

**Minutes of the meeting of the  
Executive Committee  
of the SUNY-Downstate College of Medicine  
November 9, 2009**

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**Present: S. Rinnert, K. Williams, J. Brown, R. Twersky, M. Nowakowski, S. Eisner, P. O'Neill, N. Gabbur, C. Doty, A. Norin, R. Viswanathan, R. Joks, M. Avitable, B. Chaqour**

Dr. Rinnert left due to DOH inspection of Kings County Hospital Center. Dr. O'Neill, Presiding Officer Elect conducted the meeting in his absence.

**Presiding Officer's Report**

Dr. Rinnert stated that the executive committee's webpage is up and looking good. Aaron from bio-medical communications and Angela have been working together to change the format of the webpage. Again, faculty photos were requested for the webpage.

We are still looking for topics for faculty development. Dr. Rinnert stated the he had a difficult time getting a speaker for October's grand rounds.

On November 24, 2009, there will be a lunch and learn grand rounds in classroom 1A at noon. The speaker will be Dr. Karl M. Soehnlein, Ph.D, director of Communication and Leadership for the Online Master of Arts Program at Seton Hall University. The College of Nursing is sponsoring this event. Dr. Rinnert stated that we would like to make the grand rounds on Thursdays of each month. He will speak to the chairs for topics. Dr Rinnert opened the floor for suggestions. One suggestion was to change the name to Centerwide Faculty Development. Another suggestion was to create an archive of all faculty development grand rounds sessions and place it on the faculty development webpage. A third suggestion was to search on the SUNY Personal Development webpage for topics. Fourth suggestion was to create a topic on how to have efficient staff members. Fifth suggestion is to have faculty attend faculty development classes. Sixth suggestion is make a requirement for clinical chairs to attend a course on becoming a better instructor. Dr. Rinnert thanked everyone for their suggestions and stated if anyone has any suggestions, please email the executive committee.

**Sub-Committee Reports**

**CEPC**

Since faculty is have a hard time completing the form, the form is being revised.

**Faculty and Professional Staff**

Dr. Avitable presented the executive committee a list of member of this committee. Everyone voted in favor of the new members He also stated there was one pending. He was open to suggestions if the person declines. Dr. O'Neill stated that she will work with Dr. Avitable about contacting potential committee members.

**Research Resource and Budget**

No report

**Nominations and Ballots**

No report

## **Academic Standards and Admission**

No report

## **By-Laws**

Have not meet since the last meeting. There are ongoing issues to discuss. The change in bylaws was based on the number of people in the larger departments with only minimal representation. Since then, two departments have merged. Microbiology and Immunology merged with Anatomy and Cell Biology to become Cell Biology. We need to take a look at the bylaws because we might have a problem with not having equal representation from the departments. The members of the bylaws committee will take a look at this and present the committee with recommendations.

## **Committee on Student Activities and Faculty-Student Relations**

No report

## **CAPQ**

Dr. Joks announced to the executive committee that he was the chair of CAPQ. The issue he presented to the executive committee was the CAPQ committee was considering a policy or statement that would address the review for tenure applications for faculty that are here for a short period of time. As they were assigning an ad-hoc committee to deal with this issue, several people were concerned that they were asked to evaluate people for tenure who have not been at Downstate for a long time. We are looking for feedback from the executive committee on how the deal with this.

## **New Business**

No new business

The meeting was adjourned at 4:35 pm

Next meeting is scheduled for December 14, 2009

Respectfully submitted,

Kathleen E. Powderly, PhD