

**Minutes of the meeting of the
Executive Committee
of the SUNY-Downstate College of Medicine
December 6, 2010**

Present: M. Feuerman, K. Powderly, M. Nowakowski, P. Maccabee, R. Viswanathan, J. Brown, S. Miller, F. Gress M. Avitable, H. Durkin

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

Presiding Officer's Report

Dr. Feuerman asked the committee members to volunteer to serve on the student promotion committee. She said that Dr. Eisner volunteered to serve. Drs. Anderson and Hammerschlag were recommended. Dr. Feuerman stated that she will contact them to see if they are interested.

Dorothy Fyfe is looking for a member of this committee to assist her with strategic planning. Dr. Powderly volunteered.

Dr. Feuerman stated that on Wednesday Dec 8th, she will attend a meeting on implementing recycling at Downstate. She provided an update on efforts to make the campus "green".

Dr. Feuerman is looking for two people to serve on the faculty senate in addition to Dr. Powderly.

Dr. Norin was not present, but Dr. Feuerman discussed issues pertaining to the Bylaws. She asked the committee for their input on the following: The Dean suggested that the subcommittee members of the CEPC should be elected in the same way as CAPQ. Dr. Feuerman stated that other colleges elect members of their CEPC. Dr. Feuerman contacted several former presiding officers for their opinion and was told that this was not a good idea. Dr. Feuerman explained that active subcommittee chairs are picked because of personal ties or loyalty to the presiding officer. One member stated that having to elect subcommittee members would be difficult because it is hard to get names in the ballot as it is. Dr. Feuerman stated that she will contact Dr. Eisner for her input on this.

Dr. Feuerman asked Dr. Nowakowski to start the nomination process early to ensure as good a ballot as possible.

Dr. Feuerman stated that at the general meeting, someone brought up the idea of having a calendar system so the campus community can be aware of various events. Ms. Brown stated that there is scheduling software named R-25, which can produce a centerwide calendar. She stated that it should be implemented by next year.

After meeting with Dean Taylor, Dr. Feuerman stated there is a mandate to use Downstate's email. The Downstate email should be used for official communication. There are some faculty

members who do not use Downstate's email, which prevents them from receiving information on seminars. As per Dean Taylor, the faculty has to take personal responsibility in using Downstate's email.

It was brought to the attention of the committee that the faculty and staff have no administrative privileges to install software on their computers. All administrative privileges are being controlled by the IT department because of security issues. After a discussion on administrative privileges, viruses and updates, the committee decided that it would be best if a member of the IT team met with the Executive Committee to discuss these issues.

Dr. Feuerman spoke to the Dean regarding a faculty dining room. It was brought to her attention that most faculty members would like a dining room. Dr. Feuerman proposed the idea of having a networking or social gathering in the cafeteria once a month. The Dean stated that it would be a bad idea because it would promote exclusivity among faculty. The Dean suggested that faculty members hold an event. The Executive Committee could do a presentation and/or answer questions during a happy hour. The committee stated they tried to have faculty happy hour. The first one was well attended by faculty. After the third happy hour, many faculty members did not attend. Dr. Feuerman stated that the Dean suggested faculty members use social media to interact with other faculty members. This idea got mixed reviews. Many felt it would not serve the purpose of interaction that the Committee is looking for.

New Business

Dr. Powderly stated that on Monday, December 13, 2010, Dr. Jack Truten from the University of Pennsylvania will speak on the topic, "Narrative Professionalism at Penn: Two Years, Twelve Residencies, A Thousand Dilemmas." It will be held in Classroom 1A and all are invited.

The meeting was adjourned at 4:30 pm

Respectfully submitted,

Kathleen E. Powderly, PhD