



Minutes of the Master Educators' Guild Meeting March 23, 2007 (Final)

Members Present: Drs. Burke, Deutsch, Diegmann, Feinberg, Griesback, Kaplan, Keohane, Lee, Martin, O'Rourke, Patterson, Ponzio, Rosenblum, Samant

Meeting Location: The meeting was held in the Oral Health Pavilion, Room D987, NJDS in Newark, New Jersey

I. Call to Order:

Dr. Kaplan called the meeting to order at 3:40 PM.

Introduction of Members:

Dr. Kaplan asked those present to introduce themselves.

II. Approval of Minutes of September 19, 2006

Drs. Deutsch and Burke moved and seconded a **MOTION** to approve the minutes of September 19, 2006. There was no discussion. **Action:** The **MOTION** was approved unanimously.

III. President's Report

- a. **Programming 06-07 and 07-08** David Callahan, PhD presented "Addressing Conflict of Interest in Health Sciences" at the Fall 2006 Academic Grand Rounds in Stratford. The Spring 2007 Symposium this year was the Annual Faculty Best Practices Showcase, and it was sponsored jointly by NJEdge.net, the Informatics Institute of UMDNJ, and the Master Educators' Guild. Dr. Kaplan reported that we were on target with attendance. She thanked the planning committee, Drs. Lee, Heller, and O'Rourke, as well as the readers for the abstracts. Dr. Lee reported that the topic of the Fall 2007 Grand Rounds is "Jumping the Hurdles of Interdisciplinary Education". The speakers will be Maria Castillo Clay, PhD, Director, and Annette Greer, PhD, RN, MSN, from the Office of Interdisciplinary Health Sciences Education, East Carolina University.
- b. **Ethics Initiative** Dr. Kaplan reported that Dr. Rogers approached the MEG last Fall to participate in Ethics Day activities. In early February, Dr. Kaplan was asked to participate on a steering committee of deans chaired by Dr. David Gibson. At that point, Randy Cohen was already contracted to be the presenter. He will present for 45 minutes with 15 minutes for questions. Dr. Vladek will welcome the attendees at 9:00 AM. A feasibility study was done and it was determined that there are not enough classrooms for the number of small groups planned. After the formal presentation, there will be larger facilitated panel discussions to deal with broad ethical questions. Plans include broadcasting the presentation by Vtel and computer video stream.

- President Vladek invited the MEG Executive Committee to a meeting with the Deans. Drs. Kaplan, Ponzio, Lee, Keohane, and Scanlan attended the meeting. It was suggested to discuss ethical issues facing the participants in daily activities with emphasis on the University's core values, to identify what resources may be needed, and what the University should provide. The logistical issues were still a concern.
- c. **Follow up with Dr. Erde's Concern.** Dr. Kaplan reported that Dr. Erde was concerned that CME and central administration changed the title of Dr. Callahan's presentation for the Fall Academic Grand Rounds. He felt it was an issue of academic freedom, and the final decision on the title of the presentation should be with the MEG planning committee. There was concern by Administration representatives that the title "The Cheating Culture" was not a good title at the time. Dr. Kaplan spoke to Dr. Erde privately. If a compromise is requested again, the MEG will address it with Administration.
 - d. **June Meeting Plans.** The annual Guild business meeting is planned for June 12, 2007 at the Piscataway campus. Dinner will be available at the meeting as in previous annual meetings. Nominations for officers and members-at-large on the Executive Committee will be solicited 6 weeks before the meeting. Voting will take place 2 weeks before the meeting.
 - e. **Renewal for Class of 2002.** Guild members who were inducted in 2002 were asked to submit a letter of intent if they would like to continue active status in the Guild for another 5 years. The members will vote on this at the annual business meeting.

IV. **President-Elect's Report**

No report.

V. **Vice President for Finance Report**

Dr. Samant reported that there were expenses of \$ 1,766.61 for 2006 and expenses of \$2,914.98 in 2007, for a total of \$ 4,681.29. The balance in the Guild account was \$25,318.71 but does not include the Spring Symposium. The Guild has an annual budget of \$ 30,000 per year that should be recurring. Dr. Samant will investigate.

VI. **Secretary's Report**

Dr. Keohane reported that she e-mailed the first and second drafts of the September minutes to the members, and updated the Guild e-mail aliases to reflect the new members and those whose 5-year term was completed and did not renew, and sent out an e-mail reminder for the March business meeting.

VII. **Committee Reports**

- a. **Academic Integrity (Drs. Keohane and Stollar):** A report was e-mailed to the Guild members. The co-chairs of the committee are Drs. Keohane and Stollar. Other members of the committee are Drs. Brandriss, Burke, Griesback, Rajput, Rosenblum, Samant, Scanlan, Stock, Weisberg, and West. Dr. Keohane reported that the goal of the committee is to compile and review the academic integrity policies of all the schools at UMDNJ, identify best practices among the schools, and compile a report with recommendations. The committee held 3 meetings to date: 4/26/06, 6/13/06, and 3/14/07. The committee members compiled the academic integrity policies and procedures from all 8 schools and they were uploaded into a Committee Group on the

- my.UMDNJ portal so that they could be accessed by all committee members. The policies and procedures from all the schools were reviewed and a summary table was prepared that listed the categories or key elements of academic integrity policies and procedures at each school. Best practices have been identified across the schools in the majority of the categories, and the Committee is in the process of writing the report. The Committee anticipates completion of the report for presentation at the MEG business meeting in June 2007.
- b. **Awards Committee (Drs. Stuart and Ponzio):** A written report was submitted (attached). The Committee proposed a Master Educators' Guild Distinguished Service Award. The purpose of the award is to recognize outstanding contributions that promote the educational missions of the Guild. Once a year in February, nominations will be solicited. The award will be a plaque plus \$1000. **Action item:** a decision is needed on where and when to present the award. Academic Grand Rounds when new Guild member inductions occur was suggested.
 - c. **Educational Scholarship Committee (Dr. Passannante):** Dr. Passannante submitted a written report. The Guild member survey was completed and an article will be scoped from the data.
 - d. **Mentoring Committee (Dr. McNeal):** No report.
 - e. **Nominating Committee (Drs. Stock and Griesback):** Dr. Stock has been contacting MEG members. All members-at-large agreed to be nominated to continue to serve except for the RWJMS member. Nominees are needed for the Secretary and President-Elect offices. According to the Bylaws at least one candidate for each office needs to be put forward by the Committee at least 6 weeks before the annual meeting (by the end of April).
 - f. **Public Relations Committee (Dr. Ponzio):** Dr. Ponzio reported that a 4 CD/DVD disc set of the presentations on Academic Integrity were sent to Dr. Vladek, Mr. Del Tufo and the deans of all eight UMDNJ schools with a cover letter to make them aware of the activity of the Guild in promoting dialogue on Academic Integrity. The discs included the presentation of Tim Dodd at Academic Grand Rounds in 2005, and keynote presentations by Donald McCabe and Carole Sullivan at the 2006 Spring Symposium. A copy was also sent to each library. It was suggested that the CTE website list the presentations and where they can be found. It was suggested that the presentations be catalogued at the library and be accessible by catalogue search, and that orientation for new faculty include information on the Guild. A mock-up of a brochure to promote the Guild was distributed. The brochures would be available in the Dean's offices, President's office, and could be sent in recruitment packages to faculty. The brochure was made generic so that it would not identify specific individuals. The members approved the concept to go forward with the brochure.
 - g. **Website Committee (Dr. Scanlan):** Dr. Scanlan submitted a report to Dr. Kaplan. There has been an increase in site activity with an average of 8,550 monthly visits and 21,000 page views. He is addressing major technical issues. There has been massive automated spamming in the interactive area and that area has been temporarily disabled.
 - h. **MEG Events Committee 2007-2008**
Two speakers were contracted for the Fall 2007 Academic Grand Rounds. The speakers will be Maria Castillo Clay, PhD and Annette Greer, PhD, RN, MSN. The topic will be "Jumping the Hurdles of Interdisciplinary Education". Committee

members will check to see if University Day will still be in September 2007 in Piscataway. The planned location for the 2008 University Day and Academic Grand Rounds is the Newark campus. Volunteers are needed to serve on the 2008-09 Events Committee, and Guild members from the Newark campus are needed.

IX. Future Meetings:

Dr. Kaplan reminded the members of the following future meetings:

- a. Annual Business Meeting, June 12, 2007, 4-6 PM, Piscataway campus
- b. Academic Grand Rounds – September 18, 2007
- c. Spring Symposium in 2008

X. Old Business: None

XI. New Business

- a. It was suggested that the Guild officers request a meeting with the new UMDNJ President to put the Guild on the radar screen of the new administration and indicate the benefits of having a Master Educators' Guild. It was noted that the Master Educators' Guild is the only UMDNJ organization that brings together faculty from all schools on all campuses.
- b. Dr. Kaplan reported that Dr. Gibson sent a message to the MEG to remind everyone to nominate new Guild members from their schools.

XI. Adjournment

Drs. Keohane and Deutsch moved and seconded a **MOTION** to adjourn the meeting. The motion was approved and the meeting adjourned at 4:55 PM.

Respectfully submitted:
Elaine M. Keohane, PhD, CLS(NCA)
Secretary, SDCMDMEG

Description of the Master Educators' Guild (MEG) Distinguished Service Award

Purpose of the Award: The MEG Distinguished Service Award recognizes outstanding contributions of time, effort, thought, and action that promote the educational missions of the Guild.

Eligibility: Individuals who are Master Educators (active or non-active), as well as individuals who are not members of the Guild are eligible to receive the award.

Nomination Procedure:

- Only active Guild members may nominate a candidate
- The Guild secretary will solicit nominations from active Guild members annually in February
- Nominators must:
 - Write a description of why the nominee should be recognized by the Guild
 - Provide a brief biographical profile of the nominee
 - Submit all information by April 15th

Selection Procedure:

- The MEG Awards Committee will review the slate of nominees and select one (or at most two) individuals for an award
- The recommendations will be presented to the MEG membership at the June business meeting. If, in the opinion of the Committee, none of the nominees satisfy the high standards for “outstanding” contributions to the Guild, it can opt to make no recommendation.
- Approval of the recommendations will be by a simple majority of members in attendance at the June business meeting

A. Nature of the Award

The award will be a plaque (design to be decided) and a check or IDT to an existing UMDNJ account in the amount of \$1,000.

B. How/where/when to make the award (to be decided by a vote of the membership)

- university-wide event (e.g., Commencement)
- school-specific event (e.g., Convocation)

Solicitation Letter – see next page

Solicitation Letter for the Master Educators' Guild (MEG) Distinguished Service Award

Dear Colleagues:

We invite your nomination of someone you feel deserves to be recognized by the MEG for his/her outstanding service to the educational mission of our organization.

The attached Word document describes the purpose, eligibility criteria, and nomination/selection process for the award, as well as the date by which your nomination must be submitted.

Thank you for your nomination.

Regards,

The MEG Awards Committee

Nicholas M. Ponzio
Marian Stuart