

**CENTERWIDE COMMITTEE  
MINUTES  
Wednesday, November 21, 2007**

**Attendees:** Dr. Arnold Strashun/Pamela Sass/Jack Termine/Katherine Perkins/Nancy Giordano/Ronnie Lichtman/Margaret Donat

The Meeting was called to order -- the Minutes were corrected and accepted.

**Moved on to the New Business:**

Report from CHRP was given – it was reported that CHRP continues to have six Academic Programs with a total enrollment of about 300 students. Our Graduates do very well. The College currently has three training Grants: 1) Physician Assistant 2) Occupational Therapy 3) Midwifery Education Program. Working on developing a process for conducting (criminal background checks on all incoming students). We're developing a partnership with the campus to integrate simulation into the curriculum to help the students with hands-on experience. The computerized mannequins can be used for teaching and learning. The mannequins:

- a) Make sound
- b) Have an IV site
- c) They have heart beat and a pulse
- d) The female mannequin can give birth
- e) They have places for incubation
- f) They talk

The mannequins are very expensive and very expensive to repair.

3. Senators Report was given and submitted by Jack Termine.
4. The “Guidelines” and the Policies were discussed and it was decided that a Committee should be elected to review and update the “Guidelines”.
5. The Bylaws need to be reviewed and The Centerwide Committee needs to abide by the Bylaws. According to the Bylaws – The Centerwide Committee should have:
  - a. Ten Committee Members from COM
  - b. Four from the College of Graduate Studies
  - c. Three from the College of Nursing
  - d. Three from CHRP
6. A new committee should be activated to update the Bylaws. Having a Bylaws Committee to review and assure that the Bylaws are not in violation. The Board of Trustees has its own “Guidelines”.

7. Activate the Library Committee – we need to have more members if we are going to have a (Sub-Committee).

The next meeting will take place Wednesday, December 19, 2007.

The meeting adjourned at 5:10 p.m.

**Minutes respectfully submitted by: Migdalia Gaston**

**MINUTES  
OF CENTERWIDE COMMITTEE MEETING**

**Wednesday, October 17, 2007**

**(with revisions by Dr. A. Strashun)**

**Present: A. Strashun/M. Donat/J. Termine/M. Caboral/K. Perkins/P. Sass/R.**

**Lichtman/N. Penington**

Nancy Giordano, Senator (was excused)

**I. Opened the meeting:** Correction of the Minutes and they were accepted.

**II. Graduate Studies Report:**

**Katherine Perkins Reported:** Susan Schwartz-Giblin, the Dean of Graduate School on September 17<sup>th</sup> visited Brooklyn College along with Dean Taylor, Daisy Cruz-Richman, Karen Benker, Peter Bergold, John Chapin, Dawn Morten-Rias and myself. Other people were there who were interested in recruiting. We were helping them with their program. The College was interested in recruiting students from Brooklyn College, right now there is only one student. Other schools that run different recruiting programs, were also present at the Brooklyn College Conference. The Conference was geared to helping them with their program and provide a description of our programs to them. They were interested in what kind of opportunities our school can offer their students, especially, in working labs. They were really interested in CHRP and Nursing. The group of people who attended the Brooklyn College Conference were Faculty members.

\*Fast Track Program for Medical School – it's still in place (The time Span has changed to 4 and 4 – four years to get the Degree and four years to work.

- 2) Dr. Schwartz-Giblin was the one who put together the whole Brooklyn College Conference.
- 3) Recruitment: I do not have the numbers, but I should be able to have the after our meeting, which is coming up on October 29<sup>th</sup>. I can update at our next meeting.
- 4) Grants – What is happening with the grants -- do you have any? Current Rule: (You can't take a new Graduate Student, unless you know you're going to be funded, for two years)

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**Dr. Strashun opened the floor for General Discussion:**

- The question was asked since the shooting at St. John's University – do we have new security measures in place?
- The “Clery Report” has been sent out via e-mail.

Next meeting is scheduled to take place November 21<sup>st</sup> CHRP and Senators to report.

Meeting adjourned at 4:50 p.m.

**Minutes respectfully submitted by:** Migdalia Gaston

**Minutes of the Meeting  
Centerwide Committee  
Of the SUNY Downstate Medical Center  
September 19, 2007  
(with revisions by Dr. A. Strashun)**

**Present:** A. Strashun, M. Donat, J. Termine, M. Caboral, P. Sass, R. Lichtman, N. Penington, D. Waleski, L. Wilson and M. Gaston

Dr. Arnold Strashun, Presiding Officer, opened the meeting. Everyone, in the room, introduced themselves.

**I. Old Business:**

The Minutes from the previous meeting were accepted with minor revisions.

**II.** Dr. Strashun requested to move on to the CON Report. Nancy wasn't present so Dr. Strashun proceeded to ask Pam Sass for the COM Report.

**III.** P. Sass, reported:

- a. The Executive News Letter – two issues have gone out, and they're working on a 3<sup>rd</sup> issue.
- b. We've been working with Dean Taylor on Faculty Development and Admissions; we thought we were getting a new Associate Dean of Education – but at the last minute he declined the job. Dean Taylor, may have different internal people handle the different types of tasks, for now.

**IV. College of Nursing Report:**

- 1) CON is happy to report that we have almost 400 students in the CON.
- 2) This Summer Programs that were funded by the City related to "Gerontology" we have over 50 students who came in with backgrounds of nursing. We have a program that can turn students into nurses in 18 months time period. They're doing very well in the Downstate Medical Center State Board. We have another 100 people, 90 students who are RNs, many of them from the surrounding hospitals who don't have their Bachelors, come to our program – our program to get their Bachelors in a (2-day period within one year). The Dean has hired new people – I was reminded today that ten faculty came in five years ago and it's now going to be 25 faculty members.

**V.** Dr. Strashun reported concerns for the following:

1) Status of the Lecture Halls:

- a. The safety @ the Podium
- b. Communications in the Rooms (was an issue in the past)
- c. Concerns about security
- d. The telephones were supposed to be repaired
- e. After Virginia Tech have concerns for communication in the Lecture Halls – Pam Sass mentioned that now you can touch the screen and get security people to come to the Lecture Halls, she has tested it.
- f. We should do an assessment in all of the rooms to give to Mr. Lisnitzer for review and action.

The Meeting adjourned at 4:50 p.m. The next meeting will be held on October 17, 2007.

Minutes respectfully submitted by:  
Migdalia Gaston

**Minutes of the Meeting of the  
Centerwide Committee  
Of the SUNY Downstate Medical Center  
July 18, 2007  
(with revisions by Dr. A. Strashun)**

**Present: A. Strashun, K. Perkins, P. Sass, A. Norin, R. Lichtman, D. Morton-Rias and L. Wilson**

Dr. Arnold Strashun, Presiding Officer, opened the meeting.

**I. Old Business:**

Minutes from the previous meeting were accepted

**II. New Business:**

Dr. Ronnie Lichtman gave the College of Health Related Professions report.  
We offer 6 degree granting programs

- BS DMI
- BSPA
- BS/DPT (first doctoral Program)
- MSOT
- MS Medical Informatics
- MS and Advanced Certificate in Midwifery

and two Continuing Education Programs

- Early Intervention Certificate Program in Occupational Therapy
- Coding and Cancer Registry

The College has completed a strategic planning process that was led by the CHRP Dean, Dr. Dawn Morton-Rias and included input from faculty, students, and program chairs. It has resulted in establishment of priorities to:

- Enhance student recruitment
- Expand clinical educational opportunities
- Foster faculty development
- Expand interdisciplinary educational opportunities for students
- Expand interdisciplinary faculty research.

Current enrollment exceeds 300 students. -100 new health professionals graduated in May 2007 and over 100 new students enrolled during the 2007 admission cycle (June and August).

Several curricula revisions have been implemented to meet emerging needs in health professions education. Over 190 courses are offered in the College of Health Related Professions throughout the 12 month academic year.

CHRP classroom furniture has been renovated and each of the major classrooms has been outfitted with a small clinical assessment space to facilitate student's acquisition of appropriate clinical/ diagnostic skills. Thanks to the Student Tech Fee Committee and the Office of Educational Computing, many of the CHRP classrooms have been outfitted with mounted LCD projectors.

The college is working closing with the Division of Student Affairs in the implementation of the Banner system. The experience has been positive and the system has been well received.

We are pleased with the services provided by the Office of Academic Development. The Director and Associate Director, Sol Magzmen and Lotus Jones, have made an exceptional effort to help meet CHRP student needs. We are equally pleased with the personal counseling services provided by Dr. Christine Saunders-Fields.

Submitted by Ronnie Lichtman, CNM, PhD, FACNM Presiding Officer, CHRP Faculty and Staff Assembly

### **Centerwide Committee Election**

Lorraine reported that the Centerwide Committee elections will start in the middle of August. Dr. Strashun has agreed to run again as Presiding Officer. Lorraine will find someone to run for the secretary position. It was suggested that each candidate submit a bibliography so voters can get an idea of their qualifications.

### **Strategic Plan for CHURP**

Dr. Dawn Morton-Reyes, Dean of CHURP reported that the committee is trying to propose a faculty development institute to help guide clinicians. They are also proposing that the campus embrace the concept of an interdisciplinary faculty development institute and to earmark some funds to bring in people who have expertise in adult learning and the education to help faculty access some of the resources in the educational world regarding teaching strategies, providing feedback, curricular innovations, etc. The aim is to integrate development of educational resources that exist.

Major institutions like SUNY Buffalo and SUNY Stony Brook have extensive interdisciplinary faculty development programs.

Each College has completed its strategic planning process and has submitted that plan to the President.

There were discussions regarding our institution having a Faculty Dining Room. The feeling is, it would be beneficial to have the Faculty Dining Room off campus. Dr. Strashun will discuss this with Mr. Ivan Lisnitzer.

The meeting was adjourned at 5:00 p.m.

The next meeting is scheduled for September 19, 2007  
The College of Nursing and The College Medicine are scheduled to give a report.

**Minutes of the Meeting of the  
Centerwide Committee  
Of the SUNY Downstate Medical Center  
June 20, 2007  
(with revisions by Dr. A. Strashun)**

**Present: A. Strashun, K. Perkins, N. Giordano, P. Sass, S. White, N. Penington  
R. Lichtman and L. Wilson**

Dr. Arnold Strashun, Presiding Officer, opened the meeting.

**III. Old Business:**

Minutes from the previous meeting were accepted

Dr. Alvin Berk, V. P. for Facilities, attended the meeting and gave the committee an update on the status of the rodent infestation. He reported that we have two exterminators on site everyday. The exterminators have explained to us that this is a city wide problem and it has to do with the population cycle where rodent population has increased city-wide. Dr. Berk shared with Dr. Strashun a NYCDOH document showing a recent city wide increase in rodent complaints since 2006. Rodent control in the BSB and the HSEB is handled through FM&D at X2725. Bob Richards and Juan Rentas are the contact people in the hospital. If rodents appear in the hospital they will send the exterminators out. There are several impediments to the exterminator's ability to do the job effectively. There are certain areas where the rodents will hide and those areas should be baited. The exterminators cannot gain access if there is built in furniture that is blocking the fan coil units cover. There may be penetrations under the fan coil units that the rodents can use to go from one room to another where the pipe goes through the walls. The exterminators have upgraded their sealing of the penetrations which is part of the scope of what they do. They are using steel wool, a more durable material to seal penetration areas.

FM&D is addressing other problems such as lack of garbage pickup and dirty bathrooms in the Education Bldg. by improving supervision there.

Elevator status – Despite a change in vendors, elevator maintenance continues to be a problem. The DC motor construction in the HSEB is outdated and must be

rebuilt. The State wants us to go thru a public bid. The East garage elevator will be replaced.

If additional capital funding is received, it may be possible that the escalators will be replaced with an elevator at the west end between floors 1 and 7. This is contingent on the State Budget giving us an additional 1.9 million dollars.

## II. **Strategic Planning**

Katherine Perkins reported that the Research Sub-committee for the Medical School Strategic Planning committee is proposing research centers to enhance funding opportunities.

Graduate School Strategic Plan Committee is looking into bringing money into the Graduate School from possibly starting a Masters Degree program

The meeting was adjourned at 5:00 p.m.

The next meeting is scheduled for July 18, 2007

College of Health Related Professions (CHRP) is scheduled to give a report.



**Minutes of the Meeting of the  
Centerwide Committee  
Of the SUNY Downstate Medical Center  
May 16, 2007  
(with revisions by Dr. A. Strashun)**

**Present: A. Strashun, K. Perkins, N. Giordano, P. Sass, and L. Wilson**

Dr. Arnold Strashun, Presiding Officer, opened the meeting.

**IV. Old Business:**

Minutes from the previous meeting were accepted

Some of the elevators are now working in the BSB. Students have complained that the lighting in Lecture Hall 1A and 1B are not sufficient. Also phone should be installed in each lecture hall.

**II. New Business:**

**Infiltration of Rodents**

Dr. Strashun expressed concern for the infiltration of rodents within the institution. It was decided to invite Mr. Alvin Berk, V. P. of Facilities Management to give us and update on the status of the situation.

**There were discussions regarding the process of the Centerwide and College of Medicine strategic planning process.**

1. Initiated by Dr. LaRosa early in CY 2007.
2. Dr. LaRosa has asked for initial strategic plans to be prepared by: COM; CON; CHRP; SGS; MPH/SPH; CPMP/UPB; and UHB. They are due at the end of June.
3. The Office of planning will support and coordinate.
4. This initial phase will be followed by an integrative Centerwide process that will take place next academic year.
5. The COM process consists of:
  - A Steering Committee, chaired by Dr. Taylor, with Sue Mirra as co-chair;
  - A committee on Education, chaired by Stan Friedman and Margie Clark-Golden;
  - A committee on Research, chaired by Danny Rosenbaum and Bill Chirico;
  - A committee on Faculty Development, chaired by Paulette Bernd and Helen Valsamis;
  - A committee on the SUNY Clinical Enterprise chaired by Jim Cottrell and Mike Lucchesi;
  - A committee on affiliations, chaired by Doug Lazzaro and Frank Lucente.
  - Each committee was given a charge by the Dean and provided with staff support and access to information.

- The Steering Committee has met with the committee chairs for a progress report and will be responsible for combining the committee reports into a final document.

Dr. Nancy Giordano presented the detailed transcripts from the SUNY Senate Faculty meeting held on April 26 – 28, 2007, hosted by SUNY Brockport, Brockport, NY. See Attachment I.

The meeting was adjourned at 5:00 p.m .

The next meeting is scheduled for June 20, 2007

## ATTACHMENT I

### **President's Report Brockport Plenary April 27, 2007**

The months have passed quickly since our Winter Plenary meeting at Stony Brook. Thanks to the work of our Committees, the contributions of our administrators, our speakers, our guests, the Stony Brook faculty, staff and leadership and the usual hard work of Carol Donato, the meeting was measured to be very successful. By honoring the work of our colleagues we honor ourselves and our University.

Norman Goodman, Ram Chugh and John Cremins are the best among us in their areas of recognition, and all became benchmarks for award winners of the future. Thank you, Norm, Ram and Father Cremins for demonstrating for your colleagues the path to excellence.

The UUP Legislative Luncheon was held in Albany on January 30<sup>th</sup>. I attended as a representative of the University Faculty Senate. We had the opportunity to speak with several legislators about the SUNY budget and privatization of our university hospitals. While confidence was expressed about a solid budget, the talks about privatization were somewhat halting. No legislator was strongly confident that the Berger Commission Report would be set aside.

In the meanwhile, UUP has been working a strong media and communications campaign to reverse the effects of the Berger Report. UUP has spent thousands and thousands of dollars trying to generate and maintain support for our university hospitals. Let the faculty do what we can to help reverse this devastating proposal.

The New York Public Higher Education Conference Board met at UUP headquarters on February 5<sup>th</sup>, Carl McCall presiding. Discussion centered on advocacy work for the SUNY budget and concerns about the Berger Commission Report. Advocacy days for the group were planned.

The UUP Delegate Assembly was held in Albany on February 8-10. I attended the Standing Committees of which I am a member and also offered a presentation to the academic delegates about the project work of the Senate and how we could work together for maximum effectiveness. Fred Floss, UUP Vice President for Academics, was a co-presenter with me.

On February 5<sup>th</sup>, at the request of Provost Risa Palm, I interviewed an applicant for the Deputy Provost position, as current Deputy Provost James Fernandez has resigned and will be relocation to Arizona.

I am a member of the new Chancellor's Committee on Leadership Development. The Committee met for the first time on February 21<sup>st</sup>, with Vice Provost Robert Kraushaar

presiding. The Chancellor addressed the group at the beginning of the meeting and presented his thoughts and desires about leadership development opportunities for senior staff at the State-operated Colleges/Universities. Two five-day retreats are planned for this summer.

Faculty from Cornell will present the programs in keeping with the needs and desires of the Leadership Committee and the participants. I was pleased to be able to tell the group about the faculty initiatives in this area as well as our desire to assist our students with leadership development.

Tom Matthews of SUNY Geneseo will offer a presentation on Friday afternoon of the Spring Plenary regarding the highly-acclaimed student leadership development program which he manages at Geneseo. While this is not the only student leadership development program among the SUNY institutions, it is an excellent program sure to advance our thinking about what is possible. Unfortunately, I was unable to schedule speakers from Stony Brook and Cornell. Both institutions have strong models of student leadership development worth our consideration. Chancellor Ryan is very excited about and supports student leadership development.

I had my regular meetings with Chancellor Ryan and Provost Palm on February 21<sup>st</sup>. We discussed the work of the Senate, the SUNY budget and the pending search process for the Vice Provost for Diversity and Educational Equity. Both the Chancellor and Provost restated our need to more actively address issues of diversity among our student body, faculty and administration. They both enthusiastically support our initiatives in the areas of energy and environment, research advancement, teacher education programs and the Service Corps for retirees, among other things. The Chancellor appreciated our resolution in support of SUNY hospitals, and he stated that he has been working diligently with the Legislature to get the SUNY elements of the Berger Commission Report reversed.

February 27<sup>th</sup> was SUNY Day in Albany. Along with many faculty, staff and administrators, I visited the offices of Senators and Assembly members to advocate for SUNY. March 6<sup>th</sup> was SUNY Hospital Day with the Legislature, so I joined my colleagues in advocating for our hospitals. Later, I attended the meeting of our Service Corp Task Force, chaired by Ram Chugh. Ram will be presenting a report and related resolution to the Plenary on Friday at the Brockport meeting. I want to offer our deepest thanks to Ram and all of the members of the Service Corps Task Force for their exceptional and timely work.

The Academic Standards Committee of the Board of Trustees met on March 8<sup>th</sup> to receive a report from Provost Palm on the current status of Mission Review II. That presentation was made available to you on the Faculty Senate website. Dr. Palm was complimented by Father Cremins and the members of the Academic Standards Committee for the quality of the work and positive recognition SUNY has received in the national education community.

The meeting between the Executive Committees of the SUNY Faculty Senate and CUNY Faculty Senate was cancelled on March 9<sup>th</sup> because of attendance issues. We shall try again to get these Executive Committees together in the near future.

The Advisory Committee for the Energy and Environment Symposium held a conference call on March 12<sup>th</sup> to discuss a three-day program format for November 12-14. The Saratoga Hotel and Conference Center was selected as an appropriate site for the conference, expected to attract about 300 attendees. The Advisory Committee identified various keynote speakers, and Senator Clinton and Governor Spitzer top that list. Michael Trunzo, Senior Associate Vice Chancellor for University Relations, will contact the offices of these officials to invite their participation. Maureen Dolan is optimistic about garnering NYSERDA funds to offset the cost of this conference. You will hear more about these plans in the reports of the Graduate and Research Committee and the Operations Committee.

On March 13<sup>th</sup>, I finally had a much-rescheduled meeting with Robert Gosende and the staff of the International Programs department. I talked with them about their current international activities and our projects, present and future. They are excited about connecting our Service Corps initiative with their international activities. I have connections in international education and relief and Bob and his staff would like to meet them to explore future joint projects. I try to attend lectures sponsored by the SUNY CID International Speakers Forum when I am available.

The Search Committee for the Vice Provost for Diversity and Educational Equity met on March 14<sup>th</sup> to review over 30 applications. The group selected five strong candidates to interview for the position.

I continue to meet with Vice President for Technology Transfer, SUNY Research Foundation, Guven Yalcintas, to discuss their support of our conferences and other ways that we can work together. The Research Foundation recently unveiled two computer-driven kiosks which introduce faculty to the resources and services available through the Research Foundation. These units were custom built for the Foundation and are rather unique. I have invited Guven to attend our Brockport meeting and bring along one of the kiosks. Please make every effort to use the unit so that you can report back to your campus colleagues. The Research Foundation is assuming all of the costs associated with the transport of the equipment.

The SUNY Board of Trustees met on March 20<sup>th</sup> in Albany. In addition to the regularly reported business, ESF President Neil Murphy and Morrisville President Ray Cross reported on the findings of the Chancellor's Committee on Energy. The findings of the report were enthusiastically embraced by the BOT. Provost Palm offered a presentation on the status of Mission Review II. The BOT continues to be pleased and proud of the Mission Review initiative. I have every reason to believe that the Mission Review process will be with us for many years to come.

The good news is that I finally got significant time at the end of the meeting to report our program of work to the Trustees. Based on several favorable and laudatory comments to me by the Chair and member of the BOT, they seem to be very supportive of our initiatives.

At my March meetings with Chancellor Ryan and Provost Palm I reviewed our general progress to date. A good amount of time was spent on the discussion of diversity issues. I did share with them my thoughts about establishing a special faculty committee to address

diversity issues within the University. Such a committee is intended to compliment the activities of the new Vice Provost.

The Business and Education Consortium met on March 29<sup>th</sup>. I had an opportunity to talk about the activities of the Senate, especially our Energy and Environment Symposium in November. A representative from NYSERDA was at the meeting and I feel that there are great opportunities for us to work with that agency more in the future.

March 30 was a committee meeting day in Albany; both our Student Life and Operations Committees met. Since I was in Albany I was able to spend time in both meetings. I am continuously impressed by the quality of work and the degree of commitment of our volunteers. Thank you all.

The Student Assembly met in Syracuse on April 13-15. I addressed the group on Saturday between the election of the President and Vice-President. The Student Assembly is a case study of democratic process, something like a town meeting brought to a college setting. By the end of the day their new officers were elected: President: Don Boyce, a graduate student at Albany; Vice President Melody Mercedes from UB. Jeff Trapp as Treasurer and Jeremy Smelski as Secretary were also elected Secretary and Treasurer. These are all exceptional young men and women. I am confident that they will represent their 417,500 constituents very well.

There is an aphorism that reads, "If you have an important job to be done, give it to a busy person or group." Well, at the beginning of this year I spoke with Ram Chugh, Professor

Emeritus-Potsdam, about our interests in a service corps for the whole SUNY system. In its macroscopic expression this corps could include faculty, staff, students, administrators and retirees from our System. Preliminary research demonstrated that no such umbrella organization exists anywhere in the nation today. This grand vision could satisfy a multitude of interests and needs, both personal and societal. This could be a way of extending the image and influence of our extended public university to many communities which could benefit from our labor and expertise. Our pedagogy, research and service potential could be advanced to individuals and communities in need of our energy and skills. Ram and I discussed beginning this "journey" with SUNY retirees in mind. Ram helped us organize a committee of volunteers, all of whom are or were connected to SUNY in important roles as elected leaders, professors and administrators. This taskforce has met three times during this semester, and a Ram will present their findings and related recommendations to the Plenary at our Brockport meeting. I want to thank Task Force Committee Members Vince Aceto, Emeritus SUNY Albany; Tom Wolff, Emeritus SUNY Upstate Medical University; Jim Kalas, SUNY Albany; Anne Donnelly, Emeritus SUNY Cobleskill; Susan McDermott, Hudson Valley Community College; Judy Wishnia, Emeritus, Stony Brook University; Curtis Lloyd, Assistant Vice Chancellor for University-wide Human Resources; and Peter Thomas, Academic Planning and Analysis, System Administration, for their high support and hard work in the rapid development of this proposal. More about this initiative at our Plenary.

April 18<sup>th</sup> was a busy day in Albany. I attended a meeting with representative of Barnes and Noble relative to pending legislation related to the high cost of text books. After that I attended

the Phi Theta Kappa luncheon to honor outstanding students from the community colleges in New York State. Later I met with the Diversity Search Committee to interview a candidate. Finally, the day ended with the Chancellor's Awards for Student Excellence held at the Empire State Plaza.

This week I will attend the Faculty Council of Community Colleges Plenary meeting in Lake Placid. Pray for warmer weather and no snow. If all goes well I shall see you all at the Brockport Plenary in Rochester.

Respectfully submitted,

Carl P. Wieszalis, President  
SUNY University Faculty Senate

Minutes of the Meeting of the  
Centerwide Committee  
Of the SUNY Downstate Medical Center  
April 18, 2007  
(with revisions by Dr. A. Strashun)

Present: A. Strashun, K. Perkins, N. Giordano, P. Sass, N. Penington and L. Wilson

Dr. Arnold Strashun, Presiding Officer, opened the meeting. Minutes from the previous meeting were accepted.

V. Old Business:

Public Safety Issues

There have been 7 instances of gang violence in the last 6 months throughout the campus.

There were ongoing discussions regarding the upcoming election for the Centerwide Committee. We will need to fill the following positions:

- Presiding Officer – position
- Presiding Officer Elect – 1 position
- Secretary – 1 position
- Senators – 2 positions
- Alternate Senator – 1 position

VI. New Business:

**College of Medicine Report**

Dr. Pamela Sass reported the following:

LCME

Although the COM was fully accredited there remain some issues of concern that Dean Ian Taylor is continuing to address. These are enumerated below:

- 1) Evidence that there were comparable methods of instruction, evaluation, and communication between clerkship directors and site directors in each clinical discipline.
- 2) 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. (The Dean has asked all of the Chairs to meet with and evaluate faculty.)
- 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 facility.

The LCME may require a limited site visit, in the not so distant future to check on the progress toward addressing these issues.

#### ACGME

During our Fall Semi-annual Meeting, the Dean reported on a successful Institutional Review by the ACGME in November 2006. 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

Sub-committees of Faculty Governance

The following is a list of the sub-committees and chairs for the? sub-committees of the Faculty Governance.

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 Standards & Student Activities	Miriam Feuerman, Ph.D.
By-laws Committee	Jack Termine

Special reports are due from sub-committee's on admissions and promotions in the COM and admission procedures for the MD/PhD program.

#### Outreach to Faculty

The Dean is supporting an electronic newsletter for the faculty so that both the Dean and faculty governance will be able to communicate with the faculty. The Downstate website will be redesigned in the spring and we hope to make it more useful to faculty.

Recommendations to the M.D., Ph.D. Admissions Procedures and the Admission Policy were approved by the Executive committee and will be sent to the Dean.

Chris Roman has been working with the GME office regarding research resources and they will be meeting with the Dean in the near future.

#### **College of Graduate Studies Report**

Dr. Katherine Perkins reported the following:

The graduate school currently has 76 students (+2 on leaves of absence). Of these, 18 are MD/PhD students. Of the 18, 11 are currently in graduate school years. Of the 76 students, 28 are in the Neural and Behavioral Science (NBS) program, 42 in Molecular and Cellular Biology (MCB), and 6 in Biomedical Engineering (BME). The first BME students enrolled at Downstate in January 2006.

15 of the 76 students started in the graduate school in Sept. 2006. Of these, 4 are NBS, 8 are MCB, and 3 are BME. (Of the 4 NBS students, 1 is an MD/PhD student who started medical school in 2004, and 2 are transfer students. Of the 8 MCB students, one is an MD/PhD student who started medical school in 2004.)

Our application deadline for regular admissions is Feb. 1 this year (a change from the former rolling admissions policy.) We plan to send out acceptance letters on or near March 15, and to maintain a waiting list.

Our latest project is the updating of the graduate school web page in conjunction with the updating of the Downstate web site. The major factor driving the revamping of the web site is recruitment of top-notch graduate students.

The graduate school has a new director of recruitment, Ellen Telesca, and a new E-mail address devoted exclusively to graduate school admissions ([sgsadmissions@downstate.edu](mailto:sgsadmissions@downstate.edu)).

The meeting was adjourned at 5:00 p.m.

The next meeting is scheduled for May 16, 2007

**Minutes of the Meeting of the  
Centerwide Committee  
of the SUNY Downstate Medical Center  
December 20, 2006  
(with revisions by Dr. A. Strashun)**

**Present: A. Strashun, M. Stewart, K. Perkins, A. Norin, N. Giordano, P. Sass, S. White  
and L. Wilson**

Dr. Arnold Strashun, Presiding Officer, opened the meeting. Minutes from the previous meeting were accepted.

**I. Old Business:**

**Public Safety Issues**

Mr. Tom Dugan was invited to the meeting and reported the following:

The cell phone problem has abated. We have security on Parkside Avenue and there are also a number of city police officers on Winthrop Street, Nostrand Avenue and Lenox Road. A new fence has been put in the beneficial lot. We are also putting up spot lights on Parkside Ave. and Winthrop Street. Parkside Avenue will be more brightly lit because we own the property outside, but the same cannot be done on Winthrop because of the private homes.

Our state police are on Parkside Ave. until 10:00 P.M. The transit authority has people on the subway and at the station until 8:00 at night. The gang unit has been working on apprehending the UFO group. People are taking fewer risks. The shuttle service is full although, we have lost two drivers. We are trying to bring the shuttle back up to peak service.

We will soon be installing the Kohl Ram card swipe system in many locations in the hospital and the basic science building. Everyone will get a new ID card and your I.D. Card will be your key to enter certain areas.

There is still a problem with missing digital projectors. New radiation detectors are being installed.

Dr. Strashun offered the assistance of the Committee to Mr. Dugan, if it would help to get things accomplished. Mr. Dugan has requested that if anyone sees anything out of the ordinary, please contact security.

**II. New Business:**

College of Nursing Report (see Attachment I)

College of Graduate Studies Report (see Attachment II)

**The meeting was adjourned at 5:00 p.m.**

**The next meeting is scheduled for January 17, 2007 at 4:00 p.m.  
in the Radiology Library, room B2-315 of the Hospital**

**Attachment I**

**College of Nursing Report to Centerwide Committee of the Faculty**

**1. Academic Programs**

The College of Nursing offers six academic programs in nursing. Two undergraduate, upper-division programs are the RN to BS degree for licensed professional nurses and an Accelerated BS program for second-degree students. The RN-to -BS program is one of the largest in NY State, admitting 90- 100 RNs each year. In 2004-2005, the Accelerated BS program was selected by the US Department of Health and Human Services, Health Resources and Services Administration (HRSA) as one of seven "Best Practice" federally-funded nursing models nationwide.

The College of Nursing is only one of four nursing schools in NY State to offer master's degree programs in all four advanced nursing practice roles: clinical specialists, nurse practitioner, nurse anesthesia and nurse midwifery. All our bachelor's and master's degree programs received the maximum 10 years of accreditation from the Commission of Collegiate Nursing Education (CCNE) in 2005.

Additionally, the College offers post-master's certificate programs for nurse practitioners as well as concurrent degrees in Downstate's master of public health and master of nursing programs. The College also sponsors continuing education for practicing professional nurses from the community.

**2. Students and Faculty**

More than 375 full-time and part-time students are enrolled in the College's bachelor's and master's degree programs. The College continues to have a huge applicant pool each admissions cycle. The most competitive programs are the Accelerated BS (8 applicants for 1 slot) and MS Nurse Anesthesia program (20 applicants for 1 slot).

In the past two years, the College has received a total of 13 new faculty state- lines (11 full-time and 2 part-time) as well as 5 FTEs research-funded faculty. More than 50% of the faculty are prepared at the doctoral level. All faculty have areas of clinical specialization, many of whom hold elected or appointed office in local, state and national professional organizations.

**3. Current training programs funded by the federal, state and city governments**

- a. **Accelerated BS nursing program for second degree students**  
funded by the U.S. Department of Health and Human Services, Human Resources and Services Administration (HRSA).
- b. **RN to BS home care nursing program** funded by the New York State Department of Health (DOH).

- c. **Skills Update for public health advisors and school-based nurses** funded the Bureau of School Health, New York City Department of Health.

Attachment I Continued:

- d. **Nursing Education: The Academic Role** funded by the NYS Department of Labor in partnership with Lutheran Medical Center- to start in spring 2007.
- e. **Family Nurse Practitioner in Gerontological Nursing** funded by the NYS Department of Health – to start in spring 2007.

**Other funded initiatives:**

- **Integrating Simulation in Nursing Curricula** funded by HRSA and NYS DOH. From this grants, the College was able to purchase three patient simulators.
- **Cultural Diversity Faculty Development** funded by HRSA.
- **Nursing Skills Lab Renovation** funded by SUNY Central Administration.
- **"High Needs" Nursing Programs** to increase the number of full-time faculty from SUNY Central Administration.

Respectfully submitted by:  
Nancy Giordano, EdD, FNP  
Presiding Officer, Faculty and Professional Staff Assembly

## **Attachment II**

### **Graduate School Update**

Prepared by Katherine Perkins

The graduate school currently has 76 students (+2 on leaves of absence). Of these, 18 are MD/PhD students. Of the 18, 11 are currently in graduate school years. Of the 76 students, 28 are in the Neural and Behavioral Science (NBS) program, 42 in Molecular and Cellular Biology (MCB), and 6 in Biomedical Engineering (BME). The first BME students enrolled at Downstate in January 2006.

15 of the 76 students started in the graduate school in Sept. 2006. Of these, 4 are NBS, 8 are MCB, and 3 are BME. (Of the 4 NBS students, 1 is an MD/PhD student who started medical school in 2004, and 2 are transfer students. Of the 8 MCB students, one is an MD/PhD student who started medical school in 2004.)

Our application deadline for regular admissions is Feb. 1 this year (a change from the former rolling admissions policy.) We plan to send out acceptance letters on or near March 15, and to maintain a waiting list.

Our latest project is the updating of the graduate school web page in conjunction with the updating of the Downstate web site. The major factor driving the revamping of the web site is recruitment of top-notch graduate students.

The graduate school has a new director of recruitment, Ellen Telesca, and a new E-mail address devoted exclusively to graduate school admissions ([sgsadmissions@downstate.edu](mailto:sgsadmissions@downstate.edu)).

**Minutes of the Meeting of the  
Centerwide Committee**  
of the SUNY Downstate Medical Center  
**November 15, 2006**  
(with revisions by Dr. A. Strashun)

**Present: A. Strashun, M. Stewart, K. Perkins, A. Norin, N. Giordano, P. Sass, S. White and L. Wilson**

Dr. Arnold Strashun, Presiding Officer, opened the meeting. There were no minutes from the previous meeting.

**III. Old Business:**

**Public Safety Issues**

Dr. Strashun reported that there has been more activity on the campus involving public safety. Downstate Security has been posted on Winthrop and Parkside on both sides of the street from New York Avenue down to the subway, between the hours of 4:30 - 6:00 p.m. There was a reported incident where teenagers were mugging residents at night along Clarkson Avenue. Another incident occurred at the 34<sup>th</sup> Street Garage.

There was also an incident reported where a group of young ladies riding in the elevator of the Medical Education Building were using profanity and speaking loudly. As they were exiting, they pressed all the buttons on the elevator. When the young ladies were approached about their behavior they ran into the ladies room and at that time security was called.

It was agreed that we will ask Tom Dugan to attend our next meeting to discuss these concerns.

**Membership of Centerwide Committee**

The Centerwide Committee is presently without Senate Representation; therefore, Dr. Nancy Giordano was appointed Senator to the Centerwide Committee. Dr. Giordano will represent SUNY Downstate at the State Plenary Meeting in January 2007.

In late spring we will run an election to elect new members to the Centerwide Committee. At the next meeting we will review the By-laws on the election process.

**IV. New Business:**

College of Health Related Professions (CHRP) Report (See Attachment)  
College of Nursing Report deferred until next month  
College of Graduate Studies Report deferred until next month

**The meeting was adjourned at 5:00 p.m.**

**The next meeting is scheduled for December 20, 2006 at 4:00 p.m.  
in the Radiology Library, room B2-315 of the Hospital**

**Attachment**

**College of Health Related Professions (CHRP)  
Report to the Centerwide Committee of the Faculty**

**November 15, 2006**

We Offer 6 degree granting programs  
BS DMI  
BS PA  
BS/DPT (first doctoral Program)  
MS OT  
MS Medical Informatics  
MS and Advanced Certificate in Midwifery

Continuing Education Programs  
Early Intervention Certificate Program in Occupational Therapy  
Coding and Cancer Registry

**We are in the process of reactivating the Radiology Technician (Rad Tech) Program  
first as a certificate program than to offer a BS. Hope to enroll first class in 2008.**

On Thursday, November 9 the College celebrated its 40<sup>th</sup> Anniversary with a dinner dance at the Brooklyn Museum. Approximately 300 people attended the event.

College enrollment is over 300 students for the first time in over a decade.

In 2006, we graduated of 100 new health professionals

The campus has received formal notification of its full-continued accreditation by middle states commission. We were awarded continued accreditation for 10 years (maximum allowed) and complimented on the self-study process and report.

We have been approved for 6 new faculty lines, 3 for PA, 1 for DMI and 2 for the new Rad Tech

**Admissions and Student Affairs**

The self-contained application process and PRIME admissions clearance-tracking system has been used for one year and was well received.

The new Assistant Dean of Student Affairs is Jeffrey Putman.

The Academic Development Office is now providing academic counseling for CHRP students.

The director and associate director, Sol Magzman and Lotus Jones met with the faculty at a brown bag lunch today, a beginning to a fruitful collaboration.

Submitted by Suzanne M. White, MA, OTR  
Clinical Assistant Professor  
Presiding Officer, CHRP Faculty and Staff Assembly

**Minutes of the Meeting of the  
Centerwide Committee**  
of the SUNY Downstate Medical Center  
**September 27, 2006**  
(with revisions by Dr. A. Strashun)

**Present: A. Strashun, M. Stewart, K. Perkins and L. Wilson**

Dr. Arnold Strashun, Presiding Officer, opened the meeting. Minutes of September 20, 2006 were approved.

**V. Old Business:**

**Security Issues**

Dr. Strashun reported he feels the issue of the muggings were well addressed at the Town Hall Meeting.

Dr. Stewart reported the physiology department has a recurrence of computer theft. He was also surprised that security was not able to look at records from the cameras which exist in all of the hallways.

**VI. New Business:**

**Membership of Centerwide Committee**

Dr. Strashun reported the elective governors to the assembly and the alternates should be attending this meeting. They are suppose to report on their meetings at the state wide level every six months. It is now time for a new election.

**College of Nursing report was deferred to next month.**

**College of Medicine Report:**

Dr. Stewart reported the following in the absence of Dr. Pam Sass:

LCME areas of concern were the following:

- Admissions criteria and faculty input
- Faculty input to policies regarding student promotions
- Faculty development and feedback
- Facilities-anatomy labs

The Executive Committee has elected Chairs of Subcommittees and committees are being constituted. The Subcommittees are looking into admissions and promotions policy.

Meeting with the Dean resulted in the following:

- Overview of governance
- Endorsed Admissions Report and Recommendations
- Open door policy to faculty Governance
- Will support development of Faculty Involvement
- LCME concerns a priority

**The meeting was adjourned at 5:00 p.m.**

**The next meeting is schedule for November 15, 2006 at 4:00 p.m.  
in the Radiology Library, room B2-315 of the Hospital**

**Minutes of the Meeting of the  
Centerwide Committee**  
of the SUNY Downstate Medical Center  
**June 21, 2006**  
(with revisions by Dr. A. Strashun)

**Present: A. Strashun, A. Norin, M. Kaplan, P. Sass, K. Perkins and L. Wilson**

Dr. Arnold Strashun, Presiding Officer, opened the meeting. Minutes of May 17, 2006 were approved.

**VII. Old Business:**

Dr. Strashun reported the security issue is an ongoing problem. There have been a couple of muggings recently. The concern is that we do not see officers posted at the subway near the Beneficial Parking lot. Also to fact that they are parking the garbage trucks along the street of the Beneficial Parking lot which causes a visual barrier pedestrians.

It was suggested that we should initiate a safety sub-committee. This suggestion will be tabled until our next meeting in September.

Lorraine to follow-up with Gregg Conyers, regarding putting the Centerwide Committee Minutes on the website.

**VIII. New Business:**

**School of Graduate Studies Report:**

Dr. Katherine Perkins reported the following:

The graduate school faculty recently held elections. The new officers are Katherine Perkins, presiding officer; Nick Penington, presiding officer-elect, and Xian Cheng Jiang, secretary. This year the graduate school gave out the Robert Furchgott award for best Ph.D. thesis for the first time. The winner was Richard Pomerantz.

The BME (biomedical engineering) program is fully up-and-running. That means there are now 3 programs in the graduate school: MCB (molecular and cellular biology), NBS (neural and behavioral science), and BME. (No PhD degrees are granted through departments any more.) There are 5 new MD/PhD students entering in the fall and 14 new PhD students. Of these 8 are MCB, 5 are NBS, and 6 are BME. Several of the new PhD students, particularly in BME, are entering with a master's degree and will move directly into a laboratory.

The graduate school faculty has been discussing recruiting issues. We hope to have more high-quality applicants. We would also like more US citizens/green card holders in order to increase our chances of getting a training grant from NIH. We have discussed the possibility of using the SUNY network to recruit at undergraduate SUNY campuses.

The transgenic mouse facility is up-and-running. A person has been hired to run the facility. There is a board of directors that is separate from the Committee of the Faculty of the Graduate School but which reports to the Committee. Dr. Chris Roman announced at the last meeting that the facility is ready to accept orders for transgenic mice.

**The meeting was adjourned at 5:00 p.m.**

**The next meeting is schedule for September 20, 2006 at 4:00 p.m.  
in the Radiology Library, room B2-315 of the Hospital**

**Minutes of the Meeting of the  
Centerwide Committee**  
of the SUNY Downstate Medical Center  
**May 17, 2006**  
(with revisions by Dr. A. Strashun)

**Present: A. Strashun, A. Norin, M. Kaplan, P. Sass, K. Perkins and L. Wilson**

Dr. Arnold Strashun, Presiding Officer, opened the meeting. Minutes of April 19, 2006 meeting were deferred to June's meeting.

**IX. Old Business:**

Security issues need to be revisited regarding safety issues. Students feel this is an unsafe campus. Recently we no longer see police officers at the subway or the Beneficial parking lot.

**X. New Business:**

College of Medicine Report

Dr. Norin reported, the Executive Committee will meet with candidates for Deanship. Three candidates are on their second round of interviews.

The Executive Committee will meet to write a letter to Dr. LaRosa regarding thoughts on candidates interviewed.

The Dean of the Graduate School met with the Executive Committee regarding problems with the MD-PhD admissions process; these problems relate to the efficiency of the MD-PhD acceptance policy.

The slate of nominees was presented to the Executive Committee and the slate was approved.

The CAPQ Committee received an appeal from someone who received tenure but not promotion.

Minutes on the web have not been exclusive to Faculty and Professional Staff.

Gregg Conyers will speak with Ross Clinchy regarding making minutes on the web available to only Faculty and Professional Staff here on campus.

**The meeting was adjourned at 5:00 p.m.**

**The next meeting is schedule for July 19, 2006 , at 4:00 p.m.  
in the Radiology Library, room B2-315 of the Hospital**

**Minutes of the Meeting of the  
Centerwide Committee  
of the SUNY Downstate Medical Center  
March 15, 2006  
(with revisions by Dr. A. Strashun)**

**Present: A. Strashun, A. Norin, M. Kaplan, P. Sass and L. Wilson**

Dr. Arnold Strashun, Presiding Officer, opened the meeting.

**XI. Old Business:**

The minutes of the previous meeting were reviewed and approved.

**XII. New Business:**

**Dr. Norin reported**, Dr. LaRosa would like to meet with the faculty to get input regarding the search for the Dean of the College of Medicine.

The admissions report was not sent out because the Dean of students asks for some changes to be made to the report. Do to the level of detail in the Admissions Policy Report; it could create problems, if made public. It was felt that the distribution of the report should be delayed until further notice.

**College of Health Related Professions Report (See Attached).**

**The meeting was adjourned at 5:00 p.m.**

**The next meeting is schedule for April 19, 2006 , at 4:00 p.m.  
in the Radiology Library, room B2-315 of the Hospital**

**College of Health Related Professions (CHRP) Report to the Centerwide Committee of the Faculty  
March, 2006**

1. We offer 6 degree granting programs

BS DMI

BS PA

BS/MS PT

MS OT

MS Medical Informatics

MS Advanced Certificate in Midwifery

And Continuing Education Programs:

Early Intervention Certificate Program in Occupational Therapy

Coding and Cancer Registry

Additional Con't Ed programs in Medical Assistant and Cert Rad Tech are in development

2. Physical Therapy program just received approval for transition to the doctoral level offering a DPT degree. This is a clinical, entry-level doctoral degree that will include the entry level curriculum as well as significant preparation in research evaluation and evidence based practice.
3. Physician Assistant program is preparing their letter of intent to elevate the program to a BS/MS degree.
4. The Occupational Therapy Certificate program in Early Intervention is in year 3 of a 5 year U.S. Department of Education funded (\$1.25 million) personnel preparation grant to provide advanced training in Early Intervention (working with children from birth to 3 years old with developmental disabilities and their families)
5. Enrollment: over 300 students, most are from Brooklyn and NYC. We graduate about 150 students per year
6. Exceed national averages in board/certification/licensing examination rates
7. 98% employment in 3 months of graduation
8. All programs have received full continued accreditation by the specialty accreditation body, for the maximum number of years allowed.
9. The CHRP Committee of the Faculty has worked to promote research and scholarly activity with faculty. We have instituted research presentations that coincide with our Faculty Assemblies. This year we had presentations by six faculties on their recently completed or ongoing research projects. We are interested in collaboration with other colleges in conducting and presenting research.

Submitted by Margaret Kaplan, PhD, OTR/L

Assistant Professor

Presiding Officer, CHRP Faculty and Staff Assembly

**Minutes of the Meeting of the  
Centerwide Committee**  
of the SUNY Downstate Medical Center  
**February 15, 2006**  
(with revisions by Dr. A. Strashun)

**Present: A. Strashun, M. Halpern, A. Norin, M. Germain, M. Kaplan,  
L. Wilson**

Dr. Arnold Strashun, Presiding Officer, opened the meeting.

**XIII. Old Business:**

The minutes of the previous meeting were reviewed and approved.

**XIV. New Business:**

**College of Medicine Report:**

- a. Dr. Norin reported the search firm has invited the Executive Committee to meet with them on Thursday, January 26, 2006 at 3 p.m.
- b. The admissions report is being finalized. Once finalized it will then go to the Dean and then to the Executive Committee Members after which it will be made available to faculty.
- c. Dr. Michelson heads a sub-committee that will begin to evaluate library tenure issues. At the initial meeting, feedback from people on staff in the library was received. It was decided to also look at other institutions to see how they handle library tenure.
- d. CEPC Committee is currently reviewing student evaluations of the 1<sup>st</sup> and 2<sup>nd</sup> year courses. Overall assessment of the courses were positive.

**School of Graduate Studies Report:**

- Dr. Mimi Halpern reported the Transgenic Facility technician was hired and the by-laws are in preparation.
- The graduate school will graduate between 17 and 21 students this year.
- School of Graduate Studies will inaugurate the “Furchgott Award for Excellence in Research” this spring. Award to be given to the student who presents the best thesis during the year (defined as the period between the deadline for graduation of the prior year and the current year)
- Dr. Schwartz-Giblin with members of the Biomedical Engineering Program (Downstate and Brooklyn Poly Tech joint program) submitted an application for a Howard Hughes Award during the past year. It was not funded. They will convert that application into an application for an IGERT

(Integrative Graduate Education and Research Traineeship Program) award  
from the National Science Foundation.

Discussions ensued regarding the admission process in which Dr. Germain expressed her concerns and these concerns were duly noted.

**The meeting was adjourned at 5:00 p.m.**

**The next meeting is schedule for March 15, 2006 , at 4:00 p.m.  
in the Radiology Library, room B2-315 of the Hospital**

**Minutes of the Meeting of the  
Centerwide Committee  
of the SUNY Downstate Medical Center  
November 16, 2005  
(with revisions by Dr. A. Strashun)**

**Present: A. Strashun, M. Halpern, A. Norin, M. Germain, P. Sass, M. Kaplan,  
D. Rias, L. Wilson**

Dr. Arnold Strashun, Presiding Officer, opened the meeting.

**XV. Old Business:**

The minutes of the previous meeting were approved with one change.

**XVI. New Business:**

**Mary Germain Presented the College of Nursing Report.**

Based on the change in administration within the anesthesia program there was an unannounced visit from the accreditation council. The visit went very well and the final report will be ready in the spring. There was a great deal of support from the directors of anesthesiology from all the affiliating institutions. There are currently about 30 students in clinical and 15 in the pipeline that will be proceeding into clinical.

**Dr. Norin Presented the College of Medicine Report.**

The Faculty and Professional Staff of the College of Medicine had their semi-annual meeting on November 2, 2005. The meeting was well attended with approximately 70 in attendance. Dr. LaRosa gave a report. Dr. Feigelson was away and Dr. Cracco gave the report for the Dean's Committee. Dr. Sue Mirra made a final report on results of the LCME. One of our deficiencies in the LCME report was that the faculty is not reviewing the admissions policy. In response, the Executive Committee has set up a review group on admissions policy led by Dr. Pam Sass.

**Dr. Mimi Halpern Presented the School of Graduate Studies Report.**

There are now three graduate programs: Biomedical Engineering (joint program with Brooklyn Poly Tech). Molecular and Cell Biology, Neural and Behavioral Science.

Beginning this year there will be three admissions committees, one for each program. In order to remain competitive with other graduate schools in the New York metropolitan area, the School of Graduate Studies will increase the starting stipend for graduate students to \$25,000. The School will also be increasing its efforts at recruitment.

There are concerns about reduced federal funding of research grants and its impact on funding of graduate student stipends. The transgenic facility is under development. There are number of excellent applicants and an oversight committee is in the progress of reviewing the CVs.

The School of Graduate Studies will initiate a new award for Excellence in Research to be announced at the annual awards assembly of the College of Medicine and the School of Graduate Studies. The award will be given to the student who in the past year has presented the most excellent thesis.

**Dawn Morton-Rias, Dean of College of Health Related Professions** provided an update on the upcoming campus-wide accreditation site visit by the Middle States Commission on Higher Education. Institutional accreditation is essential for degree-granting institutions. In addition to specialized accreditation, institutional accreditation is required so that all students to apply and receive financial aide as well as their application process for their licensure examination.

Downstate was last reviewed in 1996 and we received 10 years of accreditation. A year and a half ago we embarked on a self-study process. The committees worked diligently over the spring and summer and submitted their reports. We are now in the process of editing and synthesizing the reports that were received and completing the final Middle States self study report. The preliminary visit by our Middle States site visit team chair will be in December 2005. The full visit will take place April 30 – May 3, 2006. The Self-Study design, committee structure, membership and charge to each committee posted on the Middle States link of the Downstate webpage. In the early spring there will be a Town Hall Meeting and there will also be a series of student focus groups that will take place.

**The meeting was adjourned at 5:00 p.m.**

**The next meeting is schedule for December 21, 2005 from 4-5 p.m.**

**in room B2-315 of the Hospital**

**Minutes of the Meeting of the  
Centerwide Committee  
of the SUNY Downstate Medical Center  
September 21, 2005  
(with revisions by Dr. Strashun)**

**Present: Arnold Strashun, Elizabeth Kornecki, Mimi Halpern, Allen Norin, Mary Germain, Dorothy Waleski (for Margaret Kaplan), Pamela Sass, Annette Siegel**

Dr. Arnold Strashun, Presiding Officer, opened the meeting.

**Old Business:**

- The minutes of the previous meeting were approved.

**New Business:**

- Dorothy Waleski read the **College of Health Related Professions Report** submitted by Dr. Margaret Kaplan. In summary, the report detailed information concerning the educational programs being offered by the College: Diagnostic Medical Imaging, Medical Informatics, Midwifery Education, Occupational Therapy, Physical Therapy, and Physician Assistant Education. It highlighted the fact that this College houses the only BS granting degree in Diagnostic Medical Imaging within the tri-state area. Also, a post graduate program for Occupational Therapy in Early Intervention Occupational Therapy is provided. The College offers the only direct entry Midwifery program in New York. The College's BS Program is nationally recognized for excellence in urban health care and leadership in fostering diversity. The Medical Informatics Program enrolled its 3<sup>rd</sup> class this fall and offers an opportunity for educational and clinical partnership with the Downstate MPH program and the University Hospital. The PT program is in the process of elevating the curriculum to offer a doctorate of Physical Therapy. The CHRP faculty are actively engaged in clinical and educational research, clinical practice and community service. 315 students are currently enrolled in the College. Finally, CHRP at SUNY Downstate will be celebrating its 40<sup>th</sup> year in 2006.
- Additional issues involved maintenance of building elevators which are broken and the disgusting state of the bathrooms.
- The **College of Nursing Report** was presented by Dr. Annette Siegel. Accreditation of the College of Nursing was received recently. The 3<sup>rd</sup> year of the accelerated program is doing well and consists of 37 students. The number of RNs, 100, falls a bit short of the anticipated number of 130. The College is working with the Admissions Office to increase the recruitment of students. Problems do not exist in the placement of students following graduation.
- Dr. Mary Germain, Presiding Officer of the College of Nursing presented a written report of the College of Nursing which included all the issues and concerns identified by the faculty of the College of Nursing at the Faculty Assembly meeting of September 19, 2005 and the Centerwide meeting of April 27, 2005. A total of seven issues were detailed. Although issues concerning the need for "smart classrooms" containing built-in access to the internet and LCD projection equipment are unresolved at this time, the issue concerning MOLE found in one of the storage rooms in the dean's administrative suite has been resolved. .
- Dr. Allen Norin presented the **College of Medicine Report**. He stated that full accreditation was received by the College of Medicine, however, areas of deficiency are being addressed and corrected. One comment addressed the issue that the faculty does not oversee the Admissions process. Dr. Pamela Sass was appointed to review the process of admissions at SUNY Downstate.

- Discussions focused on issues involving faculty and administration policy of student admission. Issues concerning medical student promotions were discussed.
- Dr. Norin mentioned that the search for a new Dean of Medicine is underway. The Executive Committee has been meeting monthly, with the inclusion of new members on this committee. Also, new member of the CAPQ promotions committee were installed.

The meeting was adjourned at 5:00 pm.

The next meeting is scheduled for November 2005.

**Minutes of the Meeting of the  
Centerwide Committee  
of the SUNY Downstate Medical Center  
June 22, 2005  
(with revisions by Dr. A. Strashun)**

**Present: A. Strashun, E. Kornecki, M. Halpern, L. Wilson**

Dr. Arnold Strashun, Presiding Officer, opened the meeting.

**I. Old Business:**

- The minutes of the previous meeting were approved.

**II. New Business:**

Dr. Mimi Halpern presented the Report of the School of Graduate Studies.

**Dr. Halpern's report was divided into three parts on the following issues:**

**1) The status of the transgenic facility, 2) the progress of the faculty developmental brochure, and 3) the status of the M.D./Ph.D. Program.**

1. The Transgenic Facility: Dr. Halpern indicated that the transgenic facility is all set and ready to go. Dr. Christopher Roman is the Director of this facility. Presently, there is an on-going search for a manager of this facility, at the PhD level, promising a salary of about \$75,000-\$100,000 per year. The President has approved a budget expenditure for animals, cages, supplies and a salary for a manager.. Presently, one of the problems has been remedied, such as, the facility is now air-conditioned. The floors of the facility needed to be padded sufficiently-enough to lower the noise to an acceptable level. Not sure if this has been done yet.

2. The Developmental Brochure: A glossy brochure is being prepared that will highlight only some of the faculty involved in participating, in the four major research programs here at SUNY Downstate, they are as follows: a) Research concerning Alzheimer's Disease, Epilepsy and other neurological disorders, b) Cardiovascular research, c) Cancer research, and d) Research focusing on Women's health and birth defects.

3. The M.D., Ph.D. Program: Issues concerning the status of this program centered on the difficulty in the recruitment of students into this program and on the funding needed to support these students.

**The meeting was adjourned at 5:00 p.m.**

**The next meeting is scheduled for September 21, 2005 from 4 – 5 p.m.**

**In room B2-315 of the Hospital.**

**Minutes** of the meeting of the  
**Centerwide Committee**  
of the SUNY Downstate Medical Center  
**May 25, 2005**  
(with revisions by Dr. A. Strashun)

**Present: A. Strashun, A. Norin, M. Halpern, N. Giordano and L. Wilson**

**1. Old Business**

- The minutes of April 27, 2005 were approved.

**2. New Business**

- College of Medicine Report: Dr. Norin reported that an Admissions Review Group was formed to address the concerns of the LCME regarding the lack of Faculty Governance involvement in Admissions to the College of Medicine.

At the last assembly meeting a review group was appointed and chaired by Dr. Pamela Sass. With the approval of the Executive Committee, the group will meet sometime between June and September and they will be reviewing the Admission Policy. Dr. Ross Clinchy, Associate Dean for Administration, suggested that this review group should hold off any activities until the LCME report is received.

- Semi Annual Assembly Meeting: CAPQ Report listed number of cases reviewed for the year. One tenure was turned down and there was an appeal.

A complaint was received by the Executive Committee from a Faculty member who stated that his case for promotion was being handled improperly. Allegedly, the Departmental committee approved the promotion, which was never presented to the CAPQ. These allegations will have to be investigated, and the possibility of an alternate route for promotion will have to be considered. A full report will be presented to the CAPQ.

- Nancy Giordano reiterated, combined impact of fire regulations and solid office doors, an issue of concern expressed by the College of Nursing.

The meeting was adjourned at 5:00 p.m.

The next meeting is scheduled for Wednesday, June 22, 2005 from 4:00 – 5:00 p.m.

In room B2-315 of the Hospital

**Minutes** of the meeting of the  
**Centerwide Committee**  
of the SUNY Downstate Medical Center  
**April 27, 2005**  
(with revisions by Dr. A. Strashun)

**Present: A. Strashun, A. Norin, M. Halpern, M. Ibrahim and M. Germain**

**2. Old Business**

- The minutes of March 23, 2005 approved with corrections.

**2. New Business**

- College of Nursing Report: Please see attached document. Considerable discussion took place regarding the campus-wide need for additional “smart” classrooms.
- Senators’ Report: not given; senators not in attendance.
- Other Business: the College of Medicine is expecting a site visit from the Liaison Committee for Medical Education in the near future. Previous LCME inspectors have raised concerns about the role of the faculty of the College of Medicine in establishing criteria for admission. The faculty are currently reviewing the criteria under the leadership of Dr. Pamela Sass of the Department of Family Practice.

The meeting was adjourned at 5:00 p.m.

**The next meeting is scheduled for Wednesday, May 25, 2005 from 4:00 – 5:00 p.m.  
In room B2-315 of the Hospital.**

Respectfully submitted,

Mary M. Germain, Ed.D., APRN,BC  
Associate Professor, CON  
Secretary pro tem

To: Centerwide Committee of the Faculty and Professional Staff of the SUNY-DMC  
From: Mary Germain, Ed.D., APRN,BC – Presiding Officer of the College of Nursing  
Re: College of Nursing Report  
Date: 4-27-05

**Good News:** The College of Nursing and its undergraduate and graduate programs have just received the maximum ten years of accreditation by the Commission on Collegiate Nursing Education (CCNE), the accrediting arm of the American Association of Colleges of Nursing (AACN).

### **Issues/Concerns expressed by the CON faculty**

1. Need for “smart classrooms” – classrooms with built-in access to the internet, LCD projection equipment... The volume of both faculty and student use of these teaching modalities has far outstripped existing capacity – i.e. Lecture Hall 1-A & B, Classroom 1-A in the HSEB.
2. Combined impact of Fire Regulations and solid office doors. The CON has been cited for violation of NYC fire regulations because faculty prop their solid office doors open in order to create a student-friendly environment. When all the office doors in an entire corridor are closed, the hallway looks deserted and to tally devoid of any activity. This does not create a welcoming atmosphere for either existing students or for potential applicants to the College’s programs. The faculty of the CON are trying to determine if there is some way in which office doors could be left open and still be in compliance with fire regulations. If not, the faculty would like to explore replacement of the existing solid doors with doors that have windows that would allow visualization of the occupant as well as persons outside the office door.
3. Ventilation and control of office temperatures. Ongoing problems continue with poor ventilation of offices and inadequate temperature regulation. Many faculty have experienced extremes of temperature in their offices, extremes which have been difficult if not impossible to remediate.
4. Mold – one of the storage rooms in the dean’s administrative suite had a major mold contamination during the past year and a number of the ceiling tiles in the hallway outside the College’s Learning Resource Center are now showing evidence of potential mold contamination. Facilities and Management has been notified and is investigating.
5. Cleaning of bathrooms and individual faculty offices and plumbing in the bathrooms: there appears to be no systematic schedule for cleaning faculty offices and the bathrooms are chronically under-serviced. Soap and towel dispensers are often unfilled. In addition, the installation of the faucets in the bathrooms is such that there is chronic water loss from some of the faucets, even when turned fully to the “off” position. Similarly, some of the toilets also have ongoing water leakage. These problems are longstanding and have never been successfully corrected.
6. Elevators that service the HSEB: one or more are frequently out-of-service. On Monday, 4/25, three of the four elevators were not running for a protracted period of time.

7. Entrance doors to the HSEB: the main, automatic, double doors are frequently inoperative during the winter months. Persons attempting to enter the HSEB are directed to a single door which must be opened by hand. This not only impedes timely access, but can be extremely difficult to navigate if one is carrying heavy briefcases and is trying to open a door in icy and/or windy conditions. The entrance was designed to be accessed through the two main double doors. They should be operative year round.

**Minutes of the meeting of the  
Centerwide Committee  
of the SUNY Downstate Medical Center  
March 23, 2005  
(with revisions by Dr. A. Strashun)**

**Present: A. Strashun, A. Norin, M. Ibrahim, M. Halpern, M. Germain and L. Wilson**

Dr. Arnold Strashun, Presiding Officer, opened the meeting.

**1. Old Business**

- The minutes of February 16, 2005 were approved.

**2. New Business**

**College of Health Related Professions Report:**

- Dr. Mohamed Ibrahim reported on issues raised at the CHRP Faculty Assembly meeting on 2-16-05. One major issue that was raised was the testing of the alarm system. There was no public announcement informing the institution that it was a test, therefore, an evacuation was executed. Without coordination, critical educational functions were disrupted.. This has happened on more than one occasion and it was felt that there should be a structured time for the test. Dr. Strashun will speak with Alvin Berke regarding this matter. It was also suggested to call ext. 2626 to confirm whether or not it is a test.

**Infrastructure Issues:**

- In January the temperature went down to 48 degrees.
- There are no house phones on the 7<sup>th</sup> floor near the labs. Therefore, the CHRP Committee would like a house phone put next to the pay phone on the 7<sup>th</sup> floor in the HSCB.
- Parking lot elevator periodically stops running.

Dr. Allen Norin reported the Executive Committee of the College of Medicine has asked Robert Jacobs, who is the CEO and V.P. for Clinical Affairs to join us at our next Executive Committee meeting. Mr. Jacobs has consented to do so on April 11, 2005.

The meeting was adjourned at 5:00 p.m.

**The next meeting is scheduled for Wednesday, April 27, 2005 from 4:00 - 5:00 p.m. in room B2-315 of the Hospital.**

**Minutes of the meeting of the  
Centerwide Committee  
of the SUNY Downstate Medical Center  
February 16, 2005  
(with revisions by Dr. A. Strashun)**

**Present: A. Strashun, N. Giordano, A. Norin, M. Ibrahim, E. Kornecki**

Dr. Arnold Strashun, Presiding Officer, opening the meeting.

**1. Old Business**

- The minutes of January 19, 2005 were approved.
- Dr. Strashun pointed out that the minutes of the Medical School budget committee report should be inserted, obtained from Dr. Norin's Department of Medicine Report presented at the January 19, 2005 meeting of the Centerwide Committee.
- Dr. Kornecki presented the detailed transcripts from the SUNY Senate Faculty meeting of October 21-22, 2004. The next SUNY Senate Faculty meeting will be held on April 7-9, 2005 at the College of Environmental Sciences and Forestry, Syracuse, NY, with Drs. Solomon and Kornecki representing SUNY Downstate.

**2. New Business**

- Security problems existing on this Campus were discussed. Dr. Strashun discussed that he had attended a GME meeting where issues pertaining to recent assaults on house officers were revealed. He stated that there has been a resurgence of attacks on interns and residents on this Campus. There appears to be a problem with the security officers transferring this information with SUNY workers here on Campus.
- Dr. Nancy Giordano was introduced as the representative from the College of Nursing. Dr. Giordano noted the continuing problems that exist with the lack of heating, ongoing problems with elevators (elevators that do not go up to the 8<sup>th</sup> floor), and the rebidding of contracts that has been on-going for 6-months. A new Assistant VP for facilities is expected to oversee these problems. The good news is that the hot water has been restored. A suggestion to have Mr. Alvin Burke update all of us on this situation was discussed.
- Dr. Mohammed Ibrahim raised the issue of mechanisms that will enhance the name recognition for CHRP at SUNY, essential for the recruitment of new faculty. Discussions focused on the need for a larger degree of advertisement for the recruitment of both groups of students and faculty. It was suggested that the "Office of Faculty Development" be utilized for advertisements needed for recruitment purposes.
- No formal standing reports were presented at this time. Dr. Halpern's report was being scheduled for another meeting.

The meeting was adjourned at 5:00 p.m.

**The next meeting is scheduled for Wednesday, March 23, 2005 from 4:00 - 5:00 p.m.  
in room B2-315 of the Hospital.**

**Minutes** of the meeting of the  
**Centerwide Committee**  
of the SUNY Downstate Medical Center  
**January 19, 2005**  
(with revisions by Dr. A. Strashum)

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**Present: A. Strashun, W. Solomon, A. Norin, M Germain and L. Wilson**

**Dr. Arnold Strashun, Presiding Officer, opened the meeting.**

**1. Old Business**

- Minutes of previous meeting were reviewed and approved with a few minor changes.
- Review of bylaws has identified how many members should be on the Centerwide Committee

**2. New Business**

- Dr. Solomon reported on the Fall Plenary Senate Meeting. The meeting took place on October 21–23, 2004 at SUNY Maritime.
  - Undergraduate education essentially want to support a tuition increase for matrix students. Tuition increase will not decrease the state contribution.
  - State tax dollars that go to the University is about \$1 billion, which is about 4% of state income tax revenues.
  - There are 67 SUNY campuses and only 4 of them are medical.
  - There is a concern which has to do with graying of the tenured faculty. This is serious as far as nursing is concerned because there has been a decrease in campus funds at most campuses.

Dr. Elizabeth Kornecki, Dept. of Cell Biology and Anatomy, can provide the transcripts of the SUNY Maritime meeting to anyone interested in the details provided by Dr. Solomon.

- Dr. Norin gave a Department of Medicine Report.
  - The Executive Committee had their semi-annual meeting on Thursday, November 18, 2004. President LaRosa reported State budget allocation for Downstate will increase by about 2 million over last year.
  - Practice Plan operations are being improved and made more efficient.
  - 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 candidates we already have will be named in the Spring 2005.
  - Dean Feigelson reported Medical School budget is a process during which each Vice President makes a presentation to the Present and priorities are established. This year there are needs for related to new Chairs and the School of Public Health

- The LCME review is led by Dr. Suzanne Mirra. The final LCME report is available for review in the Dean's Office. An independent student report will be part of the LCME report.
- CEPC has been meeting on a regular basis under the chairmanship of Dr. Clark-Golden
- Dr. Randall Barbour reported on the current and expected companies using space in the Biotech Incubator.

The meeting adjourned at 5:00 pm.

**The next meeting is scheduled for Wednesday, February 16, 2004 from 4:00 to 5:00 p.m. in Room B2-315 of the Hospital.**

**Minutes of the meeting of the  
Centerwide Committee  
of the SUNY Downstate Medical Center  
December 22, 2004  
(with revisions by Dr. A. Strashum)**

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**Present: A. Strashun, S. Miller, M. Ibrahim, M. Halpern, D. Cruz-Richman and L. Wilson**

**Dr. Arnold Strashun, Presiding Officer, opened the meeting.**

**2. New Business**

**College of Nursing Report: Dr. Cruz-Richman reported on issues and challenges regarding the infrastructure in the Health Education Building, 8<sup>th</sup> floor.**

- The temperature control is not working properly in the classrooms and labs that are actively being used by all the colleges. There is definitely a control problem.
- Between August and September there were leaks when there was rain and there was mold in one room that occupied our important records. Some repair and renovations were done but the problem still exist.
- The lighting is very bad in the all classrooms on the ground floor. Students have been complaining.
- Dr. Halpern suggested we should have an infrastructure committee in the College of Medicine.
- In order to respond to the nursing shortage, Dr. Cruz-Richman put in a plan to the President to increase the number of full time-faculty.

**College of Graduate Studies: Dr. Mimi Halpern reported on the following:**

- Two executive committees with the officers make up the Committee of the Faculty. The Committee of the Faculty has met twice, once in June and once in September.
- At the June meeting the committee discussed the recommendations in the Self Study of the Graduate School prepared for the LCME self-study report. At that same meeting the committee discussed ways in which we could provide greater cohesiveness in the two programs.
- Approved Bylaws revisions. These are mainly changes to provide consistency and correct grammar. Voting on the Bylaws revision has not occurred because of problems with electronic voting.
- An Infrastructure Subcommittee was formed. This committee met and identified problems.
- At the September meeting of the Committee of the Faculty, the committee discussed and acted on several item.
  - i. To allow proposals and defenses during the summer months but not encourage this.
  - b. Regarding outside member on thesis committees “strongly encourage outside review of predefense document. Thesis committee or Dean may require that the student and the thesis advisor get an outside member to be present or submit a written review.
  - c. Regarding the two-week rule for submission of thesis document: eliminate exceptions to the two week rule for proposal and predefense in the student handbook.
  - d. A Faculty Assembly meeting was held on November 9, 2004 at which the

Dean, Presiding Officer and each of the Program Directors reported on progress since the last Faculty Assembly meeting.

Dr. Strashun suggested we invite Alvin Berk to our next meeting to address the infrastructure of Health Education Building.

The meeting adjourned at 5:00 pm.

**The Next meeting is scheduled for Wednesday, January 19, 2005 from 4:00 – 5:00 p.m.**

**In Room B2-315 of the Hospital**

**Minutes of the meeting of the  
Centerwide Committee  
of the SUNY Downstate Medical Center  
September 22, 2004  
(with revisions by Dr. A. Strashum)**

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**Present: A. Strashun, H. Flax, M. Ibrahim, E. Kornecki, A. Norin, W. Solomon, and L. Wilson**

**Dr. Arnold Strashun, Presiding Officer, opened the meeting.**

**3. Old Business**

- Minutes of previous meeting were reviewed and approved.
- Dr. Strashun was referred to Alvin Burke in regard to the transgenic mouse facility. There are definite plans being made to improve the situation, which requires significant infrastructural repairs.

**4. New Business**

- **College of Medicine Report:** Dr. Norin reported the bylaws committee is meeting to look at the issue regarding definition of identifying faculty and professional staff, which need to be clarified. The newly elected members of the Executive Committee took office. We have a very active Curriculum Committee and full membership of that committee. CAPQ will be meeting in the fall. We have arranged for the Dean to come to our October meeting and he will be speaking with us about issues that the committee is going to suggest to him. Our Semi Annual Assembly meeting will be November 18, 2004.

One of our committees that has been resurrected is the Research Committee. This committee is chaired by Dr. Randall Barbour. Dr. Barbour has appointed Alan Gintzler and Henri Tiedge to the committee in hope that it will become more active.

- **Senator's Report:** Dr. William Solomon represented our campus at the SUNY University Senate Planning Meeting held in Saratoga Springs, NY, September 9-10, 2004. Dr. Solomon reported the senate meetings are related more to the undergraduate colleges. They have a representative from 36 different SUNY campuses. The entire state budget is approximately 8 billion dollars for the State Universities but the actual number of tax dollars is about 1 billion dollars, which represents only 2.5% of the total collected taxes in New York, which actually go to pay for higher education in New York State.

The state gives our campus about 70 million dollars to the College of Medicine. This includes state tax dollars and tuition revenue.

Budget Allocation Plan: The State will try to reward campuses that meet certain expectations and "punish" campuses that don't meet expectations.

The next faculty senate meeting is at the Maritime College in the Bronx.

- **Centerwide Committee Website:** Ms. Wilson reported the website will be ready soon. Lorraine has submitted a membership roster, schedule of meetings, and minutes to Frank Fasano to be posted on the website. The initial webpage has been designed. Dr. Strashun will submit a brief synopsis explaining the function of the Centerwide Committee and a committee picture will be taken and posted on the initial webpage. The Centerwide Committee By-laws will be reviewed by Dr. Strashun and committee members. Changes are expected to be made. Once the changes are made to the by-laws, they will also be posted on the website.

Dr. Strashun suggested that we have a link on our webpage to the Executive Committee website and he also suggested putting an electronic bulletin board on our website.

The meeting adjourned at 5:00 pm.

**The next meeting is scheduled for Wednesday, October 20, 2004 from 4:00 to 5:00 p.m. in Room B2-315 of the Hospital.**

**Minutes of the meeting of the  
Centerwide Committee  
of the SUNY Downstate Medical Center  
August 25, 2004**

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**Present: Arnold Strashun, Mimi Halpern, Elizabeth Kornecki, Henry Flax, Mohamed Ibrahim**

1. **Old Business**

- Minutes of the previous meeting were reviewed and approved.
- The Website providing details on various aspects of the Centerwide Committee is under construction. The budget for this endeavor is forthcoming.
- The further decline in FM&D services was discussed. The draft report dated March 31, 2003, from the FRAC subcommittee to Dr. Feigelson concerning FM&D services, raised concerns as to what was accomplished since the report was submitted. The overall consensus on the infrastructure of the university and hospital was negative; improvements were not being made (e.g. certain patient elevators that were reported to be broken in the hospital a year ago are still broken; a list of additional unresolved problems was discussed).

2. **New Business**

- The scheduled Standing Report by the College of Nursing was postponed.
- The overall functioning of the Centerwide Committee was discussed. In brief, its major function involves the resolution of problems that concern the entire faculty at SUNY Downstate. Dr. Halpern mentioned that “the Centerwide Committee revolves around the sharing of “communal” issues, those issues that spill over and need help from other colleges.
- Dr. Halpern mentioned that the “voting issue” concerning the Medical School Elections by email has been resolved by Mr. Greg Conyers. It was mentioned that Dr. Ross Clinchy has agreed to pay for these elections.
- Issues concerning the state-of- the-art transgenic facility were discussed. Unfortunately, the transgenic facility is not functioning due to the lack of essential requirements: 1) lack of a temperature-controlled room, 2) Noise problem: very noisy rooms result in no viable matings. Dr. Strashun indicated that he will write a letter to President LaRosa concerning the status (with an update) of the transgenic facility. The budget of the facility needs to be discussed. It is costly, estimated to be approximately \$500,000.
- Bill Solomon will represent our campus at the SUNY University Senate Planning Meeting held in Saratoga Springs, NY, September, 2004.
- Elizabeth Kornecki will represent our campus at the Fall Plenary Senate Meeting scheduled for October 21-23, 2004.

The meeting adjourned at 3:35 pm.

**The next meeting is scheduled for Wednesday, September 22 at 4:00  
in Room B2-315 of the Hospital.**

**Minutes** of the meeting of the  
**Centerwide Committee**  
of the SUNY Downstate Medical Center  
July 28, 2004  
(with revisions by Dr. A. Strashum)

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**Present: A. Strashun, H. Flax, M. Halpern, A. Norin, J. Katz and L. Wilson**

**3. Old Business**

- Minutes of previous meeting were reviewed and approved.
- Dr. Joanne S. Katz was introduced. Dr. Katz was representing CHRP.
- Dr. Halpern expressed some concerns regarding the Search Committee.
- The Faculty hand book: There was a draft in 1998 which will be brought to a committee Chaired by Dr. Sue Mirra. Kathy Castagna and David Morton will be working to put the handbook together before the site visit in March 2005.
- Web Page: It was decided to put the membership roster, minutes, by-laws and meeting schedule on the web page. We hope to initiate an electronic bulletin board in the future.
- Dr. Flax reported we will defer having the Senate Assembly Meeting here at SUNY Downstate. Our facility is not prepared to host such an affair at this time. We were notified to late to obtain housing accommodations for such a large amount of outsiders. In dialogue with State leadership it was decided to host the meeting in 2006.

**2. New Business**

- **Nursing** - Our previous and current Presiding Officers of nursing are on a 10 month appointment, as a result there will be no nursing representation at the Centerwide Committee meeting during the summer months.
- **College of Medicine** – Dr. Norin reported the Executive Committee election results are in and an e-mail will be sent informing the College of Medicine Faculty and Professional Staff of the results.

Dr. Norin as the newly elected Presiding Officer will be taking over in September, 2004. Pamela Sass is our newly elected Presiding Officer Elect, who will also start in September. Scott Miller will sit on the committee in September as the Past Presiding Officer.

Dr. Clark-Golden is the Presiding Officer of the newly formed CEPC Committee.

The Executive Committee was asked to give input of interest regarding Dr. Goldfinger's appointment review.

The meeting adjourned at 5:00 pm.

**The next meeting is scheduled for Wednesday, August 25, 2004 from 4:00 to 5:00 p.m. in Room B2-315 of the Hospital.**

Minutes of the meeting of the  
Centerwide Committee  
Of the SUNY Downstate Medical Center  
June 30, 2004  
(with revisions by Dr. A. Strashum)

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Present: A. Strashun, M. Halpern, H. Flax, S. Miller, A. Migliore, L. Wilson and J. Patterson-Johnson

1. Old Business

- Minutes of previous meeting were reviewed and approved.

2. Standing Reports

- College of Graduate Studies: Dr. Halpern reported elections have been held and we now have Directors and Executive Committees for the two graduate programs. These individuals, in addition to the officers, constitute the Committee of the Faculty.

We have had our first committee of the Faculty meeting (6/23/04) at which we discussed our By-laws which have to be revised, the LCME report on the Graduate School, a revised Admission Policy and an effort to increase faculty participation in the governance of the School of Graduate Studies.

Issues raised in the LCME report:

- a. Annual evaluation of the Graduate School courses by student and faculty.
- b. Internal self-study of graduate programs every three years.
- c. Efforts to improve recruitment of graduate students.
- d. Efforts to increase applications for training grants and program project grants.
- e. Program to address problem of didactic teaching experiences of students.
- f. Training of graduate students in grant-writing skills.
- g. Improving access of graduate students to resources of medical center.

Issues to be taken up at the next Committee of the Faculty meeting:

- a. Changes in timing of thesis proposals and defenses: permitting students to propose and defend during the summer.
- b. Need for outside examiners on thesis committees.
- c. Requirement that students circulate proposal and thesis to committee two weeks prior to respective meetings.
- d. Impact of deplorable condition of institution's postdoctoral trainees and graduate faculty.

- College of Medicine: Dr. Miller reported the Executive Committee continues to meet on the second Monday of every month.

There was a meeting of the Assembly on May 27, 2004 and there were approximately 66 persons in attendance.

- a. There were a few issues in defining Faculty and Professional Staff.
- b. The Nominations Committee presented a slate of nominees.
- c. Hillary Michelson-Law is the new Chair of the Personnel Policies and Appointment Subcommittee.
- d. Dr. Paul Harris gave a report of the CAPQ Committee.

Dr. Henry Flax reported that our next Senator's Planning Meeting will be September 9<sup>t</sup> – 10, 2004 in Sarasota Springs. The next Plenary Meeting will be October 22-23, 2004 at SUNY Maritime in the Bronx.

The meeting adjourned at 5:30 pm.

The next meeting is scheduled for Wednesday, July 28, 2004 from 4:00 to 5:00 p.m. In Room B2-315 of the Hospital.

Minutes of the meeting of the  
Centerwide Committee  
of the SUNY Downstate Medical Center  
May 19, 2004  
(with revisions by Dr. A. Strashum)

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Present: A. Strashun, M. Halpern, E. Kornecki, A. Norin, L. Wilson, Suzanne S. Mirra and Alvin Berk

4. Old Business

- Minutes of previous meeting were reviewed and approved.

2. New Business

- Facility Problems: Mr. Alvin Berk addressed some of the facility issues:

1. Physical appearance of the institution: There has been a 25% reduction in ground staff which leaves us with only 4 positions in grounds cleanup. Mr. Berk addressed issues of failed supervision of rank-and-file maintenance crew work product and administrative plans that have been put in place to improve accountability for maintenance throughout the medical center complex.

2. Elevator and escalator inadequacies: Mr. Berk states our elevator maintenance contract with Thyssen-Krupp has no incentives. The contract will expire at the end of this fiscal year and Mr. Berk has been working with the contractors office to develop a new contract and to see if we can build incentives into the new contract. This is a difficult process because the FM&D staff called upon to manage this contract are the same people who are called upon to manage the power plant, control room, heating, air conditioning and other basic building functions. Mr. Berk has assigned responsibility for relations with Thyssen-Krupp to a single individual in FM&D.

An independent consultant was hired to do an assessment of our elevators and escalators. The purpose of the assessment was to give us a basis for bidding out a new contract.

3. Hot water: The hot water tank and boiler failed prematurely. This is attributed to programming of the building. The new boiler and hot water tank was purchased. There were problems with the installation because there were no access ports built into the mechanical room also there were no access ports built into the new mechanical room. However, the hot water tank is now in and installed. It is expected that there will be hot water in the Education Building within several days.

4. Lack of failsafe backups for electric to freezers that maintain materials in the Basic Science Building: Alvin Berk states the vehicle for determination of priorities and allocation of limited resources will be FRAC. Mike Levitin who is our FM&D electrical engineer and he will meet with others that will convene on this and we will develop an approach to effect triaging in the research community.

- LCME Reaccreditation Preparations: Dr. Suzanne Mirra announced there will be a LCME site visit March 6-9, 2005.

Dr. Mirra summarized the progress of these preparations; the Committees have been formed and the Chairs of each committee were selected. More specifically,

1. 16 committees were formed
2. 205 faculty and staff members are participating
3. 60 medical students, from all classes, are participating.
4. Committee coordinators were selected.
5. The reports by these committees will be prepared by June 1.
6. The medical student Committee (THIS IS A NEW ASPECT OF LCME REVIEW-AN INDEPENDENT REPORT WILL COME FORM STUDENTS THISTIME) is alive and well --
  - Surveys were distributed to all classes, with incentives to encourage a high response rate.
  - There was a 50% response rate from MS ones and twos.
  - The results of the survey and the statistical analysis are being processed.
7. Communications are working: links to the LCME.org website for LCME Information is available.
8. The strengths were that the
  - Faculty is enthusiastic;
  - The new curriculum is successful
  - The students are satisfied that they are able to acquire residency positions.
9. The Emerging Transitional Issues (i.e. weaknesses) were pointed out:
  - Faculty Development Activities
  - LACK of promotion and tenure of faculty by the CAPQ committee is a major weakness.
10. The emerging Transitional Issues
  - In Governance: the need for a faculty handbook to acquaint the faculty with SUNY Downstate Governance.
  - Relationship between Dean's Council on Education and the Committee on Education Policy and Curriculum (CEPC) of Faculty and Professional Staff, with a need for better communication.
  - Educational Issues
    - Enhancement of faculty participation in ECM, CBL and medical student interviews
    - Delay in getting student evaluations back from clerkship sites.
    - Need for programs stressing the development of residents as teachers.
  - Facilities
    - aging infrastructure with inadequate maintenance.
    - Gross anatomy labs – future and present. Plans are moving forward on this issue, with new paint and lighting.
  - Finance
    - stability of NYS funding (there are positive and negative points on this issue)
    - inadequacy of capital funds
    - need for growth
11. Next steps that need to be accomplished were discussed:
  - A retreat will be held in mid-June at the Marriot Hotel: Self-study task force consisting of 55 people will review committee reports and approve recommendations.
  - Communications with the Downstate Community (by holding forums) and Communications with various departments
  - The implementation of the recommended actions will be discussed.

In summary, Dr. Mirra's presentation concluded by providing a list of names of individuals who have helped in the Progress since the kickoff event held on February 4, 2004.

Finally, Dr. Norin recommended that a larger number of representatives should be present at each of our meeting, in particular (three from each college), Representatives from the College of Medicine; Representative from the College of Nursing; Representatives from the Graduate School; Representatives from the College of Health Related Professions and the Representatives from the Student Body (Elected head).

Dr. Strashun will contact the Committee members to insure that alternates from each College are present to insure a quorum.

The meeting adjourned at 5:45 pm.

The next meeting is scheduled for Wednesday, June 30, 2004 from 4:00 to 5:00 p.m. in Room B2-315 of the Hospital.

**Minutes of the meeting of the  
Centerwide Committee  
of the SUNY Downstate Medical Center  
April 28, 2004  
(with revisions by Dr. A. Strashum)**

---

**Present: A. Strashun, H. Flax, M. Halpern, M. Ibrahim, J. Patterson-Johnson and L. Wilson**

**Dr. Arnold Strashun, Presiding Officer, opened the meeting announcing that all future Centerwide Committee Meetings will be held in room B2-315 of the Hospital.**

**5. Old Business**

- Minutes of previous meeting were reviewed and approved.

**2. New Business**

- **College of Nursing:** Dr. Jacqueline Patterson-Johnson summarized the College of Nursing report. The College of Nursing has approximately over 440 student population. Applications to all programs have increased. This year we are accepting 45 students to the accelerated program and to date we have over 450 applications. The nurse Anesthesia Program was fully accredited in June 2003. Commission on Collegiate Nursing Education accreditation of all programs is scheduled for fall 2004. Work on the self-study is in progress. In the past year under the leadership of Dr. Cruz-Richman, Dean College of Nursing secured a total of 1.3 million dollars in federal, state and city funding: The accelerated BS program - 250, the skills update for NYC Department of Health – 180 and home care in nursing – 450.
- **Senator's Report:** Dr. Henry Flax summarized the University Faculty Senate 137<sup>th</sup> Plenary Meeting. The senate meeting was held Friday, April 23 – Saturday, April 24, 2004 in Syracuse. Please see attached report.
- **Graduate School:** Dr. Halpern pointed out the faults with the current electronic voting system and has decided along with her colleagues that the Graduate School can no longer use this system. It was suggested that the institution invest in a more efficient system that will include a password entry.
- **Facility Problems:** It was brought to the committee's attention that there is still no hot water in the Education Building. We also need to initiate a cleanup in the Education Building because there have been some concerns for its physical appearance. There was a suggestion that FLMD needs to be supervised.
- **Other Issues:** Dr. Strashun identified topics for future discussion
  1. Physical appearance of this Institution
  2. Human Resources performance evaluation
  3. Budget for Refreshments at meetings

The meeting adjourned at 5:00 pm.

**The next meeting is scheduled for Wednesday, May 19, 2004 from 4:00 to 5:00 p.m. in Room B2-315 of the Hospital.**

State University of New York  
University Faculty Senate  
**137<sup>th</sup> Plenary Meeting**  
**Friday, April 23-Saturday, April 24, 2004**

**Call to Order & Introductions**

Joe Hildreth called the meeting to order at 8:45 AM, Friday, April 23, 2004.

Host Senators Jim Vossler and Jeff Freedman of Upstate Medical University welcomed the body to the campus. President Gregory Eastwood also extended a welcome.

Roll Call was taken of those present and those not attending. Members of the executive committee and the body expressed special appreciation of Downstate's attendance at the meeting.

**President's Report**

Joe Hildreth reported that:

Budget - \$300,000,000 more than last fiscal year;

Capital Plan - \$350,000,000; a 3:1 campus match is required to access the funds.

Tuition Increase – there has been discussion that it should be linked to the CPI as a policy (estimated cost - \$150- \$200 per annum). The Chancellor will propose that tuition be maintained at a uniform level for four years for each entering cohort of students.

Teacher Education – the New Vision implementation is almost complete. It will require 100 hours of pre-student teaching fieldwork, 75 days of student teaching and a major in the field of teaching. An Articulation Agreement between two-year and four-year schools is on the Provost's web site. The State Education Department has approved liberal arts transfers from two-year colleges.

SUNY Art Exhibit – at the SUNY System offices in Albany. There are 105 student works on display.

Faculty Development Task Force – The report will include best practices.

Faculty Misconduct Policy – Being reviewed at the Chancellor's level.

**Executive Committee Report**

Jim McElwaine reported that there will be faculty input in the Budget Allocation planning process. There is a bill in the legislature to increase the size of the board of trustees from 16 to 17 members to include Faculty Senate representation. System administration reports good data for four-year graduation rates and retention levels throughout the system. Awards Committee decisions have been made. Governance Committee issues will be shared on Saturday.

**Election – Vice President / Secretary**

Jim McElwaine was re-elected Vice President / Secretary.

## **Levin Institute**

President Garrick Utley addressed the body regarding the establishment of the 65<sup>th</sup> institution of the SUNY system, the Neil D. Levin Graduate Institute of International Relations and Commerce. It is currently located at the Optometry campus in Manhattan; the institute is looking for a permanent home. A search for a provost is underway. The operating budget for FY 05 is \$3,000,000. There are four staff members, including a development officer working for foundation funds. The Institute should not be a drain on SUNY resources. President Utley presented reasons that the institute should be considered a resource for other SUNY campuses. He envisions it will operate akin to the Wharton School/Lauder Program educational model. Collaborative work has already begun with Maritime and Stony Brook. The plan is to begin to offer non-credit courses winter 2005 as well as credit courses in Fall 2005 for the first matriculated student cohort (N=20). The focus will be on the successful placement of the first group of graduates.

## **Notes of the University Faculty Senate\_137<sup>th</sup> Plenary Meeting Friday, April 23-Saturday, April 24, 2004**

### **Sector Sessions**

The body divided into groups by campus category. I attended the health science centers meeting along with the senators from the Buffalo, Stony Brook and Upstate health science centers. Peter Nickerson, Buffalo, was elected to serve as liaison to the Executive Committee. Request for membership from all campus constituents to serve on senate committees (Deadline – 5/1).

Discussion ensued regarding the Assessment Proposal to be discussed in the afternoon session. It is to be system-wide, but campus-based as per the Provost. The Chancellor is strongly in favor of this revised proposal and needs the support of the Senate. The Binghamton delegation continues to exhibit major opposition to the proposal.

### **Chancellor's Address**

Robert King, chancellor, reported that:

- Enrollment stands at 410,000 students; minority students represent 19% of the total (76,000). 1.1 million students are involved in Continuing Education coursework. The system exhibits improved retention rates.
- Faculty – discussion of awardees (general).
- Development Efforts – increased funds, despite the stock market losses of recent years.
- Legislative Support – funding from the legislature is the major issue facing SUNY.

The Chancellor estimated receipt of a budget by the end of May 2004.

- Capital Plan – the Chancellor acknowledged that the hospitals are under funded; community colleges and the dormitory authority are allocated sufficient funds. He has requested an increase for the support of state-operated campuses.
- Efficiency Study – the chancellor has tapped the president of Maritime to conduct an efficiency study of central administration.
- Central Administration – has only six vice-chancellors and an operating budget of \$14,000,000.

- Assessment – the chancellor is prepared to recommend the current proposal to the Board of Trustees and hopes that the Senate will endorse it. He noted that it is campus-based, but has the addition of system-wide norms.

### **Assessment**

- Dr. Patty Francis presented the Assessment proposal as:
  - Improvement
  - Accountability
  - Best Practice.

For the campus-based measures, schools are invited to select from among a menu of options.

- Review of handout “Strengthened Campus –Based Assessment – Addressing Faculty concerns.”

Kimberley Reiser, Faculty Council of the Community Colleges, shared the FCCC Resolution of April 3, 2004 with the body. There was considerable support expressed by the body for these amendments. Stephanie Gross, President of the Student Assembly, shared that the Student Assembly supports the proposal with the FCCC modifications. Following extended discussion, the proposal was passed with the recommendation that the FCCC modifications be incorporated into the document.

**Notes of the University Faculty Senate 137<sup>th</sup> Plenary Meeting**  
**Friday, April 23-Saturday, April 24, 2004**

**Panel on Plagiarism, “Students, Plagiarism and Ethics**

Dr. Janet Nepkie moderated a panel of Don McCabe, Rutgers University (research expert in this area); William Morris, SUNY Potsdam (student affairs administrator); Thomas Mackey (faculty perspective), Albany; and Stephanie Gross (student perspective), Student Assembly.

**Committee Reports and Resolutions (Standing Committees)**

Executive Committee  
Awards Committee  
Governance Committee  
Graduate & Research Committee  
Operations Committee  
Public Information Committee  
Student Life Committee  
Undergraduate Committee  
Campus Governance Leaders

**Old Business**

None.

**New Business**

None.

**Next Meeting**

The next meeting of the **University Faculty Senate** will be held **Thursday, Friday, and Saturday, October 28, 29, 30 2004, at SUNY Maritime in the Bronx.**

**Adjournment**

The meeting was adjourned at 11:15 a.m., Saturday.

Respectfully submitted,

Henry S. Flax, Ed.D.,  
Senator and  
Associate Dean of Student Affairs

**Minutes of the meeting of the  
Centerwide Committee**  
of the SUNY Downstate Medical Center  
**February 26, 2004**  
(with revisions by Dr. A. Strashum)

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**Present: A. Strashun, E. Kornecki, S. Miller, M. Halpern, R. Barbour, M. Ibrahim, H. Flax, W. Solomon, L. Wilson**

**Dr. Arnold Strashum, Presiding Officer, led the meeting.**

- 1. Introduction:** The elected Centerwide Committee Officers were introduced as follows: Presiding Officer, Dr. Arnold Strashun, Radiology Dept., Secretary, Dr. Elizabeth Kornecki, Anatomy Dept., Senators, Dr. Bill Solomon, Dept. of Medicine, Dr. Henry Flax, Adm. Stud. Svs., and Alternate Senator, Dr. Elizabeth Kornecki
- 2. Mission:** Past Presiding Officer, Dr. Randall Barbour provided the history of Faculty Governance. Dr. Barbour emphasized that we have gone through a period without a budget to a current status that has the help of Ms. Lorraine Wilson. Also, the Chancellor's Awards and Distinguished Professor Awards have been maintained. At this time, we are all engaged in the process of Center Building as our mission. Dr. Mimi Halpern indicated that this group would be advisory to the President and that the main purpose of this committee should be to get faculty interested in governance
- 3. New Business**
  - **Bylaws:** The Downstate Medical Center Faculty and Professional Staff Bylaws and the Upstate Medical University Medical College Assembly By-Laws were distributed for discussion. Recommendations were made to update this document by obtaining Charters from other SUNY campuses and use them for comparison. There are 64 SUNY campuses and yet we are the only campus without support for Faculty Governance. Dr. Arnold Strashun suggested review of the SUNY Downstate Faculty and Professional Staff Bylaws and comparison to the Bylaws of the Upstate Medical University Medical College Assembly.
  - **Previous Minutes of Past Centerwide Meetings:** All the minutes from the past meeting were provided and archives of the minutes are available. It was recommended that the minutes of the meeting should be written and prepared for distribution by the secretary and electronically distributed, with the aid of Ms. Lorraine Wilson.
  - **Executive Committee:** Dr. Scott Miller, Presiding Officer of the Executive Committee, College of Medicine summarized the progress of the Executive Committee and suggested that a website for the Centerwide Committee could be set up for about \$350. He stated that the election of the curriculum and CAPQ committee members will be changed from elected to appointed. A discussion followed: the October assembly meeting indicated that these members should be elected. Dr. Miller summarized aspects of a number of subcommittees and their functions.
  - **Graduate School:** Dr. Halpern summarized the Graduate School report. The new bylaws were passed in January, 2004. Two programs were designated, one in Molecular and Cellular Biology and the other in Neural Behavioral Science. A 10% cut in the budget had an effect on the student stipends.

- **CHRP:** Dr. Mohamed Ibrahim, Assistant Professor, Physical Therapy Program summarized issues related to the College of Health Related Professions. He stated that the CAPQ Committee members are still appointed by the chair of each program. CHRP consists of Physical Therapy, Occupational Therapy, Nurse Midwifery, Diagnostic Imaging, Medical Informatics and Physician Assistant programs. There are 30 full-time faculty members on state lines. CHRP and Nursing have Deans. The Admission Committee meets every week. Dr. Ibrahim mentioned that the School of Public Health should have some formal representation.

**4. Other issues:** Dr. Strashun identified some of the requirements for this committee:

- 1) Charters; comparison of bylaws;
- 2) Student/faculty lounge set-up;
- 3) LCME

**5. Facility problems:** Dr. Ibrahim pointed out there has been no hot water for 8 months in the Education Building. He mentioned that fire drills were never attended in CHRP buildings, bringing up the problem of safety.

The meeting adjourned at 5:45 pm.

**The next meeting is scheduled for Wednesday, April 28, 2004 from 4:00 to 5:00 p.m. In the Classroom 8H, Education Building.**