

Minutes of the meeting of the  
**Executive Committee**  
SUNY-Downstate College of Medicine  
August 3, 2015

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**Present: A. Norin, S. Eisner, R. Viswanathan, K. Williams, H. Durkin, I. Bodis-Wollner, S. Miller, H. Moreno, H. Siddiqi, R. Joks, R. Kollmar, V. Anderson**

Minutes were approved

**Presiding Officer Report**

Dr. Norin stated that August was the last meeting of the year and he thanked current members of the Executive Committee for participating. Dr. Norin stated that he has one more year to his term.

Dr. Norin stated that he met with Dean Pato regarding various issues such as faculty appointments, faculty relations, and general issues. One of the concerns that were discussed was tenure of Clinical Faculty. Clinical Faculty might not have enough time to conduct research, which is a requirement for tenure. Dr. Norin stated that this issue should be addressed by Drs. K. Williams, S. Miller and M. Banerji.

Dr. Norin stated that the Executive Committee should have met with Dean Pato when he was a candidate along with the other candidates.

Dr. Norin stated that there is a proposal to amend the bylaws regarding CAPQ to include: "The Dean will, in a timely manner, inform the CAPQ of his/her decision regarding each candidate presented." Dr. Norin asked the committee to vote on this amendment. All were in favor of this amendment to the bylaws.

Dr. Norin stated that he would not wait until late December or January to have a Semi-Annual Meeting. As per the bylaws, the semi-annual meetings are supposed to be held every November and May. Dr. Norin stated that having the Dean present is sufficient if the President is unable to attend. Once the Dean has committed to a date in November, we should start planning the meeting.

Dr. Norin stated that he requested from Dean Pato the executive summary of the survey from the AAMC. The email announcing recipient of the survey results only contained positive feedback. Dr. Norin stated that he would have liked to see the unenthusiastic comments in this announcement. Dr. Norin stated the he will meet with the Dean to discuss the survey. Drs. Sass and Merlino will meet with department chairs regarding the survey.

Dr. Norin has charged the Research Committee to meet and iron out any concerns that they have.

The elections for the Faculty and Professional staff of the College of Medicine and the Centerwide Committee will be held between August 12 –August 26, 2015. Newly elected members will assume their positions on September 1, 2015.

### **CEPC**

Dr. Eisner stated that Step 1 went extremely well. The next unit will start on Monday. The committee will review curriculum evaluations.

### **CAPQ**

Dr. Williams stated the committee does not meet in July and August. He thanked everyone who served on the committee.

### **Old Business**

Dr. Sass has been appointed Associate Dean for Academic Affairs

### **New Business**

The next meeting will be held on September 14, 2015

Respectfully submitted,

Kathleen E. Powderly, PhD