

Minutes of Master Educators' Guild
Friday, February 9, 2001

Members Present: Drs. Dombrowski, SOM; Forman, SOM; Kotecki, SN; Langer, RWJMS; Martin, NJDS; Scanlan, SHRP; Stuart, RWJMS; Vasan, NJMS.

Members Excused: Drs. Amorosa, RWJMS; Quaranta, NJDS; Reteguiz, NJMS; Wilusz, GSBS, NJMS.

Meeting Time: 9:30 am-11:30 am

Location: MEB, Second Floor Snobe Conference Room Family Medicine Minutes of January meeting approved by voice vote.

Old Business:

1. **Topic:** Potential Offering to University Community by Master Educator Guild:

Discussion: Much discussion on the topic of a potential fall offering by guild.

Summary points:

- Feasibility of ensuring a culture of education in a research focused institution: The group identified benefits and barriers within the UMDNJ system.
- Developing a mentoring system to identify, nurture and develop faculty within each of the schools.
- A symposium to bring together the schools, interested persons in education, administration and members of the community is a way to bring visibility to the University. Methods of symposium might include: panel discussion, inclusion of Jr and seasoned faculty, students.
- Other Universities are focusing on education: Harvard and UCS-SF are creating multimillion dollar academies to promote education.
- Potential to utilize/adapt M. Stuart's teaching course which includes topics such as: group building, what is teaching, communication skills, writing goals and objectives, evaluation methods, attributes of good teachers, lecture and presentation styles.
- Importance of writing test questions and the applicability of information across disciplines.

Action: Dr. Stuart to email her course for discussion at next meeting. Potentially make decision about symposium at next meeting.

2. **Topic:** Follow up to meeting with Dr. Gibson

Discussion: Dr. Martin reported on a conversation with Dr. Gibson. First, the work of the advisory committee discussed previously is now completed. If the Guild would like an advisory committee to be formed, this should be included in the bylaws.

In Dr. Gibson's opinion, the Guild should have broad powers to execute it's mission and goals. The Guild reports to the President or designee. Funds will be provided by the University to accomplish educational offerings. Concomitantly, the Guild should be engaged in grant writing to fund it's activities. Additionally, funds to be awarded individually to Master educators will be made available shortly.

Action: None

3. **Topic:** Bylaws
Discussion: Bylaws reviewed by all, input provided on elements of the bylaws, recorded by Dr. Martin, and to be distributed by Dr. Martin.
Action: Continue work on the bylaws, Drs. Langer and Vasani to assist Dr. Martin as a bylaws subgroup.

4. **Topic:** Process of Ensuring Master Educator Selection within schools:
Discussion: Schools to develop their own process of selecting master educators, and making recommendations to Deans. Process for 2001 has begun in NJDS, and SN. Time line for selection of Master educator : Spring nomination process with June selection of master educator to be presented to the Board. The process that was used in SN was previously distributed. Discussion ensued on relationship of master educator status to schools promotion and tenure policy and guidelines. Election should be included in schools bylaws for Promotion and Tenure.
Action: All master educators to work with Deans to ensure that process continues. All Master Educators to work to include election to master educator status as part of their school promotion and tenure guidelines.

New Business:

1. **Topic:** Grant Opportunity: Educational Technology Grant Program
Discussion: Dr. Scanlan presented grant proposal "Online Center for Excellence in Health Science Education/Teaching". Grant to be submitted to support web site and web based activities of Guild for UMDNJ grants program. Enthusiastic discussion supported idea, web site is in line with goals of guild, provides recognition beyond UMDNJ, and serves as resource for faculty.
Action: Dr. Martin, Kotecki to review draft emailed by Dr. Scanlon.

Next Meeting: Via V-tel April 10, 10:30 am. Dr. Stuart to set up for New Brunswick, Dr Forman for Stratford and Dr. Martin for Newark? (Is this correct?).

Respectfully Submitted, Catherine Nuss Kotecki SN