

**Minutes of the meeting of the
Executive Committee
of the SUNY-Downstate College of Medicine
January 11 , 2010**

Present: S. Rinnert, M. Nowakowski, S. Eisner, R. Twersky, N. Gabbur, E. Dinkevich, I. Bodis-Wollner, C. Doty, A. Norin, V. Anderson, R. Viswanathan, E. Quadros, J. Brown, C. An, R. Joks, M. Avitable

Presiding Officer's Report

Minutes were reviewed and accepted with a revision by Dr. Anderson. Dr. Rinnert stated that Dr. Viswanathan suggested that faculty development should incorporate grand rounds from various departments.

Dr Rinnert also stated that faculty development would include a workshop on the second Tuesday of each month from noon to 1:30pm. We have 13 topics. They include copyright, SPSS, How to Use PowerPoint, Skill port, academic advancement, clicker, av equipment, evaluation, feedback, and how to prevent cheating. Anyone who is interested can attend and bring their lunch. A suggestion was made to have the grand rounds recorded. Dr Rinnert will check into this. January 14, 2010 will be the next grand rounds. The topic will be Copyright and it will be a webinar. One of the members stated that Jan 14 is such a short notice and wanted to know if the webinar can be changed to another day. Angela stated that she will look into it and send out an email to everyone with the new date and time. There was a suggestion to change the Grand Rounds from Tuesday to another day. Other suggestions were to have a calendar of all events with advance notice. There was a discussion about using podcasts. Dr. Rinnert stated the grand rounds can't be podcast.

The web page has been approved. Dr. Bradley is going to pay for it to go live. The faculty development website is going to be located on the Downstate home page.

Dr. Rinnert asked the committee to change the meeting to the first Monday of each month. All approved of this change. Angela stated that will check to see if she can get the room for the first Monday of every month.

Sub-Committee Reports

FACULTY & PROFESSIONAL STAFF

Dr. Avitable met with the committee and they are going to work with junior faculty members regarding promotion and tenure. The basic science chairs were polled and two of the chair returned the list of junior faculty and based on this feedback, the committee felt that the policies and procedures were excellent. The committee is taking this information and making it into a questionnaire to give to junior faculty to see how they feel about the polices and procedures and what they are using for promotions and grants. The questionnaire will be anonymous. Dr. Avitable will get the Executive Committee copies. Dr. Rinnert will ask the Dean's office for assistance in getting faculty members to return the questionnaire. This questionnaire will deal with the process to assist faculty with publication. There was a discussion regarding faculty meeting with their chairpersons.

Dr. Rinnert asked the committee if they were having problems with the finance committee in regards to getting travel approval for CME. One committee member stated that there were problems because of the changes in the rules and regulations. Dr. Rinnert stated that his department has written letters of justification to attend national conferences. A suggestion was made to form a sub-committee related to faculty travel. Also, another suggestion was to formally ask the finance committee to provide rules and

presenting a paper, chairing a session, serving as an officer of a society. Dr. Rinnert stated that junior faculty members are not officers and do not chair. One member stated that this was a faculty development issue. It is important to get the guidelines and criteria so this can be discussed at an executive committee meeting. All approved of Dr. Rinnert drafting a letter to the finance committee.

Academic Standards and Admission

Dr. An stated that the committee has not met, but the professionalism ad-hoc committee has met. Some of the members from the Academic Standards and Admission committee are part of this ad-hoc committee. The first meeting was before the holiday break and they spoke on gathering the data, looking at what we currently have and would want to add.

By-Laws

The committee will meet next week

Research Resource and Budget

Dr. Quadros discussed issues of budget. Since Dr. Quadros is the chair of this committee, he wanted advice on how to approach it. Dr. Rinnert reviewed the by-laws and stated that he can request information in regards to the budget. Dr. Rinnert will invite Dr. Ross Clinchy to an executive committee meeting.

Nominating Committee

Dr. Norin reported his committee was on vacation and will meet in the future to discuss what was mentioned in previous meetings. If anyone has any suggestions, please send via email.

CAPO

Dr. Joks wanted to email information for the faculty development web site. Dr. Rinnert stated to the information be sent to Dr. Andrea Markinson.

CEPC

No Report

Committee on Student Activities and Faculty-Student Relations

Dr. Norin stated that this Thursday is the student faculty show and asked all to attend.

New Business

Faculty members from the basic science departments have approached Dr. Rinnert regarding the splitting up of their departments. These faculty members felt uneasiness and stated that they were not informed about the changes. Also, some of the faculty members are not aware of what department they are in. Dr. Rinnert has requested some clarification. Dr. Norin stated that Cell Biology and Immunology merged to become Cell Biology. Dr. Norin stated that there are ongoing changes. Dr. Rinnert stated that the Dean informed those involved.

The next meeting will be held on February 1 at 3:30 pm.

Respectfully submitted,

Kathleen E. Powderly, PhD

