



Minutes of the Master Educators' Guild Meeting September 16, 2008

Members Present: Drs. Brazeau, Chopra, Deutsch, Gladson, Griesback, Heller, Holland, Jermyn, Kaplan, Kirsch, Krueger, Lange, Lee, Leibowitz, Martin, Moorman, Mupparapu, O'Rourke, Passannante, Pintar, Pompeo, Samant, Silkowski, Stevenson, Vasan, Walworth, West.

Meeting Location: The meeting was held in the Oral Health Pavilion, B965, Newark Campus.

I. Call to Order:

Dr. Heller called the meeting to order at 1:05 PM.

II. Approval of Minutes of June 10, 2008

Drs. Kaplan and Lee moved and seconded a **MOTION** to approve the minutes of June 10, 2008. The **MOTION** was approved unanimously.

III. Reports by two committees will be taken out of order to accommodate the reporters.

Educational Scholarship: (B. Holland for M. Passannante)

A proposal written by the committee to develop an RFP for University-wide interdisciplinary grants to support education research was distributed. The program will fund 3 or 4 grants per year for a total of \$6,000 to \$12,000. All UMDNJ faculty are eligible to apply for funding as long as they partner with a member of the MEG who must be the PI or co-PI of the project. **MOTION:** A motion was made by Dr. Kirsch and seconded by Dr. Deutsch to approve the proposal as presented with the following amendments: 1) the proposal be submitted with a letter of support from the applicant's Chair indicating his/her support for the education research project and time commitment for the project; 2) that the recipient provide a final report that includes how the money was spent; 3) that the results be showcased; 4) that the MEG have a written procedure for how the money is to be disbursed and 5) that the grant go through the customary approval procedures including the IRB. The **MOTION** was **APPROVED** unanimously.

ACTION: A call for volunteers from the MEG to serve on the review committee will be sent by K. O'Rourke to the membership via the listserv.

CTE Website: (S. Schipper, IST)

The site currently uses a MySQL database for the back end. The original IST developer began the process of moving the database to Oracle but did not complete the work before leaving the University. Mr. Schipper asked for a MEG contact for the CTE site and for a number of volunteers to test the site. There are numerous issues with the site that need

addressing including bad links and files that are too large to convert to Oracle. The frequently asked questions and the suggestion box have been temporarily suspended because of spamming problems. Mr. Schipper asked the MEG to consider if it wants IST to develop the site going forward or does the MEG want to maintain the site? K. O'Rourke agreed to be the contact person. K. Lee requested that C. Scanlon receive a quote from IST for converting the site from MySQL to Oracle. **ACTION:** K. O'Rourke will contact Steve Schipper with names of MEG members who will test the CTE site.

IV. President Report (Heller)

Spring Symposium: A proposal for the Spring Symposium was distributed. Dr. Henson, Vice Dean for Medical Education at the University of Minnesota, agreed to speak and coordinate the breakout groups. An email will be sent to the MEG membership requesting volunteers for the breakout sessions. Currently the MEG does not have any volunteers for session 4 and 5. Dr. Henson agreed to facilitate session 4 and if no MEG members volunteer for session 5, Dr. Heller will ask Dr. Compton from NJMS. In Dr. Bachmann's absence Dr. Heller requested ideas for the **2009 Grand Rounds**. A suggestion was made to invite Richard Sweeney, Library Director at NJIT. Mr. Sweeney's expertise is millennial behaviors & demographics (<http://library1.njit.edu/staff-folders/sweeney/>). The presentation he gave last year on the Newark campus with a panel of UMDNJ students was very well received. Dr. Krueger will forward the name of another speaker on the topic that the MEG could utilize for the 2010 Spring Symposium.

V. Vice-President for Finance Report (Mupparapu)

Dr. Mupparapu reported that the MEG account has a balance of approximately \$70,000. The first MEG Distinguished Service Award was presented this morning to Dean Gibson. Dr. Kaplan asked that the monetary award be transferred to an index of Dean Gibson's choosing.

VI. Secretary's Report (O'Rourke)

Correspondence: Welcome emails were sent to all new inductees. Emails announcing Academic Grand Rounds were sent to all present and past Guild Members as well as advertised on the UMDNJ Information Distribution list. The business meeting agenda and minutes were emailed to members and have been posted on the MEG website. All documents can be found on the MEG website at <http://meg.umdj.edu>. Protected documents can be accessed with the following information: Username: guildmember; Password: meg

VII. Committee Reports

a. Public Relations Committee (Deutsch for Ponzio): The new MEG membership brochure was distributed. Members at Large were given packets to deliver to the

Dean's office at their schools. Brochures should also be included in new faculty orientation packets.

- b. **Educational Scholarship Committee (Passannante):** see Educational Scholarship report above.
- c. **Nominating Committee (Deutsch):** If any member has an interest in being an officer, please contact Dr. Deutsch or the Member at Large from your school.
- d. **CTE (Scanlon)** No report from Dr. Scanlon.
- e. **2008-2009 Events Committee (Heller):** See President's Report above.
- f. **Awards (Deutsch for Ponzio):** The inaugural MEG Distinguished Service Award was given to Dean Gibson at today's MEG induction ceremony.
- g. **Academic Integrity (Kaplan for Stollar):** Dr. Kaplan updated new members on the work of the Academic Integrity (AI) Committee. A White Paper on best practices to promote academic integrity written by the committee was distributed to the Deans of each school and to Drs. Rodgers and Owen in 2007. In December 2007, at a meeting with the AI Task Force, Dr. Rodgers stated that the administration supports the recommendations of the White Paper and charged the group with creating a University-wide committee on Academic Integrity made up of both MEG and non-MEG faculty. The MEG task force voiced concern that without administrative support and sanctioning, a University-wide Academic Integrity committee's recommendations would have little leverage. The administration agreed that the committee needed some type of sanction but felt that if should come from the faculty, possibly through the proposed University-wide Faculty Senate. Establishment of a University-wide AI committee is on hold until the University-wide Faculty Senate is formed.

VIII. MEG Strategic Goals:

- a. **Goal 1: Improve internal organizational structure and effectiveness of MEG (Lee):** Sections of a handbook for members and officers have been completed. A 'to do' list for the Guild President and Secretary and an Events Committee timeline and checklists are posted on the Guild website <http://meg.umdnj.edu/documents.htm>. Dr. Rodgers indicated that the MEG could utilize the assistance of Loretta A. Caldwell, Special Assistant to the Executive Vice President for Academic and Clinical Affairs, 973-972-6566, for administrative assistance such as scheduling conference calls or program support for the Spring Symposium or other MEG events. To date the MEG has not taken advantage of that support.
- b. **Goal 2: Increase impact and visibility of Guild (Deutsch for Ponzio):** The MEG brochure was distributed to all those attending Grand Rounds. Members at Large from each school will distribute brochures to appropriate departments at their school. A presentation about the MEG is posted on the Guild website <http://meg.umdnj.edu/documents.htm>. The presentation can be customized by MEG members to use at new faculty orientations or other appropriate school functions.

- c. **Goal 3: Facilitate Teaching and Education Excellence (Gladson):** The group recommended three items for the MEG to address: 1) A MEG Newsletter, which is now a goal of the Public Relations Committee; 2) the MEG should collaborate in the implementation of the new University-wide teaching certificate currently being developed by NJDS, SHRP and SN; and 3) that MEG members should formally make themselves available for private and confidential consultation and/or peer review of teaching to faculty requesting assistance. A suggestion was made to model a program University-wide on the DiME (Distinction in Medical Education) program established by Norma Saks at Robert Wood Johnson Medical School.
- d. **Goal 4: Increase emphasis on teaching as valued role in mission triad (Kountz):**
No report
- e. **Goal 5: Expand active participation.** There are no action items listed for this goal. Dr. Kaplan emphasized the importance of attending meetings and getting involved in MEG initiatives. A suggestion was made to utilize technologies such as video streaming and VTEL to allow members to attend meetings from their offices or a central location at their campus.

IX. **Old Business:** None

X. **New Business**

- a. **Unlimited Growth of the Guild:** Dr. Kaplan raised concern about the unlimited growth of the MEG. During the past few years, as membership has grown, the MEG has had issues with getting a majority of active members to attend meetings which impacts quorum. As the MEG enters a decade as an organization, Dr. Kaplan asked the members to consider a mechanism for slowing the process of entry into the MEG. One consideration is after the 10th class is inducted in 2009, a school will only be able to identify a new member when a current member decides not to renew at the end of his/her five year term. **MOTION:** A motion was made by Dr. Martin and seconded by Dr. Kaplan to appoint a task force to look at membership issues. Dr. Kaplan agreed to work on the task force. The **MOTION** was **APPROVED**.
- b. **Inter-Professional Grand Rounds:** Dr. Jermyn announced a new quarterly Inter-Professional Grand Rounds series. The first presentation will be on the Stratford Campus on October 6th on the topic of Inter-Professional Approach to a Patient with HIV and Chronic Pain. Currently there is no organization or school which is solely responsible for Inter-Professional Grand Rounds. Dr. Jermyn is directing the inaugural event on the Stratford campus and suggested that the MEG endorse and take ownership of future presentations. Members commenting on the suggestion were in favor of the idea but thought we needed more information about the current structure. Dr. Jermyn will report back after speaking with his Dean.

Drs. Deutsch and Lee moved and seconded a **MOTION** to adjourn the meeting. The motion was approved and the meeting adjourned at 2:55 PM.

Respectfully submitted,

Kerry O'Rourke, MLS AHIP

Approved 03-19-09

Secretary, SDCMDMEG