



STUART D. COOK, M.D.
MASTER EDUCATORS' GUILD
University of Medicine & Dentistry of New Jersey

Master Educators' Guild Meeting MINUTES June 2, 2010

Meeting Location:

UMDNJ MASTER EDUCATOR'S GUILD ANNUAL BUSINESS MTG. □
UMDNJ CAB 1 Room 1302
125 Paterson St.
New Brunswick, NJ

I. Call to Order: The meeting was called to order by the President Gloria Bachmann at 4:40 P.M. Attendance was taken via circulating sign up sheet. Members introduced themselves.

II. Approval of Minutes of March 23, 2010
The meeting was a consent agenda which was approved by the membership.

III. President Report (Bachmann)
Gloria provided a quick review of the years most important events. . Gloria thanked the members for their excellent momentum as MEG members.

Rita Cheron was the speaker for the University Day in 2009.
MEG September 15, 2010 education meeting, need a speaker for this year. The meeting will be on the New Brunswick campus. Spring Symposium topics also considered.

The following suggestions were offered.

Fall meeting

Rick McGee at Northwestern Medical School speaks on faculty development and mentorship.

Abraham Vargese Humanism and Bioethics Texas Hlth Sciences

In the past we had a theme we carried out

A meeting at the Zimmerle museum on the Rutgers campus.

Spring Symposium

Interprofessional education (we did have that theme two years ago but it was not well done) will reconsider as this is a focus of the MEG.

Using simulations for teaching. Other teaching modalities other than the classroom.

Art and Medicine

Humor and Medicine/Health Professions

Spring Education Meeting 2010: The Forest and the Trees was well received: Nancy Walworth is currently working on writing up minutes from that meeting. The video files for each speaker from that session on the website. Steve will send the link to the MEG mail list and it will be distributed to the entire MEG. Thank you to Nancy Walworth for all of her hard work coordinating the session. Steve Moorman provided the following link for the symposium <http://zebrafish.umdj.edu/MEG/MEG.html> and Kerry O'Rourke posted it on the Website. MEG website homepage: <http://meg.umdj.edu> and the Guild Activities page: <http://meg.umdj.edu/activities.htm>.

Opening of the MEG office; Discussion of the office hours. Dr. Rodgers was approached about other offices on other campuses. The Newark campus will be outfitted with a computer and need to make sure that people are in the office. People on the Newark campus should utilize it. If it works in Newark the availability of space will be explored on the other campuses. Call Marcus to schedule the office in Newark. The membership voted to put a new computer system in the office for the use of faculty. Steve and Mel will work together on ordering the equipment.

Charges to the MEG:

Focus Groups

MEG to meet with Junior Faculty at all campuses in a focus group format to mentorship: Administration has identified this as a most important function of the MEG.

1) Members are asked to identify junior faculty and MEG members who would like to participate in the focus groups, we will be working with Denise Rogers.. Focus group will concentrate on how MEG will help meet the needs of the faculty. How can they be supported? MEG members noted programs that currently exist to accThere is a program at NJMS that exists for mentoring Ellen Townes Anderson runs the program. Jerry Langer Associate dean. Each school may want to identify if mentorship exists at each school. This is going to be by campus not by school, north central and south

Is a focus group the best way to do this or do a survey...good idea to do both and then correlate them.

**ACTION: IDENTIFY JUNIOR FACULTY AND CONTACT INFORMATION
IDENTIFY MEG MEMBER INTEREST IN FOCUS GROUPS**

Committee Chairs:

- 1) Nick Ponzio is chair of Public Relations he has been doing it for quite awhile and is wiling to step down to allow new members the opportunity. volunteered as chair.
- 2) Marian Passante-Education/Scholarship committee also willing to step down to allow somebody else the opportunity but nobody stepped up.

IV. President-Elect's Report (Diegmann)

MEG membership: Suggestion on one person from each school. The school does not have to have a candidate every year. Elaine will send her recommendations to the MEG members. Discussion of who is eligible?

Rank of Associate professor or above: (The members felt it should be Assistant Professor or above).

Employed a minimum of 4 years at UMDNJ

Proof of student support

Possibly have a MEG member from a different school serve on the committee.

Discussion of Student involvement on selection committee: Student input is important but differentiate between who nominates and who evaluates.

There is a rubric that NJMS uses as does SHRP.

Criteria should be rigid it is more than excellence in teaching. Should be in a position themselves that renders credibility to the mentoring function of the MEG. Example international contributions. The school processes vary. It is important to note it is NOT an honorary guild. The selection process must be transparent.

ACTION: Respond to Elaine Diegmann regarding the selection process. The proposed process will be sent to the membership.

V. Vice-President for Finance Report (Mupparapu)

International MEG scholarship/fellowship. Train and mentor faculty from developing countries. Costs airfare and sustenance during a week or two. Should be able to mentor 1-2 people per year. Mel will send out the proposal and if agreed then the program will be developed. A vote was taken, the membership was in favor of moving ahead with the international scholarship/fellowship. There were two abstentions.

Financial Report: Expenses for the year \$27,438.97. Spring symposium expense \$15,000. Research grant for this year is \$15,000.

We may see what junior faculty would like before we get into more grants. General consensus is to do both. MEG research is to help MEG members to do more educational research.

Need to make it more evident that this money is available, advertise better maybe go to chairs as well as to the list serve.

VI. Secretary's Report (Kirsch)

Thank you to Kerry O'Rourke for her mentorship as secretary and ongoing technical assistance

Membership Statistics:

There are 81 active members of the Guild.

Approval of Members for Continuing Active Guild Membership:

Class of 2000 4 eligible 3 responded yes and one did not respond.

Class of 2005 12 eligible 3 responded yes and one no response and 8 did not respond.

The executive committee reviewed the requests for renewal which included past activity involvement in the Guild and proposed continued involvement during the next five year period.

Gloria suggested that the members be informed one more time of their option to renew. They will be given until June 15th to inform the secretary Nancy Kirsch of their interest in renewing and the final list will be distributed for approval by the membership .

MEG Renewals (as of June 2)
2010

Class of 2000

Name	Yes	No	Did not hear
Craig Scanlan			X
Nagaswami Vasam	X		
Judith Amorosa	X		
Joel Martin	X		

Class of 2005

Name	Yes	No	Did not hear
Steven Baker			X
Henry Edinger			X
Russell Griesback			X
Michael Hampsey		X	
Carl Hock	X		
Bart Holland	X		
Jeffrey Levine			X
Gloria McNeal			X
Carol Newlon	X		
Vijay Rajput			X
Pranela Rameshwar			X
George Rhoads			X

VII. Committee Reports

a. **Public Relations Committee (Ponzio):**

Nick Ponzio current chair of Public Relations has stepped down: Asha Samant volunteered as chair. Thank you to Nick for his past service and Asha for her willingness to serve.

Educational Scholarship Committee (M. Passannante):

Three grants approved one never responded the other two are active and continuing with the grant. It takes a while to get the approvals.

Scholarly activity inventory: Only two members actually responded to the initial request for information.

A scholarly activities inventory has been developed in SurveyMonkey and can be accessed via the following URL

https://www.surveymonkey.com/s/MEG_Inventory

Members should update annually by June 30th

ACTION: All MEG members should complete the Scholarly Activity Inventory by June 30th.

b. Nominating Committee (Gladson):

Barbara Gladson gave the nominating committee report.

c. Center for Teaching Excellence (Scanlon): No Report

The IT person for support was laid off. Money should be allocated to improve the site, it is getting outdated. Vote on allocating funds to update the website and membership. The vote was unanimously in favor.

d. 2010-2011 Events Committee (Bachmann)

See the President's Report for information.

e. Awards (Ponzio):

Dr. Cook was suggested as an honorary member of the Guild. (Dr. Gibson was the first honorary member) The membership voted and it was Unanimous. The award will be presented at University Day during the MEG induction.

f. Academic Integrity (Stollar): No report

VIII. Election of Officers :

a. Election Results for New Officers and At-Large Members (Kirsch)

42 members needed to elect the slate as distributed

44 members voted in favor of the slate, no negative votes and no

abstentions.

b. Installation of New Officers and At-Large Members (Bachmann)

The following officers were installed:

President: Elaine Diegmann

President elect: Mel Mupparapu

VP Finance: Asha Samant

The following officers are continuing in office:

Secretary: Nancy Kirsch

Members at Large:

GSBS	Celine Gelinis
NJDS	Louis DiPede
NJMS	Marian Passannante
RWJMS	Stephen Moorman
SHRP	Barbara Gladson
SN	Ginette Lange
SPH	Bernadette West
SOM	Anita Chopra

IX. New Business

- 1) It was suggested that we purchase Laynards for MEG: For visibility
A vote was taken and the majority are in favor
Mel and Asha will look into the logistics and will order
They will be Burgundy and White and spell out Master Educator Guild.
- 2) Elaine announced that she will follow through on the University Day speaker.
- 3) Discussion of campus MEG meetings to involve more people. A survey regarding participation will be sent to all members.

ACTION: All members to return participation survey.
- 3) Finance committee organization: It was suggested that a finance committee be organized. Debbie Josko and Susan Rosenthal both volunteered to serve on the committee. It will be chaired by the VP for finance.
- 4) Events committee: Need to mentor people for the committees. In the past the President Elect organized the Academic Grand Rounds and the Spring Symposium. This organizational change will be discussed among the officers.
- 5) Thank you to Gloria Bachmann who moves into the position of Past President. Gloria did an outstanding job of moving the mission and vision of the MEG forward this year.

Motion to adjourn: Steve Moorman

The meeting was adjourned by the newly installed President Elaine Diegmann at 7:10P.M.

Respectfully Submitted,
Nancy R. Kirsch
Secretary
Stuart D Cook Master Educator's Guild

MEG Membership To Do List

Action	Responsible Party
Respond to Elaine Diegmann regarding the selection process. The proposed process will be sent to the membership.	MEG Members to respond by July 15th
Identify Junior faculty for focus groups	MEG Members
Identify MEG members for focus groups	MEG Members
MEG members to identify interest in continuing by June 15th	Class of 2000 and 2005 who have not yet responded. Send email to Nancy Kirsch kirschna@umdnj.edu. Include involvement in MEG activities over the past five years and interest for the next year to two.
Scholarly activity inventory	All MEG members complete by June 30th
MEG Participation Survey	All MEG members complete by June 30th
Notification of MEG honorary member award	Nancy Kirsch and Elaine Diegmann
Speaker for Fall Grand Rounds-MEG induction	Elaine Diegmann and Gloria Bachmann
Investigate and order Laynards	Mel Mupparapu and Asha Samant
Communication with new inductees	Nancy Kirsch