

Minutes of the Master Educators' Guild Meeting

April 7, 2005

(Draft)

Members Present: Drs. Brandriss, DeFouw, Deutsch, Diegmann, Erde, Forman, Kaplan, Keohane, Kinzy, Klein, Langer, Lee, Martin, Ohman-Strickland, Passannante, Ponzio, Robson, Samant, Stevenson, Stock, Stuart, Vasan, Weisberg, West, Wilson and Zehring.

Meeting Location: The meeting was held in Room C-6 of the RWJMS in Piscataway, New Jersey

I. Call to Order:

Dr. Ponzio called the meeting to order at approximately 1:00 PM.

Introduction of Members:

Dr. Ponzio asked those present to introduce themselves.

II. Approval of Minutes of September 21, 2004:

Drs. Vasan and Forman moved and seconded a **MOTION** to approve the minutes of September 21, 2004. There was no discussion. **Action:** The **MOTION** was approved unanimously.

III. President's Report

While Dr. Stevenson escorted today's symposium speaker, Dr. O'Neil to his transportation to the airport, Dr. Ponzio began a discussion of the report as directed by Dr. Stevenson.

A. Guild Budget

At a recent meeting of the Guild Executive Committee with Dr. Gibson, he informed us that a Guild budget of \$75,000 per year was being proposed to Drs. Saporito and Petillo. This sum includes the \$3000 per new inductee at University Day. Further, Dr. Gibson indicated that other reasonable projects of the Guild would be considered for funding in addition to this sum, if the occasion arose. During discussion members were favorably disposed to having a budget and were appreciative of the support provided by Drs. Gibson, Saporito and Petillo.

Dr. Kaplan reminded all that at a previous meeting of the Guild we were encouraged to write and obtain grants, too.

A member questioned how to respond if the Middle States Accreditation Committee asked one of us "What does the University do for the Guild?" Answers provided were that it provides funding and a site for Educational Grand Rounds, the annual symposium, a structure in which members can interact, a platform for fostering education in an attempt to raise educational standards at UMDNJ, and it fosters educational research. A

discussion ensued concerning how being named a Master Educator could benefit those being considered for promotion or tenure. **CHORE:** After reading a sentence from the original enabling document under “Relationship to Promotion in Rank and Tenure” written by Dr. Gibson’s Master Educator Committee, Dr. Martin was asked to circulate the document to members. The sentence indicated that “each school must write into its promotion and tenure guidelines that membership in the Guild be counted strongly.” Members asked for data concerning whether membership in the Guild was being considered at each school? **CHORE:** Dr. Kinzy suggested that a committee be formed and chaired by Dr. Passannante. (At the conclusion of the meeting Dr. Passannante advised this Secretary that Drs. Robson and Kaplan had volunteered to assist her in this endeavor and that her subcommittee would develop and conduct a survey instrument and in June report ongoing tracking of outcomes and their value to the Guild.)

IV. Vice President for Programming

A. Symposium

Dr. Ponzio reported that 70 people attended today’s Symposium. All present complimented him on the program and thanked him for his efforts in arranging it. Well done!

B. Fall University Day 2005

Dr. Ponzio asked for members’ input regarding topics for Educational Grand Rounds at University Day, which Dr. Vasan stated is usually held on the third Tuesday in September. It is expected to be conducted at the Stratford campus this year. Members questioned if its format was going to remain the same or was Dr. Petillo intending to change it? Dr. Stevenson, who joined the meeting, indicated that in her talks with Ms. Lubin she had learned that the format was still being developed. Dr. Stevenson, who took over conducting the meeting from Dr. Ponzio, asked for suggestions to be sent to Dr. Ponzio. She asked that further discussion on this topic be delayed until later in the agenda under old business.

C. Promotion of 2005 Spring Symposium

Members questioned how today’s symposium was advertised/promoted? They could find no mention of it on the Guild website. Since the Guild will now have a budget, this led to a discussion of how to get support for Dr. Scanlan so that routine updates could be made to the site. **CHORE:** Drs. Ponzio and Stevenson said they would look into this matter.

Others questioned whether DVDs or CDs were available for today’s keynote speaker or previous speakers? Dr. Martin stated that a DVD was available for the first symposium. Dr. Robson noted that while available, no requests had been made to review it. Members questioned web casting and V-tel use for the symposium? Dr. Ponzio stated all these had been

used at past symposia. He stated that busing had even been considered for this symposium. Others commented that web casting and V-tel were considered costly and of questionable value. A sufficient number of off site people to justify the expense had not used them in the past.

D. Guild Identity Crisis

Dr. Samant suggested that Guild members make educational presentations to other UMDNJ faculty. Dr. Stevenson stated that at each symposium Guild members have made presentations at the breakout groups. Dr. Samant agreed, but felt that this activity could occur at other times during the year, too. Dr. Langer reported that RWJMS Guild members meet somewhat regularly to discuss issues of faculty development. Dr. Robson stated that our goal is to promote and pursue education and research. Dr. Kaplan suggested face-to-face meetings with faculty on each campus to foster the mentoring document produced by the Guild. Dr. Lee suggested promoting the Center for Teaching Excellence web site, so that more faculty would use it, thereby, showcasing the Guild. Drs. Langer and Robson encouraged members to refer to themselves as teachers/scientists who do "X," when interviewed. Dr. Vasan encouraged members to include the fact that they are Master Educator's in their publications and on letters of recommendation.

E. Annual Guild Members' Activity Report

Dr. Stevenson asked that members provide a report of their activities for the academic year 2004-2005. Things they consider important should be highlighted. This report provided to Central Administration should include teaching activity, invited presentations, publications and other material concerning scholarship and research. **CHORE:** Dr. Stevenson was asked to send an email to Guild members with particulars about the expected content of this report and when it is due.

V. Vice President for Finance Report

Dr. Robson had no report, since he had no budget. Based upon the discussions above, he suggested he would be able to provide a report at future meetings in 2005-2006.

VI. Old Business

A. Status of Mentoring Document

Dr. Stevenson reported that Dr. Gibson had presented our Mentoring Guidelines document to the Deans, but they did not act on it and requested Dr. Gibson to report on its cost implications. **CHORE:** Dr. Stevenson tasked the original Mentoring Guidelines Committee to frame a letter to be sent to Dr. Gibson and the Deans asking them to endorse the concept. Members felt that costs would be minimal. SHRP Guild members have met to review this information in preparation to present this subject at their fall faculty meeting. A committee at RWJMS is also working on this topic

and Dr. Stevenson felt that more could be accomplished if all Guild members work as units at each of our schools. A summary of Guild activities in mentoring could then be placed on the website and updated two to three times per year.

B. Guild Stationary and Business Cards

Dr. Ponzio reported on his committee's work to design and obtain stationary and business cards with the Guild logo for members. It was questioned who would need this material? Dr. Stevenson stated that for official Guild business and even letters of recommendation stationary would be helpful. Dr. Ponzio reported that cost estimates were very high. Dr. Kinzy suggested that an electronic version of the stationary be provided to members in MS Word RT format that could be used as necessary. **MOTION:** Drs. Robson and Brandriss moved and seconded a **MOTION** that a MS Word RTF template of the stationary and new Guild medallion image for PowerPoint presentations be provided for members to use appropriately and to leave this issue. **Action:** Without further discussion the **MOTION** was unanimously approved. **CHORE:** Dr. Ponzio was charged to obtain the necessary electronic digital files.

C. Amendments to the Guild Bylaws

Dr. Martin reported that Drs. Cleveland, Lee, Ponzio and Stuart were members of his Committee to Revise the Guild Bylaws. Since the name of the Guild has been changed; and because the first group of Guild members are soon to complete their five year terms of membership and the current bylaws are vague about what to do for those who wish to continue in the Guild; and due to discussions of his committee, two general amendments and thirteen specific amendments were being proposed by his Committee. These changes were summarized in a document entitled "Summary of Proposed Guild Bylaws Amendments" that accompanied another document entitled "Stuart D. Cook, MD Master Educators' Guild Bylaws" (Sixth Draft) and sent to Guild members ten days ago. He asked if there were any questions about the proposed amendments? There was none. **MOTION:** Drs. Martin and Stuart made and seconded a **MOTION** to approve the two general amendments and thirteen specific amendments. There was no discussion. **Action:** The **MOTION** was unanimously approved. Dr. Martin thanked his Committee members and all present thanked the entire Committee for its work.

D. Educational Grand Rounds fall 2005

Dr. Stevenson reported that she had been in discussion with Dr. Bruce Byrne and Ms. Laura Barrett about a combined meeting on University Day. Since a previous combined Guild meeting with the Academic Computing and Information Technology group had been successful, she wondered if members approved of this idea and what topics could be suggested? Dr. Keohane suggested that academic integrity be considered

as a topic, but felt that University Day might not be the appropriate occasion for a program and discussion of this nature. Many liked the topic, and agreed with her assessment that it might be saved for a spring symposium topic. Dr. Keohane next suggested that a follow-up on a past topic be considered. Her point was that speakers come and present and after they leave, what effect have they made on the University and the Guild? What next steps are necessary? Dr. Stuart suggested that we could further explore the barriers to interdisciplinary collaboration presented by Dr. O'Neil today. **CHORE:** Again, members were asked to submit their suggestions for topics to Dr. Ponzio.

VII. New Business

A. 2005 June Annual Business Meeting

Dr. Vasan requested that a date, place and time be established for the June 2005 meeting. **MOTION:** After some discussion, Drs. Robson and Zehring moved and seconded a **MOTION** to hold the annual business meeting on Tuesday, June 21, 2005 at lunchtime in the RWJMS Dean's Conference Room. **Action:** Without further discussion the **MOTION** was unanimously approved.

B. Long Term Plan for the Guild

Dr. Ponzio stated that as a new Officer of the Guild last summer there was much to do regarding short-term issues, but that no plan existed for the Guild over a longer term, such as five years. He believed that it would be helpful for the Guild to have a "road map" so that its officers could follow Guild initiatives. **CHORE:** Dr. Stevenson asked Dr. Ponzio to chair a Committee to make recommendations about how to identify the Guild and present ideas at the June meeting. She asked for volunteers to serve on this committee? Drs. Deutsch, Passannante and Lee volunteered.

C. Inauguration Procession

Dr. Stuart questioned if the Guild was marching as a group and wearing our medallions at President Petillo's inauguration? Dr. Stevenson replied that it was her understanding that we were, but we were not carrying the gonfalon.

D. Report of Nominations Committee

Dr. Robson, Chairman of the Nominations Committee, reported that his committee was proposing the following slate for 2005-2006:

President-	Dr. Ponzio
President-elect-	Dr. Kaplan
Vice President for Finance-	Dr. Robson
Secretary-	Dr. Keohane
Members-at Large	
SN	Dr. Burke
RWJ/GSBG	Dr. Kinzy

RWJMS
SOM
NJDS

Dr. Zehring
Dr. Forman
Dr. Samant

Dr. Robson asked that the Guild accept this initial report at this time.

VIII. Adjournment

Drs. Deutsch and Kaplan moved and seconded a **MOTION** to adjourn the meeting. **Discussion:** There was none. **Action:** The **MOTION** was unanimously approved.

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

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