

Minutes of the Master Educators' Guild Meeting

March 31, 2004

*****("Corrected" Second Draft)*****
Delete [bracketed words] and add (parenthetical words) on page 2

Members Present: Drs. Boyd, Brandriss, Cleveland, Diegmann, Forman, Howland, Kaplan, Klein, Kinzy, Langer, Martin, Mautone, Passannante, Ponzio, Quaranta, Robson, Rosenblum, Stevenson, Stock, Stuart, Vasan, West, Winkelmann and Zehring

Members Excused: Drs. Amorosa, Townes-Anderson, Lee, Tallia and Walker

Meeting Location: The meeting was held in Room C-207, UMDNJ-RWJMS
Piscataway, New Jersey

I. Call to Order:

President Vasan called the meeting to order at 1:00 PM and acknowledged Dr. Boyd for her assistance in organizing the day's events.

Introduction of Members:

Dr. Vasan asked those present to introduce themselves.

II. Approval of Minutes of November 5, 2003:

Drs. Stuart and Stevenson moved and seconded a **MOTION** to approve the "Corrected Second Draft" minutes of November 5, 2003. **Discussion:** There was none. **Action:** The **MOTION** was approved unanimously.

III. President's Report:

A. AAMC Conference- The 2004 Faculty Affairs/Professional Development Conference was held in Tampa, FL entitled "Sustaining Vitality Throughout the Professional Life Cycle." Dr. Vasan reported on his part in the conference. While he felt that criteria for choosing master educators across the country are similar, he felt that UMDNJ has a nice model in that it involves all schools and not just the medical school. Further, UMDNJ has accomplished much on a small budget compared to the endowments of some schools.

B. AcITAC- Academic Information Technology Advisory Committee- Dr. Vasan reported that he has met, preliminarily, with this group to explore options for the Guild.

C. University Day Educational Grand Rounds- University Day will be held on the second Tuesday in September at RWJ. Therefore, Dr. Vasan felt that selecting a speaker should begin soon. He has already reserved a room. He asked for topic suggestions? Members offered:

- Student Assessment in Teaching

- Peer Assessment of Teaching
- Curriculum Reform and Faculty Development Diane [McGrain sp?] (Magrane, MD, as Associate Dean, spearheaded the curriculum reform at University of Vermont and now is Associate Vice President for Faculty Development and Leadership Programs at AAMC. Although she's soft-spoken, she's articulate and passionate about education and a great speaker according to many people.)
- Gloria [Donnelley (sp?)] (Donnelly, PhD, RN, FAAN, Dean, College of Nursing and Health Professions, Drexel University. She is well known as having a cutting-edge approach to education and is a dynamic speaker.)
- Peer Evaluation of Teaching and Programs

Members were encouraged to contact Dr. Vasani with more suggestions.

IV. Vice-President for Programming Report-

- A. Early report on 2004 MEG Symposium- Dr. Boyd agreed with Dr. Vasani that there were over 100 registrants at the meeting and 26 posters were presented. Both wanted to particularly thank Drs. Stuart and Stevenson for their breakout session presentations.
- B. Dr. Howland was the recorder for Dr. Stuart's session entitled "Writing Goals and Objectives." He reported that participants described and discussed the five elements of objectives:
- Specific
 - Measurable
 - Attainable
 - Relevant
 - Time Framed

At the end of the session participants wrote out objectives for the affective domains and evaluated how their objectives met the elements of a well-designed objective. He felt that writing objectives to actually be measurable and achievable was more difficult than one might think and appreciated the value of the session.

- C. Dr. Stock was the recorder for Dr. Stevenson's session entitled "Types of Educational Research." She reported that after mentioning peer-reviewed journals, abstracts, posters and web sites, Dr. Stevenson reviewed other types of publications such as short reviews, editorials, gems and best practices, case reports, short research articles and finally experimental reports. The discussion next turned to a collection of short summaries and abstracts from six different articles in academic medicine; however, the group really did not have a chance to discuss these because it was diverted to thinking about research design and how to turn everyday course development issues into research. In order to do this Dr. Stevenson posed the question "Given the complexities of geographic layout of this

University, is V-tel an acceptable alternative to face to face interactions with clinicians in a small group session?” She next highlighted the importance of posing a question for which an answer can be found and then documenting that answer. Controls and how they are defined/created are very important in this. When a new program is evaluated finding controls in past year’s groups or splitting the group within a year can be significant. One must be aware of the literature. The majority of the session was spent on discussing the Institutional Review Board (IRB) approval of anything that is to be researched and how even within our institution, the various IRBs seem to look at research involving human subjects differently- even down to course questionnaires or evaluations which students fill-in. It was suggested that it soon might be necessary to have a general consent form that accompanies admission into the school that would allow students to be treated as research subjects from the perspective of educational research. Finally, it was highly recommended that if this topic is discussed further, representatives of the IRB should be invited to attend to present their perspective.

- D. Dr. Brandriss was the recorder for Dr. Broderick’s session entitled “Funding for Educational Research.” She reported that Dr. Broderick felt there were not many sources of funding for educational research; and that if found, it means the investigator had worked very hard to identify them. Dr. Broderick suggested that one should start at “home” first by checking the institutional office for research, dean’s office and/or departmental office. It was surprising to Dr. Brandriss that the large group of attendees in the room knew so much about funding opportunities in terms of different agencies and places to go and that it would be helpful for UMDNJ’s offices of research and sponsored programs to spend more time looking into educational research. Dr. Broderick had tips for approaching private sponsors, how one should behave, the kind a brief synopsis to use when presenting what you are interested in and the importance of doing your homework before approaching any agency from whom you might ask for funding.
- E. Dr. Kaplan was the recorder for Drs. Fincher and Stagnaro-Green’s session entitled “Career Development: Getting Involved in Educational Scholarship.” She reported that Dr. Fincher’s career was used as a case study to contrast developing one’s academic career as opposed to having it unfold as a result of fate and opportunity and what the benefits and drawbacks are on both of those. This was used as the jumping off point to discuss the kinds of resource sharing that can go on when attending meetings. The session seemed to focus on the early development of a faculty member and not get to that portion of taking one’s development process and converting it to productivity. There was a little bit of discussion about the conversion process of taking course work and daily activities to publication; but much more time was spent on learning how to

negotiate the world of productivity and how to get into conferences, strategies for presenting, why you want to be there and how to connect with people at those conferences to gain opportunities to serve on editorial boards and committees in order to develop a national reputation. Through those connections and the mentoring that goes on in these committees one has opportunities to partner with people that one might not otherwise have an opportunity to partner with in develop articles. The last section of the discussion centered on how people define their reputation and what do promotion boards look for in characteristics of people coming up for promotion and tenure. Therefore, the session was focused on the early development track of a faculty member.

V. Vice-President for Finance Report-Dr. Stuart

It was deferred, since all expenditures for the Symposium were not yet tallied.

VI. Old Business:

A. The Online Center for Teaching Excellence- Dr. Scanlan was not able to attend the meeting due to a teaching commitment. Dr. Vasan reported that in speaking with Dr. Scanlan, there was a remaining problem concerning the UMDNJ server that is preventing the Online Center from going live. Members present were most anxious to have this project completed and asked if there was anything that the Guild could do to assist in this matter. Dr. Vasan said he would contact Dr. Scanlan to formulate a plan.

B. Mentoring Task Force Report/Recommendations

Dr. Forman began a discussion of the document entitled “UMDNJ Master Educators’ Guild Faculty Mentoring Recommendations (Draft).” Dr. Vasan reported that it had been sent to Dean Gibson in December 2003, but before Dr. Gibson would present it to UMDNJ Administration, he wanted the Guild to formally vote to approve it. Dr. Forman questioned how the Guild wanted him to proceed in particular because of suggestions sent as a result of the previous Guild meeting’s management plan for the document, to have individual school’s master educators respond. Dr. Vasan directed Dr. Forman to call a meeting of his original committee to review and make recommendations concerning all suggested changes, and then circulate that revised document to the Guild for action.

VII. New Business

A. Formation of Nominating Committee for 2004-2005 MEG Officers-

Dr. Vasan has chaired this committee since the Guild’s inception and feels it appropriate for another to assume at this time. He announced that a Chairperson and two other members were needed to form a Nominating Committee, which must advance names of candidates for the following positions six weeks prior to the annual meeting of the Guild in June:

President

Vice-President for Programming

Vice-President for Finance
Two (2) at-large-Members.

(Dr. Martin will begin his second year as Secretary; and therefore, no nomination is needed for this position.)

Dr. Cleveland volunteered to Chair the Committee and Drs. Robson and Kinzy offered to serve on the Committee.

B. Scheduling the Annual Business Meeting-

Dr. Vasan led a discussion of times and places for the MEG Annual Business Meeting. It was suggested that a date, such as the second or third Tuesday of June, should be set so that members could mark their calendars years in advance. For June of 2004 it was decided to poll the members' availability to attend a meeting at 4:00 PM on

Monday June 7, 2004

Tuesday June 8, 2004

Thursday June 10, 2004

Dr. Robson offered to host the meeting at the School of Public Health in Piscataway, NJ. Dr. Stuart agreed to help arrange the menu for the dinner meeting. Dr. Robson questioned whether the meeting could/should be available by V-tel. Dr. Vasan will consider the request.

VIII. Adjournment of Meeting:

On behalf of those present Dr. Langer thanked Drs. Vasan and Boyd for the excellent Symposium and Guild business meeting they had arranged. Drs. Martin and Rosenblum moved and seconded a **MOTION** to adjourn the meeting. **Discussion:** There was none. **Action:** At 2:15 PM the **MOTION** was unanimously approved.

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