

**Minutes of the meeting of the  
Executive Committee  
of the SUNY-Downstate College of Medicine  
May 2, 2011**

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**Present: M. Feuerman, K. Powderly, M. Nowakowski, S. Eisner, R. Twersky, I. Bodis-Wollner, C. Doty, A. Norin, V. Anderson, R. Viswanathan, J. Brown, S. Miller, R. Joks, M. Avitable, H. Durkin**

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

**Presiding Officer's Report**

University Planning has a meeting with FM&D regarding recycling. Dr. Feuerman is pursuing this because she feels Downstate can save 100k a year. Downstate celebrated Earth day last week. Dr. Feuerman mentioned all toner cartridges can be mailed to the Children Center, Box 91.

Dr. Feuerman met with Dean Taylor and will meet with him the first Thursday of the month. Dr. Feuerman asked the committee to email her with any questions or concerns for the Dean. One of the items that was discussed was the need for a calendar for everyone to view all of Downstate's events. The Dean will speak to Dr. Winant. Jennifer Brown stated on the Classroom Services' website, there is a link titled Daily Activity which will allow people to view all rooms scheduled through her office. Daily Activity does not display the presenter's names or the topic of the event. Dr. Feuerman stated that according to Dr. Winant, R-25, the new scheduling program will allow users to view all scheduled programs. This will include the presenter and topic. Dr. Anderson stated she has missed out on a very important event because it was not publicized. She feels that the Downstate newsletter does not publicize events in a timely manner. Dr. Powderly stated if the event is submitted to Institutional Advancement in timely manner, it will be posted in the Downstate's newsletter.

**Sub-Committee Reports**

**CEPC**

Dr. Eisner presented a draft of the CEPC's mission statement (see attachment). All of the members of the CEPC voted to accept this draft. Dr. Eisner stated at the CEPC meeting, she would present this draft the Executive Committee for approval. One of the key issues with CEPC is the electives. There are no suitable guidelines for faculty to follow when submitting proposals. Faculty members are not aware of what should be considered an elective. CEPC invited Dean Terracina and Anne Shonburn to provide clarification on the correct criteria for submitting an elective for consideration. After meeting with Dean Terracina and Anne Shonburn, CEPC decided to revamp the guidelines. Two 4<sup>th</sup> year students compiled a survey for the current MS4 class to assess their views on current electives. Only 25 students responded. Anne Shonburn has promised to give data on electives which have been inactive for 5 years and electives that are currently being used. The committee asked the MS4 students to make suggestions on what would be considered a valuable elective.

CEPC is requesting that departments which have specialty fields submit a list of electives they would recommend to students who are interested in that field.

CEPC received a request from a student to have SLC be a sub-committee of the CEPC. This student is a current member of CEPC and is the head of the student liaison committee and is

affiliated with Med Council. This student is a first year student and feels there are some similarity with CEPC and the student liaison committee than Med Counsel. Dr. Eisner explained the duty of the student liaison. The duty of a student liaison is to discuss what was good or bad with the block. The liaisons meet with Dr. Friedman, Dr. Eisner, Dr. Lawrence, the block director and members of the faculty to discuss the results of the block. If there are student issues such as cheating, the student liaison can bring it to the attention of the faculty and administration. There is a first year and second year branch to the student liaison committee. Dr. Feuerman felt we would love to have their input on CEPC, but not as a sub-committee. One member of CEPC asked Dr. Eisner if there was a way for faculty to be evaluated by their peers. Dr. Eisner stated in the current curriculum, there are no faculty peer to peer evaluations. Students evaluate faculty based on the following criteria: teaching style, lab style, participation in small groups and team based learning. The person in charge of focusing evaluation for the new curriculum is Dr. Volkert. Hopefully in the new curriculum, there will be faculty peer evaluations. Dr. Bergold has been name head of the Faculty Academy. The Faculty Academy will train faculty on using better teaching methods. The draft mission statement was approved by the Executive Committee.

### **Research, Resource and Budget**

No report

### **Faculty-Student Relations**

A celebration of student achievement is scheduled for May 19<sup>th</sup> in the Alumni Auditorium from 4-6pm. There will be refreshments in the atrium including wine. The students and Dean Taylor are very excited about this event. The students have planned a series of presentations. Dr. Powderly stated she will draft a flyer to be sent to the faculty and the Executive Committee members. All are encouraged to attend this event which is sponsored by the Exec Comm, Med Council and the Division of Humanities in Medicine.

### **Faculty & Professional Staff**

Dr. Avitable sent off 466 surveys; as of this morning, 88 surveys have been returned.

### **Nominations**

Dr. Nowakowski presented a draft of the nominees. There were names accidentally omitted. Dr. Nowakowski will update the draft. The election period will start soon.

### **New Business**

Drs. Rinnert, Anderson and Powderly have been recommended to be considered for the University Faculty Senate.

Dr Avitable is stepping down as chair of Faculty and Professional Staff. Dr. Feuerman is looking for some to replace him. Dr. Ostrow has been appointed chair of Student Admissions, Academic Standards and Student Activities.

Dr. Feuerman stated there has been a discussion concerning mentoring of junior faculty members.

Respectfully submitted,

Kathleen E. Powderly, PhD