

FACULTY AND PROFESSIONAL STAFF OF THE COLLEGE OF MEDICINE

Minutes of the Semi-annual Assembly

December 17, 2008

Presiding Officer Stephen Rinnert called the meeting to order.
Minutes of the previous meeting (June 4, 2008) were unanimously accepted.

Dr. Stephen Rinnert presented Dr. Pamela Sass with a plaque from the committee. He also thanked her for doing a phenomenal job in reinventing the faculty and changing the Executive Committee to an active committee.

President's Report and Dean's Report was given by Dean Taylor

This has been an interesting year for us all. We should, however remember that the Chinese say that being born in interesting times is a curse and it is much better to be born into politically placid times. I need tell no one who looks at their retirement statements, reads the newspapers or watches television that these are difficult times nationally and globally. The collapse in the credit market, the wars in Iraq and Afghanistan which are the first wars fought using debt rather than increased tax-revenue, the bail-out of banks that encouraged risky loans, etc. have left the nation and the State of New York with significant financial problems. However, it is important to remember we still receive significant financial support from the State despite the recent rounds of budget cuts. Nevertheless, I do believe it will be necessary for us to explore ways of continuing to meet our mission through increased efficiencies. I do not mean to be "Polyannish" when I say that if we make the right decisions, we can emerge from this as a strong institution with a more focused approach to our mission.

We should all take pride in the many successes we have had:

- 1) Our students continue to do well and the number of applicants is increasing each year. While there was a slight decrease according to the AAMC in total applicants nationally last year, we saw a very significant 15.6% increase.
- 2) Our faculty and post docs continue to receive national recognition. Two illustrative examples are Dr. Todd Sacktor who won a prestigious award for innovation in Neuroscience research from the Society for Neuroscience and Dr. Audrey Peserov who works in Dr. Pestova's laboratory. He received the NY Academy of Sciences Blavatnik Award, beating out candidates from such institutions as Yale and Rockefeller University.
- 3) We are moving ahead with planning for a new education/research building. The monies have been allocated and it is our belief and hope that this will not be impacted by the State's current financial difficulties.
- 4) The school recently embarked on a review of the curriculum. It is 10 years since our last look at the curriculum. Much has happened in the interim and there are changes

in the National Boards on the horizon. Dr. Pamela Sass who recently joined the Dean's office is overseeing this process.

- 5) The LCME seems pleased and satisfied with the progress the school has made since they last visited in 2004. The next full visit will not occur until academic year 2012-2013.
- 6) An Advanced Learning Resource Center was recently opened in the library. It uses lifelike patient mannequins and task trainers to enhance the education of our students and residents.
- 7) We have the new gross anatomy facility that we had been promising LCME for over 10 years. Many in the field have told me it is the best facility in the State.
- 8) Dr. Marcia Gerber recently joined the Deans office to help with admissions given the substantial increase in applications.
- 9) We have become a popular partner and have been approached by several institutions to develop potential partnerships. Many of these negotiations are covered by confidentiality agreements, which means my comments must be limited. However, I believe some of these have the potential to dramatically change our medical school, making it stronger through greater independence.

Report of the Presiding Officer

Dr. Rinnert reported the following: Anyone who is interested in being elected for next year's election to please let him know or anyone on the committee know. This is a great opportunity to participate in the work of the medical school. Members are elected for 2 years. There are different subcommittees that are in existence, they are as follows:

- Student Admissions, Academic Standards, Student Activities and Faculty-Student Relations
- Faculty and Professional Staff Personnel Policies and Appointments
- Research, Resources and Budget
- Educational Policy and Curriculum
- CAPQ
- Bylaws
- Nominations

In October we had the grand opening of the Resource Center and Dr. Rinnert invited all to go down and take a look at it and participate in the award.

The new academic building is moving forward. The Faculty Development Conference is scheduled for Tuesday, April 28, 2009 from 8:00 a.m. – 1:00 p.m. There will be a keynote speaker and two breakout sessions. Dr. Rinnert ask that anyone interested in participating to please let him or Dr. Sass know.

Dr. Sass organized the first faculty club meeting scheduled for Friday, January 23, 2009 in the Special Function Room. All faculty are invited.

Reports of Subcommittee Chairs

By-Laws: Jack Termine reported the committee needs 2 new members.

CAPQ: Dr. Bergold reported the CAPQ are 11 tenured faculty members, 4 from basic science, 6 from clinical departments and 1 from the affiliate. We are elected by you. The chair alternates between a clinical and a basic science member. We basically chair for a year and we need new members and this is important because CAPQ depends on a quorum system. If we don't have a quorum, we can't do our job. Five members are going to rotate off this year, therefore, we will need at least 5 more people.

This year we have had 12 recommendations either for appointment or promotion and 1 recommendation for tenure. We have 47 incomplete packages. The packages are missing either a letter from the department chair or recommendation letters. In addition we have 7 adhoc committees which are conducting tenure review.

CEPC: Dr. Luchessi reported that Dr. Keith Williams really chairs the committee and is doing a spectacular job. We have medical students representation. We are going to try to evaluate the curriculum for the next 6-9 months and then bring in ideas from other medical schools. Our total time frame we have to complete everything is 3 years. We have 3 subcommittees and Dr. Eve Faber Chairs the other schools committee.

An e-mail link of a survey was sent to student and faculty and we would really like to get your input.

The meeting was adjourned at 5:00 PM

FACULTY AND PROFESSIONAL STAFF OF THE COLLEGE OF MEDICINE

Minutes of the Semi-annual Assembly June 4, 2008

Presiding Officer Dr. Pamela Sass called the meeting to order.
Minutes of the previous meeting (November 8, 2007) were accepted.

President's Report

Dr. LaRosa announced we have created 1000 new jobs and in addition to that there are 100 new jobs in house.

Dr. LaRosa also reported on the budget constraints posed by the NYS budget crisis. The State of New York is in financial stress: 20% of the state's revenue comes from Wall Street and since 75% of that revenue has been unavailable, it puts us in a financial bind. The state is the primary provider of funds for HHC. There is a complete disconnect between what we do and what the budget office does. We have been informed that they have to redo state spending.

The State of New York values its State University system so poorly that 42 million dollars every year goes to some of the richest universities in the country right here in New York State. Columbia, Cornell and NYU receive 42 million dollars a year; not a cent was cut. The City University of New York received a 2.7 million dollar cut. We are getting the subsidy to charge half the tuition that we would if we were a private institution.

Dean's Report

Dr. Taylor reported on the 100% pass rate of our medical students on Step 1 of the boards; he is planning to request a review of the curriculum.

Dr. Taylor spoke on the diversity of our student body which is unmatched by any other school in the country. He thanked all faculty members who attended. To see so many faculty members on the stage in their academic regalia reinforced how important this day is to our Downstate Community. Dr. Taylor also thanked Meg O'Sullivan and "the team" for all the hard work that went into making this day a success.

Presiding Officer's Report

For the first time in recent memory, there are competitive races for the Executive Committee and the CAPQ. Our Bylaws sub-committee proposed changes that include adding a new sub-committee on student affairs, extending the term of our secretary to 2 years instead of 1 year, streamlining the appointment process for faculty from the affiliates, and updating language in the bylaws. The results of these elections are reported in the current issue of the newsletter.

Beginning in the fall, Dr. Mark Stewart will take over as Presiding Officer of the Faculty and Professional Staff.

Sub-committees Activities

Over the past year, the College of Medicine sub-committees have been very active.

The Sub-committee on Student Admissions, Academic Standards, Student Activities, and Faculty-Student Relations chaired by Dr. Miriam Feuerman presented a report on the COM promotion policy that was approved by the Executive Committee and forwarded to the Dean for his consideration.

The Faculty and Professional Staff Personnel Policies and Appointments Sub-committee chaired by Dr. Stephan Rinnert looked at the process of faculty evaluations by chairs and continues to look at issues regarding faculty development. Dr. Rinnert is active in the development of the Advanced Learning Resource Center in the library and he was sponsored by the Dean to attend a SUNY-wide faculty development conference in March.

The Sub-committee on Research, Resources and Budget chaired by Dr. Christopher Roman was involved in discussions of issues pertaining to research and the development of core facilities. His committee is developing a list of recommendations regarding research issues to present to the Downstate Centerwide Committee at a later date. Issues include problems with infrastructure and questions about insurance for damaged labs and equipment resulting from problems with the physical plant.

The Committee on Educational Policy and Curriculum chaired by Dr. Margaret Golden reviewed all clerkships this past year and is completing a report on their review.

The CAPQ chaired by Dr. Patrician O'Neill reviewed 29 recommendations for appointment and/or promotion, and 8 recommendations for tenure during the 2007-2008 academic year. 26 of 29 were recommended for promotion and all 8 were recommended for tenure. There are 55 active files not yet complete and 4 tenure reviews in process.

The Bylaws Sub-committee chaired by Jack Termine proposed changes to our bylaws as indicated above.

The Nominations Sub-committee was chaired by Allen Norin; this committee prepared the slate for elections.

We also continue to publish a faculty newsletter every 3 months edited by Maja Nowakowski and Lorraine Wilson.

The meeting was adjourned at 5:00 P.M.

Respectively submitted,
Kathleen Powderly, CNM, PhD

Secretary

**FACULTY AND PROFESSIONAL STAFF
OF THE COLLEGE OF MEDICINE**

Minutes of the Semi-annual Assembly

November 8, 2007

Presiding Officer Dr. Pamela Sass called the meeting to order.
Minutes of the previous meeting (May 10, 2007) were accepted.

President's Report

Dr. LaRosa discussed the search for a new Chancellor and recent appointments to the SUNY Board of Trustees. Dr. LaRosa is on this search committee. The State Commission on Higher Education, appointed by the Governor will look at SUNY. There seems to be no one on the committee who is looking at the issue of stem cell research which is important to SUNY Downstate. The state may be headed into a recession which may mean a reduction in the budget.

Dean's Report

The AAMC produced a white paper suggesting that there is going to be a major shortage of physicians and as a result the AAMC has encouraged the expansion of medical schools. We may have 4 new medical schools in NY. One medical school has been established in Harlem with 134 students, 2 new schools in New Jersey, and Hofstra is establishing a new medical school with North Shore University Hospital. St. George's announced an expansion of their medical school to 1000 student per year and HHC signed an agreement with St. George to take 600 St. Georges' students into their 11 hospitals. Three schools in Manhattan have announced they are expanding their medical school class by 25%. This means that there will be increased competition in the recruitment of medical students and provide clinical placements.

Current funding bills will forbid states from using Medicaid money to support GME. Currently about 47 states use Medicaid money to support Graduate Medical Education and New York State is the largest recipient. Indirect Graduate Medical Education money may be removed from Medicare. Many hospitals and academic medical centers have become dependent upon GME monies to balance their books. These changes could restrict the number of residency positions.

We received official notification that we had a 100% pass on the Step I. Dr. Taylor announced this was the first time in his academic career that he had seen such a perfect pass rate and he thanked everyone for such a wonderful achievement. Dr. Taylor received a document a few weeks ago stating that USMLE is about to abandon Step I and replace it with a combined examination, Step I and II at the end of the 3rd year. This exam will combine clinical correlates of basic science, a clinical knowledge assessment and standardized patient exams, all occurring in one very large exam at the end of the core rotations. The earliest class that could be impacted would be the class of 2009 but it may be delayed even further.

Dr. Taylor then answered questions from the faculty.

Presiding Officer's Report

Dr. Pamela Sass congratulated the faculty awardees for the Chancellor's Awards.

Distinguished Teaching Professor – Dr. Paulette Bernd

Distinguished Service Professor – Dr. M.A.Q. Siddiqui

Excellence in Professional Service – Dr. Marcia Gerber

Excellence in Teaching – Frederick Volkert

Excellence in Scholarship Creative Activities – Dr. Todd Sacktor

Dr. Sass also congratulated Dr. Hillary Michelson and Lorraine Wilson who put together the process. Dr. Mary Ann Banerji has agreed to take on this task next year.

The sub-committee chairs were presented as follows:

Nominations Committee – Dr. Allen Norin

CEPC Committee – Dr. Margaret Clark-Golden

Faculty and Professional Staff Personnel Policies

Promotion and Appointments – Dr. Stephan Rinnert

Research, Resources and Budget – Dr. Christopher Roman

By-Laws Committee – Jack Termine

Student Admissions, Academic Standards and

Student Activities – Dr. Miriam Feuerman

CAPQ – Dr. Patricia O'Neill

SUBCOMMITTEE REPORTS

Nominations Committee: Dr. Allen Norin reported on the Executive Committee vacancies for 2008: Presiding Officer Elect, Secretary, 3 positions in Clinical Sciences and 1 for affiliates. Nominations for these positions should be sent to Lorraine Wilson or Dr. Norin. The CAPQ Committee, which is elected, has 2 positions available in basic sciences, 1 in clinical sciences and 1 for our affiliates. A notice will be sent out in late March regarding the election.

CAPQ: Dr. Patricia O'Neill reported the CAPQ reviewed 37 recommendations for appointment and/or promotion and tenure recommendation. 34 were approved and 3 recommendations for promotion were tabled.

To date, there are 51 active dossiers that contain a current letter of justification from the Department Chair, letters of recommendation, a CV, or reprints. There are 7 tenure reviews in process. The CAPQ has reviewed 12 recommendations; 9 were approved and 3 were tabled.

Faculty and Professional Staff Personnel Policies Promotions and Appointments:

Dr. Stephan Rinnert reported on plans for Faculty Development. This was followed by a lively discussion of the needs of the faculty and ideas for implementing a faculty development program.

The meeting was adjourned at 5:15 PM

Respectively submitted,

Kathleen Powderly, CNM, PhD

Secretary

**FACULTY AND PROFESSIONAL STAFF
OF THE COLLEGE OF MEDICINE**

Minutes of the Semi-annual Assembly

May 10, 2007

Presiding Officer Dr. Pamela Sass called the meeting to order.

Minutes of the previous meeting (December 6, 2006) were unanimously accepted.

President's Report

The move to create a Biotechnology Institute at the Brooklyn Army Terminal is still on track but at a slow pace. There is a company that formed with the Economic Development Corporation of NYC and there has been discussion re: how to develop space in the building. The State has already provided some money for the project.

There are negotiations with the State Department of Mental Health for the use of some space in Kingsborough.

There are also negotiations with the Board at Victory Memorial Hospital to provide emergency services and transfer some beds to their facility to build a diagnosis and treatment center. This will not compromise our mission here in Brooklyn but it is an expansion to build a new clinical establishment and gain referrals.

The issue of privatizing the hospital is up for consideration. It is a non-binding recommendation according to the Berger Commission Report. It does not have anything to do with Victory Memorial.

Dean's Report

A number of significant events have occurred since the last Semi-Annual meeting. They include:

- 1) The LCME requested a detailed report on how we were addressing a number of areas of concern. They were very pleased with the progress made. They have asked for a follow-up report in 2008 on four issues to ensure we continue to make satisfactory progress in these remaining areas. The faculty were thanked for their hard work in ensuring that the LCME was fully satisfied with the report.

- 2) The ACGME recently informed us that Downstate had been approved for a further 4 years. The College of Medicine is thus in good standing with both LCME and ACGME.
- 3) As indicated in a recent e-mail, the Dean was particularly proud of our recent USMLE Step 1 results. SUNY Downstate's scores were significantly higher than the national mean and pass rate. Our students scored at or above the national mean in 18 of the 20 content areas. The other two were just below national norms. (Biostatistics and the gastrointestinal system). 99% of our students taking the test for the first time passed compared to an average pass rate of 94% for all other US and Canadian schools. Changes were made after the disappointing scores of 2004 that have insured that our students are much better prepared to take the exam. The characteristics of the entering classes have not changed significantly from 2004 to the present. As such this improvement reflects the hard work of a lot of faculty dedicated to our educational mission.
- 4) Our proposal for Empire Innovation Funding was received favorably. Approximately \$425,000 has been allocated to the school for recruitment of new faculty. These are recurring monies so this success represents an increase in our State allocation. The State's expectation is that we will use these monies to recruit faculty who have significant peer-reviewed research funding.
- 5) Governor Spitzer has announced funding for a stem cell initiative in New York State. An initial infusion of \$200 million in funding will be followed by \$400 million over 10 years. The faculty committee working on the research strategic plan has identified this as an area of future focus for the school. As such we will be establishing a Stem Cell Center here at SUNY-Downstate. Dr. Roger Cracco has been asked to chair the Search Committee.

Presiding Officer's Report

Dr. Pamela Sass announced that Dr. Norin who is the Chair of the Nominations Committee will present a slate for elections for faculty governance for the College of Medicine. This summer there will be a Centerwide Committee election. The Centerwide Committee has representation from all the colleges and is the overall faculty governance for the medical center.

2010 is the sesquicentennial celebration and the planning is underway. Jack Termine and Meg O'Sullivan are heading the committee and they are asking for faculty input. Any interested faculty members are welcome to become involved.

The Executive Committee sub-committees have been busy. The Admissions Committee presented two reports to the Executive Committee. One report covered medical school admissions and was developed by a committee headed by Dr. Miriam Feuerman. The second report was presented by Dr. Mark Stewart and his ad hoc committee. This report reviewed admissions of the MD/PhD Program. Both reports were reviewed and discussed by the Executive

Committee and presented to the Dean. Copies of the reports are available to any interested faculty member.

April was the month of the inaugural issue of the Faculty Newsletter. Many thanks are given to editors Dr.Maja Nowakowski and Lorraine Wilson.

Subcommittee Reports

CAPQ: Dr. Peter Bergold reported, this academic year the CAPQ has reviewed 34 recommendations for Promotion and Tenure so far.

All were approved, although in two cases the CAPQ asked the chair to recommend a different (qualified) rank, for example, from Professor to Professor of Clinical and from Associate Professor to Research Associate Professor.

CEPC: Dr. Clark-golden reported the committee has started clerkship reviews. To date we have reviewed 3 clerkships. The committee hopes to be finished by January, 2008.

Nominations Committee: Dr. Norin presented the slate of nominees for the Executive Committee. Dr. Kathleen Powderly is running for Secretary. We have 6 positions available in the basic sciences and 2 positions available in the clinical sciences. There is one staff member position and one affiliate position. Dr. Norin opened nominations from the floor. The motion to accept nominations presented for the Executive Committee was accepted.

Recommendations from the Sub-committee on Student Admissions, Academic Standards, Student Activities and Faculty-Student Relations for Admissions to Downstate Medical School:

Dr. Miriam Feuerman reported the following:

Admissions Policy: We discovered that there was no documented admissions policy. We therefore propose the following:

The goal of the admissions process at the SUNY Downstate College of Medicine is to recruit a student body that reflects Downstate's unique mission in the New York metropolitan area. Every effort should be made to recruit a well-qualified student body that is diverse in culture, ethnicity, age and background. In addition, the admissions process should strive for classes where men and women are equally represented. As the only public medical school in the New York metropolitan area, we have a commitment to training students whose circumstances might not permit them to pursue a career in medicine. We have a special interest in preparing excellent physicians who will be committed to promoting health in urban communities. Applications from outside the state will be welcomed, however, as an institution of the State University of New York the student body will always be predominantly from within New York State.

Admissions Processes: After a review of the outcomes of the admissions processes for the last several years, we concluded that the outcomes of the current admissions processes yielded classes that were generally consistent with the policy set forth above. However, we would like to recommend improvements in several aspects of the process.

1. More faculty participation is required in every aspect of the admissions process.

a. Participation on the Admissions Committee involves a significant time commitment (estimated at 0.2 FTE by Ross Clinchy). We therefore recommend that individuals serving in this capacity be appropriately compensated for their efforts, either by relieving them of other duties or providing appropriate salary support. If service comes at the expense of other responsibilities, those units may require extra resources to fill in the void. For example, personnel may be required to cover clinical responsibilities of Admissions Committee members.

b. Members of the Admissions Committee should be appointed to 5-year terms, with the possibility of serving 2 terms consecutively. After 10 years, a new individual should fill that slot on the admissions committee.

c. Students provide a unique perspective in the decision to accept applicants to the medical school. However, the current quorum rules for the admissions committee permit the students to cast up to 42% of the vote in accepting applicants on a given day. We recommend that the student vote constitute no more than 20% of the vote.

d. More faculty interviewers of applicants to the Medical School must be recruited. However, their suitability for the many aspects of the job must be assessed. Training for faculty interviewers should emphasize the role of recruiter in addition to dealing with the legalities involved.

e. The enormous job of the initial screening of applications to the medical school should be performed by staff according to guidelines consistent with the mission of Downstate Medical School. Ordering of interviews should be done in consultation with the chair of the admissions committee.

f. Highly qualified applicants for medical school should be interviewed as early as possible to demonstrate our interest in them. "Highly qualified" applicants include those who have excelled academically as indicated by high GPA and MCAT scores, individuals with enriching life experiences and those who come from non-traditional backgrounds with the potential to become excellent physicians. The current practice of giving interview priority to applicants with a science GPA of 3.5 or higher and total MCAT scores greater than 30 is in accord with this recommendation, but other factors such as those stated above should be considered as well.

2. The admissions process should be used as a powerful recruiting tool to attract well-qualified applicants. For example, other institutions start the day with a brief introduction from the Dean of the College of Medicine. While students are waiting for the main activities of the day, they can receive information on housing and financial aid. Smaller tours of some of the

facilities not usually covered on the main tour can also be organized. We recognize that such an effort is dependent on the recruitment of more faculty and staff to participate to allow interviews to be done in groups of 30 to 40 applicants in a day.

3. Recruitment and retention of underrepresented minority students is central to our mission. We recommend greater faculty participation in programs that recruit and prepare underrepresented minorities for entry into Downstate. In particular, the Early Medical Education Program is a vital component of Downstate Medical School. We recommend that a study group be convened to evaluate the Program to determine how faculty can contribute to this program so that students who matriculate from it can reach their full potential.

MD/PH.D Report – Mark Stewart, Ph.D.

RECOMMENDATIONS EXCERPTED FROM FULL MD/PHD REPORT: (Full report is available to interested faculty)

C. ROOM FOR IMPROVEMENT

Areas to be improved, with specific recommendations for improvement

C1. Students need to 1) hear immediately that their application process has started, and 2) be kept informed of their application's progress.

Recommendations: Each student must be immediately contacted with a courteous letter thanking them for their application and with a promise to that the SGS office will inform applicants of missing materials that can delay processing. Follow-up contact should be made with each student at regular intervals not longer than an month until the application is complete and a decision regarding an interview is made. After the interview, continued follow-up must take place until the time of a decision letter.

C2. Concerns about screening applications and selection for interviews.

Recommendations: The full MD/PhD Admissions Committee must be aware of all applicants to the MD/PhD program. The MD/PhD Admissions Committee should define and implement its own rules for triage. There must be an opportunity for all members to have a voice at each stage of the review process.

C3. Processing delays impact the Program's chances for attracting the best students.

Recommendations: The MD/PhD Admissions Committee must have the ability to dictate the order for reviewing the MD/PhD applicants at COM Admissions Committee meetings.

C4. Adequate evaluation for both the MD and PhD parts of the program will facilitate presentation at the COM Admissions Committee.

Recommendations: As each MD/PhD candidate is typically scheduled for multiple interviews, the inclusion of at least one MD-only interviewer during the interview day will make the review process rigorous, but more importantly, strengthen the MD/PhD Admissions Committee's presentation of candidates to the COM Admissions Committee.

C5. Web page access to information is unnecessarily complex.

Recommendations: Web page access must be simplified and include much more data for prospective students. This includes information about time to completion for the program, where our MD/PhD students go after graduation, faculty with “track-records training MD/PhD students, and links to the administrator(s) in the SGS office who will be able to report the progress of the application review (described above).

C6. Recruiting.

Recommendations: As described above, the web pages for the MD/PhD Program must be improved. In addition, the University should seriously consider providing interim funding for the minority affairs programs.

C7. Placing students and letters of acceptance.

Recommendations: Other funding sources must be considered by the SGS programs, including the option of bringing funded clinical faculty into the training of MD/PhD candidates as co-advisors, or (for those with sufficient experience training students) as advisors. Training grants must be pursued, and both kinds of opportunities need to be part of the recruiting advertisements. For the time that funding difficulties continue, the most prudent strategy would be to limit the size of the entering class. Letters of acceptance cannot be conditional.

D. MINORITY STUDENTS

Specific suggestions with regard to applications from minority or underprivileged students

D2. RECOMMENDATIONS:

The successes of the programs of the Office of Minority Affairs speak for themselves with regard to identifying excellent minority students. We do not recommend that students from the EME Program be evaluated any differently than they already are with regard to COM admissions policies.

Standardized tests are poor predictors of performance for some students. The MD/PhD Admissions Committee must review its own criteria for interviews and acceptance to be certain that standardized test scores are not the major criterion for either interview or acceptance. Other criteria such as grade point average, clinical and research experience, and interview maturity must be given serious consideration. Such a policy is already in place for PhD candidates.

The meeting was adjourned at 5:15 PM

Respectively submitted,
Kathleen Powderly, CNM, PhD
Secretary

FACULTY AND PROFESSIONAL STAFF OF THE COLLEGE OF MEDICINE

Minutes of the Semi-annual Assembly

December 6, 2006

Presiding Officer Pamela Sass called the meeting to order.
Minutes of the previous meeting (May 18, 2006) were unanimously accepted.

President's Report

Dr. LaRosa reported that he had a lot of good news. The Hospital and Practice plan are healthy. We are not in any financial trouble. We have money for capital in the school and in the hospital which is a lot more this year. The SUNY budget has now passed the board but that does not mean that it has been approved by the governor or the legislature or the budget office. This year we have a small but significant increase in our operating budget over last year which is good.

We have 165 million dollars in the budget this year for a new science and research building. There is 59 million dollars in the budget this year in order to move the clinical laboratories from the hospital over to the new medical office building and we have 10 million dollars in the budget this year for the development of the Brooklyn Army Terminal. Again it does not mean that this is in the bag. We have a new governor and there are a lot of questions about what his policies toward SUNY will be and what challenges he will face in terms of the State Budget. The problem with capital in the school is that it gets counted as State debt because the hospital is required to pay the debt back and service its own debt. We owe a great board of thanks to the new Chancellor who steadfastly asked what our top priority was, we told him and he included it in the budget.

The Brooklyn Army Terminal is the most single most important thing we have done to improve our image and get ourselves into a position where people are willing to regard us as an institution is whole biotechnology effort. The second phase of the building is now finish except for a few clearance we have to get from the city. We have enough money for all but a few million dollars short of the third phase of the building. We started last year with an effort with the city to develop a space for biotechnology in one

of the buildings in the Brooklyn Army Terminal and that has succeeded although painfully.

The Berger Commission made recommendations that will affect 57 hospitals and healthcare facilities in the State and result in significant restructuring of the State hospitals at SUNY-Upstate and SUNY-Stony Brook. SUNY-Syracuse's hospital is recommended to merge with Crouse (a private hospital) and the merge entity will have a new, Non-SUNY governance structure. The University hospital at Stony Brook is recommended to affiliate with several other hospitals on Long Island under a new single unified governance; one with authority over the whole network. These recommendations will become law at the end of this month. There were no binding recommendations about our own hospital here at Downstate.

The commission did suggest that the state evaluate the positives and negatives of privatizing all the SUNY State hospitals. However, this was not a binding recommendation as it relates to SUNY-Downstate.

Dean's Report

Dr. Taylor reported he wanted to ensure that the faculty were aware of issues that had arisen out of the LCME and AGME site visits. In August, before his official start on September 1st, he was asked to fly up to SUNY to attend a secretarial visit from the LCME. This visit was to help the school address a number of issues that the LCME had expressed concern over. There were nine citations that the LCME felt had not been addressed in the requested follow-up letter in June, in response to concerns raised in the full LCME site visit that occurred in 2005. The LCME requires additional information on the following concerns:

- 1) Evidence that there were comparable methods of instruction and evaluation and communication between clerkship directors and site directors in each clinical discipline.
- 2) The evaluation of resident teaching in surgery and women's health, along with the availability of programs to support resident teaching in these areas.
- 3) Progress in the timely provision of final grades in required clinical clerkships including the average number of weeks until grades are returned.
- 4) Changes in the admissions process to enhance the responsibility of faculty, including the status of recommendations of the Ad Hoc Admissions Review Group.
- 5) Status of the completion of relaxation space for students.
- 6) Evidence that feedback to faculty on their academic performance and progress towards promotion is occurring on a regular basis. Several of you

have asked about the ongoing meetings you're your Chairs – this is a direct response to this citation.

- 7) Status of opportunities for faculty professional development, including the results of the pilot program designed to enhance clinical teaching skills
- 8) Progress in assuring that faculty committees are involved in the development and review of policies related to medical student admission and promotion.
- 9) Status of upgrades to educational space, including gross anatomy facilities.

I believe we should anticipate that the LCME will require us to undergo a limited site visit, in the not so distant future given the number of citations and repetitive nature of some of their concerns.

ACGME

We also underwent an Institutional review by the ACGME on November 1st, 2005. ACGME asked the school to specifically address citations listed in the previous Institutional Accreditation Letter of 2001. These were as follows:

- 1) Deficiencies in Ancillary Support Services
- 2) Inadequate call rooms at KCHC
- 3) Access to computers and the Internet for pediatric residents
- 4) Faculty supervision of residents in Internal Medicine and Pediatrics at KCHC
- 5) Adequate systems for residents to communicate problems regarding their education programs.
- 6) Institutional Oversight of Residencies – in particular ACGME was concerned about the number of citations individual programs had in common. These included:
 - a) Inadequacies in scholarly activity of the residents.
 - b) Inadequate evaluation mechanism
 - c) Effectiveness of the internal review process
 - d) Oversight of our affiliates

Dr.'s Frank Lucente and George Frangos worked diligently along with the faculty's GME committee to address these issues prior to the institutional review. I would like to thank them and the members of the GME committee for their hard work.

Report of the Presiding Officer

Dr. Pamela Sass Presiding Officer of the Executive Committee, presented Dr. Allen Norin with a plaque and flowers from the Executive Committee with gratitude for serving as Chairman of the Executive Committee and Presiding Officer of the Faculty and Professional Staff Assembly from 2004 – 2006. Dr. Sass also thanked Lorraine Wilson for her input in putting the meeting together.

Dr. Sass reported on the appointments that have been made by the Executive Committee. There was a vacancy this past year in CAPQ and Dr. John Lewis agreed to fill in on CAPQ until April. Also there was a vacancy on the Executive Committee and Dr. Miriam Feuerman has offered to fill in for that term.

We have 7 sub-committees of the Faculty Governance. Committee Chairs are nominated by the Executive Committee and the Presiding officer and then confirmed by the Executive Committee. The following is a list of the sub-committees and chairs.

Nominations Committee	Allen Norin, Ph.D.
CAPQ Committee	Paulette Bernd, Ph.D.
CEPC Committee	Margaret Clark-Golden, M.D.
Faculty & Professional Staff	Hillary Michelson-Law, Ph.D.
Research, Resources and Budget	Christopher Roman, Ph.D.
Student Admissions, Academic	Miriam Feuerman, Ph.D.
Standards & Student Activities	
By-laws Committee	Jack Termine

The Dean is supporting the institution of an electronic news letter for the faculty. The Dean will have a way to write to us and communicate with the Executive Committee and the Faculty Governance will also have a way to be able to communicate. Also the website will be redesigned.

Reports of Subcommittee Chairs

By-Laws: Jack Termine thanked everyone for their well wishes during his rehabilitation. My committee review By-laws of the assembly to determine that they are consistent with the policies of the Board of Trustees of the University. The sub-committee also initiates and develops necessary amendments for revisions and makes recommendations to the Executive Committee. The By-laws committee met last in October and will continue to meet during the academic year. The committee members include Pam Sass, Presiding Officer, Allen Norin, Past Presiding Officer, Violet Price, Assistant Librarian in the Library and we have one vacancy.

Nominations Committee: Dr. Norin presented a power point presentation of the election results of May, 2006 which shows new members elected to the committee.

Also, Dr. Norin announced he is looking for members for the nominations committee and anyone who is interested to please let him know. The committee will be busy in March putting together a slate for the spring election.

Student Admissions, Academic Standards and Student Activities: Dr. Miriam Feuerman presented the names of members of the committee. The committee is to continue monitoring the process of student admissions and promotions in the medical school. They are currently on a fact finding mission and some of the stimulus to get going on this was provided by the LCME. They are part of the answer to the LCME citations. The committee has spoken with many people at this point in order to get the facts. They are expecting a report from Dr. Barbara Lawrence with some statistical analysis to look at the outcome of the print process. When the data is received, the committee will then meet to form some recommendations which will be submitted to the Executive Committee.

Research, Resources and Budget: Dr. Christopher Roman reported the goal to this committee is to enhance basic and clinical research at Downstate. We want to identify resources and establish priorities as how we can best do that. Dr. Roman also announced the names of the members on the committee.

CAPQ: Dr. Bernd reported since the last center-wide meeting in May, the committee on Academic and Professional Qualifications has reviewed 17 promotions and 7 tenure recommendations. Of the 17 recommendations for promotion and /or appointment, all were approved. Of the tenure recommendations, 6 were approved and 1 was disapproved.

At the moment, there are 40 active dossiers that contain a current letter of justification for the Department Chair, letters of recommendation, a CV, or reprints. There are also 4 tenure reviews in process currently.

Then CAPQ Committee would like to stress the importance of submitting a clear and updated CV. This only ensures a fair review of the candidate's qualifications. If the research/scholarly, teaching, and/or service activities are not clear, the recommendation will be tabled for clarification and the department will be asked to provide a new CV in the required format.

CEPC: Dr. Margaret Clark-Golden reported the CEPC Committee meet on the 3rd Monday of each month and invites anyone who has ideas, interest and wants to hear what we are doing to come to these meetings. The Dean's counsel on education is important to the day to day running of the curriculum. It is very important that all faculty feel that they can have input into the curriculum, which is why I invite anyone to the meetings. We have been reviewing feedback on the curriculum from various sources particularly from the students. We are approving new electives. In the past year we endorsed the thread committee to examine geriatric teaching across the curriculum. Based on our review of the student feedback, we have setup two taskforce one on

reading. What we notice from the student feedback for the required readings, the percentage of students who said they read them went down. What we see in the clerkships years is students who come from reading textbooks also has gone down. Are we serving the students well by letting this happen and what shall we do about it? Our big project right now is that we have undertaken review of the clerkships. The last time the clerkships were reviewed was about 8 or 9 years ago. We are hoping to start interviews with each of the clerkships directors starting in January and we have been encouraged by Dr. Taylor to think strategically.

Faculty and Professional Staff Personnel Policies Promotions and Appointments:

Dr. Hillary Michelson reported there were a good number of nominations for the Chancellor's Award. In the next week or so we will decide on who the College of Medicine nominee will be. The next process is we then go to the Centerwide Committee where our nominees are put together with the other school nominees. At that point as a group we decide who Downstate representative nominees will be and then the nominations are forwarded by Dr. LaRosa to SUNY Albany. It is reassuring to see that there are a number of individuals within the institution that are committed to the institution in terms of extending themselves beyond their job description so that they are eligible for these excellence awards and distinguished professorships.

I also have been asked to form a sub-committee to address and evaluate the early teaching phase tenure process. If anyone has an interest in participating in this sub-committee please let me know by e-mail. I will be beginning the evaluation process within the next couple of months.

The meeting was adjourned at 5:15 PM

Respectfully submitted by Lorraine Wilson, Administrator for the Faculty and Professional Staff of the College of Medicine.

FACULTY AND PROFESSIONAL STAFF OF THE COLLEGE OF MEDICINE

Minutes of the Semi-annual Assembly

May 18 2006

Presiding Officer Allen Norin called the meeting to order.
Minutes of the previous meeting (November 2, 2005) were unanimously accepted.

President's Report

Operating Budget: We expect to get the full amount of money that we asked for. This would allow us extra funds for new faculty, particularly in the MPH and nursing programs. It looks as though we will have a healthy operating budget.

Capital Budget: We received 20 million dollars this year for improvements in the Basic Science Building. We also received another 24 million dollars for Brooklyn Army Terminal project.

Other important initiatives include the International AIDS Vaccine Initiative (IAVI) and bioterrorism training.

The Hospital is making money but this doesn't remove all threats to the Hospital. The Berger Commission is looking at the hospital sizing and beds and they will make a report. If their report is not accepted by vote of the senate and the assembly, it will go to the governor and if the governor approves it, it will still happen.

The practice plan is making money.

We have just come through the Middle State Review. There were no recommendations and we received full accreditation. We have also successfully completed reviews by JCAHO x2, LCME as well as reviews of the College of Nursing, various CHRP programs and the MPH program.

There were 53 very qualified applicants in the Dean's search. The committee ran a very professional search. We are on track in getting someone to fill the position in the next

couple of months. There are 3 candidates being considered who seem to be genuinely interested in coming.

We have recently reviewed the way our 5 year strategic plan worked out. We have accomplished most of what we set out to do. Dr. LaRosa feels we did very well. A new strategic plan developed, including a research agenda, when the new Dean arrives.

Relationships with Kings County and HHC were discussed; things have been relatively quiet since the last contract negotiation, and there is now a need to renew the 3 year contract.

Dean's Report

Dr. Feigelson reported there is a monthly meeting with Kings County. There are 4 or 5 representatives from SUNY and 4 or 5 representatives for Kings County and those meetings have gone very well.

There is a major push on to increase the number of medical students in the U.S. There are currently about 18,000 first year medical students in the United States and it has been that way since 1980. There are 25, 000 PGY-1 positions and the difference is usually filled by international medical graduates. The AAMC is pushing to increase the size of medical schools. The osteopathic school is the only school that could increase size in NY. There is a new medical school going up probably in New Jersey and there is a new medical school in Florida and they are talking about a new medical school in Texas. Our applicant pool remains essentially the same. Our first and second year classes are doing well. We scored higher on USMLE 1 this year than the national average; and higher than we have done in awhile.

We have recruited a new chair of neurology who will be starting July 1. Danny Rosenbaum is a professor at Einstein, a principal investigator and his area of research is cerebral vascular disease.

We have three open chairs with good interim appointments at the moment. They are, Douglas Lazzaro, interim chair of ophthalmology, Maureen McLeod, interim chair of microbiology and Allen Gintzler, interim chair of biochemistry.

The medical school, graduate school and nursing school graduations will take place next Thursday.

Discussions are occurring about the status of the Brooklyn VA Hospital.

We have an award ceremony for the medical students and for selected faculty which will take place next Monday in the alumni auditorium. At 5:00 p.m. today the 1st year medical students are having a memorial service for their cadavers and all are welcomed.

Report of the Presiding Officer

Dr. Allen Norin, Presiding Officer of the Executive Committee, presented Dr. Eugene Feigelson with a plaque from the Executive Committee with gratitude for working with faculty governance. He also thanked Dr. Scott Miller, past presiding officer, and Dr. Pamela Sass, future presiding officer for their assistance and acknowledged the sub-committee chairs for their work. The Executive Committee continues to have productive monthly meetings.

The report of the Admission's Policy Review Group was completed. It was reviewed by the Executive Committee and sent to the assembly by e-mail. The Executive Committee also had a review board for a CAPQ appeal.

The Executive Committee has now interviewed 2 of the candidates for Dean of the College of Medicine and an additional interview is scheduled for next week. The committee will meet in a special session to discuss the candidates and Dr. Norin will meet with Dr. LaRosa and some additional people to discuss their findings.

Reports of Subcommittee Chairs

By-Laws: Jack Termine who chairs the by-laws committee has been ill this year and regrets that he could not be here today. Dr. Norin gave his report. The Executive Committee recommended some by-laws changes with regard to CAPQ. This was presented at the last meeting and e-mailed to everyone. The vote on the by laws will be presented on the election ballot in a few weeks

Nominations Committee: Dr. Wadowski presented the slate of nominees for positions on the Executive Committee and sub-committees. Nominations were then opened to the floor; there were no nominations from the floor.

Student Admissions, Academic Standards and Student Activities: Dr. Pam Sass reported on the Admissions Policy Report. One of our recommendations was that the Executive Committee make sure that the sub-committee look at admissions periodically so that the faculty has an idea of what is going on with admissions. We will be reformulating the committee to look admissions and also to review academic standards.

CAPQ: Dr. Barbara Delano reported they received requests for 32 promotions and 6 tenure recommendations. Of the 32 promotions, 25 were approved by the CAPQ. One of the two rejected promotions went to appeals. Two recommendations were tabled for an updated CV and three recommendations were tabled for more information and will be presented at the next CAPQ meeting. Of the 6 tenure recommendations by the CAPQ, five were approved.

CEPC: Dr. Margaret Clark-Golden reported the committee has been meeting monthly. They have identified some regular tasks including review of evaluations and proposals for new electives. Student members have been helpful. Two task forces have been appointed: one, under the direction of Dr. Andrea Markinson, will look at expectations re: reading assignments and the other to look at human sexuality. The committee plans to look at the clinical years next.

Faculty and Professional Staff Personnel Policies Promotions and Appointments:

Dr. Hillary Michelson reported the committee met in the beginning of January 2005 and called for nominations for the Chancellors Awards, which are given out by the Provost's Office at SUNY Central.

The winners are as follows:

- Excellence in Faculty Service was Dr. Sue Mirra
- Excellence in Professional Service was John Allen
- Excellence in Librarianship was Mahmood Hussain
- Student Excellence was John Craig
- Distinguished Service Professor was Dr. Eva Cramer
- Distinguished Teaching Professor was Dr. Stanley Friedman
- Distinguished Professorship was Dr. Henri Begleiter

The committee will be looking into promotion and tenure requirements for Librarians.

The meeting was adjourned at 5:15 PM

Respectfully submitted by Lorraine Wilson, Administrator for the Faculty and Professional Staff of the College of Medicine.

FACULTY AND PROFESSIONAL STAFF OF THE COLLEGE OF MEDICINE

Minutes of the Semi-annual Assembly

November 2, 2005

Presiding Officer Allen Norin called the meeting to order.
Minutes of the previous meeting (May 19, 2005) were unanimously accepted.

President's Report

Dr. LaRosa reported we have a new interim Chancellor in Albany. We have given him a list of things that we need including a substantial amount of money to recapitalize the school and the research facilities.

The second phase of our biotechnology incubator building will be finished around February 2007. We are holding our own in the battle to develop a biotechnology industry in Brooklyn.

We have 12 million dollars in our budget this year to improve the space in the Brooklyn Army Terminal. The Brooklyn Army Terminal is owned by the City and there have been some concerns re: the City's willingness to open the space up to use. This partly has to do with the City's interest in building a project in the area around NYU. Eva Cramer has been phenomenal in moving this project along.

Martha Thomas was our political outreach community officer for many years. Martha died suddenly last week only about a year after retiring. She was a woman of extraordinary talents and a wonderful play writer. She is a great loss to us and a reminder of how many talented people there are in New York.

Our MPH Program is a great success. We are probably two years or so away from declaring a School of Public Health. It will take a number of years beyond that for it to be accredited, but it is moving very well. Dr. Pascal Imperato has done a remarkable job of leading that effort. The only other school of public health in New York City is The Mailman School at Columbia University

Dr. LaRosa introduced Debra Carey who is the new Chief Executive Officer of UHB. The hospital is full and has a balanced budget. The hospital needs to be renovated and we have to find ways of shutting down space without losing any more business. When we opened our emergency room we expected to see about 10,000 people a year. We are getting close to seeing 60,000.

The practice plan space is a problem, but we opened a new building last week. This building is the Infant and Child Learning Center, which is a program that reaches out to families that have children with special needs.

In the search for a new Dean for the College of Medicine, we decided to use a search firm through the state mechanisms. We have 3 firms, the state will make a decision on the best firm. Dr. Pascal Imperato is Chair of the Search Committee. We are hoping to have the new Dean named by late spring. There are no limitations on inside or outside candidates.

Dean's Report

In the absence of Dr. Feigelson, Dr. Cracco gave the Dean's report.

Tuition is about 10,000 dollars a year and the average indebtedness of our students on graduation is about 100,000 dollars.

Our major teaching hospital affiliates for our medical students are King's County Hospital Center, Long Island College Hospital, Staten Island University Hospital, Maimonides Hospital and the Veteran's Administration Hospital. Students also rotate through North Shore, Lenox Hill and our first year students rotate through many doctors' offices.

The College of Medicine was given a full 8 year accreditation after completing the LCME process. This was truly a major accomplishment. The Dean congratulates Dr. Mira and the people who worked closely with her as well as many others in the College of Medicine who helped to make this happen.

This is the first time in many years that the College of Medicine did not sustain a decrease of funding and a cost of living increase was funded this year.

Currently we are in the final stages of recruiting Chairs in the Departments of Microbiology and Neurology.

In addition to the Annual Budget Reviews the Dean's office has begun the Annual Dept. Reviews where the educational, clinical and research accomplishments of each department are reviewed.

The Kings County affiliation contract has been signed. Any disputes that may arise between Kings County Hospital and SUNY Downstate Medical Center should be handled by our representatives, Ross Clinchy and John O'Hara.

John Allen has done a marvelous job regarding the research enterprise.

LCME

Dr. Mira reported our strengths were curriculum design and management. Problem areas included clerkship education, faculty development and facilities. These issues will be addressed by the Dean's office.

Report of the Presiding Officer

Allen Norin displayed the names of the officers of the Executive Committee and thanked all the members of the committee for all their hard work.

The Executive Committee appointed a review board according to the by-laws which considered the appeal by the chair of a negative decision for tenure by CAPQ. The report was made and sent by the board members to the Dean and that is now under consideration. In addition the Executive Committee processed an appeal by a faculty member for due process and consideration of promotion and as a result of this process the By-laws Committee will be making recommendations for a change in the By-laws which clarifies this procedure. There was some conflicting language in our By-laws on this point. You will be requested to vote on the By-law changes. The Committee also appointed an admissions policy review group to look at the process of admission to the medical school. According to LCME the faculty has not been reviewing admissions policies. We now have a committee that will be looking into this and Pam Sass is the Chair of the committee. There is a draft document which is currently being reviewed.

Reports of Subcommittee Chairs

By-Laws: Jack Termine reported that since the last annual meeting the By-laws Committee was charged by the Executive Committee with looking at two kinds of language and a situation dealing with CAPQ. The Subcommittee met several times regarding these issues. The subcommittee found that the section did not flow in logical order and there are paragraphs that were rearranged for better flow and readability. The committee also felt that although one section stated that one may apply for tenure using an alternate route committee process, nowhere in the section did it say that every department must have an alternate route committee. Language for that effect was added. This proposal was sent to the Executive Committee for appropriate action. This committee included Jack as chair, a professional staff representative, Allen Norin, Pam Sass and Violet Price.

CAPQ: Barbara Delano reported the Department of Medicine had the most candidates up for both promotion and tenure. The committee has reviewed 27 promotions and 5 Tenure recommendations. Of the 27 promotions, 26 were approved by the CAPQ and 1 of the Tenure recommendations was rejected.

Since the summer of 2005, the CAPQ has reviewed 8 promotions and 2 Tenure recommendations. Of the 8 promotions, 1 was denied and 1 was returned to the department for re-evaluation. The committee approved 1 Tenure recommendation and the other was rejected but will be re-presented for a re-vote.

CEPC: Margaret Clark-Golden reported the student evaluations have been very favorable. There has been improvement in many of the courses over the last several years. The CEPC minutes have now been posted on the website. An invitation is extended to faculty who have curriculum issues - please e-mail Dr. Clark-Golden or Lorraine Wilson with the assessment method you would like discussed.

New Business

Sometime in January or February the Executive Committee will have an interim meeting of the faculty. In this meeting the faculty will be able to discuss more of the committee issues, policies and procedures, etc.

The meeting was adjourned at 5:15 PM

Respectfully submitted by Lorraine Wilson, Administrator for the Faculty and Professional Staff of the College of Medicine.

FACULTY AND PROFESSIONAL STAFF OF THE COLLEGE OF MEDICINE

Minutes of the Semi-annual Assembly

May 19, 2005

Presiding Officer Allen Norin called the meeting to order.
Minutes of the previous meeting (November 18, 2004) were unanimously accepted.

President's Report

President LaRosa could not attend. Dean Feigelson addressed Medical Center issues and Mr. Ivan Lisnitzer was available to answer questions.

Dean's Report

Dean Feigelson gave his report.

1. Announcements included the date of Commencement for Downstate (May 24, 2005) and the guests to be honored: Dr. H. Varmus as Commencement Speaker, and Dr. A. Winawer as Distinguished Alumnus).
2. Downstate budget had no cuts this year, and Union-negotiated COLA is funded. There are still great pressures on the budget because of recruitment of Chairs and other pressing needs. For the past ten years, there was no increase in Downstate's budget. It is difficult to be competitive in recruiting Faculty and Chairs without additional funds. Those who make contributions to teaching and research are the first priority of Downstate's Administration. Those actively involved in patient care have more opportunities to locate additional resources; the clinical enterprise is in good shape.
3. LCME visit took place in March, 2005. A 42-page draft report of the site visitors was received in early May, and is being reviewed for factual accuracy. Overall, the report was very positive. Areas of concern included:
 - infrastructure and capital funds
 - expansion of clinical experience for students, with emphasis on clerkship documentation
 - training of residents as teachers
 - faculty development
 - quality management and meeting documentation requirements

- Dr. S. Mirra added comments regarding medical school admissions policies. She expressed appreciation for input of more than 200 faculty and staff members and over 100 students who contributed to the preparation of the LCME report.
 - Dr. Feigelson added that the LCME report is expected in late June/early July.
4. Active Chair searches include Microbiology and Immunology, headed by Dr. R. Wong, and Neurology, a search that resumed after the untimely death of Dr. L. Benardo who was a leading candidate.
 5. Affiliation with KCH is in final stages of negotiation of the academic contract. The negotiators are optimistic. Signing of this two-year contract with a one-year renewal is expected to take place in late June. Maimonides Medical Center and LICH expressed their wishes to become closer associated with Downstate, and several Chairmen are pursuing these developments. Downstate students currently spend time at Lenox Hill Hospital, North Shore Hospital, as well as Kings County Hospital, Maimonides Medical Center, Long Island College Hospital, and Coney Island Hospital.
- A question from the audience addressed financial problems of Staten Island University Hospital that were recently reported in the press, and their potential impact. Staten Island University Hospital remains an important resource for Downstate, despite its financial problems with high debt burden.

Report of the Presiding Officer

Dr. Allen Norin reported on the functions of the Executive Committee and its interactions with Downstate Administration and Faculty. He proposed a new initiative to enhance communication and discussion of issues among the Faculty and the Executive Committee by scheduling an additional meeting to be held in the Fall of 2005, between regularly mandated Semi-Annual Assembly meetings.

In response to a concern expressed during the March, 2005 LCME visit, it was decided by the Executive Committee that a study of student admissions policies and practices of the College of Medicine will be undertaken. The review will be performed by an Admissions Review Group (lead by Dr Pamela Sass, Presiding Officer Elect) under the auspices of the standing Subcommittee of Student Admissions, Academic Standards, and Student Activities.

Dr MAQ Siddiqui, Chair of Anatomy and Cell Biology was appointed by the Dean as the new chair of FRAC (The Faculty Research Advisory Committee). Dr Siddiqui met with the Executive Committee at their monthly meeting to discuss mutually beneficial interactions between the two committees to promote the research enterprise at Downstate.

FRAC includes three Subcommittees:

- | | |
|----------------------|----------------------------------|
| Research Enhancement | - Chaired by Dr. M.A.Q. Siddiqui |
| Research Initiatives | - Chaired by Dr. S. Fox |
| Ethics in Research | - Chaired By Dr. M. Halpern |

There are six programs that FRAC oversees, including Pilot Projects that are funded for the current year (\$350,000) with the maximum award allowed at \$25,000.

BY-LAWS: The activities of the By-Laws Subcommittee included determining the status of residents, who have a non-voting membership in Faculty Assembly. All 875 residents in SUNY-Downstate Medical Center have the rank of Assistant Instructor. Currently, the procedures and criteria for applying the alternate route for faculty promotions are being reviewed and clarified. Current procedures involve the election of a Departmental Promotions Committee at the request of a faculty member. The elected Committee considers the faculty member's request and reports their finding to CAPQ.

Reports of Subcommittee Chairs

CEPC: Dr. Margaret Clark-Golden reported that CEPC has been meeting every two months since last report. We have reviewed the student evaluations of all required courses, and have reviewed and approved elective offerings. The group has identified issues related to the scheduling of the ECM courses which we plan to discuss in more depth at the upcoming meetings. We have also identified a disconnect between interest in promoting clinical reasoning and our heavy reliance on multiple choice exams to assess student mastery of material in the blocks.

CAPQ: Dr. Paul Harris reported for Dr. Mark Stewart and stated that the role of CAPQ is to make recommendations about promotions to the Dean. There are written guidelines for promotions, but not for tenure. CAPQ includes representatives from all Departments and Ms. Kathleen Seelig who gives administrative support.

Personnel Policies: Dr. Hillary Michelson reported on the process of selecting and nominating candidates for Chancellor's Awards. Five of six nominated candidates were selected by the Center-wide Committee of the Faculty, one added and all forwarded to the Chancellor. The following Awards were approved:

Distinguished Service	Roger Cracco
Distinguished Teaching	William McCormack
Excellence in Teaching	Michael Augenbraun
Excellence in Professional Service	Meg O'Sullivan
Excellence in Faculty Service	Hillary Baldwin
Excellence in Scholarship and Creative Activities	Mahmoud Hussain

Current activities of this Subcommittee focus on clarifying the policies and procedures for promotion and tenure of librarians.

Nomination: Dr. Steven Wadowski presented the slate of candidates. The slate was voted and approved with one nomination from the floor.

Discussion: In response to a question from the floor regarding outside contributions and funding, Dean Feigelson stated that a Chair of Nephrology was funded with a gift made by a grateful patient, and Dr. Eli Friedman is the first recipient. Dean Feigelson also noted that the Development Office is actively working on eliciting and encouraging

gifts and donations to Downstate, and that our Biotech Incubator is growing and receiving attention borough-wide. Dean Feigelson had no information (in response to a question from the floor) regarding the current search for a new Vice-President for Research.

The meeting was adjourned at 5:00 PM

Respectfully submitted by Dr. Maja Nowakowski, Secretary of the Executive Committee of the College of Medicine.

FACULTY AND PROFESSIONAL STAFF OF THE COLLEGE OF MEDICINE

Minutes of the Semi-annual Assembly

November 18, 2004

Presiding Officer Allen Norin called the meeting to order.
Minutes of the previous meeting (May 27, 2004) were unanimously accepted.

President's Report

President La Rosa gave his report.

1. State budget allocation for Downstate will increase by about \$2 million over last year.
2. University Hospital Consortium – copies of progress report may be reviewed by contacting the President's Office. Academic centers thrive when different elements, including clinical, research and academic components, are integrated and operate with transparency. Our strength is our diversity and we must take advantage of it in the future.
3. New sources of funding include philanthropy, with gifts increasing from \$300,000 to \$4.5 million over last five years, and possibly to \$9 million with a single gift of \$4 million thanks to Dr. Eli Friedman.
4. Practice Plan operations are being improved and made more efficient.
5. State University Hospital has a surplus, but needs investment of \$75-100 million.
6. KCH contract is approved. Except for a few departments, we are not responsible for medical care at KCH, but we are responsible for training.
7. Emergency Department is very successful, with 50,000 visits exceeding expectations of 10,000 visits.
8. A new role established for Vice President for Research, to build up and provide common services for the research effort in all four schools. It is expected that one of the several very good candidates that we already have will be named in Spring 2005.
9. Biotechnology Incubator is growing with the leadership of Dr. Eva Cramer, and negotiations are underway with NY State to develop Brooklyn Army Terminal.
10. Cancer Center development is under consideration with Maimonides Medical Center and Sloan-Kettering Cancer Center.

Dean's Report

Dean Feigelson gave his report.

6. Medical School budget is a process during which each Vice President makes a presentation to the President and priorities are established. This year there are needs related to new Chairs and the School of Public Health.
7. Many Faculty members are involved in the LCME review led by Dr. Suzanne Mirra. The self-study is near completion and progress may be viewed on Downstate website. The goal is to be in full compliance with LCME guidelines, identify our strengths and weaknesses, and address them. There are 18 committees with many faculty members and students. The Steering Committee addressed many issues, and throughout the academic year, publicized focus groups will be established to continue work on teaching and education issues.
8. Faculty handbook is being developed and updated.
9. Facilities have been improved with the renovation of anatomy labs.
10. Curriculum issues are being addressed by the newly appointed Associate Dean, Dr. Sheldon Landesman, and Dr. Michael Augenbraun who is in charge of the clerkship program. Medical school curriculum is under review by the revitalized Curriculum and Educational Policy Committee of the Executive Committee of the College of Medicine, chaired by Margaret Clarke-Golden.
11. An independent student report will be part of the LCME report.
12. Final LCME report will be available for review in the Dean's Office.
13. Several departments have requested name changes. No formal mechanism for changing department names had previously been established, but some have suggested that the process is under local control. Any name changes would not be effective until LCME review is completed.
14. Progress in Chair searches includes filling the Chairs of Orthopedics, OB-Gyn, Surgery, Neurosurgery, Psychiatry and Medicine, Neurology search is on hold and Microbiology/Immunology search is active.

Discussion

Impact of new curriculum on student performance was addressed by Dr. Stanley Friedman. He reported that 90% of students pass USMLE step 1 after it was made a requirement for promotion to 3rd year. A survey of students indicated that some didn't finish the exam that had more analytical questions. Dean Feigelson added that the national applicant pool has grown and women outnumber men in the first year. Cultural sensitivity including patients, students, and donors was briefly discussed with the goal of attaining better "customer service" quality.

The issues of the relation between cancer center plans and chair searches and time for clinical faculty to do research were then discussed, including the search for a Chief of Hematology/Oncology Division. Searches are to be coordinated with our goals.

Report of the Presiding Officer

Dr. Allen Norin shortened his report in the interest of time. He called on Dr. Scott Miller, Past Presiding Officer, whose efforts and achievements in Faculty Governance were praised by Dean Eugene Feigelson. A plaque honoring his accomplishments was presented to Dr. Miller.

Reports of Subcommittees

CEPC Dr. Margaret Clark-Golden acknowledged a revival of Faculty Governance under Dr. Scott Miller. She reported that Basic Science and Clinical Faculty appointed to CEPC will be posted on the Executive Committee web site. The current role of the Curriculum Committee is advisory, and will focus on innovation and integration of course material across four years. An electronic survey about teaching is planned. Four meetings were held since August, 2004. The meetings are held on the third Tuesday of every month and all interested faculty members are invited.

Research Dr. Randall Barbour reported on the current and expected companies using space in the Biotech Incubator, including NIRX (R. Barbour), Bio Signal (A. Fenton), Imclone, Sentigen (R. Axel, Columbia University), International AIDS Vaccine Program. Members of the Research Committee are Drs. Randall Barbour, Alan Gintzler, and Henri Tiedge. Current emphasis is on information gathering and assessment. SUNY Downstate's research funding is at approximately 50% of the level at other public universities. Our ranking is 82/125 Medical Schools in the US. The goals are to increase outside funding (public, private, commercial) with the responsibility shared by Deans, Chairs, Faculty, and Administration.

New initiatives: Vice President for Research to support and strengthen infrastructure.
Biotech Incubator to bring in new tenants (300,000 – 1 million sq. ft. possible with Brooklyn Army Terminal).
Ph.D. Program in Bioengineering (Downstate and Brooklyn Polytechnic) approved with the leadership of Dean, Susan Schwartz-Giblin.

CAPQ Dr. Mark Stewart reported on the number of appointments and promotions considered. Every promotion application should address Research, Teaching, and Service; guidelines will be posted on the Executive Committee web site. A new qualified teaching track was approved. The current membership of CAPQ can be obtained from Dr. Stewart.

Closing Remarks

Presiding Officer Dr. Allen Norin thanked all for attending the Assembly. He reminded everyone that the Executive Committee has an advisory role to the Dean and President when requested, and it can also initiate advice. He invited all to be active and participate in Faculty Governance.

The meeting was adjourned at 5:20 PM

Respectfully submitted by Dr. Maja Nowakowski, Secretary of the Executive Committee of the College of Medicine.

**FACULTY AND PROFESSIONAL STAFF
OF THE COLLEGE OF MEDICINE
Minutes of the Semi-annual Assembly**

Thursday, May 27, 2004

Presiding Officer Scott Miller called the meeting to order.
Minutes of the previous meeting (October 20, 2003) were accepted.

President's Report

Ivan Lisnitzer gave the report for President La Rosa.

1. MPH program is successful.
2. Biotechnology Incubator, built with a combination of public and private funds is doing well under Dr. Eva Cramer's leadership. It has several tenants, and is looking for additional funds. It has strong support from the University and good press, and is good for Downstate faculty and research enterprise.
3. KCH affiliation expired in December 2003. It was extended to June 30, 2004, and is expected to be extended again.
4. Budget: NY State may pass the budget by the end of July, but we will continue to function without interruptions. \$3 billion expected in capital funding, with \$25 million for Downstate (this is not sufficient for our needs). President La Rosa is engaged in follow-up talks with the Chancellor and elected officials, in context of LCME self-assessment. The prospect of flat budget is better than facing reductions. The expected budget will pay for increases mandated in union contract.

Dean's Report

Dean Feigelson gave his report.

1. Class of '04 graduated successfully
2. University Hospital opened a new Clinical Neuroscience Center
3. NIH ranking: Downstate is listed 85th among 125 Medical Schools because of flat funding; additional \$10 million would bring us to 60's
4. Hospital census: growth exceeded expectations with active emergency room services.
5. Chairmanship searches:
 - Department of Medicine: Dr. Ed Bourke is Chairman.
 - Department of Neurology: search suspended because of illness of best candidate.
 - Department of OB-Gyn: close to final
 - Department of Microbiology & Immunology: Dr. McAllister will be leaving in November, and Dr. Wong will chair a search committee established immediately.
6. Site visit for Graduate School: enthusiastic endorsement was given to the combined Downstate/Polytechnic PhD program in Biomedical Engineering.
7. Budget: Flat budget may require some redistribution of funds for recruitment and rebuilding of Departments of Medicine and Microbiology & Immunology. In real terms, the budget has decreased by about 15 % as it stayed flat over last 8 years, with no new sources except for clinical enterprise.

Hospital revenue has been growing, but clinical and academic enterprise has been flat. Infrastructure needs to be addressed.

8. LCME: Dr. Sue Mirra leads the self-assessment effort. Retreat is planned for June 16th. This self study

includes reports of the Faculty and (new) independent self-study by students.

9. Technology Incubator: Eva Cramer's role in success was acknowledged.

Discussion

Renovation plans for Basic Sciences Building: Ivan Lisnitzer responded and summarized the status of BSB. A. Phase I of the original plan was completed, but additional funds were never appropriated. In order

to move forward, we need a new contract and funding, and Downstate management is trying to address these issues.

B. Relocation of Anatomy labs: some internal renovations were completed.

C. Electrical power problems (as evidenced during the August, 2003 blackout). There is no sufficient

emergency power. Because of the cost of emergency electrical power to BSB, the needs and possibility of triage will be assessed within the academic/research enterprise. Ross Clinchy and Alvin Berk will be working on this issue with FRAC.

D. Drafts through windows in BSB: apparently, air supply fans to the building may not have been functional for many years. This problem is being looked at by the Administration (estimated cost is

>100,000).

E. Funding for Department of Medicine: Dean Feigelson responded that these needs will be addressed as a joint venture between the college of Medicine (academic) and Hospital (clinical).

Report of the Presiding Officer

Scott Miller announced the new website for the Executive Committee:

http://www.downstate.edu/college_of_medicine

Executive Committee is receptive to any issues presented to it.

Reports of Subcommittees

1. Nominations: Scott Miller reported for Steven Wadoeski – ballots will be ready in the next few weeks.

A

call was made for nominations from the floor; Peter Bergold was proposed, but could not be accepted because a maximum number of representatives from Physiology/Pharmacology was reached.

2. Personnel Policies, Promotions and Appointments: Hillary Michelson-Law reported that this subcommittee

has the charge of overseeing nominations for Chancellor's awards. An organizational meeting was held with members of the committee (Jack DeHowitz and Ross Clinchy) and staff. More active advertising is planned to reach a greater pool of candidates. Assuming last year's deadlines, initial nominations are due

October 1, to be presented to Center-wide committee (Joanne Bradley). It is anticipated that Bob Wong

will be nominated for Distinguished Professorship.

3. By-Laws: Jack Termine reported that the By-Laws were revised this year and are reviewed to address

vague language regarding Trustees' policies (the By-Laws may be accessed at UUP page uupinfo.org).

Membership list is being updated.

4. CAPQ: Paul Harris acknowledged contributions of members and Administrator, Catherine Seelig, and summarized activities and statistics that fluctuate from year to year. A new qualified teaching track was approved by CAPQ, Executive Committee, and the Dean, and is now being considered in Albany.
5. Nominations Subcommittee: new members will be selected.
6. Faculty and Student Relations subcommittee – the activities of this committee are led by Kathleen Powderly, Louis Ebarb, and Lorraine Terracina.
7. Faculty Research Subcommittee – this committee will establish active liaison with FRAC.

LCME Report

Sue Mirra announced that LCME visit is expected March 6-9, 2005, and summarized the self-study process with the goal of full compliance and accreditation for eight years.

This process involves 16 committees and more than 200 faculty, staff, and 60 medical students, who will generate their own report with assistance from Barbara Lawrence and Lorraine Terracina. A retreat is planned to address issues and interactions among committees. A Downstate LCME website has information about committees, dates, etc. After reports are generated to address strength and transitional issues, they will be reviewed, and following approval, recommendations will be implemented to achieve compliance.

Report of the Center-wide Committee

Arnold Strashun reported on the activities of the committee, electronic web page, and selection of Senators (Henry Flax and Bill Solomon). Albany asked us to host the next Senate meeting in January. A slate of candidates for Center-wide committee is to be prepared. The next meeting will be held June 30 at 4 PM in Radiology Library.

There was no further business and the meeting was adjourned at 5:30 PM.

FACULTY AND PROFESSIONAL STAFF OF THE COLLEGE OF MEDICINE

Minutes of the Semi-annual Assembly

Monday, October 20, 2003

Presiding Officer Scott Miller called the meeting to order and summarized the activities of various active Committees, including By-Laws, CAPQ, CEPC, and Nominations Committee. He reiterated the need for a parliamentarian, per the bylaws, to moderate Assembly and Executive Committee meetings.

Dean Feigelson's Report

1. The technology incubator is functioning and looks very promising.
2. The MPH program has a second class.
3. The Medical School class of 2007 continues the quality and diversity of previous classes.
4. The budget deficit is not as bad as anticipated a few months ago (as large as a 15% cut on overall allocations was feared). There may still be a Center deficit of about three million dollars with the possibility of an additional 2 to 5% take back.
5. We have been able to recruit faculty in Cardiothoracic Surgery and GI.
6. Our LCME visit is scheduled to take place March 2005. We will be asking faculty to join various committees for the required self-study. Dr. Mirra, Chair of Pathology, will oversee preparations. We were last surveyed by the LCME in 1996 and received full accreditation with no serious citations. We hope this will be the case at our next LCME visit.
7. The Kings County affiliation contract expires December 30, 2003. We are negotiating a new contract.
8. We have an active search underway for the Department of Medicine Chair.
9. Our academic affiliations remain the same. Our principle affiliations are with Kings County and the VA, but we also have relationships with hospitals whose academic affiliations are with other medical schools, ie Methodist and Brooklyn Hospitals (affiliation with Cornell).
10. Sponsored research has continued to grow (~ \$60 million).

Technology Transfer

John Allen reported the SUNY policy is a facility-based policy. Any discovery made using University facilities belongs to the University. If it is a discovery using our facility and someone else's facility it becomes a joint ownership.

Revenues that are derived from patents and licensing of technology are shared; 40% of the gross revenue goes directly to the inventor and the remaining 60% comes back to the campus.

The Technology Transfer process is administered by SUNY Research Foundation Central Office of Technology Transfer. The process starts with disclosure, which goes to the Research Foundation central office. The disclosure office, John Allen's office and the inventor decide whether or not to proceed with patent procurement. Other campuses have returned transfer decision authority to the local campus, and discussions are ongoing as to whether this would be desirable and possible at Downstate. Dr. Allen will keep the Executive Committee informed as to when faculty input will be required in these discussions.

Committee Reports:

1. Executive Committee: Dr. Miller introduced Dr. Norin, Presiding Officer elect. Dr. Norin will take over in September 2004.

There will be an election in the spring of 2004. There are a number of positions that will be opening. Anyone interested in running for office on some of the Sub-Committees or the Executive Committee should contact Dr. Steven Wadowski, Chairman of the Nominations Committee, or anyone on the Executive Committee.

2. CAPQ: Dr. Miriam Fuerman presented the report of the CAPQ Committee. The Committee reviewed 5 promotions, three for the Academic Track and 2 for the Clinical Track. They also assigned 4 ad hoc Tenure Committees. Last year, they reviewed 3 new hires, 10 promotions and 9 tenures.

The Proposal for a Qualified Teaching Track has been approved by the Executive Committee and is under review by Human Resources and the union. This track would recognize major contributions to the teaching mission along with contributions in either research/scholarship and/or service to the institution.

3. Center-wide Committee: Dr. Randall Barbour announced that the 2004 Chancellor's Award is a wonderful opportunity to acknowledge the various excellent activities that take place by both faculty and staff. The Excellence Awards have 5 categories which are as follow: Excellence in Librarianship; Professional Service, Scholarship and Creative Activities; Teaching; and Faculty Service. In addition to the Excellence Awards there are two Distinguish Service Awards. There will be e-mails

and posting throughout the campus regarding these awards.

The College of Medicine will be holding elections for the Graduate School and Center-wide governance activities. The nomination deadline is November 14, 2003. Positions to be filled on the Centerwide Committee include: Presiding Officer, Secretary, 2 Senators and an Alternate Senator. The Graduate School needs a Presiding Officer and Secretary.

There was no further business and the meeting was adjourned at 5 pm. Attendees were invited too partake of refreshments prior to departing. The date of the next meeting, in Spring 2004, will be determined.

FACULTY AND PROFESSIONAL STAFF OF THE COLLEGE OF MEDICINE

Minutes of the Semi-annual Assembly Wednesday, December 11, 2002

Presiding Officer Scott Miller called the meeting to order and summarized the activities of various active Committees, including By-Laws, CAPQ, CEPC, and Nominations Committee.

Dean Feigelson's Report:

1. Our Medical College had a good graduating class, with many graduates staying in the region. Nationally, the applicant pool is down – generally, there have been 2.5-3 applicants for every spot at the 125 medical schools surveyed recently.
2. Our residency programs have faced some problems. Neurosurgery residency program was discontinued (paucity of cases), but a search for a new Chairman was successful.
3. Research funding increased up to \$50 million, with several highly successful programs.
4. Active search for Medicine Chairman is underway. Dr. Bourke (VA) will be interim Chairman while Dr. Mladenovic is on sabbatical. Psychiatry and OB-Gyn also have interim Chairmen.
5. Preparations for LCME: Dr. Mirra will be chairing the Self-Study. LCME procedures changed and accreditation now will be for 8 years; medical student evaluation is to be an independent report.
6. Relationship with KCH: our Administration is going to work very hard to solve problems that exist. Any reports about our leaving Kings County are premature and should not be propagated.

Committee Reports:

1. By-Laws. Jack Termine summarized the work of this Committee to clarify and eliminate inconsistencies from our By-Laws. A request was made from the floor to have the meeting of the Executive Committee posted electronically.
2. Nominations Committee. Steve Wadowski presented the current slate of nominees and called for additional nominations from the floor. Julie Rushbrook (Biochemistry) was nominated for CAPQ. A suggestion was made from the floor to have the activities and qualifications required for each Committee posted electronically.
3. CAPQ. Paulette Bernd summarized the activities of this Committee. There were three promotions to Associate Professor and four to Professor; a total of five candidates were approved for clinical track; nine applications for tenure were considered and all but one approved; four Professors were recruited and approved.
4. CEPC. John Kubie summarized the interactions between the Dean's Council and CEPC. Evaluation of the curriculum included student and faculty evaluations and results

of LCME Steps 1 and 2. Overall, students like the new curriculum with emphasis on systems rather than disciplines. Comments from faculty indicated that they feel "less connected to the curriculum". Evaluation of the new course, Essentials of Clinical Medicine (ECM) is underway. Assessment of clinical curriculum is in early stages.

Report of President LaRosa:

Dr. LaRosa summarized successful funding and program initiatives: BIRCH program (one of eight nationally, and the only one in NYS); Master of Public Health program, with plans for a School of Public Health; Biotechnology incubator with \$4 million from State Assembly and space for start-up companies to be available this spring.

KCH: relationship "has not worked". The only affiliation now is for service, and not educational/ academic activity. Contract will be re-negotiated. Our faculty has a strong commitment to KCH to serve the community and maintain a strong academic connection, including students and residents.