



Minutes of the Master Educators' Guild Meeting

March 13, 2008

(final)

Members Present: Drs. Chopra, Diegmann, Deutsch, Forrester, Gelinas, Heller, Hock, Kaplan, Keohane, Lange, Lee, Martin, O'Rourke, Ponzio, Rosenblum, Samant, Scanlan, Stevenson, Stollar, Walworth, Winkelmann, Zwieg.

Meeting Location: The meeting was held via V-Tel at 4 campus locations: Bergen Building, Room 921, Newark; School of Public Health Room 334, Piscataway; Medical Education Building Room 108A, New Brunswick; and Academic Center, Room 276, Stratford.

I. Call to Order:

Dr. Lee called the meeting to order at 3:00 PM.

Introduction of Members:

Dr. Lee asked those present to introduce themselves.

II. Approval of Minutes of September 18, 2007

Drs. Heller and Kaplan moved and seconded a **MOTION** to approve the minutes of September 18, 2007. Dr. Scanlan indicated that he was omitted from list of attendees. The minutes will be changed to reflect that Dr. Scanlan was present. **ACTION:** The **MOTION** was approved unanimously.

III. President's Report (Lee)

Strategic Planning Retreat: The Guild will hold a Strategic Planning Retreat on April 1, 2008 at the Rutgers Conference Center off Route 1 in New Brunswick. Dr. Owen is invited to give opening remarks but he has not responded to the invitation. Our facilitators will be Dr. Brent Ruben, Executive Director and Sherrie Tromp, Executive Associate, Center for Organizational Development and Leadership, Rutgers University. Expenses for the day total approximately \$8,300. Dr. Lee encouraged members who have not yet RSVP to attend the session and have not taken the survey to do so soon. Dr. Kaplan asked that members encourage their MEG colleagues to attend the session.

IV. New Business

MEG Distinguished Service Award: Dean David Gibson was nominated by Drs. Ponzio, Kaplan, Keohane and Lee. All of the nominations will go to the Secretary and then they will be forwarded to the committee. Dr. Ponzio will recuse himself as a reviewer. Drs. Forrester and Samant volunteered to join the Awards committee as reviewers. Nominations are due by April 15th. At the June Business meeting a

recommendation will be announced by the Awards committee. Dr. Lee will ask Dr. Owen if the award can be given on University Day.

Committee Memberships: The 2009-2010 Events Committee is chaired by Dr. Heller and includes Drs. Holland, Brazeau and Vasan. The committee will arrange the 2008 Academic Grand Rounds and the 2009 Spring Symposium. Dr. Heller will recruit one representative from the New Brunswick/Piscataway campus to work on the Spring Symposium. Dr. Lee will post documents on the website (<http://meg.umdj.edu>) to assist future members with event planning. The documents will include checklists, timelines, and procedures. A nominating committee needs to be named. **ACTION REQUIRED:** Dr. Lee will appoint the Members at Large for the nominating committee and ask those members to nominate a chair. The chair of the nominating committee will need to circulate the slate six weeks before (April 29) the June 10th business meeting. Members have four weeks to nominate additional members. The secretary will then send out the slate two weeks before the June 10th meeting (May 27) requesting an email vote.

V. President-Elect's Report (Heller)

Dr. M. Brownell (Brownie) Anderson, Senior Associate Vice President and Deputy Director, AAMC. Dr. Anderson's talk is "Challenge and Change in Medical Education: What does the 21st Century Hold?" Dr. Heller is applying for CME credits for the event. Dr. Heller asked for ideas for themes for the 2009 Spring Symposium. Dr. Kaplan suggested we explore models of interdisciplinary education such as commingling of student bodies for courses that easily can stretch across disciplines and campuses such as professionalism, ethics, research methods and statistics. Dr. Scanlan suggested that we also include interdisciplinary clinical education. Dr. Kaplan suggested for a future Spring Symposium we may want to host a technology day to highlight AcITAC technology grants. The Spring Symposium usually includes speakers in the morning and breakout sessions in the afternoon.

VI. Vice-President for Finance Report (Samant)

Dr. Samant reported that the MEG account has a balance of \$78,129 which does not include approximately \$8,000 in expenses for the April Strategic Planning Retreat. Grant money available to MEG members has not been well publicized. It was suggested that we publicize the availability of and criteria for the grant. Dr. Lee suggested we discuss this further at the MEG retreat.

VII. Secretary's Report (O'Rourke)

Website: The new website launched in October. All MEG documents including meeting minutes can be found in the password protected section of the website as well as in the MEG group on my.umdj.edu. Members are encouraged to send updated or new biographical information for the website.

Correspondence: E-mails were sent to members about the spring business meeting, the Distinguished Service Award, the Strategic Planning Retreat, and the MEG survey. To date 23 members have indicated that they will be attending the strategic planning session, 23 members are unable to attend and 26 have not responded.

E-Mail Alias: The University is migrating from 'alias' email accounts to 'list' email accounts. The email address for active members is: me-guild@lists.umdj.edu and for

all MEG members is me-guild-all@lists.umdnj.edu. The old email accounts will be removed in April. The MEG email accounts can now be managed by the MEG secretary rather than IST.

VIII. Committee Reports

a. Academic Integrity (Keohane and Stollar):

Meeting with Dr. Rodgers: The Best Practices/Recommendations to Promote Academic Integrity report was well received by administration and they are very interested in pursuing it. Dr. Rodgers requested a meeting with the committee through Dean Gibson. The meeting took place on December 4, 2007. (A draft summary of the meeting was distributed prior to our business meeting). The committee made three recommendations: 1) Formation of a University-Wide Academic Integrity Task Force; 2) Conduct baseline and follow-up assessments of the climate of academic integrity at UMDNJ; and 3) Develop a University-wide website on Academic Integrity at UMDNJ. Dr. Rodgers supported two of the three recommendations but did not approve an academic integrity climate survey be done at this time. Dr. Rodgers requested that MEG 1) Make a recommendation on who should serve on the University Wide Integrity Task Force. The committee recommends the task force include members who deal with academic integrity issues at each school as well as a few MEG members; 2) Delineate a plan of action with priorities separating out initiatives that will require funding vs. those that will not; 3) Frame what Academic Integrity initiatives should be centralized among all the Schools and what should be decentralized within individual Schools, and what degrees of synergy should occur; 4) Share our ideas on how to integrate professionalism into curriculum across the University; 5) Share our ideas on the role of the faculty in this process and 7) Specify needs for administrative support.

Committee structure/role: Dr. Keohane will remain on the AI committee but has resigned as co-chair of the committee. She was recently named Chair of her department as well as a program director and is involved in eight courses this semester. A letter was sent to committee members asking for a volunteer for chair. There were no volunteers. **ACTION REQUIRED:** Dr. Keohane will send out a second letter to committee members requesting a volunteer to chair the committee.

Meeting with Dr. Gibson: Drs. Lee, Keohane, and Kaplan are meeting with Dean Gibson on March 26th to address how to move the AI initiative forward. The MEG AI committee will still function but there is a need for the university-wide committee to be appointed. A suggestion will be made at the meeting to have Dean Gibson address the faculty of Deans requesting each Dean identify someone from his/her school to be appointed to the University-Wide Academic Integrity Task Force. Dr. Rodgers has identified a person to help the task force with administrative tasks. In addition to representatives from each school, there will also be three or four MEG members who were involved in writing the AI document. The university-wide committee will also be the steering committee for Craig Scanlan's grant. **ACTION REQUIRED:** Dr. Lee will call AI committee members to get representation from each campus on the University-Wide AI Task Force.

- b. **Awards Committee (Stuart and Ponzio):** Report posted under New Business: MEG Distinguished Service Award.
- c. **Educational Scholarship Committee (Passannante):** No report from chair. We need to recruit members for the committee.
- d. **Nominating Committee:** No report. Information on nominating process is posted above under New Business: Committee Membership.
- e. **Public Relations Committee (Ponzio):** The committee will wait until after the Strategic Planning meeting on April 1 to see what direction to take with the brochure. Format for the brochure was discussed. Glossy brochures are more expensive than PDF but they are also more attractive and get attention. The brochures will be placed in administrative and academic offices throughout the University. The glossy brochure could be available in PDF and posted on the website.
- f. **Website (CTE) Committee (Scanlan):** The report was circulated via email prior to the business meeting. IST successfully ported the CTE content database from MySQL to Oracle, a move made to improve site security. Visits to the CTE site continue to grow. About 5% of current CTE traffic is internet to UMDNJ, 7% comes from referring sites, and 87% from search engines. Additional discussion have take place with IST in regard to the redesign of the CTE Website. The MEG-supported grant, Online Resource Center for Professionalism and Academic Integrity, was approved by AcITAC and UMDNJ Foundation in the amount of \$19,520. Dr. Scanlan was asked to participate in a project to create a university-wide teaching certificate for the health professions. A similar project was funded in 2003 with Foundation grant money. All of the courses were created and placed online but the project did not succeed due to lack of additional resources to provide all the courses. The concept was revised with support from the Dental School, the School of Osteopathic Medicine, the Nursing School and the School of Health Related Professions. The initiative is currently being lead by Ann Tucker, Mary Kamiensky, Bill Houpt, and Craig Scanlon. The project will be modeled on the current Biopharma Education Initiative; a free standing entity offering course work from various schools but combines them into certificates that are granted by the University. Dr. Paul Krueger indicated that the School of Osteopathic Medicine Center for Teaching and Learning is interested in sponsoring the project. The certificate is 15 credits and includes three core classes and one elective. Dr. Scanlan suggested that the Executive Committee contact the people leading this effort and see how the Guild can be involved. **ACTION REQUIRED:** Dr. Scanlan will circulate a document that describes the project to Guild members.

IX. Old Business:

- a. **Simple Majority Quorum:** At the September 18, 2006 meeting a motion was proposed to change the Bylaws to reflect quorum as a simple majority. Dr. Lee thought more discussion was necessary on the proposed change. Attendance at business meetings was discussed. In recent years attendance has been in the mid-twenties. Based on our current active membership of 72 our current quorum is 36,

far more than attend business meetings. Drs. Martin and Stevenson moved and seconded a **MOTION** to change the number necessary to meet quorum from 50% of active members to 20% of active members. **ACTION:** The **MOTION** was approved unanimously. **ACTION REQUIRED:** Dr. Martin will prepare the proposed change to the Bylaws that 20% of active members constitutes quorum at a regularly scheduled business meeting. Ms. O'Rourke will send out the proposed change for an email vote. The Bylaws change will require affirmation by 2/3rd of the MEG members.

X. Next Meeting: Tuesday, June 10, 2008 4:30-6:30 in the Dean's Conference Room in Piscataway. Dr. Stevenson will inquire about food for the meeting. The price will be approximately \$20.00 per person.

XI. Adjournment

Dr. Heller and Dr. Kaplan moved and seconded a **MOTION** to adjourn the meeting. The motion was approved and the meeting adjourned at 4:45PM.

Respectfully submitted:
Kerry O'Rourke, MLS
Secretary, SDCMDMEG