

Minutes of the meeting of the  
**Executive Committee**  
SUNY-Downstate College of Medicine  
August 31, 2015

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**Present: A. Norin, K. Powderly, S. Eisner, D. Lemke, P. Maccabee, M. Hammerschlag, I. Bodis-Wollner, R. Kollmar, S. Miller, H. Siddiqi, R. Viswanathan, H. Durkin**

Minutes were approved

**Presiding Officer Report**

Dr. Norin thanked members for attending this meeting.

Dr. Norin stated that the elections are over and results should have been emailed to faculty and staff members. Dr. Norin asked Ms. Melton to email faculty and staff members the election results. There was a faculty member who wanted to know about voter's eligibility because it was not clear which professional staff members could vote. There were a number of staff members who wanted to vote but based on the bylaws, were not eligible. Dr. Norin read part of the Center-wide bylaws that pertained to professional staff: "All persons in the departments of instruction in the schools or colleges, occupying positions designated by the President and confirmed by the Committee on Faculty and Professional Staff Personnel Policies of the schools or colleges or as defined in the contract under the Taylor Law, as supporting the educational and research goals of the schools or colleges." Dr. Norin stated that this definition mirrors the College of Medicine Bylaws. This information was sent to the faculty member who raised the concern.

Dr. Norin asked the committee to review the survey results from AAMC. At the last meeting, Dr. Norin expressed a concern that the survey only contained positive feedback. Members of the committee stated if you review the survey closely, the survey does include some negative data. Dr. Norin stated that 65% of the faculty participated in the survey, which is better than their peer group. Dr. Norin stated that at a departmental level, faculty governance is good, but at the at the medical school level, it is only rated at 43%. Dr. Norin stated that the full results would not be available until the chairs meet with Dr. Merlino and Dean Pato.

**CEPC**

Dr. Eisner stated the committee did not meet in July and August. The next meeting will be on September 10, 2015. Dr. Eisner stated that every student has taken the Step 1 exam except for one. They did not record a specific number. Currently there are no national means to compare to. They can only compare with the number that they have from the previous years; this year's score was higher than the mean score from other years. Dr. Eisner stated that there were meetings with the students who completed taking Step 1 to address how the curriculum help them to prepare for the exam. Dr. Eisner stated the comments were very positive. The students felt well prepared for the exam, but named specific areas such as Pharmacology and Psychiatry in which the curriculum needed to be strengthened. Dr. Eisner stated that students felt that the NBME exam that was given to them at the end of the unit accurately reflected an actual exam.

Dr. Eisner stated that the incoming students are engaged and enthusiastic this semester.

### **Old Business**

In the past, the issue with not inviting faculty members to the white coat ceremony has been discussed. Dr. Powderly stated the white coat ceremony is an academic event and therefore faculty members should be included. Dr. Powderly stated that if space is an issue, faculty could be invited to have refreshments with students and their families after the actual ceremony. There was a discussion about addressing this issue with the Dean.

### **New Business**

Executive Committee members have stated that there should be guidelines regarding grant/research money. Some members have stated that they have applied for a grant only to have it held up. Others stated that they have reached into their own pockets to buy office supplies, while they have grant money that can cover the expenses. Dr. Norin stated that all concerns regarding research funding should be emailed to Dr. Ginzler because he is the chair of the Research, Resources and Budget Committee. Dr. Norin should be cc'ed. All requisitions are being processed through the campus Chief Operation Officer, regardless of source, which is contributing to considerable delay.

Respectfully submitted,

Kathleen E. Powderly, PhD