

**Minutes of the meeting of the  
Executive Committee  
of the SUNY-Downstate College of Medicine  
July 8, 2013**

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**Present: R. Joks, S. Eisner, R. Twersky, M. Hammerschlag,  
S. Miller, M. Silverberg, H. Durkin, N. Penington**

The meeting was called to order by Dr. Joks; minutes were approved.

Guest Speaker Dr. Pamela Sass

Dr. Sass stated that the LCME visit went well. There were areas of concern that were addressed in the Integrated Pathways Curriculum. Since the Integrated Pathways Curriculum was not in effect at the time of the LCME visit, the LCME would not count it yet. Dr. Sass stated that there would be an action plan for each of the citations. Dan Hunt and Barbara Barzansky from LCME will visit Downstate in September 2013 to review the action plan. This action plan has to be submitted to the LCME on December 1, 2013. In February 2014, the board will review the action plan and then decide on a date for a follow-up site visit. The limited site visit will allow LCME to review the areas of concern.

Dr. Sass briefly discussed the areas that were in danger of non-compliance.

**ED-47 Clerkship**

Students' evaluation responses were only 75%. LCME wanted to see more of a track record. Even though the student evaluations have improved, LCME would like for the student evaluations responses to be at 90%.

**ER-2 Finance (Closing of LICH)**

Although Downstate was not cited in relation to the issues with LICH, LCME will continue to monitor this matter.

**MS-19-Career Counseling**

Based on the graduation questionnaire, students stated that they were unhappy. Dr. Sass stated that there will be programs and a website will be created for career counseling.

**ED1-1A-Educational Objectives**

Every single course has each of their sessions tied to the Curriculum Goals and Six Competencies. The courses in the foundation years are being designed to identify which of the competencies each course is fulfilling. These assessments will be grouped according to competencies.

**ED-2 Oversight of clerkship**

Informing medical students of their level of responsibility.

**ED-33 & 35-Central overview of the committee.**

33-In January, it was decided that The Dean's Council on Education will have oversight of the curriculum. Since this decision was made a month after the site visit from LCME, Downstate received a citation for non-compliance.

35-The Dean's Council is responsible for reviewing the courses within the curriculum. Dr. Sass stated that there would be a calendar that will have review dates so the faculty can edit and create action plans.

**ER-7-No lockers at Kings County**

Dr. Sass stated that there would be lockers in place soon.

**ER-9 Affiliate contract with omitted information.**

Dr. Sass stated that the contracts will be reviewed

**Old Business**

Until further notice, the Medical Research Library will not charge fees for inter-library loan requests.

**Nominations**

Dr. Silverberg has decided to withdraw from the election. He stated that he discussed this with Dr. Rinnert.

Dr. Twersky stated that she has asked Dr. Rinnert to take over as chair of the FPPPA. The current charge was to investigate other campuses' criteria for promotion. The committee has looked at schools in the SUNY system and other colleges

There is no new information on the Education Teaching Track

**Research, Resources and Budget**

Dr. Durkin stated that the Medical Student Research web page is completed. Once it has been edited by John Allen, it will be submitted to Dr. Joks and the Executive Committee for review.

Respectfully submitted,

Kathleen E. Powderly, PhD