman reported Dean Taylor wanted there to be a policy on Core Facilities. Dean Taylor asked Dr. Siddiqui (head of FRAC) to draft a memo about what university policy should be concerning core facilities. Chris Roman, Henry Tiege and Bill Brunken also help to draft this memo. It was completed and submitted to the Dean. It was suggested the Executive Committee should be involved.

Dr. Sass to write to Dean Taylor on behalf of the Executive Committee re: duplication of effort of structures and the need to communicate and integrate operations and policy regarding similar issues.

NEW BUSINESS

Mark Stewart reported Dr. Sass sent out an e-mail to faculty regarding faulty involvement on Executive Committee sub-committees and received a favorable response.

New Subcommittee Chairs

CEPC - Keith Williams and Michael Lucchesi
Research Committee - Ed Quadros
Student Activities – Kathleen Powderly
Bylaws Committee – Jack Termine
Faculty Development – Stephan Rinnert
Nomination's Committee - TBA
Admission's Committee - TBA

The above chairs have been approved.

The meeting was adjourned at 4:35 P.M.

Next meeting is scheduled for August 11, 2008 at the home of Dr. Pamela Sass.

Respectfully submitted,

Kathleen E. Powderly, Ph.D.

**Minutes of the meeting of the
Executive Committee
of the SUNY-Downstate College of Medicine**

June 9, 2008

Present: P. Sass, M. Stewart, A. Norin, S. Miller, H. Durkin, M. Nowakowski, J. Termine, K. Powderly, C. Roman, M. Feuerman, M. Clark-Golden, G. Conyers, E. Quadros, S. Rinnert and L. Wilson

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

Presiding Officer's Report

Dr. Pamela Sass discussed the Semi-Annual Meeting; attendance was good.

Sub-Committee Reports

Research, Resources and Budget: Dr. Christopher Roman reported the following. The major activity in 2007/2008 was the drafting of a memo with commentary to the Dean on the new SUNY-DMC guidelines concerning research space allocation. This memo was submitted 12/07.

There were other issues raised on which individual members of the committee met to discuss informally that were not realized as an advisory or commentary memo to the Dean, though they may be in the future. One such issue was intended to be a commentary on infrastructure and suggestions for new emergency response guidelines that grew out of faculty and staff dissatisfaction with the existing emergency response system to broken pipes, water leaks and flooding, and the ensuing procedures to address flood damage. This activity was put on hold because of the institutional surveys on employee satisfaction in which infrastructure issues were prominent and the same ideas articulated. Another memo was intended to be a commentary on core facilities. This activity was put on hold because the Dean requested through FRAC the assembly of a committee to craft new institutional guidelines on the establishment and maintenance of core facilities. The chair of RRB (Dr. Roman) is serving on this committee; when the memo is completed and submitted to the Dean, a copy will be requested for consideration and commentary by the Executive Committee.

By-Laws Committee:

Jack Termine, Chair of the By-Laws Sub-Committee, reviewed his committee's work during the past academic year. All of the proposed by-law changes were approved by the Executive Committee and were voted on by members of the Assembly. He thanked Dr Patricia O'Neil for her assistance in dealing with the piece on CAPQ. Plans for next year are to investigate the College of Medicine's representation on the Centerwide Committee.

Faculty and Professional Staff Personnel Policies, Promotions and Appointments: Dr. Rinnert gave a synopsis of the committee's agenda. See Attachment I.

Meg O'Sullivan will be invited to the July meeting to discuss plans for the new committee on faculty-student relations and plans for student activities early in the academic year, e.g. orientation.

Discussions took place regarding the June issue of the Executive Committee Newsletter.

The meeting was adjourned at 4:30 P.M.

Next meeting is scheduled for July 14, 2008

Respectfully submitted,

Kathleen E. Powderly, Ph.D.

Attachment I



FAPS Committee Report to Executive Committee

COMMITTEE ON FACULTY DEVELOPMENT, POLICY, PROMOTIONS AND OPPORTUNITIES

June 9th, 2008

Stephan Rinnert, MD



Members

- Stephan Rinnert, Chair
- Sophie Christoforou, Dean's office
- Charles Hyman, Int. Medicine, Affiliate
- Jacqueline Jakway, Anatomy
- Pam Sass, Executive Committee
- Alex Schwartzman, Surgery
- Armin Stelzer, Basic Science
- Amy Suss, Pediatrics



Charge of the Committee

- Review of Policies of the board of Trustees of SUNY Inquire with Dean's office about policies of review of chairpersons
- Review faculty development and administrative support



Scope of Work

- Limit work to just faculty development
- Review LCME self study report re faculty development and its suggestions
- Invite inside and outside experts.
- Develop "best practice" models
- Consider needs assessment through "survey monkey" or similar tool
- Evaluate financial support for this mission



Achievements

- Request to review chairmen's commitment to faculty development
- Dean's office enforcing individual faculty member annual review
- Attended SUNY wide Faculty development conference 3/13/08
- Meeting with clinical chairs 5/1/08
- Developed Faculty Development proposal



Future Project

- Institute Faculty development Plan
- Develop Faculty Development Center possibly within ALRC
- Review Dean's office initiative to monitor departmental faculty evals.

Minutes of the meeting of the
Executive Committee
of the SUNY-Downstate College of Medicine

May 12, 2008

Present: P. Sass, M. Stewart, H. Durkin, M. Nowakowski, J. Termine, K. Powderly, L. Merlin, M. Feuerman, M. Clark-Golden, G. Conyers, R. Sinert, S. Rinnert and L. Wilson

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

Presiding Officer's Report

The promotions report and proposed bylaws changes have been sent to the Dean.

It is not clear if the changes to Step 2 of the USMLE will happen.

Sub-Committee Reports

CEPC: Dr. Golden reported the committee met with each clerkship director and at the next meeting will address any issues of concern. A clerkship review report should be ready in July, 2008.

The CEPC committee voted to make passing the histology practical a "minimal competency" for passing the block which includes a histology practical.

By Laws: Jack Termine discussed faculty events for the 150th - Digitized Collections (see attachment I).

Mark Stewart reported on Curriculum Reform (see attachment II).

Nominations Committee: Dr. Norin reported his committee is in the process of finalizing the nomination list for the Executive Committee official ballot.

The meeting was adjourned at 5:00 P.M.

Next meeting is scheduled for June, 9 2008

Respectfully submitted,

Kathleen E. Powderly, Ph.D.

Attachment I

Stony Brook University Special Collections & Archives



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[Giving Opportunities](#)

Digitized Collections



Special Collections and University Archives actively contribute to regional and national efforts to establish digital libraries. The department works collaboratively with other library units to develop local guidelines in conformance with standards and best practices for library digitization projects. Digitized collections include the Long Island Books Collection, the Long Island Historic Postcard Collection, New York State maps, video and audio of campus events, and faculty scholarship.

In 2003, in collaboration with the Long Island Library Resources Council (LILRC), a digitization lab was established at Stony Brook University Libraries. Faculty from Special Collections and University Archives were part of a team that created standards and guidelines to facilitate digitization projects and establish a regional digitization program.

Electronic archives have been contributed to DSpace, the digital repository of the State University of New York. Digitized publications include the student newspaper *Statesman*; the technical reports published by the College of Engineering and Applied Sciences; and documents authored by the Office of the President.

Digitized Special Collection*

- Long Island Digital Books Collection
- Long Island Historic Postcards Collection
- New York State Maps
- SCAN Newsletter
- SCAN Newsletter - International Edition

Digitized Stony Brook University Publications

DSpace at Stony Brook University

Administrative Departments & Services

- Office of the President
- Office of the Provost
- United University Professions

Archives - Print and Media

- Campus Events
- Melville Library Author Series
- Poetry Center Reading Series
- Publications

Campus Newspapers and Journals

- Blackworld
- Globality Studies Journal
- The Brook
- HSC E-News
- Long Island Historical Journal
- Medical Center Newsletter
- The Patriot
- S.O.N. Times
- Specula
- The Stony Brook Press
- Stony Brook Shelanu
- The Stony Brook Statesman

College of Arts and Sciences

- Community Members' Scholarship
- School of Journalism

College of Engineering and Applied Sciences

- Community Members' Scholarship
- Technical Reports

Student Clubs/Organizations

- Graduate Student Organization
- Undergraduate Student Government

- Arts and Sciences Senate
 - Academic Judiciary Committee
 - Academic Judiciary Review Committee
 - Administrative Documents
 - Committee on Academic Standing and Appeals
 - Committee on Faculty Rights and Responsibilities
 - Committee on Faculty Rights Responsibilities and Retirements
 - Executive Committee
 - Meeting Minutes
 - Promotion and Tenure Committee
 - Undergraduate Curriculum Committee
- Engineering and Applied Sciences (in-process)
- School of Medicine Faculty Senate
 - Administrative Documents
 - Meeting Minutes
 - The Committee on Academic Standing
 - The Committee on Appointment, Promotion and Tenure
 - The Committee on Cumculum
 - The Committee on Resource Allocation S Academic Planning
 - The Committee on Student Admissions
 - The Committee on Student Affairs
 - The Executive Committee
 - The Faculty Assistance Committee
- University Senate
 - Academic Planning and Resource Allocation
 - Administrative Documents
 - Administrative Review Committee
 - Campus Environment Committee
 - Computing and Communications
 - Council On Faculty Rights a -Responsibilities
 - Executive Committee
 - Graduate Council
 - Library Promotion & Tenure Committee
 - Library **Services**
 - Research Committee
 - Senate Meeting Minutes
 - SPD Council
 - Student Life Committee
 - Undergraduate Council
 - University Affairs Committee

University Libraries

- Community Members' Scholarship
- Nauka/Interperiodica

Additional Collections

- D Space at SUNY (The State University of New York Digital Repository)
- Long Island Books Available Online

Stony Brook University Libraries - Frank Melville Jr.
 Memorial Library, Stony
 Brook, NY 11794-3300
 631.632.7100 (t)
 631.632.7116 (f)

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Attachment II

Proposed Structure for Curriculum

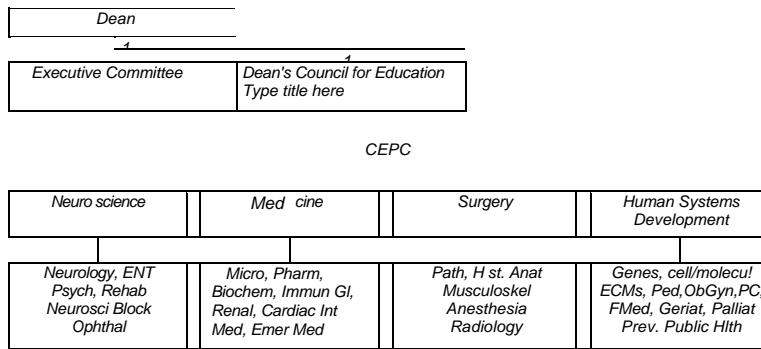
CEPC

- Identifies goals of curriculum
- Assesses curriculum in terms of meeting goals
- Considers changes to curriculum needed to meet goals (after consultation with affected departments and programs) and makes recommendations to Exec Committee
- Reports to Executive Committee who endorses and reports to Dean

Academic Clusters

- Courses with theme organization spanning all 4 years, representatives from Block Directors, Discipline Directors, Clerkship Directors and Chairs
- Curriculum Review and Planning

Draft Proposal For Curriculum 4-08



Block Directors

Committee Discipline

Directors Clerkship

Directors Committee

Grades Committee

Promotions Committee

Medical Education Office

Horizontal Themes for Each Content Cluster Based on Competencies

Professionalism

Basic Science-Understanding scientific rationale and process

Effective Communication

Basic Clinical Skills-Hx and Physical Diagnosis, Clinical Decision Making

Health Maintenance and Disease Prevention

Healthcare in the Context of Community and Society

Information Management

Life-long Learning

**Minutes of the meeting of the
Executive Committee
of the SUNY-Downstate College of Medicine**

April 14, 2008

Present: P. Sass, M. Stewart, S. Miller, H. Durkin, M. Nowakowski, J. Termine, E. Quadros, K. Powderly, T. Lewis, L. Merlin, M. Feuerman, P. O'Neill, H. Michelson, M. Clark-Golden and L. Wilson

The meeting was called to order by Dr. Sass; minutes of the previous meeting were approved and accepted as amended.

Presiding Officer's Report

Dr. Pamela Sass reported the following:

Regarding faculty input to the Dean's Council, Dean Taylor requested feedback on the licensing exam that would integrate basic and clinical science but it now appears the changes might not happen.

There will be a meeting on April 16 regarding centerwide facilities issues.

Dean Taylor was supportive of the Curriculum Review letter that was sent out but has not gotten back to Pam as yet.

Dr. Sass attended the first meeting of the Joint Chairs. It was very interesting; research collaboration between clinical scientists and basic scientists was discussed.

The semi-annual assembly is scheduled for June 4, 2008 at 3:30 p.m. in classroom 1A.

Sub-Committee Reports

Student Admissions, Academic Standards and Student Activities: Dr. Miriam Feuerman reported the students' academic records are compiled by the education office and reviewed at the end of the year. The Grades Committee is made up of all the block directors from a given year. This year the meeting is scheduled for June 12 for the 1st year students. The records of students with deficiencies are examined carefully and the Grades Committee makes recommendations to the Promotions Committee which then will decide to overturn or uphold the recommendations of the Grades Committee. Typically professionalism issues will have no bearing on the promotion of a student who has no academic deficiencies and that should be look into. See attached report from this committee regarding recommendations for the promotions process and policies.

CEPC:

Dr. Golden reported the CEPC Committee has finished reviewing all 10 clerkships. The committee will start discussion of what was learned from this at their next meeting.

By Laws: Jack Termine discussed proposed by-laws revisions regarding CAPQ.

CAPQ: Dr. O'Neill presented the report of the CAPQ. She also presented proposed by-laws revisions regarding procedures for tenure and promotion in the affiliates. These have also been reviewed by Drs. Stewart and Norin.

Faculty and Professional Staff Personnel Policies Promotions and Appointments: Dr. Stephan Rinnert reported on his proposal for a Faculty Development and Resource Center. See attached.

Nominations Committee: We have a full slate which will be presented at the Faculty Assembly.

The meeting was adjourned at 5:00 P.M.

Next meeting is scheduled for May 12, 2008

Respectfully submitted,

Kathleen E. Powderly, Ph.D.

ATTACHMENT I

SUNY Downstate Faculty Development and Resource Center

Proposal

Mission:

- Excellence and Best practice development in medical education
- Improve teaching by actively contributing to learning community
- Keep faculty updated on new ideas through enrichment programs
- Faculty growth through assistance with techniques, portfolios
- Idea exchange, develop research ideas
- Interactive Multidisciplinary collaboration and exchange (include other colleges)
- Career counseling
- Constant feedback mechanisms and outcome assessment
- Ultimate goal: leader in medical education, research, innovation

Target Group

- Junior and Senior faculty of all colleges
- Residents
- Administrators
- Managers
- Nurse educators
- Other educators

Resources:

- Director
- Advisory Board
- Support staff
- Office space
- Instructional space
- Educational assessment software
- Institutional commitment to change
- Information technology

Budget:

- Human resources
- Material
- Food
- Speakers
- Technical supportProjects
- Seminar series
- Invited speakers, lectures
- Cross disciplinary faculty groups/clubs

Workshops
Faculty institutes
Faculty learning communities
Grants and awards
Drop in resources
Mentoring programs:

- o Personal growth
- o Teaching techniques, class room evaluations

Incentives

Positive

- Award programs
- Food
- Parties
- Book clubs
- Peer recognition
- Grants

Enforcement

There needs to be a strong teaching commitment on entering Downstate community

Mandatory orientation sessions over period of time

Initial build in into MOU

Chairs and Dean's office

Year -end evaluation of teaching / professional portfolio

Pros:

- Engaged faculty
- Improved retention of learning content
- Student satisfaction
- Competitiveness of school
- Longevity
- Faculty satisfaction
- Improved morale
- More rapid faculty growth

Cons / potential difficulties

- Financial commitment
- Time commitment
- Difficult to assess outcomes
- Lack of buy-in
- Faculty fatigue
- Space
- Administrative bloating

**Minutes of the meeting of the
Executive Committee
of the SUNY-Downstate College of Medicine**

March 10, 2008

Present: P. Sass, M. Stewart, A. Norin, S. Miller, H. Durkin, J. Termine, E. Quadros, K. Powderly, L. Merlin, M. Feuerman, P. O'Neill, L. Wilson

The meeting was called to order by Dr. Sass; minutes of the previous meeting were approved and accepted.

Presiding Officer's Report

Dr. Pamela Sass reported that the Dean is seeking faculty input regarding the AAMC proposal for a new curriculum integrating clinical and basic sciences. A spirited discussion of curricular issues ensued. Dr. Sass will draft a letter to the Dean asking for appropriate resources to conduct a curricular review. A new Centerwide Facilities Management Committee was also discussed.

Sub-Committee Reports

Student Admissions, Academic Standards and Student Activities:

Dr. Miriam Feuerman reported on Student Promotions Policies. This policy is available for viewing in the Dean's Office.

CEPC: It was reported the Histology Faculty have concerns that many students are relying more on a student taught than on a faculty taught curriculum. The main issue seems to be that histology does not carry enough weight in the students' grades. The Histology faculty is proposing giving more weight to histology in each block, or to making histology a required competency, which needs to be passed in addition to passing each block. This matter has been referred to this committee for discussion and recommendations.

CAPQ: Dr. Patricia O'Neill gave the CAPQ report (see Attachment I). Drs. Stewart and O'Neill will draft new bylaws wording to address the issue of affiliate appointments noted in Attachment I.

By-laws Committee: Jack Termine reported proposed official changes in By-laws. He reviewed the Sub-Committee's proposed changes. In summary they include: extending the Secretary position to two years from one year; separating out a new sub-committee from the existing Committee on Student Admissions, Academic Standards, Student Activities and Faculty-Student Relations to be called Committee on Student Activities and renaming the original committee to Committee on Student Admissions and Academic Standards; clarifying that the CEPC makes recommendations to the Executive Committee, which then makes recommendations to the Dean; and clarifying who appoints students and housestaff to sub-committees when representation is warranted. The

proposals also included adding electronic conveyance of communication/ballots. Additional changes included basic editing necessary to incorporate these changes. The Executive Committee approved all proposals and will present the proposed By-Laws changes before the Assembly at the next Semi-Annual meeting.

The meeting was adjourned at 5:00 P.M.

Next meeting is scheduled for April 14, 2008

Respectfully submitted,

Kathleen E. Powderly, Ph.D.

Attachment I



SUNY
DOWNSTATE

Medical Center
DEPARTMENT OF SURGERY

PATRICIA O'NEILL, M.D., F.A.C.S

Associate PROFESSOR OF SURGERY
CO-CHIEF TRAUMA & SURGICAL CRITICAL CARE

Committee on Academic Promotions and Qualifications Report

Executive Committee

Faculty and Professional Staff

March 10, 2008

I. The CAPQ last met on February 26, 2008. Dr. O'Neill was on vacation and the meeting was chaired by Dr. Peter Bergold in her absence. In the February meeting the Committee voted to:

1. Recommend one member of the Department of Surgery to the rank of Clinical Professor of Surgery with Tenure.
2. Recommend one member of the Department of Psychiatry to the rank of Clinical Professor of Psychiatry.
3. The discussion regarding promotion of a third individual was tabled due to the need for more information and clarification of the individuals CV and activities.

II. There are **4 individuals** presently serving on the CAPQ who will be completing their terms at the end of this year. Thus 4 new individuals will need to be elected to serve for the 2008 - 2011 term; 2 clinical and 2 basic science. One clinical member is also the affiliate member for the committee.

1. Dr. George Vas	Dept of Neurology	Clinical
2. Dr. Virginia Anderson	Dept of Pathology	Basic Science
3. Dr. Robert Wong	Dept Physiology/Pharmacology	Basic Science
4. Dr. Rebecca Twersky (LICH)	Dept of Anesthesia (Affiliate)**	Clinical

State University of New York Downstate Medical Center
450 Clarkson Avenue, Box 40, Brooklyn, NY 11203 – 2098 – Phone 718-270-1973 – Fax 718-270-2826

III. Dean Taylor requested a meeting with Dr. O'Neill, Chair of CAPQ Committee 3/6/08 to discuss his plans to formalize an affiliation with Maimonides Hospital. He is hoping to have the faculty from Maimonides appointed as SUNY-Downstate Faculty by July 1, 2008.

IV. In reviewing the by-laws to in anticipation of the Appointments for the Maimonides Faculty, Dr. O'Neill and Catherine Seelig came across a paragraph within the SUNY-Downstate By-laws of the Faculty and Professional Staff Assembly of the College of Medicine that specifically pertains to the **Affiliate Hospitals**. We would like to bring this paragraph to the attention of the Executive Committee for discussion. (Paragraph 1, page 10, under section titled "Affiliated Hospital Procedures for Tenure and Promotion".) This paragraph states that each affiliate shall have a Promotions Committee made up of voting members from that affiliate hospital.

Respectively submitted,



Patricia O'Neill, MD
Chair, CAPQ

**Minutes of the meeting of the
Executive Committee
of the SUNY-Downstate College of Medicine**

February 11, 2008

Present: P. Sass, S. Miller, M. Stewart, A. Norin, S. Miller, M. Nowakowski, T. Lewis, M. Pincus, C. Roman, J. Termine, E. Quadros, R. Sinert, P. O'Neill, L. Maslanka and L. Wilson

The meeting was called to order by Dr. Sass; minutes of the previous meeting were approved and accepted.

Guest – Lina Maslanka, Ph.D., Associate Director of the Health Science Academy, Arthur Ashe Institute for Urban Health reported on the Health Science Academy. The Health Science Academy is a program of the Arthur Ash Institute for Urban Health, has been in existence for 12 years. The Academy provides a science program that aims to address the lack of minority representation in the professional health care field. By targeting and selecting high achieving minority students in Brooklyn and providing them with additional science training the Health Science Academy aims to support student's college applications.

Ms. Maslanka has summoned the advice of the Executive Committee on how to elicit the following from Downstate faculty members.

- Provide meaningful internship experiences in research labs
- Provide guest lectures on any of the areas that we currently teach
- Provide a semester of teaching (10 week course schedule)
- Offer opportunities for shadowing so that students can see what is involved in different career paths.
- Offer demonstrations of medical equipment etc.

It was suggested that there be a point person to contact (possibly the GME office) and the faculty be given an up-to-date list of students in the program. There should also be a contract with Downstate and the School to offer mal-practice insurance.

Presiding Officer's Report

Dr. Pamela Sass reported on the research infrastructure and infrastructure in the Basic Science Building which was brought up at the Centerwide meeting as an issue. The Graduate School has agreed to spare another Centerwide Committee to look at infrastructure issues.

Dr. Sass and Dr. Stewart met with the Dean regarding the upcoming year and priorities. The curriculum is going to be a big issue in the next few years. There will be a need for a taskforce committee for revamping of the curriculum committee. The Dean feels the faculty should be taking a lead in the curriculum in both review efforts and in the management of the curriculum.

Sub-Committee Reports

Faculty and Professional Staff Personnel Policies, Promotions and Appointments: Dr. Rinnert reported his committee met last month. There has been very little response from the Chairmen of the different departments in regards to submitting their faculty development plans and programs. We have 24 clinical departments and 6 basic science departments. The plan is to gather the self-assessments. Also it came up that a librarian is up for promotion which didn't fall under the CAPQ; the committee we will take that over and form an Ad-Hoc Subcommittee.

CAPQ: Dr. O'Neil reported there is no way to evaluate promotion or tenure for librarians. CAPQ needs guidelines to follow regarding promotion. Jack Termine wanted to know why we do not have a non-tenure track for librarians.

In the January CAPQ Meeting the Committee Voted to:

1. Recommend one faculty member (Emergency Medicine) for Promotion to Associate Professor with Tenure.
2. Recommended one faculty member to title of Librarian.
3. Voted to recommend that one candidate from the Department of Medicine not be granted promotion to Professor of Clinical Medicine.

Two new Ad-Hoc Subcommittees were assigned to review 2 new candidates for tenure. There are now a total of 7 subcommittees reviewing faculty for tenure. Two of these 7 should be presented to the full CAPQ in the February 2008 meeting.

The members of the CAPQ Committee would like guidance from the Executive Committee as to the criteria for evaluating individuals for the position of "Librarian".

By-laws Committee: Jack Termine reported the By-Laws committee identified four items that will be reviewed.

1. Secretary term to be extended to two years instead of one.
Rationale: experience and consistency.
2. Regarding page 10, item J of By-laws; number of COM Assembly members on the DMC Centerwide Committee
Rationale: as the Centerwide Committee revives itself we should have a full complement of representatives.
3. Regarding page 16, item E of By-laws; who does the sub-committee report to? Should read: "Advise the Dean via the Executive Committee".
Rationale: all sub-committees report to the Executive Committee which makes recommendations to the Dean.
4. Regarding page 23, item R; replacing sub-committee members; should read: "By the chairperson of the sub-committee with the concurrence of the Executive Committee."
Rationale: Committee members who cannot fulfill their term need to be replaced so the sub-committee's work can proceed.

Nomination Committee: Dr. Norin reported it is the Nomination Committees' job is to get nominations for open positions and present a slate of nominees to the Executive Committee for approval. This slate must also be approved by the Dean. A slate of nominees will be presented at the spring Faculty Assembly Meeting.

The meeting was adjourned at 5:00 P.M.

Next meeting is scheduled for March 10, 2008

Respectfully submitted,

Kathleen E. Powderly, Ph.D.

**Minutes of the meeting of the
Executive Committee
of the SUNY-Downstate College of Medicine**

January 14, 2008

Present: P. Sass, S. Miller, H. Durkin, M. Nowakowski, K. Powderly, L. Merlin, J. Jakway, G. Conyers, C. Roman, J. Termine, M. Feuerman and L. Wilson

The meeting was called to order by Dr. Sass; minutes of the previous meeting were approved and accepted.

Presiding Officer's Report

Dr. Pamela Sass reported the MD/PhD admissions report was submitted to Dean Taylor. Drs. Schwartz-Giblin, Stan Friedman, Lorraine Terracina and Pam Sass met to discuss the recommendations. The recommendations have been implemented and the system is running much more smoothly. All of our concerns have been addressed and the Graduate School is happy with the resolution.

The Dean's Strategic Plan has been sent to President LaRosa for review. Dean Taylor is happy to have faculty have access to the report. A copy will be appended to the copy of these minutes maintained in a file in the Dean's Office; any member of the faculty or professional staff of the College of Medicine may request to see it.

Sub-Committee Reports

Faculty and Professional Staff Personnel Policies, Promotions and Appointments: Dr. Sass reported for Dr. Stephan Rinnert who was not in attendance. The committee is interested in surveying the Chairs about their faculty development activities. Dr. Rinnert asked Dean Taylor to ask the Chairs to submit their faculty development plans and programs. A couple of departments have responded. Dr. Rinnert's committee plans to gather as much information as possible and will try to put together a best practice document of what is happening.

Core Management: Dr. Chris Roman reported the Executive Committee should write a letter to Dean Taylor, suggesting a Core Facility Committee be put together with suggestions such as who should be on it, how they should be appointed and what their objectives are. Dr. Roman volunteered to serve as the liaison to FRAC on this issue; he and Dr. Sass will draft a letter to the Dean making these suggestions.

There are concerns with the strategic plan for infrastructure, such as recruitment and morale. Dr. Stacy Blain wants to encourage anyone asked by this committee to be very honest about their assessments of what the problems and needs are and where they see a need for improvements and how to fix it.

We need a list of who to call for specific problems, such as mice, floods and odors. The Executive Committee will request a protocol from Mr. Alvin Burke. Dr Sass will also introduce this to the

Centerwide Committee. There is a new extermination service which seems to be working well (their extensions are x1987 and x1988).

Dr. Nowakowski informed the committee that Dr. Pincus asked to participate in the meeting by speaker phone when he is unable to attend the meetings. The committee will look into getting a speaker phone.

Promotions Committee: Dr. Miriam Feuerman reported that an issue of professionalism has come up in the behavior of medical students. It is usually observed in the 3rd and 4th year clerkships but there is no way to let a student know that their behavior is inappropriate, e.g. not showing up to CBL, not doing what they are supposed to be doing, not acting appropriately etc. Therefore, one recommendation is to explore a mechanism, whereby, these type of issues can be documented over the course of the year and if they amount to a certain level, that some action can be taken. There is a question of what to do when a student has x number of fails. There also needs to be concern for confidentiality when discussing such issues with the promotions committee.

Dr. MaryAnn Banerji was trying to establish a Diabetes Club and was told by Regina Howell in the Student Center that clubs must be student driven. The issue was brought to the Executive Committee and the committee wants to know the procedure to follow. The committee will e-mail Meg O'Sullivan to obtain guidelines for establishing student clubs.

By-laws Committee: Jack Termine reported the By-laws Committee met in November. There will be recommendations for a few changes, most notably, changing the secretarial term from 1 year to 2 years. The recommendations will be on the agenda at the spring assembly meeting.

CAPQ: Dr. Sass reported for Dr. O'Neil who could not be in attendance. The CAPQ Committee was asked to review a librarian for tenure. The committee would like to know if there are any guidelines for librarians re: promotion and tenure. Dr. Sass will ask Dr. Rinnert's committee to look into this.

New Business

There is still interest in finding out how faculty and staff are selected to be involved in student activities. Dr. Kathy Powderly will draft an inquiry to Meg O'Sullivan which will be sent after review by the Executive Committee.

Jack Termine reported on activities of the Faculty Senate.

Another edition of the newsletter is scheduled to be out in February, 2008.

The slate for the Executive Committee election will be presented at the Semi-Annual Meeting on May 22, 2008.

The meeting was adjourned at 5:00 P.M.

Next meeting is scheduled for February 11, 2008

Respectfully submitted,

Kathleen E. Powderly, Ph.D.

**Minutes of the meeting of the
Executive Committee
of the SUNY-Downstate College of Medicine**

December 10, 2007

Present: P. Sass, M. Stewart, S. Miller, H. Durkin, M. Nowakowski, T. Lewis, L. Merlin, M. Pincus, M. Banerji, J. Termine, C. Roman, E. Quadros, S. Rinnert, H. Michelson and L. Wilson

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

Presiding Officer's Report

Dr. Pamela Sass reported the Semi-annual Meeting was well attended. There is a committee to develop a library information commons. It is a 24/7 research and study space on the 1st floor of the library. We have been asked to find faculty members for input on this committee. The committee suggested Gregg Conyers and Dr. John Kubie might be candidates for that committee. Dr. Sass will e-mail them with the request.

On December 11, 2007 Dr. Sass will be meeting with Dr. Taylor and Dr. Schwartz-Giblin regarding the MD/Ph.D. admissions. Dr. Lorraine Terracina will be making a report about the admissions criteria; there are two faculty members who are currently screening applications.

The Presiding Officer will now be invited to the Dean's Meeting of Chairs.

Sub-Committee Reports

Faculty and Professional Staff Personal Policies Promotions and Appointments: Dr. Stephan Rinnert reported the committee met to review the LCME findings and to put together a committee to look for new ways of faculty development. It was also suggested that, the Executive Committee, ask the Dean's Office to promote faculty development, by asking, the chairpersons to give a report as to what they have done to promote new ideas in faculty development. We should stay consistent and look at other institutions to get suggestions. Dr. Mark Stewart stated there was an informal survey for ideas from many different departments. A letter will be sent to the Dean.

Resources/Research and Budget: Dr. Christopher Roman reported on the oversight of core facilities as an important activity that might fall under the purview of the Research/Resources and Budget Subcommittee. It was decided that the subcommittee may want to draft a memo to the Dean recommending that there should be such an oversight committee and making recommendations for how the committee should be set up and composed. This was prompted by the resurging interest in developing infrastructure that supports the new stem cell/regenerative medicine center initiative.

Concerning space allocation, there was an issue about what funded faculty should do to petition to get more space if their own, department runs out of space. This has come up in the circumstances

where a faculty member might have a primary appointment in a clinical department and a secondary basic science appointment – the faculty member has substantial funds but insufficient space; the chair lacks the space in their own department to provide for the researcher even though they want to. It was decided that it was up to the individual faculty member and chair to petition the University Administration/Dean's Office for more space but that the Executive Committee could do nothing unless those avenues were pursued first.

New Business

Faculty Events for College of Medicine Sesquicentennial Anniversary Committee: As Co-Chair of the committee, Jack Termine requested suggestions from the Executive Committee for how faculty might celebrate the anniversary such as a cocktail reception, an evening at BAM, or perhaps faculty recognition at the commencement dinner. The Graduate School's 40th Anniversary reception at the Botanical Gardens was mentioned as an example, but it would probably be cost prohibitive. Mr. Termine concluded that he would investigate possibilities and report back.

Support for Research at Downstate: Dr. Matthew Pincus reported there are people who are not getting their grants reviewed and the work that is being done on these grants is outstanding. There may be a problem with NIH. The faculty may want to set-up a committee whose purpose would be to help anyone having difficulty in writing a grant. There is a lot of talent that is not being encouraged.

It was suggested that the Executive Committee make up a subcommittee to meet with the Dean and the President to discuss possible political initiative to encourage more research funding at Downstate.

The meeting was adjourned at 5:00 P.M.

Next meeting is scheduled for January 14, 2008

Respectfully submitted,

Kathleen E. Powderly, Ph.D.

**Minutes of the meeting of the
Executive Committee
of the SUNY-Downstate College of Medicine**

October 8, 2007

Present: P. Sass, M. Stewart, A. Norin, H. Durkin, M. Nowakowski, K. Powderly, L. Merlin, I. Taylor, J. Jakway, G. Conyers, J. Termine, P. Bernd, E. Quadros, R. Sinert, S. Rinnert

Excused: C. Roman

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

Presiding Officer's Report

Dr. Pamela Sass asked the committee to approve the agenda for the Semi-Annual meeting coming up on November 8, 2007. The agenda was approved.

Dean Taylor was asked to attend this meeting and he reported on the following:

There will be a complete redesign of USMLE. This will be discussed at the upcoming AAMC meeting and they are proposing to abolish Step 1. There will be only one conjoint exam in the 4 years of medical school; it will occur at the end of the 3rd year or beginning of the 4th year. The exam will be a combination of clinical and basic science as well as a standardized patient exam. The USMLE is concerned with the use of the current exams as promotional tools.

We are about to have a huge expansion of medical schools in New York. NYCOM already has a school starting in Harlem and they will be taking in 134 students in their first class. They are also going to have an allopathic school in New Jersey. Hofstra just announced they are forming a medical school with North Shore. HHC has just signed an agreement with Ross to take 600 Ross medical students although we are protected contractually and there will only be 30 offshore students at Kings County. We could have something like 2000 extra medical students seeking clinical rotations in New York City. The Caribbean schools are also expanding. St. George's is now taking 1000 students - 2 blocks of 500 per year.

Funding priorities for the Federal Government as the war continues may result in decreased Medicare and Medicaid funding for GME. We could have a situation where hospitals no longer think it is financially in their best interest to take residents and instead will use nurse practitioners and PAs.

Our student team won the recent medical jeopardy tournament. In addition, there was a 100% pass rate on Step 1 which is particularly impressive in a class which has 28% first generation immigrants.

Dr. Taylor indicated that a more vigorous faculty mentoring program and the search for a Vice-Dean for Academic Affairs are priorities. There was also a lengthy discussion of promotion and tenure criteria including the pros and cons of separation of promotion and

tenure. It was decided that this would be a good topic for discussion at the upcoming Faculty Assembly.

Dr. Sass will circulate a list of issues for inclusion in the discussion period at the next Assembly for input from the Executive Committee.

Sub-Committee Reports

CAPQ: Dr. Patricia O'Neill was approved by the committee as Chair of CAPQ.

New Business

There was a discussion of the revitalization of Sigma Xi. Drs. Durkin, Nowakowski, Stewart and Mr. Termine are involved and the Dean is interested in supporting this initiative.

The meeting was adjourned at 5:00 P.M.

Next meeting is scheduled for December 10, 2007

Respectfully submitted,

Kathleen E. Powderly, Ph.D.

**Minutes of the meeting of the
Executive Committee
of the SUNY-Downstate College of Medicine**

September 10, 2007

Present: P. Sass, M. Stewart, S. Miller, H. Durkin, M. Nowakowski, K. Powderly, T. Lewis, M. Pincus, M. Banerji, G. Conyers, C. Roman, J. Termine, M. Clark-Golden, R. Sinert and L. Wilson

The meeting was called to order by Dr. Sass; minutes of previous meeting were approved.

Presiding Officer's Report

Dr. Sass reported the Admission Screening Committee has not met yet.

Dr. Sass proposed sub-committee chairs for the committee's approval. The following were approved:

Jack Termine, Chairman - By-Laws Committee

Allen Norin, Chairman – Nominations Committee

Christopher Roman, Chairman – Research, Resources and Budget Committee

Miriam Feuerman, Chairman – Student Admissions, Academic Standards and Student Activities Committee

Stephan Rinnerts – Faculty and Professional Staff Personnel Policies Promotion and Appointments Committee

MaryAnn Banerji – Chancellors Awards Committee

Sub-Committee Reports

Jack Termine reported the By-laws Committee will meet in October and at that time he will present to the committee the Executive Committee's proposal to extend the Secretary's position from 1 year to 2 years.

Dr. Clark-Golden reported that the CEPC Committee has met to review clerkships. Each clerkship director is invited to the meeting to give a description of their clerkship. To date the committee has completed clerkship reviews in Medicine, Surgery, Pediatrics, Neurology and Emergency Medicine.

All clerkship reviews are scheduled to be completed by December 2007.

Dr. Roman reported there will be a search for a Stem Cell/Regenerative Medicine Research Chair.

New Business

Dr. Taylor will be invited to our next meeting to give his view on what qualities are appropriate for faculty being considered for tenure and to hear his views on the strategic plan for the College of Medicine – especially the plans for the Stem Cell Center.

John Allen will be invited to a meeting to discuss allocation of space.

Old Business

The Semi-Annual Meeting is scheduled for Thursday, November 8, 2007 from 4:00 p.m. – 5:15 p.m.

The meeting will be held in Lecture Hall 1A, BSB.

There was a discussion of the importance of Sigma Xi and a renewed emphasis on this important scientific society.

The next newsletter is scheduled for October.

The meeting was adjourned at 5:00 P.M.

Next meeting is scheduled for October 15, 2007

**Minutes of the meeting of the
Executive Committee
of the SUNY-Downstate College of Medicine**

August 13, 2007

Present: P. Sass, M. Stewart, S. Miller, K. Powderly, T. Lewis, G. Conyers, J. Termine, M. Feuerman, M. Hussain, R. Sinert, L. Wilson

The meeting was called to order by Dr. Sass; minutes of July 9, 2007 meeting were approved.

Presiding Officer's Report

Dr. Pamela Sass reported, Dr. Kahn who was originally coming as Academic Vice- Dean is not coming. Dean Taylor thus has two priorities right now:

1. Screening of Admission Applications. The Dean will set up a committee to develop a protocol to screen applications for the College of Medicine. Dr. Miriam Feuerman, Dr. Lorraine Terracina and Dr. Pamela Sass will be members of the committee. Dr. Taylor is looking for 2 or 3 faculty members who would be interested in doing the actual screening of applications.
2. Faculty Development which was an LCME concern. The new Vice-Dean was going to handle this. Dr. Taylor may have different internal people handle this for the time being for different types of tasks. The Executive Committee discussed the need for an outside person with expertise in faculty development.

Dean Taylor has not received much feedback from the Chairs regarding the allocation of research space.

Dr. Sass received an e-mail from David Solomonoff who is interested in the issue of open access publishing and had submitted a resolution to UUP encouraging academic publishing. He will be encouraged to submit something to the newsletter and the issue may be referred to Dr. Michelson's committee.

Elections

The Centerwide elections were held and the results will be out in a few days.

New Business

Dr. Powderly recommended that we amend the by-laws to have the Secretary's term be 2 years rather than 1 year. This will be referred to the by-laws committee.

Dr. Powderly also suggested that it would be a good idea to put some information regarding the upcoming sesquicentennial in the newsletter.

There were discussions suggesting that the schedule for 1st year students' orientation and upcoming campus events involving students be sent out to faculty asking if they are interested in attending or participating. Faculty should be encouraged to participate even if events are sponsored by the student center rather than the College of Medicine.

The meeting was adjourned at 4:35 p.m. The next meeting will be held on September 10, 2007.

Respectfully submitted,
Kathleen E. Powderly, Ph.D.

Minutes of the meeting of the
Executive Committee
of the SUNY-Downstate College of Medicine

July 9, 2007

**Present: P. Sass, M. Nowakowski, L. Merlin, M. Clark-Golden, M. Feuerman,
K. Powderly, A. Norin, M. Stewart, H. Michelson, P. Bernd and L. Wilson**

The meeting was called to order by Dr. Sass; minutes of June 11, 2007 meeting were approved.

Presiding Officer's Report

Dr. Sass reported Dr. Taylor is in the process of hiring a Vice-Dean for Academic Affairs. This person will most likely be hired in August. The incumbent will serve as a liaison between the College of Medicine Dean's office and the Executive Committee's Subcommittee on Student Admissions, Academic Standards and Student Activities and Curriculum and Educational Policy.

Elections

It was decided by the committee that next year we have bibliographies for each candidate.

Newsletter

Topics of forthcoming issue and theme for future issues were discussed.

New Business

There have been some space issues within the College of Medicine. A resources sub-committee will investigate what lab space is being used in the COM by non-COM personnel. A research space proposal is now being given to the chairs regarding the research space allocation. After the chairs review the proposal it will then be posted and publicly open for everyone to know.

There was a discussion of utilization of office space within the College of Medicine by those outside the College of Medicine, e.g. hospital personnel. Dr. Sass will explore this issue with the Dean's Office.

The meeting was adjourned early for an end of year celebration. The next meeting will be held on August 13, 2007.

Respectfully submitted,
Kathleen E. Powderly, PhD and Lorraine Wilson

ATTACHMENTS

MEMORANDUM

To: Department Chairs
Department Administrators

From: Ian L. Taylor, M.D., Ph.D.
Senior Vice President for Biomedical Education and Research and Dean of the
College of Medicine

Date: July 25, 2007

Re: College of Medicine Policy Regarding the Allocation of Research Laboratory Space

Attached please find the College of Medicine's new policy regarding the allocation of research laboratory space. This policy was developed in consultation with, and endorsed by, the Faculty Research Advisory Council (FRAC) and the Executive Committee of the Faculty and Professional Staff Assembly of the College of Medicine (FPACM). It applies to all of the College's research laboratory space here on the campus. The president has also endorsed the policy and has asked me to report to him on an annual basis regarding our use of this valuable institutional resource.

As a first step in implementing this policy, we will be meeting with the chairs and administrators of each of the COM departments to confirm the current allocations of research laboratory space and to gather the information required to make a preliminary categorization of each current allocation in accordance with the criteria described in the policy. The department administration will then review these preliminary categorizations with each of the faculty members who currently enjoy the use of College research laboratories and give them the opportunity to provide additional information and comments in order to ensure that they are correctly categorized. At the end of this process, we will inform each of the affected faculty members of their status and will create an inventory of all of the College's laboratory space and its current level of utilization.

Further actions, if any, will be determined in the course of the strategic planning process currently underway for the College and Center as a whole.

cc: College of Medicine Faculty

Guidelines for the Allocation of Research Laboratory Space in the College of Medicine

Principles:

1. Though the ultimate authority for space allocation resides with the Dean of the College of Medicine, Departmental Chairs have been given the primary responsibility for assigning or reassigning space, in accordance with the principles outlined below.
2. Space assignments are not deeded for "life" but will be periodically reviewed and adjusted, when necessary, to reflect changes in (1) research direction, (2) the size, scope and nature of research that is ongoing, and (3) the magnitude of funding and the source of that funding (peer-reviewed full indirect cost-bearing grants being most valuable to the institution). The Department Chair is responsible, in the first instance, for this periodic review of the space allocation/usage within his/her department, using available qualitative and quantitative measures of productivity relating to research.
3. As a general rule, faculty members and staff personnel should be assigned space appropriate to their needs by their department chair. When those needs change, e.g., when an individual no longer applies for or is unable to secure peer-reviewed indirect cost-bearing extramural funds, the chair will re-assign space that is more appropriately sized to accommodate his/her needs. If a faculty member or staff member is unwilling to accept space offered to him/her by his/her chair, the issue should be referred to the Dean or appropriate administrative officer for adjudication.
4. In order to enjoy the continued use of laboratory space, faculty members must meet two threshold conditions:
 - a. They must have published at least one paper reporting the results of their laboratory-based research in a peer-reviewed journal as first or senior author in the previous two years.
 - r*
 - b. They must be fully compliant (or become compliant within 30 days of notification of non-compliance) with all applicable EPA, OSHA, PESH, Fire Marshal, and other regulatory authorities.
5. Once these threshold conditions have been met, laboratory research space should be allocated according to the following criteria (in descending priority):
 - a. Investigators who have secured peer-reviewed grants that bear full indirect costs. Expenditure of these monies should be directly related to the use of the space provided.
 - b. Investigators who have secured peer-reviewed grants that bear indirect costs at less than the current federal rate. Expenditure of these monies should be directly related to the use of the space provided.

- c. Currently unfunded investigators who have persistently pursued indirect cost-bearing extramural funding (at least one application per year) after expiration of their grants and who continue to publish research findings as first or senior author in peer-reviewed journals.
6. New faculty should be allowed a minimum of three years to obtain extramural funding. Biotech research per se that does not attract indirect cost-bearing extramural funding is not sufficient justification for allocation of research space within the medical center.
7. When possible, small amounts of lab space may be made available to unfunded faculty with major teaching responsibilities who are pursuing small research projects.
8. There should be a relationship between the proven ability to acquire peer-reviewed indirect cost-bearing extramural research support (or the pursuit of that support) and space needs described therein and the quality and size of research space that is allocated. In particular, we affirm the principle that research lab space allocation should be commensurate with and proportional to research productivity and demonstrated research need.
9. Faculty with reduced 'wet laboratory' research activity will be expected to relinquish underutilized research lab space and make it available for other uses. Inadequate utilization of research space could be identified by one or both of the following criteria: (1) a lack of papers published as first or senior author over a period of three or more consecutive years, or (2) a lack of extramural research funding, in particular a lack of attempts to obtain such funding, over a period of two or more consecutive years.
10. Scholarly and academic pursuits that do not require wet laboratories for their execution are not a sufficient basis for the retention of previously allocated research laboratory space. Longevity of space retention is not a justifiable basis for retaining that space. No individual has an inviolate claim to space solely because he/she has occupied that space in the past.
11. Re-consideration of space that is assigned to faculty should be triggered by the failure to apply for peer-reviewed extramural support within a one-year period (unless of course such monies are on hand for that period of time). In such cases, the Chair is expected, within 60 days, to review the faculty member's plan for securing peer-reviewed, indirect cost-bearing support and report to the Dean on their assessment of:
 - a. the merit of the plan itself;
 - b. the aggressiveness of the timeframe and the level of effort that the faculty member is prepared to commit, in light of their other responsibilities; their assessment of the likelihood of success; and
 - c. the milestones by which progress toward the eventual goal could be measured.The Dean will then approve or modify the Chair's recommendation.
12. In any case, a faculty member who loses research support should be given at least one year from the time that funding was lost to obtain extramural funding before the space is re allocated.

General Considerations:

It is recognized that sharing of space in basic science departments with clinical departments is necessary if Downstate is to grow its research enterprise. However, every effort should be made to ensure that there are meaningful collaborations among co-located investigators. It is important that allocation of research space to clinician scientists be accompanied by an explicitly stated commitment by their department, e.g., protected time, which will maximize the likelihood that the research for which space is being provided will be successfully completed. The willingness of pre-clinical departments to join forces with their clinical counterparts should be matched by an equivalent commitment from the relevant clinical chair and space occupied by clinical departments should be subjected to the guidelines outlined above and evaluated accordingly.

**Minutes of the meeting of the
Executive Committee
of the SUNY-Downstate College of Medicine**

June 11, 2007

Present: P. Sass, H. Durkin, M. Nowakowski, L. Merlin, M. Banerji, G. Conyers, C. Roman, J. Termine, M. Clark-Golden, M. Feuerman, K. Powderly, A. Norin and L. Wilson

The meeting was called to order by Dr. Sass; minutes of May 14, 2007 meeting were approved.

Presiding Officer's Report

Dr. Sass reported regarding the admissions report, the Dean has formulated a response and after getting some feedback on his response, he will then get back to us.

Subcommittee Reports

Dr. Norin reported that the student faculty picnic and softball game was last Friday. The Dean came to the picnic with his wife and he also played in the softball game which was won by the faculty.

Dr. Norin is the representative of the Basic Science Faculty to the University Physicians of Brooklyn and reported that Victory Memorial Hospital was closed under the Berger Commission and University Physicians have made a bid to take it over.

Dr. Norin also reported that the Executive Committee election started today and there has been good feedback so far.

Dr. Paulette Bernd reported on CAPQ. Handouts were given out showing recommendations by track and for tenure and promotion for the last 5 years. (see attached) The numbers may not always add up because the people proposed for tenure are not always proposed for promotion and vice/versa. There was a recommendation that faculty receive a yearly letter with CAPQ guidelines and information from the Dean in preparation for a yearly meeting with their chairperson. There was also a request for information regarding the number of faculty not eligible for promotion and/or tenure in order to better interpret the data. Dr. Michelson-Law's committee will be asked to look at guidelines for tenure.

Dr. Nowakowski reported that the goal for the next newsletter is the end of June; election results will be included. Suggestions for other content should be forwarded to Dr. Nowakowski, Dr. Sass or Ms. Wilson. Lorraine will work with Greg Conyers to make the format as user-friendly as possible for faculty.

New Business

Dr. Mark Stewart reported on the following:

Currently active or recently active programs on the Downstate campus to develop minority students.

The following is an overview of programs on this campus whose purpose is to develop minority students in the health sciences. The majority of the programs are aimed at developing minority students for the College of Medicine. Some programs are well-suited to developing students for the other Colleges as well. (School of Graduate Studies, School of Public Health, College of Health Related Professions). Tragically, some programs which have been federally funded have had their funding lapse in the current research/education funding climate.

1. *The Brooklyn College BA/MD Program*

The B.A./M.D. Program is a combined undergraduate and medical degree program run jointly by Brooklyn College and SUNY Downstate Medical Center. In the first four years, at Brooklyn College, the students take the program's curriculum of pre-med science courses, and they also earn a bachelor's degree in the major of their choice. Students spend the next four years at SUNY Downstate and earn their M.D.

2. *The Sophie Davis BS/MD Program*

The Biomedical Education Program is designed as a seven-year integrated curriculum leading to Bachelor of Science (B.S.) and Doctor of Medicine (M.D.) degrees. During the first five years of the program, students fulfill all requirements for the B.S. degree as well as the pre-clinical portion of a medical school curriculum. After successfully completing the five-year sequence and passing Step I of the U.S. Medical Licensure Examination, students then transfer to one of six medical schools for their final two years of clinical training. The medical schools currently participating in the program are: Albany Medical College, Dartmouth Medical School [listed as a school in one place, but Syracuse is listed in another], New York Medical College, New York University School of Medicine, SUNY Downstate, SUNY Stony Brook.

3. *Programs of the Office of Minority Affairs*

The Office of Minority Affairs sponsors 3 programs that facilitate the entry of disadvantaged students into the medical profession. The Summer Research Program places undergraduate students with basic science and clinical faculty. The students present their work at a Research Symposium at the end of the summer. Exploring Health Careers exposes undergraduates to medicine, allied health professions, graduate studies and preventive medicine. The Early Medical Education Program is a two-summer enrichment program for rising junior undergraduates which prepares them for the rigors of medical school.

Operation Success is a program offered to students who have received admission to the COM. Students are given lectures as a preview of the first year of medical school during the summer between their senior undergraduate year and the first year of medical school. The Science and Technology Entry Program is a two year, after-school academic enrichment program for students attending two Brooklyn high schools. The STEP program is one of the cohorts of the Arthur Ashe Institute's Health Science Academy.

4. *Health Science Academy of the Arthur Ashe Institute for Urban Health*

The Health Science Academy is one of four core programs of the Arthur Ashe Institute for Urban Health. Founded in 1994, it is a collaboration between the Institute and the State University of New York Health Science Center at Brooklyn. The program offers an academic science enrichment program to talented high school students who desire to pursue careers in science, medicine, allied and public health. The Health Science Academy is a three-year program. Students enter the Academy in their sophomore year of high school and continue through graduation from high school. Modules consist of six in-depth ten week sessions of lectures, labs, and clinical presentations.

5. *Independently obtained predoctoral fellowships*

A small number of minority students have had predoctoral fellowships from scientific organizations or foundations that support minorities in research. There is currently no organized system for matching students in the SGS with fellowship opportunities. As a starting point for correcting this situation, Ross Ljungquist in the Medical Research Library has put a number of searchable databases of fellowships on the Research Resources page of the Library website. The GEM database is excellent for minority students.

Summary

A number of programs to develop minority students exist on the campus, although the number of operational programs is shrinking because of funding cuts. The BA/MD program with Brooklyn College is not a program that specifically develops minority students, but this program might be expanded to include a track for developing students to enroll in the other colleges (SGS, CHRP, SPH). The Sophie Davis BS/MD program and the EME programs are specifically aimed at developing minority physicians. The EHC program of the Office of Minority Affairs was intended to develop students for all of the colleges, but its funding has lapsed. These programs can hopefully continue, expanded where possible, reactivated where necessary, or serve as templates for similar programs supported by extramural or intramural funding.

The meeting was adjourned at 5:00 p.m. The next meeting will be held on July 9, 2007.

Respectfully submitted,
Kathleen E. Powderly, PhD and Lorraine Wilson

**Minutes of the meeting of the
Executive Committee
of the SUNY-Downstate College of Medicine**

May 14, 2007

**Present: P. Sass, H. Durkin, M. Nowakowski, L. Merlin, M. Banerji, G. Conyers,
C. Roman, J. Termine, M. Clark-Golden, M. Feuerman and L. Wilson**

The meeting was called to order by Dr. Sass; Minutes of April 16, 2007 meeting were approved.

Presiding Officer's Report

At our semi-annual Assembly Meeting, Dean Taylor gave a brief report on the ACGME which has approved our Institution's accreditation. The LCME was very pleased with the progress we have made on addressing the areas of concern. As such the School is in good standing with both LCME and ACGME. There will be a revisit in January, 2008.

Dr. Allen Norin presented the slate of nominees for the Executive Committee, which was approved. The Executive committee will be holding their election during the second week in June.

The Centerwide Committee will also be holding their elections sometime in July or August.

The winners of the Chancellor's Award are as follows:

Distinguished Teaching Professorship – Paulette Bernd, Ph.D.
Distinguished Service Professorship – M.A.Q. Siddiqui, Ph.D.
Excellence in Professional Service – Marcia Gerber, M.D.
Excellence in Teaching – Frederic C. Volkert, M.D.
Excellence in Scholarship and Creative Activities – Todd Sacktor, M.D.

New Business

The proposed space allocation guidelines were approved by the Executive Committee. A memo was sent to Dean Taylor highlighting some of the issues that came to light. (See Attachments I and II).

Old Business

Dr. Sass e-mailed Dean Taylor to find out when the committee will hear from him regarding the recommendations of the M.D., Ph.D. program. We should be hearing from the Dean soon about how he plans to implement the recommendations. The faculty outreach business meeting was geared towards, how to get younger faculty more involved and to attend the meetings.

The meeting was adjourned at 4:45 p.m. The next meeting will be held on July 9, 2007.

Respectfully submitted,

Lorraine Wilson, Administrator for the
Faculty and Professional Staff Assembly of the
SUNY-Downstate College of Medicine

ATTACHMENT I

Memorandum

To: Dean Ian L. Taylor, M.D., PhD.

From: Pamela Sass, M.D., Presiding Officer, FPACM
Christopher Roman, Ph.D., Chair, FPACM Subcommittee on Research,
Resources and Budget

Date: May 24, 2006

Re: Allocation of Research Space

The Faculty and Staff of the Executive Committee know that expansion and renovation of laboratory space is critical to enhance the research mission for existing faculty and in order to recruit new faculty. To best manage existing space, which includes making space available for renovation, requires a fair, universal, and public set of guidelines that govern wet lab space allocation. It is clear the proposed guidelines are intended to do so. A ranking system is proposed that correlates grant funding and fundable research activity with wet lab space. There is acknowledgement of the multiple permutations and manifestations of research productivity, which is especially important for vulnerable faculty (e.g. faculty on grant hiatus during this difficult NIH funding climate) and faculty that have key roles in multi-departmental research projects.

In general, the faculty and staff of the Executive Committee found the proposed guidelines reasonable and gave them a vote of confidence at its May 14th meeting. That the faculty and staff were consulted on such an important issue was perceived as a very positive gesture that conveyed a sense of appreciation for the value of research faculty and the existing research enterprise. The Executive Committee and the FPACM Subcommittee on Research, Resources and Budget did have specific comments and concerns that we hope will be considered in the context of Space Allocation and within the larger issue of research enhancement as the institution develops its research enterprise.

General Comments:

Transparency. The system of space allocation should be transparent, public, and cross departments and disciplines. This is critical in helping cultivate a sense of fairness and community. There should also be recognition that it is not a "one-size-fits-all" policy, because some types of research rely on technologies/machinery that demand different space requirements. Addressing these issues may also help allay concerns as to the use of research space as a political or punitive tool. The Executive Committee suggests that an ad hoc committee, similar to that used for CAPQ appeals, be formulated by the Executive Committee to address faculty appeals regarding research space allocation. This ad hoc committee would gather information and make a recommendation to the Dean regarding the appeal. It is understood the Dean would be ultimate adjudicator when there are disagreements.

Flexibility. Just as space may be condensed, it should also be emphasized that space can be regained once funding status has changed. This will demand the reconfiguration of existing wet lab space such that this kind of flexibility is possible. Currently, most wet lab spaces exist in discreet "lot sizes" with a dedicated office for the faculty. This configuration promulgates the idea of "property ownership" by faculty and chairs, and does not easily lend itself to this kind of flexibility.

Comments on the Implementation of Guidelines

Restore former wet lab space to basic science departments. Space limitations can arise from many different sources. The current guidelines primarily address only those caused by the under-use of existing wet lab space. However, over the past 10 years, some departments have progressively lost existing or potential wet lab space to other interests, either on a temporary or effectively permanent basis. Restoring these spaces as dedicated departmental wet labs should be included as one means to help create "swing space" to start wet lab renovations. Another possible option is renting research space at the Brooklyn VA or other nearby research facilities. It will also help address the problem of how to accommodate faculty when their department runs out of research space.

Ensure continuity of Graduate training. Special consideration should be given to laboratories training graduate students, so as not to hinder the graduate students' progress to degree. This consideration, however, should only be given to faculty who are publishing student research in peer-reviewed journals and who are applying for external funding to support their own research and students' research activities. Perhaps this comment could be added to Article (H).

Acknowledge Diversity of Funding Sources. Given the constriction of NIH funding the faculty would like a mechanism in place to acknowledge differing funding sources available to faculty such as that from pharmaceutical companies, biotech firms and other sources. Many of these sources do allow indirect cost budgeting.

Interdepartmental Research Groups/Programs. Research involving multiple labs, departments, programs, and/or institutes present unique challenges to the allocation system.

Space allocation for interdepartmental research groups. A consequence of large collaborative research groups is that many senior faculty/key personnel are not listed as first or senior authors on group papers and thus would not be ranked in the current guidelines. Another example is that a faculty may be not be a PI but rather be a key personnel on an NIH grant on which a faculty from another department is the PI. Also, each faculty may have different levels of access to extramural resources depending on their career status or field (e.g., M.D. versus Ph.D., etc.). These might include sources such as clinical trials supported by private or investment-funds (as per the Technology Transfer Office of the SUNY Research Foundation).

. There should be some mechanism in place to acknowledge this, and to assure fair research space allocation to the non-PI faculty based on their key contribution to funded/published research. In addition, this construct challenges the departmental partitioning of control of research space and may demand extra-departmental oversight by the Dean or perhaps an institutional research czar.

Interdepartmental graduate programs that garner training grant funds to help establish new teaching laboratories need space. One example is a proposed biomedical instrumentation workshop for the Biomedical Engineering Program.

Strengthen the faculty development program here to help ensure the success of its faculty. The Executive Committee felt that because research space will be allocated by success in grant funding and publishing, all faculty should be oriented to the expectations of the institution. Aside from support from faculty, a process should be in place so that it is ensured faculty receive regular and detailed feedback from their chairs, so that expectations are clearly identified. Most importantly, the institution should support faculty research development programs. These might include enhanced support for intramural seminars, intramural research centers, and grant writing workshops, activities that would facilitate interaction and cross-fertilization among clinical and basic science faculty. The Executive Committee would be eager to work with the Dean's Office to develop faculty development programs that address the issues of researchers.

Thank you very much for your consideration and leadership.

ATTACHMENT II

Guidelines on Space Allocation

I. Principles:

- (A) Though the ultimate authority for space allocation resides with the Dean of the College of Medicine, Departmental Chairs have been given the primary responsibility for assigning or reassigning space, in accordance with the principles outlined below.
- (B) Space assignments are not deeded for "life". They must be periodically reviewed and adjusted, when necessary, to reflect changes in (1) research direction, (2) the size, scope and nature of research that is ongoing, and (3) the magnitude of funding and the source of that funding (peer-reviewed full indirect cost-bearing grants being most valuable to the institution). The Department Chair is responsible, in the first instance, for this periodic review of the space allocation/usage within his/her department, using available qualitative and quantitative measures of productivity relating to research.
- (C) As a general rule, faculty members and staff personnel should be assigned space appropriate to their needs by their department chair. When those needs change, e.g., when an individual no longer applies for or is unable to secure peer-reviewed indirect cost-bearing extramural funds, the chair will re-assign space that is more appropriately sized to accommodate his/her needs. If a faculty member or staff member is unwilling to accept space offered to him/her by his/her chair, the issue should be referred to the Dean or appropriate administrative officer for adjudication.
- (D) In order to continue to enjoy the continued use of laboratory space, faculty members must meet two threshold criteria:
 - 1. They must have published at least one paper reporting the results of their laboratory-based research in a peer-reviewed journal as first or senior author in the previous two years.
 - 2. They must be fully compliant (or become compliant within 30 days of notification of non-compliance) with all applicable EPA, OSHA, PESH, Fire Marshal, and other regulatory authorities.
- (E) Once these threshold criteria have been satisfied, research space should be allocated according to the following (in descending priority):
 - 1. Investigators who have secured peer-reviewed grants that bear full indirect costs. Expenditure of these monies should be directly related to the use of the space provided.
 - 2. Investigators who have secured peer-reviewed grants that bear indirect costs at less than the current federal rate. Expenditure of these monies should be directly related to the use of the space provided.
 - 3. Currently unfunded investigators who have persistently pursued indirect cost-bearing extramural funding (at least one application per year) after expiration of their grants and who continue to publish research findings as first or senior author in peer-reviewed journals.
 - 4. New faculty should be allowed a minimum of three years to obtain extramural funding. Biotech research per se that does not attract indirect cost-bearing extramural funding is not sufficient justification for allocation of research space within the medical center.

- (F) When possible, small amounts of lab space may be made available to unfunded faculty with major teaching responsibilities who are nonetheless interested in pursuing small research projects.
- (G) There should be a relationship between the proven ability to acquire peer-reviewed indirect cost-bearing extramural research support (or the pursuit of that support) and space needs described therein and the quality and size of research space that is allocated. In particular, we affirm the principle that research lab space allocation should be commensurate with and proportional to research productivity and demonstrated research need.
- (H) Faculty with reduced 'wet laboratory' research pursuits should relinquish underutilized research lab space. Inadequate utilization of research space could be identified by one or both of the following criteria: (1) a lack of papers published as first or senior author over a period of three or more consecutive years, or (2) a lack of extramural research funding, in particular a lack of attempts to obtain such funding, over a period of two or more consecutive years.
- (I) Scholarly and academic pursuits that do not require wet laboratories for their execution, as laudatory as they might be, is not justification for retaining previously allocated research laboratory space. Longevity of space retention is not a justifiable basis for retaining that space. No individual has an inviolate claim to space solely because he/she has occupied that space in the past.
- (J) Re-consideration of space that is assigned to faculty should be triggered by the failure to apply for peer-reviewed extramural support within a one-year period (unless of course such monies are on hand for that period of time). In such cases, the Chair is expected, within 60 days, to review the faculty member's plan for securing peer-reviewed, indirect cost-bearing support and report to the Dean on their assessment of:
- the merit of the plan itself;
 - the aggressiveness of the timeframe and the level of effort that the faculty member is prepared to commit, in light of their other responsibilities; their assessment of the likelihood of success; and
 - the milestones by which progress toward the eventual goal could be measured.
- The Dean will then approve or modify the Chair's recommendation.
- In any case, a faculty member who loses research support should be given at least one year to obtain extramural funding before the space is re-allocated.

II. General Recommendations:

It is recognized that meaningful sharing of space in basic science departments with clinical departments is necessary if Downstate is to really grow its research enterprise. However, basic science departments should not be required to do so unless the collaboration is truly meaningful and genuine. Placement of a 'clinical researcher' among those basic scientists with whom they have no true relationship and nothing in common is destructive for both the individual so assigned as well as the basic science department housing the individual. In order to maximize the success of any researcher hired by a clinical department and housed in a basic science department, recruitment should be truly collaborative by both departments from the start. Specific departmental placement of a 'clinical' researcher should be primarily determined by the perceived relationship of the individual to members of a department and not predominantly by the availability and accessibility of space.

It is imperative that allocation of research space to clinician scientists be accompanied by an explicitly stated commitment by their department, e.g., protected time, which will maximize the likelihood that the research for which space is being provided will be successfully completed. The willingness of pre-clinical departments to join forces with and make their space available to their clinical counterparts should be matched by an equivalent commitment from the relevant clinical chair. Space occupied by clinical departments should be subjected to the guidelines outlined above and evaluated accordingly. Research space occupied in a basic science department by a clinical investigator who does not have an appointment in that

department should revert back to the basic science department in which the laboratory is located after the collaboration with member(s) of that department has been terminated.

**Minutes of the meeting of the
Executive Committee
of the SUNY-Downstate College of Medicine**

April 16, 2007

**P. Sass, M. Stewart, A. Norin, M. Nowakowski, K. Powderly, S. Miller,
L. Merlin, M. Pincus, M. Clark-Golden, M. Feuerman, J. Termine,
P. Bernd, P. Harris and L. Wilson**

The meeting was called to order by Dr. Sass; minutes of March 12, 2007 meeting were approved.

Presiding Officer's Report

The LCME mandates that we do strategic planning approximately every 5 years. Five committees have been established. They are as follows: Faculty Development, Research, Education, Clinical Enterprise and Affiliations.

Recommendations to the MD, Ph.D. Admissions Procedures and the Admission Policy were approved by the Executive Committee and will be sent to the Dean.

It was decided that the minutes of the Executive Committee meetings which included discussions of the college of Medicine and MD/PhD admissions process would not be put on the Web, but would be available to any member of the faculty or professional staff by contacting Lorraine Wilson.

The Executive Committee newsletter has been completed and will be sent out before the end of April.

New Business

BA/MD – Brooklyn College is not giving us the minority students that at one point might have been expected from this program. There are also problems with other minority recruitment programs. We need to improve the program to get the students ready to enter and improve support after they get here.

Mark Stewart will speak with Sophie Christoforou and Anne Shonburn regarding the program for the Sophie Davis students.

A sub-committee will be set up to review the programs designed to recruit minority students.

Sub-Committee Reports

Dr. Allen Norin reported he requested a few people to be on the Nominations Committee. They are as follows: Matthew Pincus, Alan Gintzler, Scott Miller, Gladys Teitelman and Xian-Cheng Jing. This request was accepted by the Executive Committee.

The meeting was adjourned; next meeting will be held on May 14, 2007.

Respectfully submitted,

**Minutes of the meeting of the
Executive Committee
of the SUNY-Downstate College of Medicine**

March 12, 2007

**P. Sass, M. Stewart, A. Norin, H. Durkin, M. Nowakowski, K. Powderly,
L. Dresner, L. Merlin, M. Clark-Golden, M. Feuerman, M. Mahmood Hussain
and L. Wilson**

The meeting was called to order by Dr. Sass; minutes of February 12, 2007 meeting were approved.

Presiding Officer's Report

The Executive Committee will hold its annual election in the late spring or early summer. A call for nominations will be sent out in April and a slate of nominees will be put together for the Semi-Annual Faculty Assembly which is scheduled for May 10, 2007 at 4 PM in LH 1A.

A PRIME site will be set up by Greg Conyers for the Executive Committee; there will be a box for submission of newsletter articles, a space for each sub-committee and a discussion forum.

The Committee agreed to move the April meeting to April 16. The agenda will include discussion of the College of Medicine admissions process and, time permitting, the report reviewing the MD/PhD admissions process.

It was decided that the minutes of the Executive Committee meetings which included discussions of the College of Medicine and MD/PhD admissions process would not be put on the web, but would be available to any member of the faculty or professional staff by contacting Lorraine Wilson.

Sub-Committee Reports

Dr. Mark Stewart gave the committee an overview of his revised edition of the M.D./Ph.D. admissions procedures.

Charge of the Review Committee

In response to the most recent LCME recommendations, the Executive Committee of the Faculty and Professional Staff has assembled a subcommittee (chaired by Miriam Feuerman) to review the policies and procedures for admission to the College of Medicine. As a supplement to the COM admissions review, an ad hoc committee was formed and charged with review of the policies and procedures for admission to the MD/PhD program.

Committee to review MD/PhD admissions policies:

Mark Stewart, MD, PhD - Chair (Physiology & Pharmacology)
Lisa Dresner, MD (COM Admissions Committee Co-Chair; Surgery)
Helen Durkin, PhD (Pathology)
Martin Bluth, MD, PhD (MD/PhD Admissions Committee member; Surgery)

MD/PhD Program Director:

Stanley Friedman, MD (Physiology & Pharmacology)

MD/PhD Admissions Committee members:

Keith Williams, PhD (Physiology & Pharmacology)

William Lytton, MD (Neurology)

Martin Bluth, MD, PhD (Surgery)

Report:

It is complicated to get useful information from the website; there are problems with the timing and scheduling of interviews; most apply to both programs at the same time, but the application doesn't reach Dr. Friedman for initial review until the College of Medicine application is complete, those chosen for interview are presented to the College of Medicine admissions committee when their application is reviewed there; there is a different mechanism for applicants who are already College of Medicine students and those who come through Minority Affairs programs; there have not been a lot of recruiting efforts but this is changing as Ellen Telesca visits campuses

Suggestions for improvement:

- the Graduate School should contact applicants; they now wait for a long time to hear anything
- the screening process for the Graduate School component needs to be addressed to facilitate following all applications
- other committee members need to be involved in all phases of the process
- processing delays have an impact on attracting the best students; MD/PhD Admissions Committee must be able to dictate the order for reviewing MD/PhD applications; we need to "show them some love"
- improve the web site
- increased and improved recruitment efforts
- funding issues need to be addressed – we need more training grants
- conditional letters of acceptance based on lab funding are not acceptable
- the composition and size of the MD/PhD admissions committee need to be evaluated

Nominating Committee

Dr. Norin discussed the ballot; we need nominees by April 10, 2007.

Respectfully submitted,

Kathleen E. Powderly, Ph.D.

**Minutes of the meeting of the
Executive Committee
of the SUNY-Downstate College of Medicine**

February 12, 2007

Present: Drs. P. Sass, M. Stewart, A. Norin, S. Miller, M. Nowakowski, K. Powderly, T. Lewis, L. Merlin, L. Dresner, M. Feuerman, P. Harris; G. Conyers, H. Michelson, M. Clark-Golden, P. Bernd and L. Wilson

The meeting was called to order by Dr. Sass; minutes of January 8, 2007 meeting were approved and accepted.

Dr. Sass announced that Dr. Maja Nowakowski has agreed to be the newsletter editor with the help of Dr. Sass and Lorraine Wilson in the Dean's Office.

Sub-Committee Reports

Student Admissions, Academic Standards, Student Activities and Faculty-Student Relations: Dr. Feuerman reported on the following:

THE ADMISSIONS PROCESS:

An application for medical school is screened first by Dr. Terracina. She determines which applicants will be contacted for interviews and in what order. Dr. Terracina examines every application for MCAT and GPA as well as other indicators such as letters of recommendation, medical experience, community service and whether there are any years that are not accounted for by the applicant. It is difficult to objectively describe how the various components of the application are used to rate applications. It is important to protect the institution from litigation or other unwarranted action, however it makes it difficult for others to assist in or evaluate the process if it is not clearly and openly described. Dr. Terracina seeks the advice of others, frequently the chair of the admissions committee Dr. Lisa Dresner, when she is unsure about the ranking of an application. Generally the more meritorious applicants are interviewed earlier in the season. This scheduling is tempered by an assessment of how likely a given applicant is to attend Downstate. For example, out-of-state applications are scrutinized for ties to the New York City area (i.e. family) and for experience living in an urban environment. The interviews of highly qualified applicants who are judged to be unlikely to come to Downstate are delayed in the belief they will decline the invitation for an interview at Downstate upon acceptance to another school.

The interview day consists of an interview, generally 1 hour, and a tour of the facilities. Unfortunately, some applicants spend a great deal of time waiting for the next activity. With few exceptions, the students stated that interactions with the interviewer were highly influential in deciding to come to Downstate. In addition, the applicants glean a great deal of information and are exposed to opinions, true or not, from the student tour guides.

Service on the Admissions committee requires a huge time commitment by its membership, estimated at .2FTE by Dr. Ross Clinchy. The members of the committee are recruited by Dr. Terracina to serve an indefinite term. As a result, turnover is very low. It is probably extremely difficult to recruit individuals who can devote the requisite time to the job. An advantage is that long-serving members have a level of expertise that expedites the process. In addition to faculty there are 2 members each from the second year and fourth year medical school classes. They provide great insight into the quality of some of the applicants. A quorum is 5 members where faculty constitutes a majority. Members of the committee present applicants, then score the applicants via a secret ballot. Applicants with very high scores are admitted immediately while applicants with lower scores may be held pending acceptance of positions by others.

RECOMMENDATIONS:

It was, therefore, recommended that the institution devote more resources to the process and that extensive efforts be made to recruit more faculty members to participate. Very few of these recommendations can be implemented in the absence of greater faculty participation and more resources.

Some of the recommendations include the following:

- Additional training of faculty interviewers
- Reassess the interview form and make necessary changes
- Update our website and make it more user friendly
- Invite Dean to speak with new students
- Students should be taken on a tour of Kings County Hospital
- Members of the Admissions Committee to be appointed to 5 year terms with the responsibility of serving 2 consecutive terms.

The next meeting of the Executive Committee will be on Monday, March 12, 2007.

Respectfully submitted,

Kathleen E. Powderly, Ph.D.

**Minutes of the meeting of the
Executive Committee
of the SUNY-Downstate College of Medicine**

January 8, 2007

Present: Drs. P. Sass, M. Stewart, A. Norin, S. Miller, H. Durkin, M. Nowakowski, K. Powderly, T. Lewis, L. Dresner, L. Merlin, I. Taylor, M. Banerji, C. Roman, M. Feuerman, M. Hussain, P. Harris; G. Conyers and J. Termine

The meeting was called to order by Dr. Sass; minutes of the December meeting were approved and accepted.

Dean Taylor was present and provided an update on major issues in the College of Medicine as follows: **LCME:** the LCME clearly expressed a desire for a better faculty development program for teachers and researchers; there is a willingness to invest funds to this end in first a generic and then a tailored faculty development initiative; Dr. Guiliano will be devoting time to this initiative; there was also a need for documentation of faculty meetings/reviews with chairs which resulted in the Dean's request for such documentation; there will also be efforts to teach residents how to teach, especially in women's health and surgery; the LCME also expressed concern that faculty be more involved in the student admissions and promotions process; Dr. Feuerman's sub-committee has been working on this and is hoping to have a report for next month's meeting.

FRAC: Dr. Taylor has asked FRAC for recommendations re: research space and will be meeting with them. There was a discussion re: areas where we already have research expertise which could be furthered as well as new areas and collaborations which could be developed. The need for more training grants was mentioned along with other possible funding possibilities. The issue of recruitment for basic science departments with interim chairpersons was also discussed. Dr. Taylor emphasized the importance of dealing with renovation of space before recruitment in order to attract good candidates. He will continue to work with FRAC and the Executive Committee on these issues and emphasized the importance of faculty involvement in identifying where we are re: research and the need for a strategic plan to further the research agenda.

Sub-Committee Reports: the sub-committees will report at the next meeting.

Old Business:

There has not been a definitive answer yet regarding a support staff person for the Executive Committee due to current staffing constraints in the Dean's Office. Urgent needs should be forwarded from the sub-committees to Dr. Sass. There is a commitment to publish a newsletter; the Dean's Office will put it together.

A decision regarding an interim faculty meeting will be made after the sub-committees report at the next meeting. Ideas included a forum for sharing experiences, highlighting those who had recently been promoted or granted tenure, a discussion with someone from Institutional Advancement or the GME Committee.

Dr. Dresner discussed the Admissions Committee; applications are up 10% nationally resulting in the need for more interviews and interviewers.

The next meeting of the Executive Committee will be on Monday, February 12, 2007.

Respectfully submitted,

Kathleen E. Powderly, PhD

**Minutes of the meeting of the
Executive Committee**
of the SUNY-Downstate College of Medicine

December 11, 2006

Present: P. Sass, A. Norin, H. Durkin, M. Nowakowski, K. Powderly, L. Dresner, L. Merlin, G. Conyers, C. Roman, M. Feuerman, P. Bernd, M. Hussain, J. Termine, M. Stewart and L. Wilson

Dr. Pam Sass chaired the meeting. The minutes of previous meeting were accepted.

Presiding Officer's Report: Dr. Sass reported we received a faculty membership list by departments from Catherine Seelig. The list was given to Dr. Norin and he will work with Lorraine to make sure we have current contact information for everyone on the list. Dr. Dresner will work with Dr. Norin to make sure faculty members at KCHC are on the list.

Faculty has been asking about the new evaluation process. Dr. Taylor has indicated that this is in response to LCME concerns. Discussion focused on issues of promotion and tenure; the Committee indicated that it wished to support the Dean's initiatives in this regard.

Dr. Sass has been asked to meet with a candidate for Associate Dean.

Sub-Committee Reports

- Student Admissions, Academic Standards, Student Activities and Faculty-Student Relations:
The sub-committee expects to receive data from Dr. Lawrence shortly; the MD/PhD sub-committee will be meeting in January.
- Faculty and Professional Staff Personnel Policies Promotions and Appointments:
No report.
- Research, Resources, and Budget: Drs. Judie LaRosa and George Frangos are interested in serving on the sub-committee. Dr. Stewart is working with John Allen re: a faculty database.
- By-Laws: Jack Termine reported that the last meeting was in October. The sub-committee is working on some protocols to follow in the event that members of this committee or sub-committees can no longer fulfill their obligation. They will continue to meet and come up with some suggestions for by-laws changes.
- Committee on Educational Policy and Curriculum (CEPC): Dr. Clark-Golden was excused and report will be deferred until next meeting.
- Committee on Academic and Professional Qualifications (CAPQ): Dr. Bernd reported that her committee met twice and there were a total of 6 promotions and 2 tenure reviews. The sub-committee will be meeting tomorrow.

- Committee on Nominations, Elections and Ballots: Dr. Allen Norin reported he has not formed a committee yet and will not start doing business until February or March. In terms of faculty governance the Nominations Committee and By-Laws Committee are important as those who serve are elected via this process.

Old Business: Regarding budget for support staff for faculty governance, Dean Taylor said there have been several retirements in the Dean's office and it is short staffed at the moment. There is also a need to figure out how to meet increased demand as sub-committee chairs become more active. Thus, no one has been appointed yet.

The topic of an interim faculty meeting was discussed. It was decided that more discussion and preparation needs to occur before making a decision on this.

New Business: Other possible special projects were discussed; Dr. Roman suggested the possibility of projects in response to the report of the Research and Resources committee.

The meeting was adjourned at 4:25. The next scheduled meeting is January 8, 2006.

Respectfully submitted,

Kathleen E. Powderly, PhD

**Minutes of the meeting of the
Executive Committee
of the SUNY-Downstate College of Medicine**

November 13, 2006

Present: P. Sass, A. Norin, H. Durkin, M. Nowakowski, K. Powderly, T. Lewis, L. Dresner, L. Merlin, G. Conyers, C. Roman, M. Clark-Golden, M. Feuerman, P. Bernd, P. Harris, L. Wilson

Dr. Pam Sass chaired the meeting. The minutes of previous meeting were accepted.

Presiding Officer's Report: Dr. Sass reported Dr. Taylor would like to know if the Executive Committee has any recommendations regarding how faculty members are evaluated as teachers during the promotion and tenure process. Dr. Bernd, **Chair of CAPQ**, reported that as part of our current process, **the ad hoc committee may** interview several randomly picked medical students, as well as residents, regarding applicants for promotion and tenure. **However, this process is not standardized.** Also, **the ad hoc committee** interviews faculty who are aware of the individual's teaching. CAPQ **may also** seek information regarding student evaluations from Dr. Lawrence. **Dr. Sass will ask Dr. Hilary Michelson who chairs the sub committee on faculty promotions to explore the role that evaluation of teaching plays in the tenure and promotion and tenure process. Her subcommittee will make recommendations to the Executive Committee that can be forwarded to the Dean.**

Dean Taylor will speak at our Semi Annual Meeting on December 6, 2006 at 4:00 p.m. He will be speaking about the response to LCME and also give a GME accreditation update.

Dr. Sass spoke to the Dean about re-looking at CEPC and curriculum. CEPC seems to have gone through an evolution from being elected to being appointed (except for the Chair). **The Dean is interested in substantial faculty involvement in the curriculum. Dr. Taylor will speak with the Executive Committee about models from other medical schools that he thinks may be helpful here at Downstate COM.**

Sub-Committee Reports

- Student Admissions, Academic Standards, Student Activities and Faculty-Student Relations
MD/PhD Admissions Subcommittee: Dr. Miriam Feuerman reported the committee has a new member, Dr. Karen Benker. Dr. Amy Suss has done a lot of research regarding the characteristics of applicants as far as those who enroll in other medical schools. The committee has also talked with Dr. Lorraine Terracina, Dr. Stan Friedman, Dr. Lisa Dresner and Dr. Connie Hill to find out about the current admission process. **They will be speaking with Dr. Barbara Lawrence and then hopefully will come up with some recommendations for the Executive Committee to consider.**
- Faculty and Professional Staff Personnel Policies Promotions and Appointments: Dr. Sass reported for Dr. Hillary Michelson. The Chancellors Awards are now seeking recommendations. The deadline for submission is November 27, 2006.

- Research, Resources, and Budget: Christopher Roman, chair of this committee, reported Mary Ann Banerji., Stephan Rinnert, Stacy Blain, Gerald Soff and tentatively Ellen Telesca have all agreed to participate on the committee.
- By-Laws: Dr. Allen Norin reported for Jack Termine who could not be here today. The committee had a meeting several weeks ago. The main topic of discussion was clarification of certain clauses in the by-laws regarding Executive Committee and the Sub-Committees in terms of participation of members and resignations. The committee has put together some recommendations that will be presented in the near future.
- Committee on Educational Policy and Curriculum (CEPC): Dr. Clark-Golden reported the committee has begun a process of reviewing the clinical years which has not been done for a while. They have done some basic fact finding re: what is the minimum we need to offer as define by LCME and by licensing exam standards. Dr. Golden met with the Dean and he encouraged the faculty to be free ranging in the questions that are asked in relation to the curriculum. They will meet again next Monday.
- Committee on Academic and Professional Qualifications (CAPO): Dr. Bernd reported that her committee met twice and there were a total of 6 promotions and 2 tenure reviews.
- Committee on Nominations, Elections and Ballots: Dr. Allen Norin reported the next election is in the spring of 2007. Members of the committee will be appointed by the first of the new year.

Old Business: There was discussion regarding getting more faculty to interview medical school applicants. Dr. Terracina will be invited to a future meeting to discuss this topic.

Dr. Sass spoke with the Dean regarding the budget for faculty support and he said he would do everything he can to give us support. **He also will support an email newsletter for faculty.**

Greg Conyers reported the Downstate website will be redesigned for easier navigation and gave an update on the new BANNER system for student affairs.

New Business: There was no new business.

The meeting was adjourned by Dr. Sass. The next scheduled meeting is December 11, 2006.

Respectfully submitted,

Kathleen E. Powderly, PhD

SUNY Downstate College of Medicine
Executive Committee
Minutes – October 16, 2006

Present: P. Sass, S. Miller, K. Powderly, L. Merlin, M. Banerji, G. Conyers, C. Roman, J. Termine, M. Feuerman, P. Harris

The meeting was called to order and chaired by Dr. Sass; minutes of the September meeting were approved and accepted.

Presiding Officer's Report: Dr. Paulette Bernd has been approved as chair of CAPQ; Dr. John Lewis will serve as a member of CAPQ and Dr. Miriam Feuerman will serve as a member of the Executive Committee. Dr. Sass also reported on her positive meeting with Dr. Taylor.

Dr. Sass received a letter from Dr. Taylor in response the Admissions Review. (see attached) Executive Committee discussion focused on the need to clarify what happens in the Admissions Office and who is responsible for what given changes in personnel. There was also a discussion of the faculty's role in policies. Greg Conyers will look for other SUNY medical school manuals for guidance; the AMCAS book on admissions will also be ordered through the book store. Dr. Feuerman attended a meeting where Dr. Lawrence gave a presentation on the performance of our students throughout the 4 years, including USMLE 1 and 2. She will request a copy of the minutes from that meeting for the Executive Committee members as well as a flow chart for the admissions process. This year's class is reported as doing well compared to previous years. There was a recommendation that Dr. Terracina or Dr. Dresner be invited to come to an Executive Committee meeting to report on and discuss admissions. It was also recognized that Drs. Sass, Feuerman and Golden serve on both the Executive Committee and Dean's Council which should facilitate communication etc. This is important as the Dean's Council votes on recommendations to the Dean. A response to the concerns raised by LCME is due in January. Dr. Taylor will be sent a copy of any correspondence related to admissions issues.

There is a need for additional members for the Admissions Committee. Discussion focused on the amount of work required and the need to encourage Chairs to free up some time for this work or to compensate those identified for and/or interested in the Admissions Committee.

Sub-Committee Reports

Faculty and Professional Staff Personnel Policies, Promotions and Appointments: Dr. Feuerman reported that the committee is beginning work with the admissions issues; new members are being identified for the committee and tasks are being assigned.

MD/PhD Admissions Sub-Committee: Dr. Stewart reported that Drs. Dresner, Durkin and Bluth have been identified as members; other NY State schools are being contacted to see how they handle these applicants.

Research, Resources and Budget: Dr. Roman reported that the committee's work is progressing and members are being identified.

By-Laws: Jack Termine reported that a meeting time would soon be set.

Committee on Educational Policy and Curriculum: Dr. Golden reported that the committee was meeting later today at 4. Attention is being given to concerns re: the respiratory block and the Dean suggested that these concerns be presented to the Dean's Council.

Committee on Nominations, Elections and Ballots: no report

Committee on Academic and Professional Qualifications (CAPQ): no report

Old Business

Dr. Terracina will be invited to a future meeting to discuss admissions issues including interviewing. The Committee agreed that Dr. Feuerman would meet with her first to have a preliminary discussion.

New Business

Dr. Taylor recognizes that faculty is busy; sub-committee chairs met with Dr. Sass to identify resources and budget needed to carry out committee responsibilities. (see attached) This request will be forwarded to Dr. Taylor after discussion of staffing issues with Dr. Clinchy.

There was a discussion of ways to try to reach out to faculty to revitalize faculty involvement. There will soon be a re-designed Downstate website which could be utilized. Greg Conyers will present information about the web resources to the Research, Resources and Budget Committee and then to the Executive Committee at the November meeting.

The meeting was adjourned by Dr. Sass. The next scheduled meeting is November 13, 2006.

Respectfully submitted,

Kathleen E. Powderly, PhD

OUTCOMES OF STUDENTS ENTERING SUNY DOWNSTATE MEDICAL SCHOOL

MCAT SCORES AND UNDERGRADUATE SCIENCE AND MATHEMATICS GPA'S

Classes Entering in 1996-2005

The data in the table below show us that MCAT scores are relatively stable and the standard deviations have decreased. The mean for the students who entered in 1998 is significantly higher than it was for the classes entering in 1996 and has risen slightly since. The standard deviation is smaller after 2000 as a result of admitting fewer students with very low scores since 2000. Undergraduate science and mathematics grade point averages have remained approximately the same.

	1996	1997	1998	1999	2000	2001	2002	2003	2004	2005
MCAT Scores										
Mean	28.83	28.91	29.69	29.09	28.82	28.93	29.36	29.56	30.13	30.24
Standard deviation	4.05	3.70	3.92	3.76	3.98	3.77	3.49	3.57	3.40	3.62
AMCAS GPA's Science/Mathematics										
Mean	3.52	3.55	3.54	3.52	3.50	3.57	3.47	3.47	3.49	3.47
Standard deviation	.35	.30	.30	.30	.30	.26	.31	.34	.30	.30

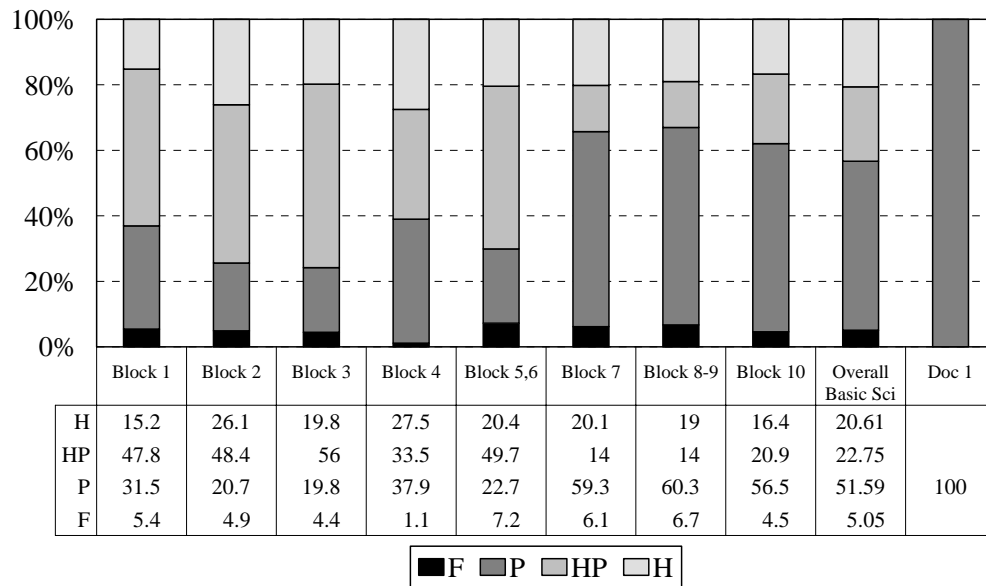
PROGRESS TO THE SECOND YEAR

Classes Entering in 1996-2005

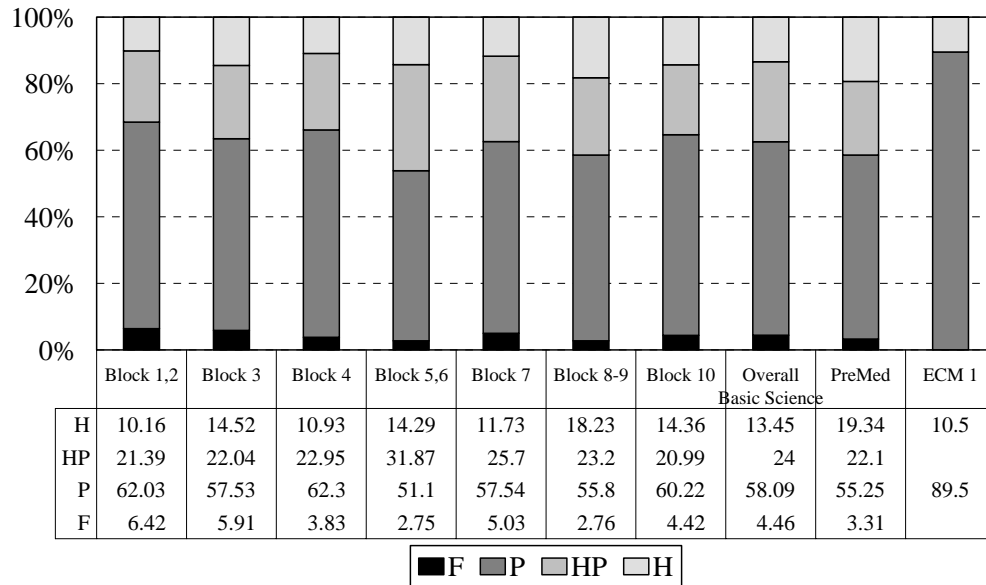
First Year Class	Total	Outcomes*						Total Attrition	Percent Attrition
		Progressed	Repeating	Leave of Absence	Withdrawn	Dismissed	Transfers		
1996	191	184	3	2	0	2	0	7	4%
1997	187	179	6	1	0	1	0	8	4%
1998	186	165	12	2	4	2	1	21	11%
1999	189	178	5	2	4	0	0	11	6%
2000	185	175	3	2	4	1	0	10	5%
2001	188	175	2	7	2	2	0	13	7%
2002	184	178	3	2	1	0	0	6	3%
2003	180	170	3	5	2	0	0	10	6%
2004	175	164	6	4	1	0	0	11	6%
2005	187	170	10	2	1	3	0	17	9%

*The table reflects status *at the opening of the fall term of the year*. Students who went on leave during their first year and returned to start the first year over again are included in the category of "repeaters." Only students who remain on leave are included in the "leave of absence" category in this chart. In 2000, one student who was given permission to repeat chose to withdraw.

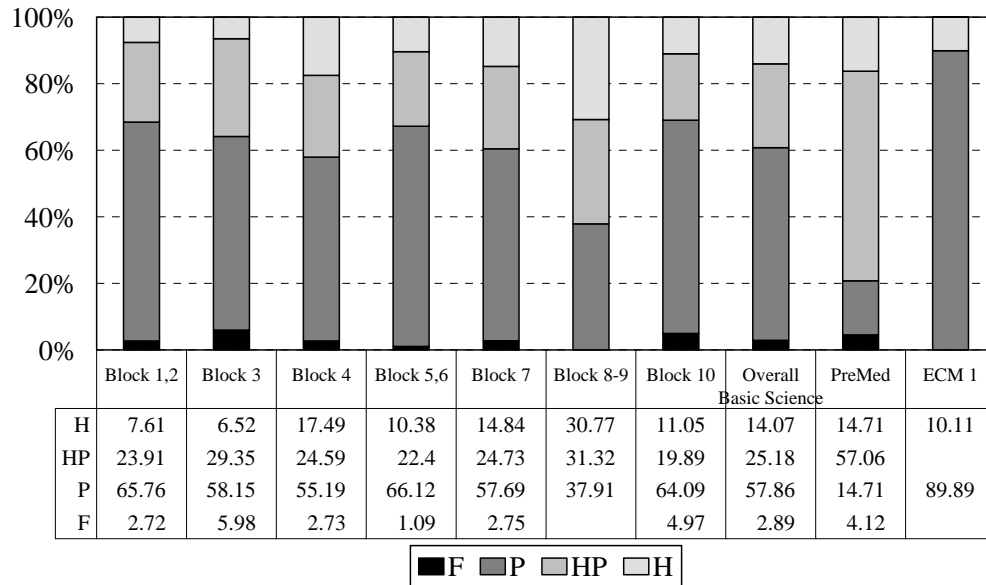
Grade Distributions 1998-1999 (First Year of New Curriculum)



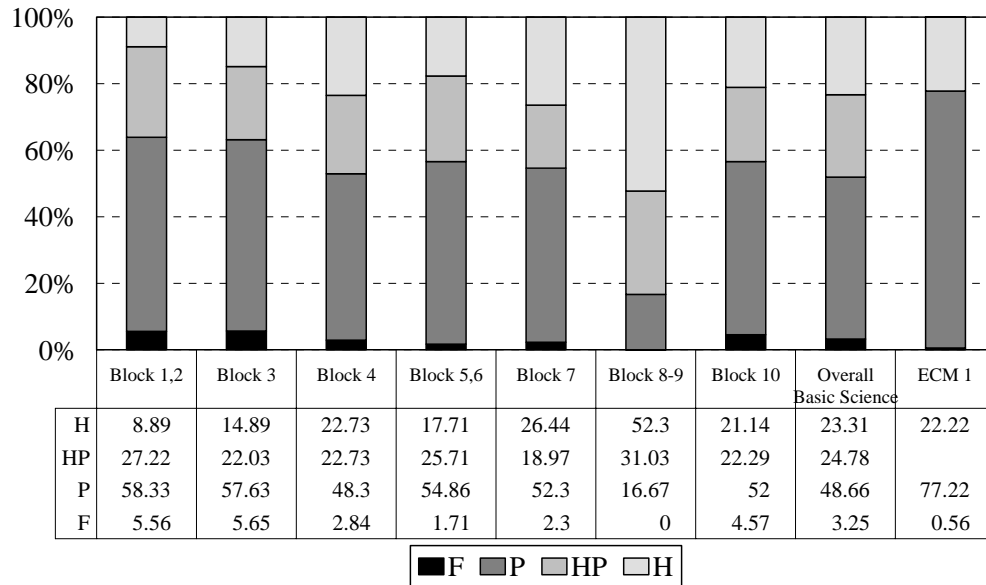
Grade Distributions 2001-2002



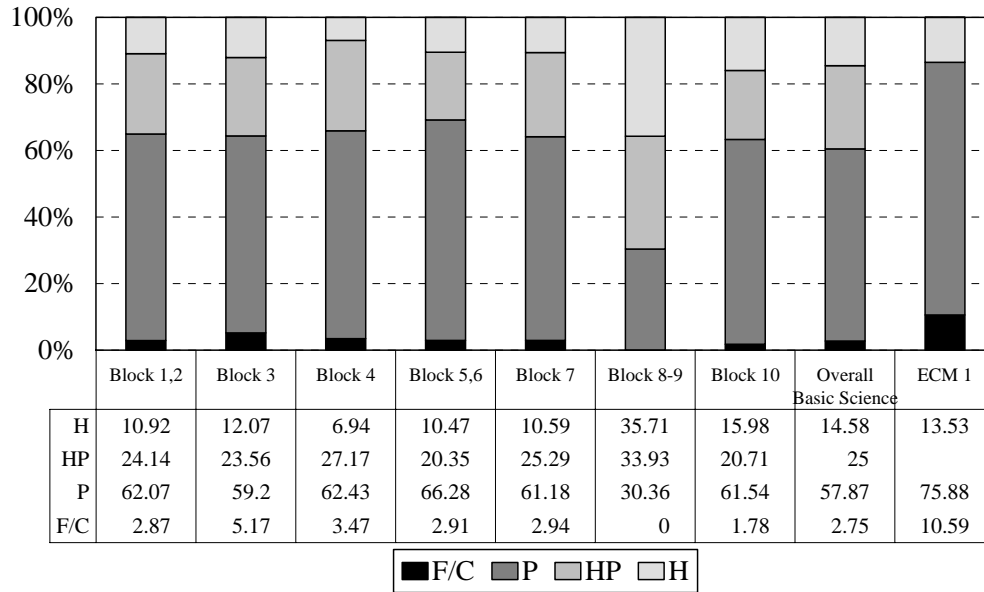
Grade Distributions 2002-2003



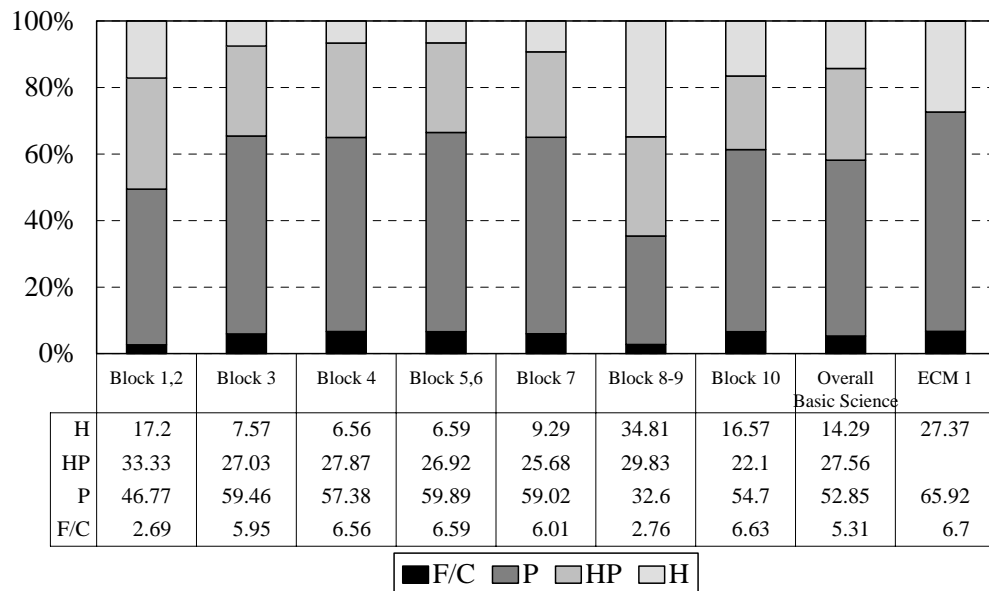
Grade Distributions 2003-2004



Grade Distributions 2004-2005



Grade Distributions 2005-2006



BLOCK FAILURES AND SELECTED ADMISSIONS VARIABLES
Class Entering in 2005

MCAT scores:

Although the probability that students will fail courses is higher if students did not do well on the MCAT examination, it should be noted that even students with MCAT scores *above* the mean sometimes fail courses, and that many students with very low MCAT scores *never* fail courses.

MCAT Summed Scores	Failures		Number of students
	None	One or more	
23 or Less	42%	58%	12
24-27	73%	27%	22
28-31	86%	14%	88
32-35	91%	9%	53
36 or More	83%	17%	12
Overall*	83%	17%	187

Undergraduate science and mathematics grade point averages:

Science and mathematics grade point averages do not predict as well as MCAT scores because of variation among undergraduate institutions and differences in students' programs of study.

Science and Mathematics Grade Point Averages	Failures		Number of students
	None	One or more	
2.50-2.99	73%	27%	11
3.00-3.49	80%	20%	88
3.50-4.00	88%	12%	88
Overall*	83%	17%	187

Brooklyn College BA/MD students:

In the past, some students from the BA/MD programs had a harder time adjusting to medical school than other students did. Recently, however, the success rate for the BA/MD has been as good or better than that of other students. This year, one Brooklyn College BA/MD student had one failure.

Entry Type	Failures		Number of students
	None	One or more	
Brooklyn College BA/MD	80%	20%	5
Others	83%	17%	170
Overall	83%	17%	187

Under-represented minority students:

Under-represented students were more likely than other students to have one or more failing grades. At 16% of the class, they account for 11 of the 32 students with failures (34%). However, many of the underrepresented students (63%, 19 out of the 30), including some with very low MCAT scores, had no failures.

Ethnic Background	Failures		Number of students
	None	One or more	
Minority	63%	37%	30
Non-minority	87%	13%	157
Overall	83%	17%	187

**SUNY Downstate College of Medicine
Executive Committee**

Minutes – September 11, 2006

Present: P. Sass, H. Durkin, C. Roman, M. Nowakowski, K. Powderly, T. Lewis, J. Termine, B. Delano, M. Golden, M. Hussain, M. Stewart, L. Merlin, M. Pincus, M. Feuerman.

The meeting was called to order and chaired by Dr. Sass; minutes of the August meeting were approved and accepted.

Presiding Officer's Report: an effort will be made to encourage newly elected members to attend; Dr. Sass will be meeting with Dr. Ian Taylor, the new Dean of the College of Medicine on 9/21 – she will invite him to attend a future Executive Committee meeting.

Sub-Committee Reports

Faculty and Professional Staff Personnel Policies, Promotions and Appointments: Dr. Hilary Michelson has agreed to serve as Chairperson of this committee; this appointment was approved; committee will work on faculty awards for this year.

Research, Resources and Budget: Dr. Chris Roman is putting together a group of faculty and professional staff **for his committee**; the importance of interdepartmental awareness was discussed; there was a suggestion to consider representation from all departments with an active research agenda including the basic sciences, clinical sciences and the professional staff.

By-Laws: committee members from last year have agreed to continue to serve and the committee will be meeting in October

Student Admissions, Academic Standards, Student Activities and Faculty-Student Relations: this committee is in an organizational stage; areas to be addressed include admissions, MD/PhD program issues and student promotions.

CEPC: elective proposals and student feedback are being reviewed; feedback from the first and second year students is generally okay; the second year respiratory block seems to be problematic – Dr. Golden will write up the issues and submit to Executive Committee for review and consideration of raising these issues with Dr. Taylor; Dr. Sass was encouraged to use this as an example of curricular issues when she meets with Dr. Taylor; sending the issue to the Dean's Council might also be considered.

CAPQ: Dr. Delano reported that the committee will meet on 9/19 and will elect a new Chair at that time.

Nominating Committee: Dr. Norin has agreed to chair this committee.

Old Business

There was no old business.

New Business

Dr. Terracina has asked for assistance to increase the pool of interviewees for applicants to the College of Medicine; the possible relationship of this request to the issues re: MD/PhD admissions issues was discussed. There is a need to revitalize faculty involvement and improve morale. Questions regarding staffing in the

Admissions Office was also raised. It was decided that Dr. Terracina should be invited to an Executive Committee meeting in October or November to **discuss faculty interviewers**.

The Semi-Annual Faculty meeting is scheduled for December 6.

The meeting was adjourned by Dr. Sass. The next scheduled meeting is October 16.

Respectfully submitted,

Kathleen E. Powderly, PhD

**SUNY Downstate College of Medicine
Executive Committee
Minutes – August 14, 2006**

Present: A. Norin, P. Sass, S. Miller M. Nowakowski, K. Powderly, V. Vigorita, J. Termine, M. Stewart, M. Hussain, L. Merlin

The meeting was called to order and chaired by Dr. Norin; minutes of the June and July meetings were accepted and approved.

New Business

New members were welcomed and old members thanked for their service. Current list of members is attached.

Dr. Ross Clinchy attended part of the meeting and he and Dr. Sass reported on recent developments with the LCME. We received an 8 year approval, but a progress report on several areas of concern was required. This report was submitted in January and reviewed in June. We were visited by several representatives of the LCME in August to discuss the progress report. Areas of concern included: educational program issues, faculty issues and facilities issues and a group of faculty met to discuss each of these areas with the representatives. Dr. Sass represented the Executive Committee in the meeting on faculty issues and discussed the work of the sub-committee which looked at the admissions process. LCME is looking for genuine involvement on the part of the faculty. This is really an opportunity. The Exec Committee now needs to look at the promotions process in the same way as it did the admissions process. Faculty development is also an issue which needs to be addressed and audited. The College of Medicine also needs to look at residents' preparation for teaching and timeliness of clerkship grade reporting.

Dr. Clinchy reported that the transition to the new Dean is progressing well. Dr. Taylor will also hold the title of Sr. VP for Biomedical Education and Research, but that the Graduate School will probably not report to him. Student Affairs for the College of Medicine will probably remain under Dr. Taylor.

Dr. Norin turned the meeting over to Dr. Sass, the incoming Presiding Officer. She proceeded to nominate committee chairs: By-Laws – J. Termine, CEPC – M. Golden, Student Admissions, Academic Standards and Activities – M. Feuerman, Research, Resources and Budget – C. Roman, CAPQ – will elect Chair and report.

The Executive Committee approved the nominations. Faculty Promotions and Appointments – H. Michelson will be asked to continue service as the chair of the committee.

Lorraine Wilson will continue to provide administrative support to the Committee.

The meeting was adjourned by Dr. Sass.

Respectfully submitted,

Kathleen E. Powderly, PhD

**Minutes of the meeting of the
Executive Committee
of the SUNY-Downstate College of Medicine**

July 10, 2006

**Present: A. Norin, S. Miller, M. Nowakowski, P. Sass, Theo Lewis,
M. Clark-Golden, C. Roman, and L. Wilson**

Dr. Allen Norin chaired the meeting. The minutes of previous meeting will be reviewed at the next meeting.

New Business

Dr. Alvin Berk was invited to attend this meeting to discuss with the committee, issues which have come up regarding the physical plan and the affect it will have on The College of Medicine.

Dr. Berk stated there is a plan to restore The Basic Science Building. With the new capital budget we are obligated to address safety issues first. Our Code of Compliance requires that a new fire alarm system be installed. In accordance with the new fire alarm system, the State Development Building Code requires that we also install a sprinkler system. The Hospital and Basic Science Building will need an integrated unified system with consistent design.

Many of our supply fans in the penthouse are not functioning; therefore, we need to rebuild supply fans in BSB. This will have important consequences for the odor problems that we have had.

A substantial amount of the budget is going to complete obligations that in principal was suppose to have been budgeted early in the capital process. For example, heating ventilation and air conditioning (HVAC) for Division of Laboratory Research (DLAR) which at this point constitutes at least 12 -15 million dollars.

The budget will also cover expenses to restore The College of Medicine Gross Anatomy Laboratories.

Sub-Committee Report

CEPC Committee – Dr. Clark-Golden reported, Dr. Lawrence prepared materials for the committee to review on student NMBE performance for the last 10 years, as well as review of the course evaluations for the basic science years. Downstate students have had a pass rate on Step1 similar to that of the national mean, and the mean score is likewise close to the mean. Passing rates and mean scores for our students on step 2 have also been very close to the national mean. We would, however, like to see our students above the mean.

Lorraine will invite newly elected members of the Committee to the next meeting, which is scheduled for August 14, 2006.

Meeting adjourned at 5:15 p.m.

Minutes of the meeting of the
Executive Committee
of the SUNY-Downstate College of Medicine

June 12, 2006

Present: A. Norin, S. Miller, M. Nowakowski, H. Durkin, P. Sass, K. Powderly, M. Clark-Golden, C. Roman, J. Termine, P. Harris and L. Wilson

Dr. Allen Norin chaired the meeting. The minutes of previous meeting were accepted.

New Business

Dr. Norin reported the Executive Committee met to discuss the candidates for the Dean of the College of Medicine.

Dr. Norin met with Dr. LaRosa and Dr. Imperato about a week ago regarding the candidates for Dean of the College of Medicine. Representatives from the Clinical Sciences Chairs, Basic Sciences Chairs and students who were members of the Student Med Counsel.

Dr. Norin contacted Dr. Katherine Perkins and spoke with her regarding setting up a sub-committee to try and resolve the problem of the Graduate School not receiving M.D., Ph.D. applications in a timely manner.

Lorraine reported the online election process went well. The results of the election will be available on Monday, June 19, 2006.

Old Business

Tom Dugan will be invited to our next regarding public safety.

**Minutes of the meeting of the
Executive Committee
of the SUNY-Downstate College of Medicine**

May 8, 2006

Present: A. Norin, S. Miller, P. Sass, K. Powderly, M. Clark-Golden, B. Delano, S. Wadowski, G. Conyers, L. Dresner, M. Hussain, T. Lewis, M. Dweck and L. Wilson

Dr. Allen Norin chaired the meeting. The minutes of previous meeting were accepted.

Subcommittee Reports

CEPC Committee: Dr. Clark Golden reported they are looking at the 3rd and 4th year clerkships, policy review, goals and objectives.

Dr. Norin stated that Dr. LaRosa felt that it was important to hire someone as Dean who was academically oriented and was an educator. The reason is that he is very concerned about the education the students are getting and that he has heard complaints and plans to meet with the medical students.

CAPQ Committee: Dr. Delano reported there was an appeal for someone who received tenure but not promotion. No action has been taken at this time. The Dean has all three letters from the appeals committee; CAPQ is meeting monthly.

Nominating Committee: Dr. Wadowski presented slate of nominees to committee and the slate was approved.

The By-laws change will be sent out again for the Faculty and Professional Staff to review prior to the election.

New Business

Dr. Susan Schwartz-Giblin reported there have been problems regarding the MD-PhD admissions process; these problems relate to the efficiency of the MD-PhD acceptance policy. There is significant competition for these candidates. If there is a deadline for MD-PhD admissions applications in December there should be no reason why we are still waiting on the medical school to accept the student in May. There is at least a month between the time that the Graduate School MD-PhD Admissions Committee meets and accepts students and the College of Medicine acceptance.

Dr. Norin will reconstitute the Committee on Student Admissions, Activities etc. and ask them to consider this issue and report back to the Executive Committee.

Old Business

In the search for the new Dean, the Search Committee interview dates have been sent to all on the Executive Committee. Friday, May 12th will be the first interview date.

Minutes on the web have not been exclusive to Faculty and Professional Staff. Gregg Conyers will speak with Ross Clinchy regarding making minutes on the web available to only Faculty and Professional Staff here on campus.

Alvin Berk will be invited to our June meeting; Tom Dugan will be invited to a future meeting.

Respectfully submitted,

Kathleen E. Powderly, PhD

**Minutes of the meeting of the
Executive Committee
of the SUNY-Downstate College of Medicine**

April 10, 2006

**Present: A. Norin, S. Miller, P. Sass, K. Powderly, M. Clark-Golden,
M. Hussain, T. Lewis, M. Dweck and L. Wilson**

Dr. Allen Norin chaired the meeting. The minutes of previous meeting were accepted.

Old Business

There was an open discussion regarding Dr. LaRosa's meeting with the Faculty and Professional Staff of the College of Medicine regarding the search for a new Dean.

It was felt that the search committee was looking for someone who is very strong in medical education and also has a solid research interest and track record.

Members of the committee felt the forum was useful and Dr. LaRosa and Dr. Pascal Imperato commended the Executive Committee for the good attendance.

The Search Committee has invited the Executive Committee of the College of Medicine to be part of the interview process in the search for the new Dean. Interviews are scheduled for May 12, 19, 24 and 31.

The Dean's picnic and softball game is scheduled for Friday, May 12, 2006 at 1:00 p.m. in Prospect Park.

The final draft of the Admissions Policy Report is now completed. It will be e-mailed to all Faculty and Professional Staff of the College of Medicine.

Dr. Norin spoke with Jack Termine, he is feeling better and expects to be back to work in a few weeks.

Subcommittee Reports

CEPC Committee: Dr. Clark-Golden reported she is putting together a task force on reading and Dr. Markinson has agreed to chair this committee. Students suggested more essay writing in the first 2 years; committee is looking at reports from faculty who have used essays and will also look at implications for faculty workload.

CAPQ Committee: no report

Nominating Committee: Dr. Norin discussed slate with Dr. Wadowski; nominations will be sought from faculty via e-mail once vacancies and needs are identified. Nominations will be presented at Faculty and Prof Staff Assembly (5/18 at 3:30). Election, including proposed by-laws changes will probably occur in June.

New Business

There were concerns regarding safety, especially ventilation in the Education Building (BSB). It was suggested that Tom Dugan and Alvin Berk be invited to our June meeting to address some of the concerns.

**Minutes of the meeting of the
Executive Committee
of the SUNY-Downstate College of Medicine**

March 13, 2006

**Present: A. Norin, S. Miller, C. Roman, P. Sass, K. Powderly, V. Vigorita,
P. Harris, B. Delano, P. Harris, B. Delano, M. Clark-Golden, M. Banerji,
L. Dresner, M. Hussain and L. Wilson**

Dr. Allen Norin chaired the meeting. The minutes of previous meeting were accepted.

Old Business

- There was a new CAPQ appeal this month. The appeals board met Thursday, March 9, 2006. The appeal involved grant of tenure but not promotion. The appeal from the chair was to promote to Associate Professor.
- Dr. Terracina asked for some changes to the Admissions Report. The level of detail in the Admissions Policy Report could create problems if made public, i.e. if placed on the Web. The current level of detail may also not be necessary for faculty to understand the process. It was felt that the distribution of the report should be delayed pending further discussion and revision. The plan is to send the revised Admission Report to the faculty and perhaps place it on the Downstate Website (PRIME).
- Minutes of the Executive Committee will be moved from the general Website to PRIME with appropriate links.

Subcommittee Reports

CEPC: Dr. Clark-Golden reported the meeting has been moved from Tuesday to the 3rd Monday of each month. A subcommittee will be put together to define the skills students need to acquire by the completion of medical school in terms of accessing appropriate literature on medical topics, establishing habits for reading and internalizing information on new topics, and on evaluating the literature.

Nominating Committee: Drs. Norin and Sass have had the initial discussions to put together a slate of nominees for the next election in May.

Dr. M. Hussain reported a new building is being discussed for the Practice Plan.

Committee members expressed concerns regarding the physical plant. They feel it plays a large role in a negative institutional culture. Dr. Norin suggested we invite Alvin Burke to a meeting regarding the physical plant.

Dr. Norin reported sending a nomination for Dean to the Search Committee. Dr. Norin pointed out the nomination was not done in behalf of the Executive Committee.

There was no new business to report.

Respectfully submitted,

Kathleen E. Powderly, PhD
Secretary

**Minutes of the meeting of the
Executive Committee
of the SUNY-Downstate College of Medicine**

February 13, 2006

Present: A. Norin, S. Miller, P. Sass, K. Powderly, V. Vigorita, P. Harris, M. Clark-Golden, G. Schussler, L. Dresner

Dr. Allen Norin chaired the meeting. The minutes of previous meeting were accepted.

New Business

Jack Termine has been in the hospital; the Committee agreed to send a get well card; Dr. Norin will follow-up on this.

A Chairman contacted Dr. Norin re: an appeal of a CAPQ decision; the Chairman was informed of the process.

Subcommittee Reports

Admissions: Dr. Dresner reported that candidates for the Director of Admissions were being interviewed and there were some very good prospects; we are also looking for another Assoc. Dean in Admissions.

CEPC: Dr. Golden reported that the Committee had met and were looking at several student concerns as expressed in comments from 1st and 2nd year students; concerns re: stains in neurology and teaching re: blood gases were found to be legitimate; several other reports were pending; the committee was also asked to review an existing reading elective which was being considered for change to a clinical elective; the Committee discovered that there was a need for guidelines for clinical electives.

Old Business

Admissions process: Admissions sub-committee report was presented to Dean Feigelson, Drs. Clinchy and Terracina; Dr. Norin met with Dr. Feigelson and discussed the pros and cons of an increased faculty governance role re: the Admissions Committee and process; the faculty wants to give input into the process representing the broader faculty community; suggestions for Admissions Committee membership need to be carefully considered as this is a significant time commitment and responsibility. The Admissions sub-committee report will be put onto the faculty website when in final form; Dr. Norin discussed inviting faculty to an Exec. Comm. Meeting to discuss the report. Drs. Clinchy and Terracina would also be invited.

Search Committee for Dean: the meeting of the Executive Committee with the search firm representative was discussed; the Exec. Comm. will meet with candidates; it is expected that candidates will be presented to the President by May/June; there was a discussion regarding the limitation of the search only to candidates who were MDs.

The meeting was adjourned at 5:00 P.M.

Next meeting is scheduled for March 13, 2006

Respectfully submitted,

Kathleen E. Powderly, PhD
Secretary

**Minutes of the meeting of the
Executive Committee
of the SUNY-Downstate College of Medicine**

January 9, 2006

**Present: S. Miller, P. Sass, K. Powderly, T. Lewis, H. Michelson, M. Clark-Golden
G. Schussler and L. Wilson**

Dr. Pam Sass chaired the meeting in Dr. Norin's absence. The minutes of previous meeting were accepted.

New Business

Report of the Presiding Officer Elect:

- Dr. Sass reported the search firm has invited the Executive Committee to meet with them on Thursday, January 26 at 3 p.m., place to be announced.
- The admissions report is being finalized. Once finalized it will then go to the Dean and then to the Executive Committee Members after which it will be made available to faculty.
- It was decided to vote on the bylaws changes in the spring when the Executive Committee runs its election. This will save on the administrative cost of running two elections.
- Dr. Schussler announced he would like to see a more detailed agenda. Lorraine will discuss with Dr. Norin.

Subcommittee Reports

CEPC Committee: Dr. Clark-Golden reported the CEPC Committee did not meet in December 20, 2006 because it was the first day of the transit strike. The next meeting is scheduled for Tuesday, January 17, 2006. The Committee is currently reviewing student evaluations of the 1st and 2nd year courses. Overall assessment of the courses were positive.

Education Policy & Curriculum Committee: Dr. Michelson reported the College of Medicine met and decided which nominees for Chancellor's Awards will go forth to the Centerwide meeting. At the Centerwide Committee meeting it will be decided which of the Chancellor's Awards nominees will go up to SUNY Central in Albany.

Dr. Michelson pulled together a sub committee that will begin to evaluate library tenure issues. At the initial meeting feedback from people on staff in the library was received. It was decided to also look at other institutions to see how they handle library tenure.

Old Business

For the time being, there will be no time change for this meeting.

Dr. Norin proposed having an interim meeting for faculty re: issues of interest. We will schedule this meeting for mid February or early March.

The meeting was adjourned at 5:15 P.M.

Next meeting is scheduled for February 13, 2005

**Minutes of the meeting of the
Executive Committee**
of the SUNY-Downstate College of Medicine

December 12, 2005

Present: A. Norin, S. Miller, C. Roman, P. Sass, V. Vigorita, B. Delano, L. Dresner and L. Wilson

Dr. Allen Norin chaired the meeting . The minutes of previous meeting were accepted with amendments.

Report of the Presiding Officer: Dr. Norin will distribute the Admissions Process Draft to all Executive Committee members and ask them to vote by e-mail. The vote will be for approval of the review group report. After the report is approved it will be given to the Dean to review and in time posted to the website.

Dr. Norin would like to have an interim meeting of the faculty where there would be more time to talk about issues that the faculty of the College of Medicine might be interested in, such as, recommendations and how to get people to serve on the Admission Committee.

Dr. Norin thanked Pam Sass for her work on the Admission Policy Draft. There were 5 recommendations proposed by the Working Group to the Executive Committee.

The meeting was adjourned at 5:00 P.M.

Next meeting is scheduled for February 13, 2005

**Minutes of the meeting of the
Executive Committee
of the SUNY-Downstate College of Medicine**

November 14, 2005

Present: A. Norin, M. Nowakowski, P. Sass, T. Lewis, V. Vigorita, J. Termine, P. Harris, B. Delano, M. Clark-Golden, G. Schussler, G. Conyers and L. Wilson

Dr. Allen Norin chaired the meeting. The Minutes of the previous meeting were accepted.

Report of the Presiding Officer: Lorraine will send out via e-mail, the revised by-laws as presented at the Assembly Meeting and approved by the Executive Committee for public comment. Once the comments come back we will have a vote by website.

The Semi-annual meeting on November 2, 2005 was very successful. There were approximately 70 people in attendance. Dr. LaRosa gave his report, Dr. Cracco gave the report for Dean Feigelson and Dr. Sue Mirra gave the LCME report. Dr. Norin informed the Assembly of the activities of the Executive Committee since the last semi-annual meeting.

Dr. Norin appointed an Admissions Review Group. This group will review the admission policy which is required by the LCME and the By Laws of the College of Medicine. Pam Sass is the group leader, members include; John Lewis, Bill Chirico, Kathleen Powderly, Louis Ebarb, Sheldon Landesman and Paul Harris.

Pam Sass reported the Admissions Review Group reviewed the admissions policy for the medical school. A draft of the findings is being refined and then it will be presented to the Executive Committee for action.

The meeting was adjourned at 5:00 PM.

Next meeting is scheduled for January 9, 2005 in the Pediatric Morris Steiner Library, Room B4-462.

**Minutes of the meeting of the
Executive Committee
of the SUNY-Downstate College of Medicine**

September 12, 2005

Present: A. Norin, S. Miller, H. Durkin, M. Nowakowski, V. Vigorita, M. Stewart, M. Clark-Golden, P. Harris, L. Ebarb, G. Conyers, L. Dresner, H. Michelson, T. Lewis, E. Kornecki and L. Wilson

Dr. Allen Norin chaired the meeting. The Minutes of the previous meeting were accepted with one revision to the CAPQ report.

Report of the Presiding Officer: Dr. Norin welcomed 3 new members of the committee, Lisa Dresner, Hilary Michelson and Gregg Conyers.

1. Reports of Subcommittees:

Admissions Policy Review Group

Louis Ebarb reported, the committee has met twice and reviewed written materials regarding the admissions policy and procedure from the Downstate website and the LCME self-study report. Members are looking at the process at other medical schools including state and private schools in and out of the state of NY.

In order to understand in-dept the functions of the admissions process, committee members will speak with individual medical school Committee on Admission members and report back at our next meeting at the end of September.

The committee's focus will be on defining the current state of faculty involvement in the admissions process. The committee will make any needed recommendations to strengthen faculty involvement and/or support the functioning of the admissions process.

By-Laws Committee

Dr. Norin gave the By-Laws report. The changes that are being recommended are underlined in Item F of the Sub-Committee on Academic and Professional Qualifications (CAPQ) By-Laws handouts. The changes are to be considered the result of an appeal process for promotion.

If a person is denied the promotion process by his chair, he would then go to the alternate committee. If the alternate committee does not wish to promote, the committee must make a finding to CAPQ. CAPQ in turn must review the situation.

Dr. Norin asked Dr. Hilary Michelson's Appointments and Promotions Committee, to look at the changes being recommended.

CAPQ Committee

Mark Stewart reported that the CAPQ Committee will meet September 13, 2005, in which they will select a new Chair.

The meeting was adjourned at 5:00 PM.

Next meeting is scheduled for October 24, 2005 in the Pediatric Morris Steiner Library, Room B4-462.

**Minutes of the meeting of the
Executive Committee
of the SUNY-Downstate College of Medicine
August 8, 2005**

Present: A. Norin, P. Sass, S. Miller, H. Durkin, V. Vigorita, K. Powderly, M. Stewart, M. Clark-Golden, L. Ebarb, G. Conyers, R. Twersky and L. Wilson

Dr. Allen Norin chaired the meeting. The Minutes of the previous meeting were accepted with one edit to section on Report of the Presiding Officer.

Report of the Presiding Officer: Dr. Norin reported that one of the issues that came to him several months ago was a letter from a chair regarding someone in his department who was up for tenure and CAPQ denied the tenure and the person was appealing the decision. According to the bylaws this is accepted practice. Either the chair or the alternate from the promotions committee from the department can appeal a negative finding from CAPQ.

Dr. Norin received the LCME Report. Pam Sass heads a Committee that will review faculty evaluations and admission procedures. The committee has had one meeting to gather information and will meet again at the end of August.

2. Reports of Subcommittees:

By-Laws Committee

In Jack Termine's absence, Dr. Norin reported, the By-Laws Committee has been working on revising some of the language of CAPQ in the By-Laws. We are now waiting for the consul from Labor Relations to look at the document, which was given to them 2 months ago. In September Jack Termine will present the final version and then we will decide whether we want to recommend a change and have a vote.

CAPQ Committee

Mark Stewart reported that the CAPQ Committee will meet on Tuesday, August 9, 2005 to discuss a case regarding a department member who was not recommended by his chair. The candidate went an alternate route and the alternate route did not recommend the candidate. It was noted that communication from an alternate route committee constitutes the necessary paper work to be reviewed by the CAPQ. We now have a full package from this individual and we will review this person in a special CAPQ meeting August 9, 2005. At that meeting we will also discuss two other issues.

CEPC Committee

Dr. Golden reported the CEPC Committee met last month and discussed essay type assessments. The committee reviewed a couple of other electives and will meet again in September.

The meeting was adjourned at 5:00 PM.

Next meeting is scheduled for September 12, 2005 in Pediatric Morris Steiner Library, Room B4-462.

**Minutes of the meeting of the
Executive Committee
of the SUNY-Downstate College of Medicine
July 11, 2005**

Present: A. Norin, P. Sass, S. Miller, H. Durkin, V. Vigorita, J. Termine, K. Powderly, T. Lewis, P. Harris, M. Stewart, M. Clark-Golden, J. Ranck, C. Roman and L. Wilson

Dr. Allen Norin chaired the meeting. The Minutes of the previous meeting were accepted.

Report of the Presiding Officer:

Dr. Norin reported on the following topics: Status of rules for departmental alternative committee for tenure and promotion, and LCME final report.

3. Reports of Subcommittees:

By-Laws Committee

Jack Termine reported the By-laws Committee met a couple of times and reviewed the changes in the Sub-Committee on Academic and Professional Qualifications By-laws. Paragraphs were changed around but it is the original section. The functions have changed order and we let the Section D comprise the procedure. There were also problems with conflicting procedures for faculty here at the College of Medicine and Faculty at the affiliated hospitals and that was moved further down. There was no change in the appeals decision. Pam Sass made a recommendation that the affiliate hospital committee submit its recommendations to CAPQ. Dr. Norin will speak with Dr. Michelson in regards to making decisions on policy issues. These changes will be reviewed by the Executive Committee and a decision for approval will be made in the future.

CAPQ Committee

Dr. Mark Stewart reported the Committee reviewed 3 promotions, one with tenure. There was a problem with the promotion with tenure recommendation. This case will be discussed at the September CAPQ Committee Meeting.

CEPC Committee

Dr. Margaret Clark-Golden reported the CEPC Committee has met several times and has acquired the following tasks:

- Review course evaluation by students
- Review recommendations for new electives
- We are looking at a recommendation that was presented to the Dean's Counsel and referred to the CEPC for more discussion and evaluation about developing a curriculum that supports 4-years geriatric study.
- We are preparing to discuss the scheduling of the essentials of clinical medicine courses in the first year.
- We will also be looking into essay exams.
-

The meeting was adjourned at 5:00 PM.

Next meeting is scheduled for August 8, 2005 in Pediatric Morris Steiner Library, Room B4-462.

**Minutes of the meeting of the
Executive Committee
of the SUNY-Downstate College of Medicine
June 13, 2005**

Present: A. Norin, P. Sass, M. Nowakowski, S. Miller, H. Durkin, V. Vigorita, J. Termine, G. Schussler, and L. Wilson.

Dr. Allen Norin chaired the meeting. Dr. Maja Nowakowski was secretary.
The Minutes of the previous meeting were accepted.

- 4. Report of the Presiding Officer:** A. Norin reported that the Semi-annual Assembly took place on May 19, with attendance lower than the previous meeting. Ways to improve attendance were discussed, and suggestions included telephone reminders to as many faculty and staff members as possible, on the day of the assembly meeting. It is understood that higher attendance is critical in assuring responsiveness and interest from Downstate Administration. Another suggestion was to attach a comment stressing the role and importance of Faculty governance when the Minutes of the Assembly are distributed by e-mail to Downstate employees.

In a follow up to last month's meeting, A. Norin reported that Dr. Siddiqui, Chairman of FRAC, has asked for nominations and submitted a list of nominees to the Dean for approval as replacements for FRAC members with expired terms.

5. Reports of Subcommittees:

By-Laws - It was brought to the attention of the Executive Committee that a Faculty member reported apparent non-compliance of promotions procedures with our By-Laws. According to By-Laws, the alternative route for promotion is to be available via an elected Departmental Promotions Committee. Instead, the department Chair went to Human Resources for clarification of procedures for promotion and tenure via alternate route since the statements in the By-Laws were not clear to him. The By-Laws Subcommittee intends to rewrite the section on CAPQ to clarify its meaning. Further, according to By-Laws, the findings of a Departmental Promotions Committee are to be reported to CAPQ (this is a clear requirement for tenure, and accepted by precedent and expectations in cases of promotion without tenure). Upon further discussion, the Executive Committee reached the conclusion that all promotion and tenure procedures must be in compliance with By-Laws. The preliminary interpretation of the current situation is that the findings of the Departmental Promotions Committee for promotion must be communicated to CAPQ.

The meeting was adjourned at 5:00 PM.

Next meeting is scheduled for July 11, 2005 in Pediatric Morris Steiner Library, Room B4-462.

Respectfully submitted,

Maja Nowakowski, Secretary

**Minutes of the meeting of the
Executive Committee
of the SUNY-Downstate College of Medicine
May 9, 2005**

Present: A. Norin, P. Sass, M. Nowakowski, S. Miller, E. Kornecki, H. Durkin, M. Clark-Golden, K. Powderly, S. Rao, T. Lewis, V. Vigorita, R. Barbour, J. Termine, M. Stewart, L. Ebarb, and L. Wilson.

Dr. Allen Norin chaired the meeting. Dr. Maja Nowakowski was secretary.
The Minutes of the previous meeting were accepted with amendments.

- 6. Discussion with Dr. M.A.Q. Siddiqui.** A. Norin introduced Dr. Siddiqui as the new Chairman of FRAC (Faculty Research Advisory Committee). Dr. Siddiqui presented the goals and functioning of FRAC. He stated that FRAC has a general advisory role to the Dean of the College of Medicine regarding any matters related to research. FRAC has 18 members appointed by the Dean. Many of the members have served longer than 6 years and will now be replaced. FRAC has three subcommittees: Research enhancement, led by MAQ Siddiqui); Research Investment, led by S. Fox; Ethics in Research, led by M. Halpern. Dr. Siddiqui informed us that NY State Legislature eliminated the GRI Program (Graduate Research Initiative), and alternate sources of funding need to be developed.

FRAC has six active programs:

- 1) Bridge Funding
- 2) Pilot Projects
- 3) Post-doctoral support
- 4) Clinical Fellowship Program
- 5) Research Scholar Program
- 6) GRI Equipment Matching Fund

Dr. Siddiqui's review of past awards in the Pilot Project Program indicated a low rate of later application and/or success in obtaining outside funding. In the future, recipients of Pilot Project funding who did not apply for extramural funding will not be eligible.

In a discussion that followed, it was confirmed that current funding includes \$200,000 in GRI and \$350,000 in Research Funding. It was also determined that FRAC is a committee of the College of Medicine, and does not report to the President or to the Center-wide Committee of the Faculty. Replacements sought by FRAC are: six members with expiring terms of service, and three members who exceeded the maximum of 6 years of service on the FRAC (three-year terms, renewable once by the Dean). Dr. Siddiqui asked the Executive Committee for assistance in identifying candidates to be presented to the Dean. He expressed his intent to make a complete list of current members of FRAC available to Executive Committee. Dr. Siddiqui then addressed the lack of Pilot Project reviews in the past. Written reviews will now be requested from FRAC members for the record and to be made available to applicants. A question was raised regarding the potential role of the Vice President for Research vis-à-vis FRAC. Dr. Siddiqui reported that this question was addressed to President LaRosa, who said that the new VP for Research will report to him. Currently, the Dean is VP for Research.

Dr. Siddiqui stated that current deadline for submission of Pilot Projects is May 20; projects that meet FRAC criteria and combine clinical and basic research will be promoted. All applications must be electronic; additional information is available on FRAC Website, within DMC Research site. Last year there were 32 applications and 16 were funded. A suggestion was made that the winners of Pilot Project awards be announced. Finally, Dr. Siddiqui stated that he is looking for new research initiatives, and so does the Dean.

- 7. Report of the Presiding Officer:** A. Norin reported that an Admissions Review Group was formed to address the concerns of LCME regarding the lack of Faculty Governance involvement in Admissions to the College of Medicine (including criteria, goals, and procedures). This initiative is undertaken with the approval of Dr. Lorraine Terracina, Associate Vice President for Student Affairs. Dr. Ross Clinchy, Associate Dean for Administration, suggested that this review group should hold off any activities until

LCME report is received (expected in early June). An interim report has been provided by LCME to Downstate Administration and is now under review.

8. Reports of Subcommittees:

CAPQ - M. Stewart reported on one recommendation to deny tenure to a Faculty member with the title of Clinical The applicant and the applicant's Chairman notified CAPQ of their intent to appeal. The appeals process is in place and includes the appointment of a committee by the Presiding Officer of the Executive Committee (tenured professors, one clinical, one basic science, and Presiding Officer and Presiding Officer-Elect). Each member of the Appeals Committee will write an opinion that will be submitted to the Dean, and remain private and anonymous.

CEPC – M. Clark-Golden suggested that minutes reflect the fact that the Executive Committee will look into admissions and student promotions. The Ad Hoc Committee will address the question of which committees are responsible for policies: Admissions Committee for admissions; Grades Committee or Promotions Committee for student promotions. It was suggested that the Student Admissions, Academic Standards, and Student Activities Subcommittee of the Executive Committee should also look into student promotions policies and standards. CEPC report was submitted by e-mail on June 1, 2005: CEPC has been meeting every two months since last report. We have reviewed the student evaluations of all required courses, and have reviewed and approved elective offerings. The group has identified issues related to the scheduling of the ECM courses which we plan to discuss in more depth at the upcoming meetings. We have also identified a disconnect between interest in promoting clinical reasoning and our heavy reliance on multiple choice exams to assess student mastery of material in the blocks.

4. **Old Business:** C. Roman reported on the status of the Transgenic Facility. He acknowledged active roles of Drs. M. Halpern and MAQ Siddiqui. Dr. Halpern discussed the issue with Administration and obtained a commitment to have a technologist dedicated to the Transgenic Facility. However, this stage is not feasible until infrastructure is brought up to required standards. Current conditions are incapacitating. Responding to pressure, Administration is expected to start limited renovations soon. Dr. Roman has seen the plans. DLAR is prepared for construction, and the hope is that these renovations will be completed before summer, 2005.
5. **New Business:** L. Wilson reported that complaints were received regarding last year's voting procedure. The Dean's Office suggested that she consult with Greg Conyers and set up voting through a company that specializes in electronic balloting. This suggestion will be followed up and results reported at the next meeting.

M. Nowakowski thanked the Committee for the opportunity to serve as Secretary for several terms, and stated her intention to step down. She will be a candidate for member of the Executive Committee.

The meeting was adjourned at 5:00 PM.

Next meeting is scheduled for June 13, 2005 in Pediatric Morris Steiner Library, Room B4-462.

Respectfully submitted,

Maja Nowakowski, Secretary

**Minutes of the meeting of the
Executive Committee
of the SUNY-Downstate College of Medicine
April 11, 2005**

Present: A. Norin, P. Sass, M. Nowakowski, M. Clark-Golden, J. Termine, H. Durkin, M. Stewart, S. Miller, C. Roman, V. Vigorita, L. Ebarb, E. Kornecki and L. Wilson.

Dr. Allen Norin chaired the meeting. Dr. Maja Nowakowski was secretary.
The Minutes of the previous meeting were accepted.

Report of the Presiding Officer: A. Norin reported that Dr. Robert Jacobs accepted our invitation to attend the April meeting of the Executive Committee was unable to attend. We will reschedule in the Fall. Dr. Siddiqui, the new Chairman of FRAC, will attend our May meeting. The deadline for submission of Pilot Projects has not been announced yet. As a follow-up to the LCME visit, it was pointed out by the site visitors that Faculty Governance has had no role in the review of student admissions policy to the College of Medicine. It was decided that a group led by Pam Sass under the auspices of the Committee on Student Admissions, Academic Standards and Student Activities will review this matter. The Admissions Review Group will include P. Sass, S. Landesman, P. Harris, L. Ebarb, and K. Powderly and one additional member.

9. Reports of Subcommittees:

By-Laws – J. Termine reported that Dr. H. Michelson will present a report regarding Faculty Development and Promotions at the next Executive Committee meeting.

CAPQ - M. Stewart reported about the efforts to fill vacant positions on CAPQ: four candidates were identified as potential replacements for Dr. G. Har-El; one basic scientist declined, but another agreed to replace Dr. B. Laurent who stepped down. These interim appointments will be effective immediately and will be candidates in the May, 2005 election for terms starting in September.

CEPC – M. Clark-Golden suggested that minutes reflect the fact that CEPC will look into admissions and student promotions. The Ad Hoc Committee will address the question of which committees are responsible for policies: Admissions Committee for admissions; Grades Committee or Promotions Committee for student promotions. It was suggested that the Student Admissions, Academic Standards, and Student Activities Subcommittee of the Executive Committee should also look into student promotions policies and standards.

- 2. Old Business:** . Roman reported on the status of the Transgenic Facility. He acknowledged active roles of Drs. M. Halpern and MAQ Siddiqui. Dr. Halpern discussed the issue with Administration and obtained a commitment to have a technologist dedicated to the Transgenic Facility. However, this stage is not feasible until infrastructure is brought up to required standards. Current conditions are incapacitating. Responding to pressure, Administration is expected to start limited renovations soon. Dr. Roman has seen the plans. DLAR is prepared for construction, and the hope is that these renovations will be completed before summer, 2005.

- 3. New Business:** L. Wilson reported that complaints were received regarding last year's voting procedures.

The Dean's Office suggested that she consult with Greg Conyers and set up voting through a company that specializes in electronic balloting. This suggestion will be followed up and results reported at the next meeting.

M. Nowakowski thanked the Committee for the opportunity to serve as Secretary for several terms, and stated her intention to step down. She will be a candidate for member of the Executive Committee.

The meeting was adjourned at 5:00 PM.

Next meeting is scheduled for April 12, 2005 in Pediatric Morris Steiner Library, Room B4-462.

Respectfully submitted,

Maja Nowakowski, Secretary

**Minutes of the meeting of the
Executive Committee
of the SUNY-Downstate College of Medicine
March 14, 2005**

Present: A. Norin, P. Sass, M. Nowakowski, M. Clark-Golden, J. Termine, H. Durkin, M. Stewart, S. Miller, P. Harris, M. Dweck, V. Vigorita, L. Ebarb, and L. Wilson.

Dr. Allen Norin chaired the meeting. Dr. Maja Nowakowski was secretary.

The Minutes of the previous meeting were accepted.

10. Report of the Presiding Officer:

A. Norin reported on the LCME session that he attended with Drs. Miller, Clark-Golden, Stewart, Mirra and Clinchy. The meeting was good, positive comments were made. LCME visitors asked about governance structure and Faculty Committees without stated missions. The roles and interactions of the CEPC and the Dean's Council were addressed. It was pointed out that the Admissions Committee is appointed and has no oversight from Faculty Governance; this was identified as an issue by LCME. In a discussion that followed, several suggestions were made:

1. Executive Committee could request an annual report from Admissions Committee with a description of what it accomplished and how.
2. The Admissions Committee Co-Chairs, Drs. Terracina and Dresner, could be invited to discuss various aspects of Admissions Committee's functioning at an Executive Committee meeting.
3. Interviewers should be recognized more formally and given some acknowledgment and recognition of their services to the School.

It was noted that LCME discussion did not end with a clear idea of who sets Admissions policy at the College of Medicine.

11. Reports of Subcommittees:

By-Laws – J. Termine reported that according to Dr. G. Frangos (GME Office), all residents are Assistant Instructors. Our By-Laws define residents as non-voting members of the Assembly. This is in agreement with information obtained from SUNY-Stony Brook.

CAPQ - M. Stewart reported that two more meetings were held since February 2005. One candidate was rejected – with no objection from the candidate's Chairman. Two members of the CAPQ resigned and must be replaced ASAP (one basic scientist and one affiliate). Suggestions were made for basic science member of CAPQ: two from Microbiology Department, one from Pathology Department. It was suggested that nominations for affiliate member be obtained from Clinical Chairmen.

CEPC – M. Clark-Golden reported that the committee reviewed 1st and 2nd year student evaluations. The evaluations suggested that the new curriculum is functioning better. Clinical Reasoning training should be introduced in Pre-Med years. A suggestion was made to replace more multiple-choice questions with essays, but this requires more Faculty time.

4. Old Business:

As a follow-up, A. Norin reported for P. Sass who approached the Dean for clarification regarding new Department names. The Dean's answer was that there are no changes in Department names at Downstate. M. Nowakowski reported that Dr. S. Mirra informed her about current funding available for Pilot Projects (\$370,000) and Bridge Funding (\$200,000). Deadlines have not been announced. It was suggested that J. Allen should be asked about the deadline for this year's round. Dr. Siddiqui, Chairman of FRAC, is expected to meet with Executive Committee and answer concerns about FRAC criteria for making awards and providing written critiques for all submitted projects.

5. New Business:

A. Norin reported that inquiries were made regarding promotions procedures for Librarians (via CAPQ) and the possibility of having a Librarian on CAPQ. According to By-Laws, a tenured Librarian may be elected to

CAPQ and asked to serve on Ad Hoc Committees. A need for a point scale for evaluation of Librarians was identified. After a brief discussion, it was decided that this issue should be addressed by Hillary Michelson (Faculty Personnel Policies etc Subcommittee), and that guidelines for promotion of Librarians should be developed after consultation with other SUNY campuses (eg Buffalo, Stony Brook).

The meeting was adjourned at 5:00 PM.

Next meeting is scheduled for April 12, 2005 in Pediatric Morris Steiner Library, Room B4-462.

Respectfully submitted,

Maja Nowakowski, Secretary

**Minutes of the meeting of the
Executive Committee
of the SUNY-Downstate College of Medicine
February 14, 2005**

Present: A. Norin, P. Sass, M. Nowakowski, M. Clark-Golden, J. Termine, H. Durkin, M. Stewart, T. Lewis, C. Roman, S. Miller, K. Powderly, M. Banerji, and L. Wilson.

Dr. Allen Norin chaired the meeting. Dr. Maja Nowakowski was secretary.

The Minutes of the previous meeting were reviewed and accepted.

12. Report of the Presiding Officer:

A. Norin reported that he met with Dr. S. Mirra and identified multiple mentions of faculty governance throughout the LCME Self-study Report. The Appendix included a statement about the broad nature of LCME standards which include any faculty input – provided by elected or appointed faculty members – as Faculty Governance. Dr. Norin expressed to Dr. Mirra the interest of our faculty in being active and continuing to give input to Administration between LCME visits. LCME visitors are expected to meet with Drs. A. Norin, S. Miller, M. Stewart and M. Clark-Golden on March 9.

Dr. MAQ Siddiqui has been invited to meet with the Executive Committee regarding FRAC. He accepted and said that he needs about two months to learn more about FRAC structure, function, and direction.

The sources of funds that support FRAC activities were briefly discussed.

13. Reports of Subcommittees:

By-Laws – J. Termine reported that he contacted UUP, the College of Medicine, and George Frangos to compile a complete membership list for the Assembly, including residents and newly hired faculty. It is estimated that there are 155 residents registered with UUP. The question of residents' standing in view of their short tenure on campus was discussed. A major role of residents in teaching was recognized, as well as the fact that they have been serving on committees such as CEPC. Further discussion was tabled until the By-Laws Subcommittee looks into the consequences of including or excluding residents from Assembly ballots etc.

CAPQ - M. Stewart reported that two meetings were held in 2005. One of the activities of CAPQ is to review a list of all faculty members who should be reviewed for tenure but are past due. This list was generated by Human Resources. He will report on the results of this review and the reasons for cases of delayed tenure when information is available. A copy of CAPQ guidelines are now available on the Downstate web page in the Faculty Handbook (no password required). CAPQ has three members completing their term of service; the Nominating Committee will have to find candidates to be nominated.

3. CEPC – M. Clarke-Golden reported that thanks to Lorraine Wilson, membership and charge of the CEPC are now posted on Executive Committee website. The next meeting of the Subcommittee is scheduled for February 15.

4. Old Business:

As a follow-up, the crowded conditions in the cafeteria were discussed. The position and actions of the Centerwide Committee regarding this issue need to be identified.

5. New Business:

Nominations Subcommittee will review nomination needs and identify potential candidates. Currently, two Assembly meetings are scheduled per year, with the Dean and President of Downstate

participating. A. Norin proposed the addition of an informal interim meeting for the faculty, to encourage

greater and more active participation. This proposal was well received and it was decided to plan the agenda and a venue for such a meeting at the next meeting of the Executive Committee. Another question for future consideration was the length of term for Presiding Officer Elect, Presiding Officer, and Past Presiding Office (current terms are 2 years each).

The meeting was adjourned at 5:00 PM.

Next meeting is scheduled for March 14, 2005 in Pediatric Morris Steiner Library, Room B4-462.

Respectfully submitted,

Maja Nowakowski, Secretary

**Minutes of the meeting of the
Executive Committee
of the SUNY-Downstate College of Medicine
January 10, 2005**

Present: A. Norin, M. Nowakowski, H. Durkin, C. Roman, K. Powderly, T. Lewis, V. Vigorita, M. Clark-Golden, and L. Wilson.

Dr. Allen Norin chaired the meeting. Dr. Maja Nowakowski was secretary.

The Minutes of the previous meeting were reviewed and accepted.

14. Report of the Presiding Officer:

The LCME visit is expected on March 7-10. Dr. Norin was advised to be available on those dates. A. Norin received a copy of the LCME self-study report, Medical student report, and LCME Database immediately before the meeting and therefore had not read the report. He noted that in the Table of contents of the LCME report a section on Faculty Governance, page 33, was discussed. It was noted that the Executive Committee had not seen the report before it was sent. It was also commented that the subcommittee structure of the Executive Committee was not well described. A diagram or table of organization may have been useful. Drs. A. Norin and S. Miller will discuss LCME issues with Dr. S. Mirra who is the leader of LCME self-study.

A. Norin reported that a new Chair of FRAC has been appointed, M.A.Q. Siddiqui. The Executive Committee had no direct consultative role. Our Research Subcommittee has a role as a liaison between FRAC and the Executive Committee. During discussion that followed, it was stated that past and recent record of FRAC has been a cause of dissatisfaction with many young investigators: FRAC failed to provide reviews or lists of award winners for Pilot funding applications. It was noted that feedback to winning as well as losing applicants is within the stated goals of Pilot Awards, as a means to stimulate and foster better applications for outside funding. A question was raised about the role of the new VP for Research in this process.

It was noted that the membership of FRAC is now posted on Downstate Research Web site. A suggestion was made to invite Dr. M.A.Q. Siddiqui to meet with the Executive Committee.

15. Reports of Subcommittees:

CAPQ - A. Norin reported for M. Stewart reported on the issue of posting guidelines for promotions. Initially, it was reported that according to Ross Clinchy, Associate Dean of College of Medicine, Guidelines on Promotions should not be generally accessible, but could be made accessible through Executive Committee Website (restricted to individuals who can log-in). This issue will be further discussed at the CAPQ meeting on January 11.

- 3. CEPC –** M. Clark-Golden reported that the next meeting of the Subcommittee is scheduled for February.

The meeting was adjourned at 5:00 PM.

Next meeting is scheduled for February 14, 2005 in Pediatric Morris Steiner Library, Room B4-462.

Respectfully submitted,

Maja Nowakowski, Secretary

**Minutes of the meeting of the
Executive Committee
of the SUNY-Downstate College of Medicine
December 13, 2004
(with revisions by A. Norin)**

Present: A. Norin, S. Miller, M. Nowakowski, H. Durkin, C. Roman, P. Sass, K. Powderly, V. Vigorita, L. Ebarb, M. Stewart, and L. Wilson.

Dr. Allen Norin chaired the meeting. Dr. Maja Nowakowski was secretary.

The Minutes of the previous meeting were reviewed and accepted.

16. Report of the Presiding Officer:

A. Norin reported on Faculty feedback following the Assemble meeting of November 18, 2004: appreciation of Executive Committee efforts was expressed. Attendance at Assembly meetings and choice of venue were then discussed. Attendance was about 65. A suggestion was made to hold the next Assembly meeting in one of the side Auditorium wings (A or C). To encourage better attendance, reminder letters (e-mails?) will be sent from the Executive Committee and from the Dean for the next Assembly (third week of May, 2005).

17. Reports of Subcommittees:

CAPQ - M. Stewart reported on the numbers of promotions and appointments. He commented on the fact that there are no written guidelines regarding criteria for tenure; this issue was discussed in CAPQ and voted down. A suggestion was made that the Subcommittee on Faculty Development could develop such rules and guidelines.

By-Laws Subcommittee – All UUP members are eligible as Faculty and Professional Staff. J. Termine may gather information about how other SUNY campuses deal with the eligibility issue.

Faculty/Student Subcommittee – L.Ebarb and K. Powderly reported that they had been in touch with L. Terracina. They suggested that they could serve as Executive Committee representatives/liaison to other existing Committees dealing with student issues, such as the Dean's Committee and Student Medical Council. Making such a change effective will be discussed with the By-Laws Subcommittee.

18. Old Business: C. Roman reported on animal facilities. A meeting was organized by M. Halpern for the "informal group of mouse users" (NIH funded investigators). A commitment was obtained from the Administration to upgrade certain parts of Animal Quarters.

19. New Business: H. Durkin brought up the issue of cafeteria. Sections of the cafeteria are often closed off for unrelated functions. This causes overcrowding, and students end up bringing food to research labs; departmental libraries also serve as lunchrooms. Tables are set up for various sales in the hallway connecting the cafeteria and Basic Science Building and cause hazardous crowding. After a brief discussion, this was recognized as a Center-wide problem and will be put on the agenda of the Center-wide meeting on December 22.

A. Norin reported that he will ask the Dean's Office to provide a copy of the LCME report for viewing by the Executive Committee.

The meeting was adjourned at 5:00 PM.

Next meeting is scheduled for January 10, 2005 in Pediatric Morris Steiner Library, Room B4-462.

**Respectfully submitted,
Maja Nowakowski, Secretary**

**Minutes of the meeting of the
Executive Committee
of the SUNY-Downstate College of Medicine
November 8, 2004
(with revisions by A. Norin)**

Present: A. Norin, M. Nowakowski, H. Durkin, P. Sass, T. Lewis, M. Stewart, M. Clark-Golden, G. Schussler, and L. Wilson.

Dr. Allen Norin chaired the meeting. Dr. Maja Nowakowski was secretary.

The Minutes of the previous meeting were approved unanimously. A comment was made regarding the unknown nature of the relation between “erosion of clinical skills” and exam failure rate.

1. Report of the Presiding Officer:

A. Norin summarized Dean Feigelson’s report from last meeting, including the Search Committee for VP of Research, chaired by Dr. M. Zenilman.

2. Reports of Subcommittees:

CEPC - M. Clark-Golden reported about the discussions during a recent meeting of the Dean’s Council. Clinical skills are assessed at bedside by observation – the assessment is standardized and conducted with seven actors, with all students getting the same seven cases (as conducted at Mt. Sinai Medical School). Our students need to improve their performance in this assessment. A suggestion was made to organize a 2-week review/refreshers before the ECM exam, as current training is concentrated in clinical rotations.

Integration of basic science into clinical years is to be discussed at the next CEPC meeting.

By-Laws Subcommittee - J. Termine reported that he met with Rowena Blackman-Stroud (UUP) to discuss the status of residents vis-à-vis UUP membership. He learned that the residents are members of another negotiating unit (CIR); all residents who are paid by KCHC are not members of UUP. The status of staff members with Clinical Instructor title and their voting rights as Faculty and Professional Staff still needs to be clarified,

CAPQ - M. Stewart reported on the numbers of promotions and appointments, including the newly approved qualified teaching track. He mentioned the fact that CAPQ requested that new applications follow guidelines more closely (a copy of the guidelines will be provided to the Executive Committee).

Research Subcommittee - No new report.

3. Old Business: A. Norin summarized the history and current status of the initiatives to change department names in the context of traditional departmental names and graduate programs, including both teaching and research components. The needs in different areas and the balance for the Medical Center as a whole were discussed – Neuroscience, Molecular Biology, Molecular Genetics, Immunology, and Microbiology. It was agreed that ideally, department names should reflect their functions in the areas of research and teaching responsibilities.

4. New Business: The Executive Committee is requested to consider a candidate to sit on the Board of the Clinical Practice Plan and Physicians of Brooklyn. Nominations from among Basic Science Faculty are sought as specified in the UUP contract.

The meeting was adjourned at 5:00 PM.

Next meeting is scheduled for December 13, 2004 in Pediatric Morris Steiner Library, Room B4-462.

Respectfully submitted,

Maja Nowakowski, Secretary

**Minutes of the meeting of the
Executive Committee
of the SUNY-Downstate College of Medicine
October 18, 2004
(with revisions by A. Norin)**

Present: A. Norin, S. Miller, M. Nowakowski, H. Durkin, C. Roman, G. Teitelman, E. Kornecki, P. Sass, K. Powderly, S. Rao, H. Michelson, V. Vigorita, P. Harris, M. Clark-Golden, M.A. Banerji, M. Dweck, G. Schussler, A. Strashun, and L. Wilson.

Dr. Allen Norin chaired the meeting. Dr. Maja Nowakowski was secretary.

Dr. Norin introduced Dean Eugene B. Feigelson.

Report of the Dean:

- **Budget:** SUNY Downstate fared better than some years. For the past 10 years, cuts had to be absorbed. This year, cuts are unnecessary due to constant allocation and because COLA costs are covered. The total Center-wide budget is about \$72 million, with \$40 million allocated for the College of Medicine, and 80% of that sum, in turn, allocated to salaries. For the School of Allied Health/ Nursing, certain programs, which were previously supported by grants must now be funded from the State budget. Additional expenditures are expected in connection with the search for Chairperson of Microbiology and Immunology. Tuition increases for the past four years brought Downstate tuition to about \$20,000. This is competitive with other State/Public schools, and about one half the cost at private schools (e.g. Columbia – about \$40,000). Thus far, there appears to be no impact on students. There are plans to establish a School of Public Health, possibly with new State funding. The importance of research enterprise to our Medical School was stressed.
- **KCHC – Downstate affiliation agreement:** The old contract expired last year, and a tentative agreement was reached on a new contract, which has not been signed.
- **LCME Report:** The report is due by December 1, 2004. LCME Committee members will continue to talk with Faculty. Student representatives also have submitted a required report.
- **Search Committees:**
 - 1) **Vice President for Research:** Dr. Michael Zenilman chairs this Search Committee. The VP is to work with Clinical and basic science departments of all the colleges in our Medical Center to achieve increased federally funded research.
 - 2) **Chairperson of Microbiology and Immunology:** Dr. Robert Wong chairs this Search Committee.
 - 3) **Chairperson of Neurology:** This Search Committee will be on hold until medical issues are resolved.
- **Private Practice Plan:** There is a lot of pressure to build up private practice, with Cardiology and Neurosurger leading the way. A question was raised about the construction of a new facility for expanded private practice. This issue may be addressed by inviting Mr. Ed Kusmerek to report to the Executive Committee.
- **Impact of New Curriculum on Student Performance:** Our students remain at the national average. The Dean's Council, led by Dr. Stanley Friedman, is currently analyzing the report. There are plans to address the erosion of clinical skills by oral, individual exams in step 2 of ECFMG. A temporary increase in failure rate has occurred. This year, there were 17 failures, but all students passed after re-examination. Student residency placement is good; however, specific data need to be analyzed.
- **Vision for Next Five Years:** New expectations are related to recruitment of a Vice President for Research. More federal funding for basic research is sought, as well as integration with clinical research. The goal of our relationship with KCHC is to preserve existing ties and expand ambulatory care.

20. Report of the Presiding Officer:

Minutes of the previous meeting were approved.

There was a discussion of the Dean's Report, including comments regarding the need to improve infrastructure, and to strengthen the support of clinical research by Chairmen. The search and future role of the new Vice President for Research was discussed. It was decided that Ms. Lorraine Wilson will determine the membership of the Search Committee and the charge of this Committee, to be reported at the next meeting of the Executive Committee. It was suggested that candidates for Vice President for Research should meet with the Executive Committee when they visit our campus.

21. Reports of Subcommittees:

Faculty & Professional Staff Subcommittee (Chancellor's Awards) – H. Michelson reported that nominations were solicited, and names were suggested. Ten nomination packages are in various stages of preparation. This Subcommittee will meet on October 30, 2004 to decide if additional nominations are necessary.

By-Laws Subcommittee - J. Termine reported that this Subcommittee was checking to determine if members of Resident Staff are considered to be part of Faculty. Rowena Blackman-Stroud of UUP will bring more information to the next Subcommittee meeting.

CEPC - M. Clark-Golden reported that the next meeting of this Subcommittee will address ways to integrate more basic science into the clinical years. It was suggested that the minutes of the meetings of the Dean's Council be forwarded to the Executive Committee.

22. Old Business: An Agenda for the Semi-Annual Assembly Meeting on November 18, 2004 is being developed.

23. New Business: None

The meeting was adjourned at 5:00 PM.

Next meeting is scheduled for November 8, 2004 in Pediatric Morris Steiner Library, Room B4-462.

Respectfully submitted,

Maja Nowakowski, Secretary

**Minutes of the meeting of the
Executive Committee
of the SUNY-Downstate College of Medicine
September 13, 2004
(with revisions by A. Norin)**

Present: A. Norin, S. Miller, M. Nowakowski, H. Durkin, C. Roman, E. Kornecki, P. Sass, K. Powderly, T. Lewis, H. Michelson, V. Vigorita, R. Barbour, J. Termine, M. Clark-Golden, J. Ranck, and L. Wilson.

Dr. Allen Norin led the meeting. He thanked Scott Miller for his accomplishments and activities on behalf of the Executive Committee.

Minutes of previous meeting were approved.

1. Report of the Presiding Officer:

Faculty Handbook – effort goes back to 1998; Dr. Mirra asked the Executive Committee to look at the current draft and comment on possible additions/deletions. The list of Committee/Subcommittee members has been updated.
October meeting – moved to Oct. 18; the Dean has been invited and will attend this meeting.

Agenda for discussion with the Dean: LCME
 KCH affiliation
 Budget for College of Medicine
 Vision for next 5 years

2. Reports of the Subcommittees:

Research Resources Subcommittee (R. Barbour, A. Gintzler, H. Tiedge) - R. Barbour summarized the activities and interests of this Committee, which include Biotech Incubator, Bioengineering Program, and University-Industry partnerships. He introduced Dr. Eva Cramer, who reviewed the history and current status of Biotech at Downstate (\$1 million enterprise with a building and several small companies leasing space). Work going on with the Parks Dept, Nostrand Ave Merchants Association, job training programs. Future expansion - \$35 million requested from NY State for development at Brooklyn Army Terminal.

By-Laws Subcommittee - J. Termine distributed relevant sections from our By-Laws and from the Policies of the Board of Trustees. Definition of the term “Faculty” needs to be clarified to verify inclusion of Assistant Deans, Clinical Instructors, etc. George Frangos will be consulted regarding these issues and status of House Staff.

CEPC - M. Clark-Golden confirmed appointment of additional members of this Committee (H.G. Durkin and M. Nowakowski).

CAPQ – No new report.

Nominations Subcommittee – No new report

Faculty & Professional Staff Subcommittee (Chancellor’s Awards) – H. Michelson reported that no nominations were received in response to e-mail announcement. Current deadline is October 15; final deadline is in February. Suggestions were made to expand the nomination process by consulting with Block Directors.

Old Business: The Ad Hoc Committee completed interviews for formal appointment of Dr. Goldfinger as Chairman of Psychiatry; endorsement with enthusiastic comments was forwarded to the Dean.

4. New Business: None

The meeting was adjourned at 5:30 PM.

Next meeting is scheduled for October 18, 2004 in the Pediatric Morris Steiner Library, Room B4-462.

Minutes of the meeting of the
Executive Committee
of the SUNY-Downstate College of Medicine
August 9, 2004
(with revisions by S. Miller)

Present: S. Miller, A. Norin, H. Durkin, E. Kornecki, C. Roman, L. Ebarb, J. Termine, M. Stewart, M. Golden, J. Ranch and L. Wilson.

Dr. Scott Miller opened the meeting. Minutes of previous meeting were approved.

1. Report of the Subcommittees:

By-Laws Subcommittee – Jack Termine reported the bylaws committee met regarding how to define faculty and professional staff. They decided to bring it to the Executive Committee which will meet September 13, 2004

CEPC (Curriculum Subcommittee – Dr. Golden reported we need to identify some other basic science people that might be interested in getting involved. The National Boards is requiring a look at how we are teaching and assessing students on their clinical skills throughout their 4 years of medical school and this is something we started to look at in the clerkship directors group. We also need to look at how the basic science teaching can be better reinforced.

CAPQ – Dr. Mark Stewart reported on the CAPQ Guidelines on Qualified Teaching Track. The proposed guidelines revisions were submitted to the Executive Committee after they went through President La Rosa's Office and Dean Feigelson's Office. In terms of definitions and point scores the only change was made to the teaching track and that was for the point score of 4. They adjusted the point scores for all of the qualified tracks.

Nominations Subcommittee – No new report

Research Subcommittee – No new report

2. Old Business

Dr. Miller reported, he is in the process of heading an ad hoc review for the Chair of Psychiatry. A number of associates interviewed on Dr. Goldfinger's behalf and the response has been very favorable.

It was suggested that the student committee should have representation. Dr. Miller will Contact Lorraine Terracina regarding this matter.

Lorraine Wilson will start to prepare for the Fall General Meeting.

Next meeting is scheduled for September 13, 2004 in the Pediatric Morris Steiner Library, Room B4-462.

Minutes of the meeting of the
Executive Committee
of the SUNY-Downstate College of Medicine
July 12, 2004
(with revisions by S Miller)

Present: S. Miller (Presiding Officer), A. Norin (Presiding Officer-Elect), M. Nowakowski (Secretary), H. Durkin, E. Kornecki, S. Rao, V. Vigorita, L. Wilson.

Dr. Scott Miller led the meeting. Minutes of previous meeting were approved.

1. Report of the Subcommittees:

By-Laws Subcommittee – No new report

CEPC (Curriculum Subcommittee) – Scott Miller will meet with Dr. Margaret Golden and other members of this committee. As a courtesy, the membership of CEPC is to be approved by the Dean.

CAPO – No new report

Nominations Subcommittee – No new report

Research Subcommittee – No new report

2. New Business – Dr. LaRosa's review and approval was acknowledged – a letter from the Chancellor was distributed by e-mail center-wide.

Mechanisms for proposing and selecting nominees for Distinguished Professorships and other awards were discussed. Each College is supposed to make recommendations to the Center-wide Committee and final selections are made at that level. This will be clarified with Hillary Michelson, and a progress report will be requested. A new Ad Hoc Committee is being formed to review the interim Chair for appointment as Chair of Psychiatry.

3. Old Business – Scott Miller reported e-mailed comments that expressed a faculty member's concern about lack of extended searches for Chairmen, lack of interest in faculty governance, and suggesting a need for a Dean of Faculty Development. These issues were discussed at the meeting of the Center-wide Committee, and followed by some developments: a position of Dean of Faculty Development is planned (according to the President). Allen Norin confirmed that other Universities (e.g. Northwestern) have an office for the Dean of Faculty Development with several assistants and an Associate Dean. Other developments taking place include a faculty handbook (center-wide). Faculty assessment was discussed in context of LCME review: inequities in teaching loads can be evaluated based on existing forms that have extensive information; this is the responsibility of Chairmen, with oversight by the Dean.

Follow-up: Library report – open access should be tried by all interested faculty.

By-Laws – the subcommittee should meet and re-define membership in Faculty

Practice Plan trends – Chairs and Division Heads decide how much is taken (beyond the President's 5% and Practice Plan itself), and this varies by department. This information is expected to be available through the Annual Reports distributed to members. Scott Miller and Allen Norin will follow up to gather more information.

Article from Alumni Today (1976) was distributed and discussed.

Election Ballot – voting deadline is July 15. Lorraine Wilson received many ballots back and will announce results when ready.

Planning for the Fall Assembly meeting – announcements to be made include election results and subcommittee membership; Allen Norin will start his service as Presiding Officer (including ex officio attendance at Dean's Council and Budget Committee) on September 1, 2004.

Next meeting is scheduled for August 9, 2004 in the Pediatric Morris Steiner Library, Room B4-462.

**Minutes of the meeting of the
Executive Committee**
of the SUNY-Downstate College of Medicine
June 14, 2004
(with revisions by S Miller)

Present: S. Miller, A. Norin, M. Nowakowski, H. Durkin, C. Roman, P. Sass, S. Rao, T. Lewis, L. Wilson.

Dr. Scott Miller led the meeting. Minutes of previous meeting were approved.

Presentation by Dr. Richard Winant, Director of Library: Rising cost of subscriptions has been a growing problem since 1990's. Journals are published by commercial publishers, professional societies, and university presses. SUNY is in the process of negotiating a 5-year contract with Elsevier, and if this goes into effect, Downstate will have to join (estimated costs are \$4 million for SUNY, \$600,000 for Downstate). New options include "open access" electronic journals. Faculty is invited to look at these (through the Library Web page) as alternative means of publishing. Discussion raised the question of recognition of these new journals among professionals. Another point raised concerned sharing collections among SUNY libraries and avoiding some duplication and costs. Our Library is a net lender through Interlibrary Loans. The issue of Library support by the University Hospital was proposed as a good question for Downstate President's Open House and the Dean's Council (all other SUNY libraries are supported by their hospitals – Stony Brook Library gets \$95,000, Upstate gets \$135,000).

1. Report of the Subcommittees:

New members will be elected – Lorraine Wilson is mailing the ballots (about 1,000).

By-Laws Subcommittee – No new report

CEPC (Curriculum Subcommittee) – Dr. Clarke Golden was introduced as Chairperson of CEPC. Suggestions for additional members for this committee included Lisa Merlin. Relationship to the Dean's Council was discussed. The Dean's Council is a group that is responsible for overseeing the running of the curriculum, while CEPC is responsible for curriculum policy. The Chairperson of CEPC and Executive Committee Presiding Officer are ex officio members of the Dean's Council, which includes Stanley Friedman and other members.

CAPO – No new report

Nominations Subcommittee – current members were elected in 2003 and will serve another year.

Research Subcommittee – A new Chair is being considered for the Research Subcommittee who will also liaison to FRAC.

2. New Business - Scott Miller reported on Dean Feigelson's request regarding Faculty input to the proposed change of Interim to permanent Chairman of Psychiatry. After discussion it was decided that Scott Miller will assemble an Ad Hoc committee to review Dr. Goldfinger as candidate, as was done for Orthopedics and OB-Gyn. Suggested members for this group included Christopher Roman, Helen Durkin, Donald Gerber, Frank Lucente, Josef Michl, and Robert Wong. Concerns were expressed about not having formal searches for Chairmen; Pam Sass will draft a statement to be addressed to the Administration.

Allen Norin reported on the concerns of Division Chiefs and Chairmen about the Practice Plan and the fact that income has dropped considerably during the last two years (5% is controlled by the President, 25% is controlled by Chairmen of Clinical Departments). The Finance Committee that reviews the Practice Plan was approached, but members were allegedly denied access to records. Allen Norin and Scott Miller will meet and develop approaches to address these issues.

Next meeting is scheduled for July 12, 2004 in the Pediatric Morris Steiner Library, Room B4-462.

Minutes of the meeting of the
Executive Committee
of the SUNY-Downstate College of Medicine
May 10, 2004
(with revisions by S. Miller)

Present: S. Miller, A. Norin, M. Nowakowski, E. Kornecki, P. Sass, V. Vigorita, L. Ebarb, P. Harris, L. Wilson.

Dr. Scott Miller led the meeting. Minutes of previous meeting were approved.

1. Report of the Subcommittees:

By-Laws Subcommittee – Jack Termine will be asked to attach the date to the version of By-Laws accessible on website.

CEPC (Curriculum Subcommittee) – goals:

- i. Appoint a new Chair and review membership.
- ii. A suggested mission of the renewed committee is to review/evaluate teaching blocks with Block Director perhaps with the assistance of ad hoc committees.
- iii. The CEPC will make recommendations through the Dean's Council; the Presiding Officer and CEPC Chair are ex officio members.
- iv. Identify/Appoint student members to CEPC.

CAPO – Asked to consider need for the modified clinical track (Professor of Clinical...) The question was raised regarding the rationale for this (local) title.

Dr. Norin attended the meeting of the Dean's Council and reported on the discussion.

Nominations Subcommittee – Additional potential candidates for this committee will be contacted and asked to respond to Lorraine Wilson.

2. Agenda for the General Meeting on May 27, 2004 (Lecture Hall 1B, 4 PM)

1. Call to order
2. Review of minutes
3. Report of the President
4. Report of the Dean
5. Report of the Presiding Officer
6. Upcoming Election
 - a. Slate of candidates – S. Wadowski
 - b. Nominations from the floor
7. Reports of subcommittees
 - a. Personnel, Policies, Promotions & Appointments – H. Michelson-Law
 - b. By-Laws – J. Termine
 - c. CAPQ – P. Harris
8. LCME Update – S. Mirra
9. Old Business
10. New Business

In the discussion that followed, several topics were proposed as topics for discussion by the Dean and President: searches for Chairmen, the process and mechanism of appointments, faculty retention.

The meeting was adjourned at 5:30 PM.

Next meeting is scheduled for June 14, 2004 in the Pediatric Morris Steiner Library, Room B4-462.

Minutes of the meeting of the
Executive Committee
of the SUNY-Downstate College of Medicine
April 12, 2004
(with revisions by S Miller)

Present: S. Miller M. Nowakowski, V. Vigorita, H. Durkin, L. Wilson.

Dr. Scott Miller led the meeting. Minutes of previous meeting were approved.

1. Report of the Subcommittees:

Faculty Subcommittee – Chairman (Hillary Michelson-Law) recruited two other members for this Subcommittee: Chris Roman and Jack DeHovitz. They will be working on nominations for Chancellor's Awards.

Curriculum Subcommittee – Dr Miller is soliciting for a new chair for this committee.

2. Centerwide Committee Report: Dr. Strashun has requested of the President a budget and support for Lorraine Wilson.

3. Agenda for the General Meeting on May 27, 2004 (Lecture Hall 1B, 4PM) Nominations Committee (Steve Wadowski) will prepare a new slate. Other items will include President's report, Dean's report.

4. Follow-up: Search Committees are active; no official announcements were made.

5. New Items: "Downstate Council" – this entity still exists according to the LCME flow chart. Scott Miller will try to find out the function and list of current members.

The meeting was adjourned at 5:30 PM.

Next meeting is scheduled for May 17, 2004 in the Pediatric Morris Steiner Library, Room B4-462.

Minutes of the meeting of the
Executive Committee
of the SUNY-Downstate College of Medicine
March 8, 2004
(with revisions by S Miller)

Present: A. Norin, M. Nowakowski, P. Sass, K. Powderly, S. Rao, T. Lewis, V. Vigorita, L. Ebarb, L. Wilson.

Dr. Allen Norin led the meeting. Minutes of previous meeting were approved. It was noted that minutes are considered confidential until approved at the Executive Committee meeting, and then posted on the Web.

1. Report of the Subcommittees:

Faculty Subcommittee – Executive Committee is looking forward to working with the new Chairman (Hillary Michelson-Law) on nominations for Distinguished Professorships and other Chancellor's Awards; the subcommittee will also consider appeals and disciplinary actions. In a discussion that followed, it was noted that Human Resources might deal with employment issues separately, and Executive Committee might be asked for advice by the Administration. It was decided to consult the By-Laws about the role of the Executive Committee.

By-Laws – discussion focused on the definitions of Faculty according to the Trustees' By-Laws: individual persons with Management/Confidential appointments can be granted voting rights and all individuals with academic rank and anyone else designated as "Faculty" by the Executive Committee. Some members of Administration are already members of College of Medicine Faculty, but some are not (e.g. Dean of Admissions).

A question arose regarding Senators – they were recently elected by the Centerwide Committee of the Faculty. The status of the Centerwide Committee of the Faculty with respect to the Board of Trustees By Laws – not clear.

CAPO – No new report.

LCME – No new report; it was noted that a number of committees were formed and started to meet in order to prepare reports. Some members of our Executive Committee were invited to participate.

The Chancellor's review of the President invited comments and faculty participation in a special meeting with an outside visitor.

Curriculum Committee – Chair is still unfilled, new candidate must be identified.

2. Centerwide Committee Report: No new report.

3. Elections: Nominations Committee (Steve Wadowski) needs to prepare a new slate for the General Meeting (May 27, Lecture Hall 1B).

4. Follow-up: Search Committees are active; some searches reportedly are near resolution, some are still unsettled. A discussion that followed focused on how to improve communications: it was proposed that the Dean and/or Chairs of the Search Committees could be invited and report to the Executive Committee. It was also suggested that LCME could be consulted regarding the mechanisms and improvements of communication between Administration and Faculty.

Basic Science Building – until the State Construction Fund comes up with new plans, the upgrade will involve installation of AC units in six animal rooms.

The meeting was adjourned at 5:30 PM.

Next meeting is scheduled for April 12, 2004 in the Pediatric Morris Steiner Library, Room B4-462.

**Minutes of the meeting of the
Executive Committee**
of the SUNY-Downstate College of Medicine
February 9, 2004
(with revisions by S Miller)

Present: S. Miller, A. Norin, M. Nowakowski, E. Kornecki, V. Vigorita, P. Harris, C. Seelig, L. Wilson.

Dr. Scott Miller led the meeting. Minutes of previous meeting were approved.

1. Report of the Subcommittees:

By-Laws – Jack Termine reported on the definitions of Professional Staff according to the Trustees’ By-Laws: individual persons with Management/Confidential appointments can be granted voting rights and designated as “Faculty”. Our By-Laws Subcommittee discussed the possibility of changing the name of the Executive Committee – dropping “Professional Staff”.

CAPO – Catherine Seelig summarized the number of applications considered: 3 tenures (one denied; alt. route); 3 promotions (one denied). Two recommendations for tenure from last year are still in the Dean’s Office. A discussion raised the question of the Dean’s Office requesting since 1997 that a newly promoted person write a letter confirming the understanding that 60K is guaranteed for Associate Professor and 80K is guaranteed for full Professor. This is being contested by the union. A suggestion was made to consult SUNY-wide rules with respect to this requirement.

LCME – Paul Harris reported that the Faculty Personnel Policies Committee is in the process of evaluating many questions, including interactions between Faculty and the Administration – “town meetings”, ad hoc interactions. Scott Miller noted that Barbara Lawrence asked for a list of permanent committees (FRAC, Promotions Committee, Dean’s Council, Executive Committee, and others), with general meetings held twice a year and notices and agendas widely distributed.

Faculty Subcommittee – needs to work (with a new Chairman) on nominations for Distinguished Professorships and other Chancellor’s Awards; will consider disciplinary actions.

Curriculum Committee – new Chairman needed: Fred Volkert? George Ojakian?

2. Centerwide Committee Report: Lorraine Wilson reported that the election process is going on and final results will be announced soon.

3. Elections: Steve Wadowski (Nominations Subcommittee) needs to be contacted and slate prepared by mid-April, with Assembly meeting planned for May 20. The Dean and President will be contacted to make sure they are available on that date.

4. Basic Science Building Upgrade: no new information except for the request to install individual AC units in certain rooms. There is still no official response from the Administration regarding the future of the transgenic mouse facility and other issues. Facilities has a new engineer (Adrian?).

5. Follow-up: Search Committees and communication with Administration – Scott Miller reported that he discussed this issue with the dean. Dr. Vigorita added that he served on several search committees, most recently Orthopedics – but he was not informed that an Ad Hoc process was initiated by the Dean and that the Executive Committee addressed it.

6. New Business: Students Admissions Committee will address “Professionalism, Ethics, Doctoring”. Presidential Review – this is a routine review by the Chancellor after 3-5 years. A session will be conducted with Scott Miller and a representative from Albany.

The meeting was adjourned at 5:30 PM. Next meeting is scheduled for March 8, 2004 in the Pediatric Morris Steiner Library, Room B4-462.

**Minutes of the meeting of the
Executive Committee
of the SUNY-Downstate College of Medicine
January 12, 2004
(with revisions by S Miller)**

Present: S. Miller, A. Norin, M. Nowakowski, C. Roman, H. Durkin, T. Lewis, V. Vigorita, L. Ebarb, J. Termine, L. Wilson.

Dr. Scott Miller led the meeting. Minutes of previous meeting were approved.

1. Report of the Subcommittees: By-Laws – Jack Termine reported on the subcommittees search for definitions of Professional Staff and eligibility to serve on Executive Committee, with incomplete results. Upstate and Downstate definitions should be reconciled. Lorraine Wilson obtained a list of 828 names from Human Resources for the Centerwide Faculty and Professional Staff, but the definitions of Faculty and Professional Staff for this list were not known; at least one of the members of the Executive Committee was not on the list. The question of dual membership was raised: e.g. College of Medicine and Graduate School Faculty. These questions will be referred to the Centerwide Committee.

CAPQ – no new report

Faculty-Student – Scott Miller reported preliminarily on his meeting with Lorraine Terracina and discussion about Student admissions/Academic promotions Subcommittee. Students often mention their need for more social interactions with the Faculty. Allen Norin briefly described several activities – Spring softball game, Student-Faculty show and dinner; Jack Termine described the Thanksgiving dinner for students. Lorraine Terracina identified additional "quality-of-life" issues and the possibility of using polling to identify faculty-student issues. Apparently Greg Conyers has a way to canvass students (?) and faculty (?) Dr. Miller will give a more complete report on further discussion with Dr Terracina.

2. Centerwide Committee Report: Lorraine Wilson reported that the committee completed the nominations process. Elections will be electronic.

3. General meeting: Nominations Subcommittee prepare a slate soon in anticipation of the general meeting this spring.

4. Distinguished Professor Nominations: Scott Miller contacted a member of the Dean's ad hoc committee regarding Distinguished Professor selection inviting her to chair the Subcommittee on Policies Promotions and Appointments but has not heard back and will follow-up.

5. Basic Science Building Upgrade: Christopher Roman reported on the meeting held with Ivan Lisnitzer and Dr. Adams on Dec. 11, 2003 (attended also by A. Norin, G. Teitelbaum, and M. Nowakowski). Problems with environmental control (especially temperature control in animal facilities) were discussed. As a result, Ivan Lisnitzer asked Dr. Adams to identify rooms where individual AC units were needed. This list was provided. Our activities were also discussed with the FRAC Committee (Dr. McAllister). Helen Durkin will include this information in her report to the LCME Committee.

6. New Business: Searches for new Department Chairs - As a result of discussion, serious concern was expressed about the lack of information from Administration to the Executive Committee. For example, the Search for Neurology Chair was discovered by spotting an ad in a journal. The status of other searches is not communicated to the Executive Committee on a regular basis. Ways to address this lack of communication were discussed.

The meeting was adjourned at 5:30 PM.

Next meeting is scheduled for February 9, 2004 in the Pediatric Morris Steiner Library, Room B4-462.

Minutes of the meeting of the
Executive Committee
of the SUNY-Downstate College of Medicine
December 8, 2003
(with revisions by S Miller)

Present: S. Miller, A. Norin, M. Nowakowski, C. Roman, H. Durkin, E. Kornecki, G. Teitelman, P. Sass, K. Powderly, J. Termine, T. Lewis, L. Ebarb, L. Wilson.

Dr. Scott Miller led the meeting. Minutes of previous meeting were approved.

1. Report of the Presiding Officer: Scott Miller reported from Dean's Council on Downstate students' ranking in USMLE exams - we continue to be close to the middle nationally. Possible reasons for not doing better were briefly discussed.

Clinical Licensing Exam – this requirement (at the end of third year) goes into effect in 2005. Medical Clerkship Directors are concerned because our students are not doing very well. Plans to correct this include videotape session review with the students. Additional suggestions included preparation with good mentors and local practice with videotape.

2. Centerwide Committee Report: Nominations are coming in for officers and Senators. Elections are planned for December.

3. Old Business: Jack Termine reported on the definition of "Professional Staff" – those holding College of Medicine appointments and members of UUP are professional employees. Our By-Laws do not reflect this definition, taken from the policies of the Board of Trustees. The By-Laws Committee will consider this question, as it is important to have a clear idea who is represented by the Executive Committee and who may run for office.

4. Subcommittee Reports:

CAPQ – no new report.

CEPC – no new report. New chairman and members to be appointed.

Faculty – no new report.

Faculty-Student – Louis Ebarb was in touch with Dr. Terracina and students (class presidents for each Medical School Year). The existing committee with Drs. Feigelson and Terracina "covers pretty much the

same ground". A representative of the Executive Committee should sit on Dean Feigelson's committee and report to the Executive Committee. Dr. Miller will write a note to Drs. Feigelson and Terracina requesting that a representative of the Executive Committee Student relations subcommittee sit on their meetings.

Centerwide Committee – no new report.

5. Dr. Roger Cracco reported on Chancellor's awards. An Ad Hoc committee was formed to select nominees from the College of Medicine. The Committee includes Drs. R. Cracco, S. Friedman, H. Michelson, J. DeHovitz and R. Clinchy. If asked, these members will continue as a standing committee with fair and widespread advertising of awards. So far, nine applications were received for a total of 4 awards (Distinguished Professor, and Excellence in Research, Teaching, and Service). Even fewer applications were received in previous years. A proposal was made to form a standing committee in order to provide continuity and avoid overlooking qualified potential nominees; Dr. Cracco suggested this should be under the purview of the Executive Committee. The process should be improved to be certain appropriate

candidates for awards are not overlooked, and in fact encouraged to apply. Suggestions included a more widespread call for nominations and possible participation of an Executive Committee's standing committee to identify potential nominees. There are 10 Chancellor's criteria to be fulfilled by each candidate, and the nomination must be prepared in writing. Following a discussion, it was decided that the Faculty & Professional Staff Personnel Policies Promotions and Appointments Subcommittee of the Executive Committee would be appropriate to incorporate Dr. Cracco's suggestions and assume responsibility for identifying Distinguished Faculty and Staff in the future.

6. Dr. Allen Norin reported on issues related to construction/renovation of BSB/DLAR. He spoke with John Allen, who gave him background information and suggested contacting Ivan Lisnitzer who is in charge of this effort. A meeting with Mr. Lisnitzer is scheduled for Thursday, Dec. 11, 2003 at noon. Gladys Teitelman and Chris Roman will attend with Allen Norin, and any other interested members. Apparently, there are plans to resume work in Spring 2004 (to have a contract in place). DLAR will provide a list of animal rooms that are **not** "environmentally sound", i.e. not air-conditioned. The FRAC Committee (Dr. W. McAllister) has also looked into the state of the animal facility, in the context of support for the transgenic mouse facility in the face of suboptimal conditions of existing physical plant. One possibility is to request that individual air conditioners be installed for designated rooms.

7. Graduate School – Dean Schwartz-Giblin has circulated suggestions for revised By-Laws for the Graduate School's Committee of the Faculty.

The meeting was adjourned at 5:30 PM.

Next meeting is scheduled for January 12, 2004 in the Pediatric Morris Steiner Library Room B4-462.

Executive Committee
of the SUNY-Downstate College of Medicine
November 10, 2003
(with revisions by S Miller)

Present: S. Miller, A. Norin, M. Nowakowski, C. Roman, H. Durkin, E. Kornecki, S. Rao, V. Vigorita, J. Termine, P. Harris, C. Seelig, V. Anderson, L. Wilson.

Dr. Scott Miller led the meeting. Minutes of previous meeting were approved.

1. Assembly Minutes: In order to mail the minutes, a list of Faculty and professional Staff is needed but it is not available. Lorraine Wilson obtained a list from Human Resources, probably including some administration members. Perhaps Ross Clinchy will have information on appropriate mailing list. In the meantime, the Assembly Minutes are posted on the web site. Suggestions to improve meeting attendance were discussed – including changing time to midday (lunchtime?) and listing important issues on the agenda (financial?)

2. Centerwide Committee Report: The committee is active and nominations are coming in.

3. Subcommittee Reports: **CAPQ** – Three meetings were held so far. Tenure issues are being considered. Promotion appeals must be supported by the Department Chair. The Tenure Review Committee chaired by Dr. Miller will also review promotion denials if requested. The new Qualified Teaching Track is under review by Human Resources and Albany. Catherine Seelig will check on the status.

Other Subcommittees – No new reports. Regarding Student Relations Committee, Dr. Terracina confirmed that standing committees cover Faculty-Student relations, and Kathy Powderly will look into forming liaisons with the existing committees.

4. Budget: This committee will continue to meet. There is a concern about possible give-back in 2004 (\$1.5 million from Downstate to NY State). Funds are needed on campus to recruit faculty.

5. Faculty concerns: E-mailed comments following Assembly meeting included concerns that Faculty feels isolated and morale is low. The Graduate School Faculty Committee has not been active. There is interest in the status of BSB renovations (construction has stopped?) and impact on Animal Facilities and other support areas required for research. Dr Norin will explore cessation of construction and report back. Faculty Review/News Brief – data on Faculty publications are assembled by the Library, but Newsletters are not published.

The meeting was adjourned at 5:30 PM.

Next meeting is scheduled for December 8, 2003 in the Pediatric Morris Steiner Library Room B4-462.

Minutes of the meeting of the
Executive Committee
of the SUNY-Downstate College of Medicine

October 15, 2003
(with revisions by S Miller)

Present: S. Miller, A. Norin, M. Nowakowski, L. Wilson, P. Harris, H. Durkin, C. Roman, G. Teitelman, E. Kornecki, K. Powderly, T. Lewis, R. Barbour, J. Termine, C. Seelig, S. Lomvardias.

Dr. Scott Miller led the meeting. Minutes of previous meeting were approved.

1. Agenda for general meeting on Oct. 20: Dr. La Rosa will not be able to attend, but Dr. Feigelson will present a report.

2. Budget for Executive Committee: A current budget of \$2,000 was approved.

3. Subcommittee Reports:

CAPQ: There were fewer promotions in 2002/2003 than in the previous year. A new Teaching Track (not tenured) was approved by the Executive Committee earlier and is now being considered by the union and Human Resources.

Centerwide Committee: R. Barbour announced that nominations for Chancellor's Awards will be due Nov. 14. These awards include Distinguished Professorship (with tenure), Service, and Teaching awards.

CEPC: S. Miller reported for J. Kubie; committee meetings are expected to resume to consider curriculum and ECM.

Faculty-Student Committee: K. Powderly reported on possible interactions between Liaison committees for each year, Medical Council, and block directors to address student concerns. Dr. Miller reported that Dean's Council reviewed student performance on USMLE – close to the middle nationally.

4. School Budget Committee: S. Miller reported that the anticipated deficits are smaller than earlier projections. No draconian measures are imminent.

5. Technology Transfer: A. Norin reported that he and S. Miller met with John Allen. Other SUNY campuses will be contacted to find out how local authority for technology transfer was obtained and how it is working.

The meeting was adjourned at 5 PM. **Next meeting is scheduled for November 10, 2003 in the Pediatric Morris Steiner Library Room B4-462.**

**Minutes of the meeting of the
Executive Committee**

of the SUNY-Downstate College of Medicine
September 8, 2003
(with revisions by S. Miller)

Present: S. Miller, A. Norin, C. Roman, P. Sass, K. Powderly, T. Lewis, V. Vigorita, L. Wilson.

Dr. Scott Miller led the meeting. Minutes of previous meeting were approved.

- 1. Subcommittee Reports:** There were no updated reports from the subcommittees.
- 2. General Meeting Plans:** There were discussions regarding topics for the General Meeting. Dr. Miller will contact Dr. LaRosa and Dr. Feigelson with suggestions regarding those topics.

A center-wide e-mail will be sent announcing the General Meeting date and time. Posters will be placed in the 450 Clarkson Avenue lobby and the 395 Lenox Rd. lobby.
- 3. Executive Committee Website:** Lorraine Wilson has completed the final updates for the web postings. The website will be up and functioning in a few days.
- 4. Executive Committee Budget:** Lorraine will submit a budget proposal to Ross Clinchy. The budget proposal will cover expenses incurred and foreseen expenses by the Committee.
- 5. New Business:** There were discussions on looking into changing day and or time of the Executive Committee Meeting to accommodate a higher percentage of members' attendance.

The meeting was adjourned at 5:00 P.M.

Next meeting is scheduled for October 15, 2003 in the Pediatric Morris Steiner Library Room B4-462.

Minutes of the meeting of the

Executive Committee
of the SUNY-Downstate College of Medicine
August 11, 2003
(with revisions by S. Miller)

Present: S. Miller, A. Norin, K. Powderly, R. Barbour, L. Ebarb, L. Wilson

Dr. Scott Miller led the meeting. Minutes of previous meeting were approved.

- 1. Report on Faculty-Student Council:** Mr. Ebarb is working on getting the committee re-established in September. He is looking to get more students on the committee and hopes to get more faculty involved.
- 2. General Meeting Plans:** The General meeting will be held on October 20, 2003 at 4:00 pm in Lecture Hall 1, BSB. The agenda will include the election planned for May, our efforts to get the Centerwide Committee going, and reports on all committees.
- 3. Centerwide Committee Report:** There has been some progress in getting the Centerwide committee going again. Lorraine Wilson has met with Dr. Schwartz-Giblin of the Graduate School and Beverly Chang, President of CHURP Council.
- 4. Web Posting Report:** Lorraine Wilson reported there will be an Executive Committee web page. There our bylaws, minutes, members list, chairmen of subcommittees, meeting dates and date of general meeting will be posted. Also Ms. Wilson will be working with Bio-Medical Communications in setting up a database for electronic ballots.
- 5. Technology Transfer Office:** Dr. Miller reported they are making a deliberate attempt to change things in that they are willing to have most of the decision-making authority transferred to the campus from Albany. We agreed to hold off on writing a letter to the Dean, expressing the support of the Executive Committee for Campus and Inventor involvement in the licensing process, until we get more specific information.
- 6. Report on the Budgetary Challenge Committee:** Budget cuts are still uncertain. Dr. Miller is willing to present to the committee any suggestions faculty might have about how to save money.

The meeting was adjourned at 5:00 PM.

Next meeting is scheduled for September 8, 2003 in the Pediatric Morris Steiner Library Room B4-462.

**Minutes of the meeting of the
Executive Committee**

of the SUNY-Downstate College of Medicine
July 14, 2003
(with revisions by S Miller)

Present: S. Miller, M. Nowakowski, C. Roman, H. Durkin, P. Sass, T. Lewis, SP Rao, R. Barbour.

Dr. Scott Miller led the meeting. Minutes of previous meeting were approved.

1. Election and General Meeting Plans: General meetings to be held in October and April, with election planned for May. The Nominations Committee (Steve Wadowski, Chair) is expected to put together a slate of candidates.

2. Centerwide Committee Report: R. Barbour reported on the needs of the Centerwide Committee:
Presiding Officers from the four colleges on our campus
Senators
Secretary
Student representatives

First priority is to review and update Centerwide By-Laws, hold elections, address the question of the budget for Faculty Governance (creation and maintenance of a Web site etc)

Research: the new Biotech facility is expected to open in September. Several members of our Faculty will have space there.

FRAC small grant program is active.

Technology Transfer Office: chose recipients of license on a patent held by a Faculty member, without consulting with the campus or the inventor. After discussion, it was decided that Scott Miller will write a letter to the Dean, expressing the support of the Executive Committee for Campus and Inventor involvement in the licensing process.

3. Report on the Dean's Council: Major effort is focused on the preparations for LCME accreditation. New topics are considered for the curriculum: nutrition, genetics, palliative care, cultural competence.

4. Report on the Budgetary Challenge Committee: Committee continues to meet, magnitude of budget cuts still uncertain.

The meeting was adjourned at 5:30 PM.

Next meeting is scheduled for August 11, 2003 in the Pediatric Morris Steiner Library Room B4-462.

**Minutes of the meeting of the
Executive Committee**

of the SUNY-Downstate College of Medicine
June 9, 2003
(with revisions by S Miller)

Present: S. Miller, A. Norin, M. Nowakowski, P. Harris, H. Durkin, M. Vincent, P. Sass, E. Hsu, T. Lewis, L. Ebarb, S. Lomvardias, V. Anderson, K. Powderly.

Dr. Scott Miller led the meeting. Minutes of previous meeting were approved.

1. Election Results: Dr. Miller welcomed all newly elected members and Lorraine Wilson, who will be giving administrative assistance to the Committee.

2. Subcommittee Reports:

CAPQ: Dr. Paul Harris was recently elected/appointed as Chair of the CAPQ.

CEPC: Dr. John Kubie will continue as Chair of the Curriculum Committee and will work with Lorraine to get the Curriculum Committee meetings going again. This Committee is expected to have strong input in preparation for LCME.

By-Laws: Jack Termine sent a report and a hardcopy of the By-Laws. The revised By-Laws were approved in the election.

Faculty-Student Subcommittee: Louis Ebarb was appointed Chair of the Student Admissions, Academic Standards and Student Activities, and Faculty-Student Relations Subcommittee.

There was a discussion regarding setting up a web-site for our subcommittees membership and posting the by-laws and minutes on the site. Lorraine will follow-up with this.

3. Distribution of Minutes: It was decided that the Dean's Office should get a copy of Executive Committee meeting minutes.

4. New Term: It was decided that people who are elected now would replace people with terms ending in 2002. People expecting to serve until in 2003 are being asked to continue until we have an election next spring. One of the issues of discussion is whether the people who win the election in the spring will immediately join their committees as happened this spring or, as in the past, wait until a new academic calendar begins in September.

5. Next Election: The next election will be in May 2004 after the General Meeting which is scheduled for mid April. Dates to be announced. The Nominations Committee should have a tentative slate prepared before the February meeting of the Executive Committee.

6. Other Business: A Budgetary Challenge Committee is composed of the Dean and his staff; 2 Basic Science Chairs and 3 Clinical Chairs; Deans of Graduate School, Research, Undergraduate Education; and a representative from Clinical Practice. Dr. Miller was invited as Faculty/Executive committee representative and invited ideas about cost saving measures from EC members. He emphasized that deliberations of the Committee would be confidential. The first meeting was last week and there was some discussion about potential monies, discussion about why the committee was formed and what its role will be.

Lorraine will be working with Dr. Barbour to help get the Center Wide Committee going again.

The meeting was adjourned at 5:30 PM.

Next meeting is scheduled for July 14, 2003 in the Pediatric Morris Steiner Library Room B4-462.

Minutes of the meeting of the
Executive Committee
of the SUNY-Downstate College of Medicine
May 12, 2003

Present: Scott Miller, Allen Norin, Chris Roman, Pam Sass

Dr. Scott Miller led the meeting. Minutes of previous meeting were approved

Old Business

1. The notice to extend the return date for ballots was sent out and ballots are being counted. The results will be available in the next few days.
2. The Executive Board committee for tenure denial review has met and given its recommendation to the Dean. The committee will be available to review any other requests that come to it.
3. Subcommittee reports are held to next meeting given the absence of the subcommittee chairs.
4. There was discussion about the use of the Grove for a faculty practice building. The committee learned that the faculty's Clinical Practice Management Plan has been in active consultation about various sites so there is some faculty input. It does not appear that a decision will be made about the building site in the immediate future.
5. The Committee on Educational Policy and Curriculum does not appear to be active. The committee activities will be reviewed and after the new members are elected, a chairperson will be selected.
6. The election held this spring was one year late. Therefore, newly elected individuals will replace people whose terms of service were to have ended in September 2002. Those scheduled to serve until Sept 2003 will not be replaced until after an election in Spring 2004. Any current members who do not want to serve the extra 6 months may resign and a replacement will be appointed according to the bylaws.
7. Technical Standards for Medical Students is being developed. It is unclear how the Subcommittee on Student Admissions, Academic Standards, Student Activities, and Faculty Student Relations should be involved with this policy development.

New Business

1. Lorraine Wilson has been designated as the committee's support staff. It was recommended that she take notes at meetings, ensure the notes are posted on the web, work with the Secretary to send out meeting notices, and to follow up with members who have missed a meeting. She is also available to the Executive Board's subcommittees.
2. Dr. Miller has been invited to join the Dean's Committee on Budgetary Challenges.
3. At the Dean's Council meeting, a Student-Faculty Relationship Policy was discussed. It is unclear how the Subcommittee on Student Admissions, Academic Standards, Student Activities, and Faculty Student Relations should be involved with this policy development.

The meeting was adjourned at 5:30 PM.

Next meeting is scheduled for June 9, 2003 in the Pediatric Morris Steiner Library Room B4-462.

Minutes of the meeting of the
Executive Committee
of the SUNY-Downstate College of Medicine

April 14, 2003

(with revisions by S Miller)

Attended by: S. Miller, M. Nowakowski (sec'tary), P. Sass, V. Anderson, L. Ebarb, P. Gillette, C. Roman, J. Termine, M. Vincent, P. Harris.

Scott Miller led the meeting. Minutes of previous meeting were accepted.

1. Ballots

Since the ballots reached some people only recently, the voting deadline will be extended, and Scott Miller will send an e-mail note to that effect. Those elected now will replace members of subcommittees that were to step down in 2002.

2. Qualified academic teaching title

A motion was made to approve the proposal presented by Paulette Bernd at the last meeting (establishment of a qualified teaching track for promotions, in addition to the existing tracks recognizing excellence in research and clinical work). The motion was seconded and carried unanimously.

3. Tenure appeal

Scott Miller appointed Mimi Halpern and George Vas and met with them to review the case. Each member of the Appeals Committee will submit a recommendation. The committee will stand for one year in the event of further appeals.

Discussion

Questions centered on the criteria for promotion and (separate?) criteria for granting tenure.

4. By-Laws

Discussion.

CAPQ rules (membership) and alternate route mechanisms were discussed.

5. New Subcommittees

Randy Barbour will head the Research subcommittee, and Peter Gillette will head the Personnel Policies subcommittee.

6. New Business

Paul Harris reported on the Administration's plan to use the Grove as the site for the new clinical practice building. Students are very upset about this administrative decision. The Faculty was not informed or consulted in this matter.

Current technical standards for medical students are reported as not adequate. This matter should be discussed with John Kubie and his Committee.

The meeting was adjourned at 5:30 PM.

Next meeting is scheduled for May 12, 2003 in the Pediatric Morris Steiner Library Room B4-462.

Minutes of the meeting of the
Executive Committee
of the SUNY-Downstate College of Medicine
March 10, 2003
(with revisions by S Miller)

Attended by: S. Miller, M. Nowakowski (sec'tary), P. Sass, V. Anderson, L. Ebarb, J. Termine, P. Gillette, C. Seelig.

Scott Miller led the meeting. Minutes of previous meeting were accepted.

1. Administrative support

- Scott Miller informed the committee about a letter he had written to Dean Feigelson (with a copy to Ross Clinchy) regarding the need for administrative support for Faculty Governance.

2. Presentation by Paulette Bernd

- Paulette Bernd presented a proposal to CAPQ regarding establishment of a qualified teaching track for promotions, in addition to the existing tracks recognizing excellence in research and clinical work.

- **Discussion.**

Discussion centered on point distribution and requirements for promotion in the proposed track, and on

administrative steps required for approval. The proposal needs to go through Executive Committee and the

Subcommittee for Professional Qualifications, SUNY Central in Albany, and probably the union. A motion was

made to approve the proposal to create a qualified teaching track. The motion was seconded and carried

unanimously; however, a quorum was not present so the issue will be tabled until next meeting.

3. Presentation by Catherine Seelig

- Catherine Seelig explained the procedure to be followed for consideration of CAPQ appeal: Scott Miller will appoint four professors (two clinical, two basic sciences) to review the case.

4. By-Laws

- **Discussion.**

CAPQ rules (membership) and alternate route mechanisms were discussed.

5. Ballot

- The ballot is being finalized; it will be shown to the Dean and mailed out.

- **Discussion**

Dates for the next Assembly meeting (May?) and next ballot (June?) were discussed.

6. Centerwide Committee of the Faculty

- A proposal was made to change the number of people designated from the Executive Committee from eleven to a smaller number.

7. Appointment of Chairs

- An ad hoc committee chaired by Dr Millere met with the Interim Chairs who were comfortable with the procedure currently followed. They were asked about their "wish lists". The committee forwarded its recommendations to the Dean.

8. Revival of Committees

- Randy Barbour will chair the Subcommittee on personnel Policies; Peter Gillette will chair the Subcommittee on Research and development.

The meeting was adjourned at 5:30 PM.

Next meeting is scheduled for April 14, 2003 in the Pediatric Morris Steiner Library Room B4-462.

Minutes of the meeting of the
Executive Committee
of the SUNY-Downstate College of Medicine
February 10, 2003
(with revisions by S Miller)

Attended by: S. Miller, A. Norin, M. Nowakowski (sec'tary), P. Sass, V. Anderson, J. Michl, L. Ebarb, J. Termine, K. Powderly.

Scott Miller led the meeting.
Minutes of previous meeting were accepted.

1. Faculty review of Chair appointments.

- Dean Feigelson was informed about the position of the Executive Committee regarding the appointment of two Interim Departmental Chairs as permanent Chairs for a term of three years. Dean Feigelson accepted the process of review by a committee and appointed a number of people from the Executive Committee.

- **Discussion.**

A question was raised as to how the appointment of Chairs is described in By-Laws. Do Chairs serve at the discretion of the Dean with approval by the President?

2. By-Laws.

- Jack Termine reported that both versions of By-Laws were put in pdf form and will be available on website. URL's for original and revised by-laws, as well as an explanation of any changes, will be included on the ballot.

- **Discussion.**

It was decided that Scott Miller, Allen Norin and Jack Termine will review and respond to comments about By-Laws.

3. Revival of other Committees.

- Committee on Research and Faculty Relations and Qualifications: Peter Gillette volunteered to chair either of these committees; Dr Miller will allow him to choose.
- Centerwide Committee: Scott Miller will contact Dean Feigelson regarding administrative support.

Other Downstate Schools: College of Nursing has a Committee that is active and functioning;
College of Health Related Professions - ?

School of Graduate Studies – according to Josef Michl, Faculty members are very reluctant to commit time to this committee. The By-Laws need to be reviewed and updated.

- CEPC: A letter was received from John Kubie about the status of this committee as part of the Executive Committee of the College of Medicine and a Committee reporting directly to the Dean. Dr Norin and Mr Termine will look again at the Bylaws to see if any rewording is required based on Dr Kubie's comments.

The meeting was adjourned at 5:30 PM.

Next meeting is scheduled for March 10, 2003.

Minutes of the meeting of the
Executive Committee
of the SUNY-Downstate College of Medicine
January 13, 2003
(with revisions by S Miller)

Attended by: S. Miller, A. Norin, M. Nowakowski (sec'tary), P. Sass, C. Roman, J. Lewis, V. Anderson, T. Lewis, P. Gillette, J. Anchelle, A. Strashun, R. Barbour

Scott Miller led the meeting.

1. Report from Scott Miller

- Dean Feigelson, who hoped to be at this meeting, was called away and could not attend. Dean Feigelson had called Drs. Miller and Strashun to consult regarding the appointment of two Interim Departmental Chairs as permanent Chairs for a term of three years without searches.

- **Discussion**

Dr. Norin suggested that a committee be established to review the candidates and make a recommendation to the Dean. Several voices opposed this "truncated" appointment process, stating that the Dean can change the appointments without resorting to Faculty review or approval. Dr. Strashun pointed out that the institution has no funds (estimated at about \$4 million) to complete two searches. He suggested that the Executive Committee could contact the two Interim Chairs and ask if they are satisfied with the packages offered.

- **Motion to vote on the following statement:**

The Executive Committee believes that absence of search process is not advisable. If conditions do not permit a full search, a review committee should still be constituted to review each candidate for Chair.

The motion was seconded, and the vote was 8 for and 3 opposed.

The Executive Committee recognized the difficulty of the situation, but acknowledged that the mechanism chosen is very disturbing. The minority vote expressed a great concern that the search process not be abandoned or omitted.

2. Report from Randy Barbour, Presiding Officer of the Centerwide Committee.

The first part of the report concerned two faculty members who had difficulties with Administration and Technology Transfer Office.

- **Discussion**

Dr. Norin suggested that the appropriate way to deal with these matters would be to activate the Subcommittee on Personnel Policies and charge it with a review and recommendation regarding the situation. R. Barbour agreed to serve on this re-activated Subcommittee.

The second part of the report concerned the Centerwide Committee of the Faculty, which is not active because of complete lack of administrative support (apparently we are the only such SUNY campus). Urgent needs include review of By-Laws, Senators to attend meetings at Geneseo (January 23-25), and nominations for Distinguished titles – all these should be done by the Centerwide Committee.

The meeting was adjourned at 5:30 PM.

Next meeting is scheduled for February 10, 2003.