

Minutes of the Master Educators' Guild Meeting

June 8, 2004

Members Present: Drs. Amorosa, Boyd, Diegmann, Forman, Kaplan, Keohane, Kinzy, Klein, Langer, Martin, Ponzio, Robson, Stevenson, Stock, Stuart, Vasan, Winkelmann and Zehring. Additionally, Dr. Chansky via V-tel.

Members Excused: Drs. Caldwell, Cleveland, Dombrowski, Friedman, Ingoglia, Mahoney, Rosenblum, Scanlan, Tallia, Towne-Anderson, Walker and West

Meeting Location: The meeting was held in the RWJ Medical School Dean's Conference Room 123, Piscataway, New Jersey

I. Call to Order:

President Vasan called the meeting to order at 4:05 PM and acknowledged Dr. Robson for making local arrangements for the meeting.

Introduction of Members:

Dr. Vasan asked those present to introduce themselves.

II. Approval of Minutes of March 31, 2004:

Drs. Klein and Stuart moved and seconded a **MOTION** to approve the minutes of March 31, 2004. **Discussion:** There was none. **Action:** The **MOTION** was approved unanimously.

III. President's Report:

Dr. Vasan presented his MEG Annual Report (Please see **Attachment #1**)
He noted the following:

- A. University Day Educational Grand Rounds-
Was held in Newark on September 16, 2003 with Dr. Ginsburg speaking on "Professionalism Among Health Care Providers: What does it mean and where does it begin?" There were sixty-eight attendees including twenty-four students followed by a lunchtime round table discussion.

Proposal for AAMC-

A 2004 Faculty Affairs/Professional Development Conference was held in Tampa, FL entitled "Sustaining Vitality Throughout the Professional Life Cycle." Drs. Vasan, Gibson and Carver showcased the Guild during a two hour session in their presentation entitled "Master Educators: A Prescription for Educational Improvement in a Health Sciences University".

- C. AcITAC-

On January 20, 2004 Drs. Boyd, Brandriss, Friedman, Scanlan and Vasan met with the committee to explore ways the Guild could benefit.

- D. Symposium Poster Presentations-

Twenty-eight posters were presented at the Third Annual MEG Symposium. Dr. Rhee Fincher, Vice Dean for Academic Affairs and Professor of Medicine, Medical College of Georgia presented the keynote address on “Scholarship of Teaching and Learning”. One hundred and twenty-eight registered and attended the Symposium. Guild members Drs. Stevenson and Stuart led two of the four breakout sessions. Both the Educational Grand Rounds and the Annual Symposium were supported by the President’s Office.

E. Presidential Award-

At the request of Dr. Gibson, an ad hoc committee of the Guild composed of Drs. Forman, Stock, Vasan and Zehring met on April 28th with Dr. Gibson to discuss establishing criteria for the Presidential Award. Several members questioned the intent of this award and Dr. Vasan made this item a **chore #1** for our new Guild President, Dr. Stevenson.

F. Meeting with Dr. Petillo, Interim President of UMDNJ-

At the request of Dr. Petillo, Guild members Drs. Cleveland, Forman, Kaplan, Robson, Stuart, Vasan and Zehring and Dr. Gibson met with the President for dinner to discuss the role of ME Guild in University’s strategic plans. (Please see **Attachment #2**)

G. Guild offer to meet with members of similar programs at the AAMC meeting- Dr. Vasan has contacted Dr. Cooke, UCSF and Dr. Weinberger, Harvard Medical School, to explore common interests at AAMC meetings. He made this follow-up item a **chore #2** to Dr. Stevenson for next year.

H. UMDNJ MEG International Program-

Dr. Gibson will send an email to MEG members explaining the potential of this concept. It has to do with faculty presenting medical education programs worldwide and linking these to UMDNJ’s website. Dr. Vasan made this follow-up item a **chore #3** to Dr. Stevenson for next year.

I. UMDNJ ME Guild affiliation in publications-

In publications, abstracts, posters etc. along with departmental and school affiliations, please include a statement that you are a member of UMDNJ Master Educators’ Guild. This gives our Guild more exposure, and could even spark a discussion at meetings. Also, it is a good idea to include similar language when writing letters of recommendation etc.

J. Standardizing MEG meeting dates-

Dr. Vasan suggested that the Guild organize business meetings on University Day, the day of the spring symposium and the 2nd Tuesday of June each year. This will allow Guild members to block time on their calendars.

K. Thanking Guild Executive Committee-

Dr. Vasan thanked this year’s MEG Executive Committee for its assistance in all matters concerning the Guild and the Guild members, themselves, for supporting its activities. He thanked Drs. Cook, Saporito and Gibson, too, for their unwavering support of the Guild. Indeed, without Dr. Cook’s support, there would not be a Guild. Additionally, he asked all members to review his Annual Report found as an attachment #1 to these minutes.

IV. Vice-President for Programming Report-

Dr. Vasan thanked Dr. Boyd for her role in organizing the spring symposium. Dr. Boyd commented that the overall format seemed OK this year, but suggested that the two breakout sessions be repeated next year allowing attendees to attend both presentations.

Further, she had received many favorable comments about the Poster Session and encouraged it becoming a standard part of the symposium.

V. Vice-President for Finance-

Dr. Stuart reported that the Guild has no dues and no formal account #. A budget for Guild activities is submitted to Drs. Gibson and Saporito and when approved, expenses are paid from an account in the President's Office. She saw no reason to change this pattern at this time. In reference to the Fall Educational Grand Rounds and Spring Symposium tentative budgets were submitted for \$2645 and \$5740 respectively. When attendance is divided into the total budgeted amount for the Spring Symposium, attendees were provided an excellent value for approximately \$45 per person.

VI. Old Business:

A. Online Center for Teaching Excellence- Dr. Scanlan

Dr. Scanlan was not able to attend the meeting but submitted a report. (Please see **Attachment #3**) Eleven members' mini-biographies for the Online Center for Teaching Excellence have not been received to date. Dr. Langer stated he would follow-up on this matter.

B. Mentoring Task Force Report- Dr. Forman

Dr. Forman reported that his committee had reviewed the comments submitted by the NJDS Guild members and accepted them. He asked whether the Guild wanted the revised document distributed at this time? After brief discussion and since no other changes were incorporated into the document, Drs. Robson and Stuart made a **MOTION** to approve the UMDNJ Master Educators' Guild Faculty Mentoring Recommendations. During discussion Dr. Langer noted that mentoring appears in sections of the Middle States Accreditation document and that it would be helpful to have this document approved and implemented by the Deans and Central Administration. To expedite the process of acceptance, other members commented that members should work with their Deans and that the President of the Guild should work with Drs. Gibson and Saporito to present the package to Deans- a combined top down and bottom up approach! Without further discussion the **MOTION** was unanimously approved.

V. New Business

A. Email Addresses-

Dr. Vasan made this item, **chore #4**, and assigned it to Dr. Martin. The issue was raised that some members might not routinely check their UMDNJ email address and have another preferred email address, which is checked more frequently. Dr. Martin was asked to contact members as to their preferred email address.

B. Presidential Award-

Dr. Vasan stated that Dr. Gibson presented this concept to members as noted above and that the rationale for the award was to honor a Guild member who has worked on projects with individuals across campuses at UMDNJ. After some discussion, it was decided to consult Dr. Gibson further on this matter.

C. Installation of 2004-2005 MEG Officers- Dr. Vasan

Dr. Vasan thanked Deborah Cleveland, D.D.S., Chairperson of the Nominating Committee and members Terri Goss Kinzy, Ph.D. and Mark Robson, Ph.D., M.P.H. for their efforts in forming a slate of MEG Officers for 2004-2005. The **MOTION** to approve the slate by acclamation made by Dr. Martin in an email to members on May 24, 2004 was approved. Therefore, Dr. Vasan introduced the new officers:

President: Nancy Stevenson

VP for Programming: Nick Ponzio

VP for Finance: Mark Robson

Secretary: Dr. Joel Martin (year two of two)

At-Large Members: William Zehring and Sandra Kaplan

D. Remarks by the new President-Dr. Stevenson

Dr. Stevenson thanked members for electing her President of the Guild and stated she was excited about working with its past presidents and the new Executive Committee to shepherd the mentoring recommendations into implementation, host an IAMSE meeting in 2006 or 2007 (a meeting that would bring approximately 250 individuals to UMDNJ for three days of meetings including 5-6 speakers, breakout sessions and poster sessions), arrange an Educational Grand Rounds on University Day, organize a spring symposium and develop other Guild projects.

E. University day Educational Grand Rounds (UDEGR)- Dr. Stevenson

Dr. Stevenson led a discussion concerning topics and potential speakers for UDEGR. These included:

- Peer Evaluation of Teaching and Programs
- Student Assessment
- Peer Assessment of Teaching
- Quest for Quality- how to enhance it, recognize it and find it
- Promoting Cultural Change in an institution
- How to teach to a well rounded student
- How different schools work together for excellence
- Inter-Professional Education

Potential speakers were:

- Dr. Robert Keegan
- Dr. Jordi Cohen (sp?)
- Dr. Audi Eramate (sp?)
- Dr. Kay Sheppard
- Dr. Ed Hundert

Dr. Vasan encouraged having the speakers arrive the evening before Grand Rounds to assure their presence. He also felt that it is better to have someone who knows the speaker make the contact. It was questioned whether V-Tel would be used. It was decided that having a technician present to move the camera around is important to the perceived success of V-tel. Finally, it was decided to look at the areas of Quality/Assessment/IRB discussions for the spring symposium.

F. Scheduling Fall Business Meeting on University Day- Dr. Stevenson
This topic led to a global discussion of making a calendar in advance for the three
required yearly meetings of MEG. For 2004-2005 the following meeting dates were
considered:

- September 21, 2004 University Day
- Last week of March 2005 with Spring Symposium
- Second Tuesday of June for Annual Business Meeting

VI. Adjournment of Meeting:

Drs. Martin and Stuart moved and seconded a **MOTION** to adjourn the meeting.

Discussion: There was none. **Action:** At 6:10 PM the **MOTION** was unanimously
approved.

Respectfully submitted:
Joel Martin, DDS, MS
Secretary, MEG

/j

ATTACHMENT #1

PRESIDENT'S REPORT – ME GUILD 2003-2004.

At the June 25, 2003 annual meeting I was appointed as the President of the Guild along with Dr. Martin as Secretary, Dr. Stuart as VP-Finances, Dr. Boyd as VP-Programming and Dr. Kinzy as Member-at-Large.

Educational Grand Rounds: Last year in my remarks as the incoming President I suggested that Guild should organize an Educational Grand Rounds on the morning of the University Day. The members unanimously supported the idea. In consultation with the Guild members and Dr. Gibson the topic of Professionalism in health care was chosen for the year 2003.

Last University Day was on September 16, 2003 at Newark campus. Dr. Shiphra Ginsburg, from University of Toronto gave the First ME Guild Educational Grand Rounds presentation on ““Professionalism among Health Care Providers: What Does it Mean and Where Does it Begin?”. Dr. Saporito, Senior Vice President for Faculty Affairs welcomed the audience and the speaker, and thanked the Guild for starting a new tradition by organizing the Educational Grand Rounds. It was well attended with 68 participants during the morning session, and additional faculty joined during the lunch hour round table discussion.

On the afternoon of September 16th, Dr. Cook introduced eleven new Guild members, and we welcomed the class of 2003. Later in the week, I on behalf of the Guild accepted congratulatory note from Drs. Cook, Saporito, Feldman, Putterman, Gibson and Ms. Vivian Lubin and other faculty in organizing the Educational Grand Rounds that reflected a topic that is timely.

AAMC Proposal and Presentation: In December 2003, with the help of Drs. Carver (RWJ), Gibson and Scanlan, I submitted a proposal titled “Master Educators- a prescription for educational improvement in a health science university” to AAMC Faculty Affairs Professional Development Conference on “Sustaining vitality through the professional life cycle”. Our proposal was accepted, and Drs. Carver, Gibson and I had an opportunity to show case UMDNJ-Master Educator’s Guild. UMDNJ-ME Guild is unique in that it is not just medical schools that are represented but also all the other health care schools are included. Furthermore, UMDNJ-ME Guild includes members who educate not only medical students, but also undergraduates, graduates and resident physicians in training. Our presentation was very well received and sparked very good discussion.

Meeting with AcITAC: On January 20th, 2004 at the request of AcITAC, a group of Guild members (Drs. Boyd, Brandriss, Friedman, Scalan) and I met with the committee to explore the ways the Guild could benefit from the committee.

Poster session during the symposium: During the preliminary stages of preparation for the Guild's third annual symposium, I e-mailed the guild members about starting another new tradition, i.e. having educational poster presentation on the day of symposium. I want to thank the Guild members for their enthusiastic support. The third annual symposium was held on March 31, 2004 at RWJ campus. Dr. Rhee Fincher, Vice Dean for Academic Affairs and Professor of Medicine, Medical College of Georgia presented the keynote address on "Scholarship of Teaching and Learning". In the absence of Drs. Cook and Saporito, Dr. Paz, Dean of RWJ Medical School greeted and welcomed the audience and the speaker.

The presentation and the discussions were very well received. Total of 128 registered and attended the symposium. I want to thank the RWJ and CCOE staff for helping me in many ways to organize a successful symposium. We also had 28 poster presentations from various schools of UMDNJ.

Guild members Drs. Stevenson and Stuart led two of the four breakout sessions. From the evaluation it is clear that the participants found the symposium and the breakout sessions were excellent and useful. Both the Educational Grand Rounds and the Annual Symposium were supported by the President's office.

PRESIDENTIAL AWARD: At the request of Dr. Gibson, an ad hoc committee of Guild members met on April 28th to discuss establishing criteria for the Presidential Award. I will discuss more on this in new business.

Meeting with the UMDNJ President: At the request of Dr. Petillo, a group of Guild members and Dr. Gibson met with the President for dinner to discuss the role of ME Guild in University's strategic plans. The summary of which was sent to you earlier.

Meeting of UMDNJ Guild members with members of similar program from other medical schools during AAMC annual meeting.

In the middle of May I have contacted Drs. Cooke, UCSF and Dr. Weinberger, Harvard medical school, regarding including UMDNJ Guild in their meetings. This will allow us to have some sort of liaison with other academies etc. I have not heard anything from them. Since, some of the Guild members do attend the AAMC annual meetings it is a good idea for us to get involved with others and give our Guild a more exposure.

The MEG web site: Dr. Scalan already sent you all the state of the site.

UMDNJ ME Guild affiliation in publications: Once again, I repeat my request to the Guild members that in your publications, abstracts, posters etc. along with your department and school affiliations please include that you are a member of UMDNJ Master Educator's Guild. This will give our Guild more exposure, and would even spark a discussion at the meetings. Also, it is a good idea to include similar thing when you write letters of recommendation etc.

UMDNJ Master Educators' Guild is renamed:

At Commencement exercises on May 25, 2004 the UMDNJ Master Educators' Guild was renamed and a new gonfalon replaced the former gonfalon. The Guild will now be known as the **STUART D. COOK, M.D. MASTER EDUCATORS' GUILD of the UMDNJ**. Appropriate changes will need to be made in the Guild Bylaws.

Finally, I suggest that the Guild organize business meetings on the University Day, the day of symposium and in the 1st or 2nd week of June. This will become a standard dates for Guild members to block time in their calendar.

MEETING OF MASTER EDUCATORS WITH DR. JOHN PETILLO

Wednesday, May 26, 2004

Host: Dr. John Petillo

In attendance: Drs. Deborah Cleveland, Lloyd Forman, David Gibson, Sandra Kaplan, Mark Robson, Marian Stuart, Nagaswami S. Vasan, William Zehring.

Summary of Meeting and Future Directions

Dr. Petillo shared with the members present his vision for improvements and growth of the University. Included in his overview were his plans to render the University more student friendly, to raise the bar of academic excellence and to involve the Master Educator's Guild in the strategic planning in regard to educational excellence at UMDNJ, if the members are willing to be so engaged in this planning effort.

Among the points to which there was general consensus are the following:

- a desire by those at the meeting to see more visible and explicit emphases in the campus' cultures demonstrating the value of excellence in education on par with excellence in research.
- develop strategies in consort with the recommendations derived from the Middle States Study Team that will promote continuous improvement of education and learning at UMDNJ;
- recommend incentives and reward systems to enhance inter-unit collaboration in educational programming;
- determine what are realistic measurements of improved learning outcomes, besides those that may be in place through specialized accreditation agencies;
- increase the visibility of the Master Educators Guild through the development of a linked Web-site to that of the University's improved site;
- complete the on-line Center for Teaching Excellence in the Health Professions;
- provide mentoring services that faculty members may use for teaching/learning skills improvements or chairpersons may use to assist faculty who need instructional improvements;

- investigate an annual Master Educators' magazine to highlight the accomplishments of the Guild, provide a highly visible source of information on the services of the Guild and to enhance the University's reputation as an institution dedicated to educational excellence.
- The members present will convey this information to the entire membership of the Guild and seek its approval to engage in all or part of these activities.

**Report
Center For Teaching Excellence**

The UMDNJ Center For Teaching Excellence, sponsored by the Master Educators' Guild currently is operating on the test server at:

<http://rainier.umdj.edu/~meg/megs/index.htm>

I encourage all MEG members to visit the site, sign the guest book and provide their feedback via that mechanism.

Four components are needed to complete the site and 'go live':

1. the events calendar (Digital Media Services)
2. the 'Find a Consultant' database/service (Digital Media Services)
3. the Search engine (Digital Media Services)
- 4. the Guild area**

I am working with Digital Media Services to complete components 1-3. The current incomplete Guild area is directly accessible on the test server at:

http://rainier.umdj.edu/~meg/megs/UMDNJ_master_educators%27_guild/

To complete the Master Educators' Guild area and roll out the site to the public, we need to complete the Guild Members 'Gallery.' To do so, the following members need to submit their short bio sketches ASAP:

John Chiesa, DO

Nancy Connell, PhD

H. Timothy Dombrowski, DO

Ronald Haeberle, DMD

Richard Howland, PhD

Patricia A. Mahoney, MSN, RN

Susan Mautone, MD

Thomas F. Morley, DO

Ellen Townes-Anderson, PhD

John Alfred Walker, MD

Donald A. Winkelmann, PhD

You can send your bios (must be narrative format and about 300 words) directly to me via e-mail at scanlan@umdj.edu. For examples of what the other 37 members have submitted, they can go to the following preview page:

http://rainier.umdj.edu/~meg/megs/UMDNJ_master_educators%27_guild/guild_members.cfm

I recommend that we begin planning with the administration a short 'virtual ribbon-cutting' ceremony for the Center at the Fall University Day Celebration, being sure to invite Drs. Cook and Gibson's participation as well as the current higher administration

Respectfully Submitted
Craig Scanlan, EdD, RRT