

**Minutes of the meeting of the
Executive Committee
SUNY-Downstate College of Medicine
July 10, 2017**

**Present: C. Brown, K. Powderly, S. Eisner, D. Lemke, P. Maccabee,
M. Hammerschlag, V. Anderson, H. Siddiqi, R. Viswanathan, A. Norin**

The meeting was called to order by Dr. Brown and minutes were approved.

Presiding Officer's Report

Dr. Hammerschlag stated that there is a need to have more pediatricians on the IRB. She submitted a name to be considered and was told that the President's Office was making appointments to the IRB. After a lengthy discussion regarding the IRB, the committee felt that Dr. Christopher Roman should be invited to the Executive Committee to discuss the IRB.

Nominations

Dr. Brown stated that he was not clear on the role of the chair of the nominating committee and that is why the election has not been held. The committee discussed what procedures took place in previous years. Dr. Brown stated that he will send out an email to faculty soliciting nominations and will work with Angela Melton-Taylor on creating the ballot.

CEPC

Dr. Eisner stated that they are now gearing up for the next academic year. Currently, they are seeking input from the COM faculty as to what they would like CPEC to focus on regarding curriculum or teaching issues.

There are activities that CEPC will be involved in in the next academic year:

- 1) Dr. Eisner presented a rough draft of a survey for COM faculty to the Executive Committee for feedback. This survey is in regards to COM faculty teaching medical students. Once the survey has been approved, it will be emailed to faculty via Qualtrics.
- 2) There will be a discussion on Sub-Internships since faculty members have raised questions as to what the student/faculty expectations of a Sub-Internship are.
- 3) There will be a discussion on how well we are preparing students for the conduct of clinical research and the use of results in clinical decision-making.

New Business

Dr. Powderly stated that the Presiding Officer of the Executive Committee or his designee should attend the White Coat ceremony. Dr. Brown stated that he would discuss this with Jeffery Putman.

Respectfully submitted,

Kathleen E. Powderly, PhD