

**Minutes of the meeting of the
Executive Committee
of the SUNY-Downstate College of Medicine
October 4, 2010**

Present: M. Feuerman, S. Rinnert, P. Sass, K. Powderly, C. An, J. Brown, M. Avitable, J. S. Eisner, R. Twersky, M. Hammerschlag, R. Viswanathan, S. Miller, R. Joks, P. Maccabee, F. Gress

Presiding Officer's Report

Dr. Feuerman introduced herself to the committee and asked all of the members to do the same.

Dr. Feuerman stated that there were vacancies on some of the subcommittees of the Executive Committee. She is assuming that Dr. Nowakowski will stay on as chair of the nomination committee. Dr. Joks will be stepping down because he served as chair of CAPQ for a year. Dr. Williams will not continue on as chair of the CEPC. She stated that one of the major problems with this committee is that the role of the chair is not defined so it would be difficult to advertise this position. Dr. Feuerman stated that if anyone has any recommendations, they should let her know. Dr. Avitable will continue on as chair of the Faculty & Professional Staff Sub-Comm. Dr. Quadros will not continue on as chair of the Research, Resources and Budget Sub-Comm. Dr. An will continue on as chair of Student Admissions and Academic Standards, Dr. Powderly will continue on as chair of Faculty-Student Activities and Dr. Norin may continue on as chair of the Bylaws committee.

Dr. Feuerman stated she needs four faculty members to serve on the SUNY-Wide faculty senate. Dr. Rinnert stated that the faculty members may travel to various parts of the state for meetings. They meet three times a year. The next meeting will be on Oct 22, 2010 at Alfred State. Dr. Powderly stated that she sits on the ethics committee of the faculty senate so she has volunteered to serve on the SUNY-wide faculty senate. Dr. Powderly stated that there are important SUNY-wide faculty issues especially with the budget. Dr. Feuerman asked the committee if there is a person who is interested, please send her an email.

Dr. Feuerman stated that there is an ongoing issue with the promotions committee. There were recommendations regarding term limits in order to assure both institutional memory and new members. Dr. Rinnert stated that the Dean suggested three to five year terms. The committee supports the idea of term limits. Dr. Feuerman stated from her understanding, the Dean would like to discuss term limits and individuals who can serve on the promotions committee. Dr. Feuerman nominated Dr. John Lewis and Dr. Rinnert volunteered himself.

Dr. Feuerman gave a report from the Dean's Council meeting. There is concern regarding the role of the Office of Academic Development. This office provides guidance to medical student on how to study for an exam. The dilemma that was discussed was the problem with the study questions. Some of the questions were out of date and incorrect and there was little faculty involvement. The Dean's Council did not come up with an action regarding the role of Academic Development. The tutoring is valuable to the students, but the study guide is incorrect, and therefore not helpful to the students.

Sub-Committee Reports

Academic Standards and Admission

Dr. An presented the final report of the Professionalism Competency Working Group. This report was to address issues of professionalism for faculty and students. The report was approved. The majority of the committee felt that this report should be forward to the Dean for comment.

The other sub-committees had no report as they are in the process of scheduling meetings for the new academic year.

New Business

Dr. Judie LaRosa reported that the Downstate Faculty Handbook, which is on the web, is being revised as part of the accreditation process for the School of Public Health. The last time it was revised was 2004-2005. If anyone is interested in helping, please contact Dr. LaRosa. This can be a good tool for faculty development

Dorothy Fyfe is in charge of strategic planning and she is looking for a member of this committee to assist her with strategic planning.

Dr. Williams will act as a liaison between the curriculum renewal group and the Executive Committee.

Faculty Development-Dr. Rinnert has sent an email to the Dean and hopes to get all of the Deans to support Center-Wide Faculty Development. Dr. Rinnert will present at the President's Cabinet meeting on Wednesday October 13, 2010.

Dr. Powderly stated that Dr. Doukas will be speaking on Professionalism on Thursday, October 7, 2010 in Lecture Hall 1B. This event is sponsored by the Division of Humanities of Medicine.

The new building-The there are two options for locations of the new building. One of them is in front of the basic science building. The SPH will have a third of the building, the COM will have one third and there will be a space for a simulation center.

The meeting was adjourned at 5:10 pm

The next meeting is scheduled for November 1, 2010

Respectfully submitted,

Kathleen E. Powderly, PhD