

**Minutes of the meeting of the  
Executive Committee**  
SUNY-Downstate College of Medicine  
December 1, 2014

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**Present: A. Norin, K. Powderly, S. Eisner, R. Twersky, D. Lemke, P. Maccabee, M. Hammerschlag, V. Anderson, R. Kollmar, H. Siddiqi, R. Viswanathan, R. Joks, K. Williams, S. Miller, H. Moreno**

Dr. Norin called the meeting to order; Minutes from the previous meeting were approved with revisions.

**Presiding Officer's**

Dr. Norin stated he spoke to Dr. Gintzler about chairing the Research, Resources and Budget committee. Dr. Gintzler has accepted the position as chair, but is waiting for the final approval from the Executive Committee. The Executive Committee unanimously approved the appointment of Dr. Gintzler as chair of the Research, Resources and Budget committee. Dr. Norin stated that there was a discussion with Dr. Gintzler about potential members for the committee. He asked the Executive Committee members for suggestions for potential members.

As mentioned at the September 8<sup>th</sup> meeting, Dr. Norin has invited Dr. Merlino to the January 5<sup>th</sup> 2015 Executive Committee Meeting. Dr. Merlino has accepted the invitation and will attend.

Dr. Norin stated that he still looking for a chair for the Student Admissions, Academic Standards and Student Activities committee. If he has identified a person before the next meeting, he will email the Executive Committee for approval.

Dr. Norin scheduled the next Semi-Annual Meeting for December 9<sup>th</sup>. Many people felt that having this meeting on Dec 9 was short notice and requested another date. Dr. Norin stated that in the past it has been difficult to have a fall meeting because of the Thanksgiving and Christmas holidays. Dr. Norin stated that the Dean was available on Dec 9 but President Williams was scheduled to be off campus. His office did not give any other alternate dates. Dr. Norin contacted both the Executive Secretary of the President and Dean Sass to ask if someone from the President's office could make the President's report as per the bylaws. He did not get a reply from the President's office, but Dean Sass replied and stated the following, "If the Executive Committee and other faculty members have questions or topics they would like discussed by the President and the Dean, please submit to her in writing."

Dr. Keith Williams stated that having the meeting on Dec 9<sup>th</sup> would conflict with his monthly CAPQ meeting. Dr. Norin stated that he would contact Dean Sass stating that the Executive Committee would prefer that both the President and Dean attend and that we will change the date to accommodate the President and the Dean. Dr. Norin asked the committee to email questions and topics to him and he will forward them to the Dean.

**Sub-Committee Reports**

**CAPQ**

Dr. Williams stated that the CAPQ committee meetings are held the second Tuesday of the month. Dr. Williams stated they received many tenure packages. The committee is reviewing various documents related to promotion and tenure to make a consolidated document to place on the Faculty Development Website. The only item that is on the website now is the CV format.

Dr. Williams stated that the CAPQ committee wanted more information such as guidelines and the point system included on the website. Dr. Williams stated that he was planning to meet with Dr. Merlino and that he would try to reach out to him in January.

### **CEPC**

Dr. Eisner stated that there was an ad hoc committee comprised of two faculty members and one student to review unit 4. Dr. Eisner stated that CEPC prepared a report as part of the unit evaluations of the curriculum. This report will be integrated with other reports from students and unit directors. Dr. Eisner stated that Dr. Norin suggested that the Executive Committee review the Unit reports before the Dean's Council reviews them. Dr. Norin stated that he would like transparency between the committees. Dr. Eisner stated that she had no objections.

Next Thursday there will be an additional meeting with Dr. Bonnie Granat, Dean of Assessment for the College of Medicine. Dr. Granat has developed a new way of assessing the unit, the course and the faculty. Dr. Eisner stated that this new assessment is substantially different from the previous year. This meeting is open to all members of the Executive Committee.

### **ByLaws**

Dr. Miller stated that at the previous meeting, there was a discussion on whether the bylaws committee should incorporate in the bylaws a suggestion that the Dean send a copy of the Dean's letter to a faculty member who was considered for promotion or tenure to the chair of the CAPQ committee. He stated that he can change the language of the bylaws but he felt that any changes should go through the Dean. Dr. Norin stated that the Executive Committee is advisory to the Dean. The bylaws committee is not advisory to the Dean; therefore faculty can vote on changing the language in the bylaws. Dr. Miller stated that he would work on a modification of the bylaws and send a copy to Dr. Norin for review.

### **Faculty-Student Relations**

Dr. Powderly met with the President of Med Council which has finally identified eight students for this committee. Dr. Powderly anticipates there will be a meeting of the committee in January.

### **New Business**

Dr. Twersky stated that she is no longer the chair of the FPPPA committee (Faculty and Professional Staff, Personnel Policies, Promotions and Appointments) and that the committee has not met in two years. She stated that she sent an email containing the bylaws and the function of the committee to Dr. Norin. Dr. Norin stated that he would take a look at the documents and proceed accordingly.

Respectfully submitted,

Kathleen E. Powderly, PhD