

**Minutes of the meeting of the
Executive Committee
of the SUNY-Downstate College of Medicine
June 6, 2011**

Present: M. Feuerman, K. Powderly, M. Nowakowski, S. Eisner, S. Rinnert, M. Hammwerschlag, V. Anderson, J. Brown, S. Ostrow, R. Joks, M. Avitable, H. Durkin, S. Miller

Previous minutes were accepted with revisions.

Presiding Officer's Report

Dr. Feuerman stated that work is starting to plan out the content for the new curriculum by writing learning objectives. Learning objectives define the scope of the curriculum and how to access it. Dr. Feuerman asked that anyone who has any questions regarding the new curriculum contact her.

Sub-Committee Reports

CEPC

At the last meeting, the Executive Committee approved the mission statement provided by the CEPC committee. (See attachment I) This mission statement was presented to Dr. Sass for review. Dr. Sass reviewed and asked the CEPC committee to prioritize each method of assessment (goals). After meeting with CEPC, Dr. Eisner presented to the Executive Committee a prioritized list of goals and examples of what the CEPC committee considered "high priority or low priority". The list is as follows:

High priority

"Methods of assessing teaching and course/clerkship effectiveness"

The tasks are:

- 1) All forms will be used to evaluate blocks and clerkship
- 2) Block and Clerkship evaluation reports will be done online
- 3) Minutes/summary of student liaison committee will be received once SLC has met with Dr. Stan Friedman.

Low priority

"Inclusion of all competencies and special subject threads in the curriculum." The CEPC felt there were no threads yet and there will be specific people appointed for this task.

Dr. Eisner felt faculty development was considered a low priority by CEPC as others are working on this. Drs. Volkert and Bergold are working on development of a faculty academy.

Dr. Eisner asked the committee for their opinion regarding goal #2 "method of assessing student knowledge, clinical competence and progress through the four years". The tasks for this goal are

- 1) Data on length of time it takes faculty to submit student evaluations.
- 2) Progress reports on effectiveness of New Innovations.
- 3) Forms and methods used to assess students.

The CEPC committee felt these goals may conflict with the work of other groups such as student admissions and academic affairs. There was discussion regarding the tasks for these groups being different and concern that CEPC should control the quality of student assessment.

Dr. Eisner felt there could be collaboration between CEPC and student admissions/promotions. CEPC is very open to this collaboration. Dr. Ostrow agreed with Dr. Eisner.

Dr. Eisner presented this question to the Executive Committee:

What should CEPC's role be in terms of meeting LCME standards? Dr. Feuerman stated that the "LCME standard is faculty should have the final say on who gets admitted in the medical school. The faculty is responsible for the curriculum and this is the way we have input in the curriculum". The CEPC committee felt they should have more input in the curriculum; after discussion, everyone agreed that the Executive Committee should have more input in the new curriculum. Dr. Feuerman stated she hopes there will not be any conflict with the curriculum renewal committee.

In terms of grading non-credit electives, the Executive Committee has decided students in non-credit electives can only receive a grade of EP based on fulfillment of attendance and participation requirements set by the sponsor. If the requirements are not fulfilled, and the student does not withdraw before 50% of the course has passed, then the student will receive an EF (elective fail) on the transcript. Drs. Feuerman and Eisner will present this to Dr. Sass for discussion.

Research, Resources and Budget

Dr. Durkin is trying to obtain a copy of core facilities and equipment list. She has asked Dr. Feuerman to assist with this matter.

Dr. Durkin posed the following questions

- 1) How to get core developed
- 2) How can core course be offered
- 3) Repairs to the core equipment

Dr. Durkin is interesting in talking to John Allen to obtain a list of non R01 and NIH grants and identifying opportunities for student involvement. Also, Dr. Durkin is developing a committee on in-house grant editing.

Nomination

Dr. Nowakowski stated the ballot has been edited and the election will start today. The committee has approved the ballot and as soon as the meeting is over, the ballots will be emailed to professional staff and COM faculty. Dr. Nowakowski stressed the importance of voting.

Faculty-Student Relations

On Thursday, May 19th, there was a celebration of student achievement and the students did amazing presentations for this event. One problem was attendance. Many faculty and staff members did not get the announcements on time. Angela stated she has a mailing list from human resources, which does not have all COM faculty names on the list. Dr. Avitable stated he received the latest mailing listing of COM faculty and offered to give this information to Angela. Drs. Avitable and Powderly will meet with Angela to discuss this and develop a better list.

New Business

The Rationale for an Honor Code and Honor Council (see attachment II) was reviewed by the Executive Committee. The Code and Council will be part of the new curriculum and this will allow students to be more responsible for their learning and their actions. The committee approved the Rationale for an Honor Code.

Respectfully submitted,
Kathleen E. Powderly, PhD