



## Minutes of the Master Educators' Guild Meeting March 19, 2009

**Members Present:** Drs. Bachmann, Berlin, Brandriss, Brazeau, Deutsch, Diegmann, Feinberg, Gladson, Griesback, Heller, Kaplan, Kirsch, Lange, Leonard, Moorman, Mupparapu, O'Rourke, Pompeo, Ponzio, , Vasan, Walworth, Willett.

**Meeting Location:** The meeting was held in the Oral Health Pavilion, B721, Newark Campus.

### I. Call to Order:

Dr. Heller called the meeting to order at 2:55 PM.

### II. Approval of Minutes of September 16, 2008

Drs. Kirsch and Deutsch moved and seconded a **MOTION** to approve the minutes of September 16, 2008. The **MOTION** was approved unanimously.

### III. President Report (Heller)

The Executive Committee met with Dr. Rodgers in October and with Drs. Owen, Rodgers and Scotto on January 5, 2009. A copy of the MEG Strategic Planning Retreat Outcome Summary was distributed and discussed. Action items generated from the January 5<sup>th</sup> meetings include: 1) The MEG will be given office space and a telephone extension in space currently occupied by the Foundation 2) The MEG annual allotment of \$30,000 will be transferred to the MEG index. 3) The MEG Executive Committee will make a presentation at the March 31 Council of Deans meeting. 4) The MEG will develop an operations plan to implement our vision. Dr. Kaplan agreed to chair a MEG task force to address the operations plan. Volunteers interested in working with the task force are asked to contact Dr. Kaplan.

**Lunch with Dr. Owen:** Dr. Owen is hosting 'thank you' lunches with researchers, educators and clinicians throughout the year. MEG Executive Committee members have been invited to a lunch for educators scheduled on March 20.

### IV. President-Elect's Report (Bachmann)

**Planning Committee:** Drs. Deutsch, Willett, and O'Rourke volunteered to work with Dr. Bachmann on the Program Committee. The committee will investigate hosting meetings on multiple campuses and unbundling Academic Grand Rounds from University Day. Cancellation of University Day this past year left some incoming MEG members disappointed that they were not recognized at a public event. The Executive Committee will discuss this at the next meeting with Dr. Owen.

**Ideas for 2009/2010:** 1) Provide support to junior faculty in developing a teaching portfolio. MEG members on the New Brunswick/Piscataway campus are developing a teaching portfolio presentation to be given at department faculty meetings. Dr. Bachmann suggested that the MEG membership explore having similar programs across

all campuses. 2) Interface with Ethics & Compliance Office to provide education and support to faculty in ethics and compliance matters.

**V. Vice-President for Finance Report (Mupparapu)**

Dr. Mupparapu reported that the MEG Index in December was \$66,000. The balance is lower than expected because the MEG has not yet received the \$30,000 allotment from the President. M. Mupparapu has a meeting scheduled with is Jim Rowan to discuss having the money transferred to the MEG index. Expenses incurred since December include Educational Scholarship Awards and the Spring Symposium.

**VI. Secretary's Report (O'Rourke)**

**Membership:** 77 active members

**Correspondence:** Emails announcing the Spring Symposium were sent to all present and past Guild Members as well as advertised on the UMDNJ Information Distribution list and UMDNJ 'This Week'. The business meeting agenda and minutes were emailed to members and have been posted on the MEG website. RFP for Educational Scholarship were distributed on the listserv and on each school's faculty listserv. Announcement for the MEG Distinguished Award was also circulated. 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 (Ponzio):** The new MEG membership brochure was distributed by committee members and MEG Members-at-large. None of the Members-at-large responded to an email requesting feedback on how the brochure has been received by school administration and if it is being utilized.
- b. **Educational Scholarship Committee (Report submitted by M. Passannante):** The Request for Proposals that was approved by the MEG was distributed to all UMDNJ faculty list serves at the beginning of October and was posted on the MEG website as well. The submission deadline was November 17, 2008. Twelve MEG members agreed to serve as reviewers; those who were involved in any of the submissions were removed from the list of final reviewers. Seven applications were received and two reviewers were assigned to review each application. The review committee met in late December 2008 to review and discuss the seven applications and made recommendations regarding each application. The MEG Executive Committee advised that the committee should limit funding during this cycle, so only two applications were funded – one without modification and one after receiving a revised application in February 2009. All applicants whose projects were not funded received a copy of the reviewers' comments. The committee developed an Educational Scholarship Committee Notebook that includes all of the 2008 applications, reviews and the final decisions along with a standardized reviewer form, sample letters to applicants, a revised RFP, a step-by-step procedures guide, and annual progress report form for grant recipients. The two funded projects are: Dr. Sarang Kim, An interdisciplinary approach to teach safe and effective prescribing practices for medical students and Drs. Krueger and Filipetto, Stratford Inter-professional educational Initiative Pilot.

- c. **Nominating Committee (Deutsch):** The committee needs to fill President-Elect, Vice-President for Finance, Secretary, and a few open slots for Member-at-large. Dr. Kirsch has agreed to be a candidate for Secretary of the Guild. There are two people considering the Vice-President for Finance. There are no candidates yet for President-Elect. Six members were approached but all have legitimate reasons for not accepting the post. All units within the University have undergone recent organizational changes. Many members recommended for potential leadership roles in the MEG have recently been promoted or been assigned additional roles within their unit. 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.
- e. **Awards (Ponzio):** A notice was sent soliciting nominees for the MEG Distinguished Service Award. Nominations must be received by April 15.
- f. **Academic Integrity (Stollar):** No report

**VIII. Old Business:**

- a. **Unlimited Growth of the Guild:** Dr. Feinberg asked for an update on the issue of unlimited growth of the guild raised by Dr. Kaplan at the September meeting. Dr. Heller appointed the following task force to review the issue: Drs. Feinberg Mupparapu, Brandriss, Berlin, Kaplan, Moorman and Pompeo. Dr. Kaplan will start the organization of the group but someone will need to chair it.
- b. **Strategic Plan:** Need to revisit the strategic plan and reenergize the task forces/groups that were established under each new goal.
- c. **New Members:** The letter from the President's office to newly appointed MEG members needs to be sent out in a timely manner and the letter should include the index number for the MEG award.
- d. **MEG AcITAC Representative:** Barbara Gladson will replace Sandra Kaplan on the committee.

**IX. New Business**

Drs. Bachmann and Kaplan moved and seconded a **MOTION** to adjourn the meeting. The motion was approved and the meeting adjourned at 4:20 PM.

Respectfully submitted,

Kerry O'Rourke, MLS AHIP  
Secretary, SDCMDMEG