

Minutes of Master Educators' Guild
Tuesday January 9, 2001

Members Present: Drs. Amorosa, RWJMS; Forman, SOM; Kotecki, SN; Langer, RWJMS; Martin, NJDS; Reteguiz, NJMS; Stuart, RWJMS; Vasan, NJMS; Wilusz, GSBS, NJMS.

Members Excused: Drs. Dombrowski, SOM; Scanlan, SHRP; and Quaranta, NJDS

Meeting time: 3 pm till 4:45

Meeting location: CAB 3405, New Brunswick

Old Business:

1.a. Topic: Introductions. The meeting began at 3pm with self introductions and discussion of areas of interest as suggested by Dr. Marion Stuart. All members present had received self introductions by guild members via the guild list serve (MEguild@umdnj.edu). The first email comments, initiated by Dr. Lloyd Forman helped to get the ball rolling, and facilitate discussion.

1.b. Discussion: Topics of discussion among the group included: Recruitment and retention of students, particularly special needs students or minority students. Creating a community of scholars that includes faculty and students. Reward and incentives for teachers in clinical and basic sciences. Faculty development for new teachers as well as seasoned faculty. The use of the web for support of classroom teaching.

1.c. Action: Continue discussion via Guild list serve. All master educators to speak with their respective Deans regarding immediate needs related to teaching and learning in their schools. All master educators to report back at February 9th meeting.

2.a. Topic: Bylaws: Presented by Dr. Joel Martin, according to Roberts Rules of Order, were the first draft of bylaws for the guild.

2.b. Discussion: Review of bylaws by members of guild, and under Dr. Martin's guidance the following questions for consideration were put forth:

Membership: Should there be a distinction between founding members and faculty members, or handle the same? Could a faculty at another university who might share master educator status at that University become an active member of our Guild, after relocating to UMDNJ?

Dues and Assessments: wanted or not?

Officers : What is officer structure needed?

Committees: What committees might assist the Guild in it's activities?

Meetings: How many, when for what purpose? Should awards be given to teaching students?

Quorum: What should it be, a percentage or specific head count?

Suspension and Forfeiture of Membership: Is this section need?

Dissolution of the Chapter yes or no, What to do with assets?

2.c. Action: Email comments to Dr. Martin via guild list serve by January 23, 2001. Through email discussion a final draft will be presented to the guild at the February 9th meeting.

3.a. Topic: Temporary Chair of Guild

3.b. Discussion: All members not present, so election of officers will not take place until the bylaws have been accepted. By voice vote Dr Martin will serve as facilitator of the group. Dr. Kotecki offered to distribute minutes for this meeting.

3.c. Action: After adoption of bylaws, at next meeting, officers will be elected.

4.a Topic: Process of ensuring election to the Master Educator Guild.

4.b. Discussion: Review of original documents of Master Educator Committee by Dr. Martin. Discussion of role of the advisory committee as indicated in the Master Educator Program document. Questions include: Is the advisory committee in existence, Should reference be included in the bylaws? Presentation by Dr. Kotecki of SN procedure for implementing master educator process.

4.c. Action: Master Educators to discuss with respective Deans the process to ensure selection of master educators. Master Educators to check with Schools bylaws and elections committee to determine how each school could write into its promotion and tenure guidelines that membership in ME Guild would be considered in light of promotion and tenure recommendations Dr. Martin to ask Drs. Gibson/Saporito for clarification about the advisory committee.

New Business:

1.a. **Topic:** Potential offering to University community by Master Educators Guild.

1.b. **Discussion:** Topic, method and location of potential offering to University community discussed. Dr. Stuart suggested adaptation of her teacher's workshop by Guild. The course focuses on the elements of teaching in an interactive format and is appropriate for new and seasoned teachers.

1.c. **Action:** Via email continue discussion of presentation to University community. Dr. Stuart to bring course materials to next meeting.

2.a. **Topic:** Committed funding to Master Educators.

2.b. **Discussion:** What is process of obtaining funds for master educator award? Can index number be set up and funds released?

2.c. **Action:** Dr. Jerome Langer to compose letter to Dr. Saporito requesting his assistance in this matter.

Announcements

Next Meeting: February 9, 2001 MEB, New Brunswick .at the Snope Family Medicine Conference Room, Room 259. Dr. Amorosa provides refreshments; Dr. Wilusz will bring his laptop.