



Minutes of the Master Educators' Guild Meeting June 10, 2008

Members Present: Drs. Amorosa, Bachmann, Diegmann, Gelinas, Gladson, Heller, Hock, Kaplan, Keohane, Klein, Lee, O'Rourke, Passannante, Ponzio, Samant, Scanlan, Stevenson, Stollar, Stuart.

Meeting Location: The meeting was held in the Dean's Conference Room on the Piscataway campus.

I. Call to Order:

Dr. Lee called the meeting to order at 4:40 PM.

Introduction of Members:

Dr. Lee asked those present to introduce themselves.

II. Approval of Minutes of March 13, 2008

Drs. Ponzio and Passannante moved and seconded a **MOTION** to approve the minutes of March 13, 2008. Dr. Ponzio noted a misspelling on page 1 of the minutes. The minutes will be updated to correct the misspelling. **ACTION:** The **MOTION** was approved unanimously.

III. President's Report (Lee)

Website: The MEG's new website (<http://meg.umdj.edu>) is a depository for all MEG documents including meeting minutes. Password protected documents can be accessed using the username 'guildmember' and the password 'meg'.

Strategic Planning Retreat: All documents related to the strategic planning retreat are posted on the website (<http://meg.umdj.edu/documents>) and were included in the packet distributed at the business meeting. In response to Goal 1 of the Strategic Plan, Dr. Lee created a checklist for incoming officers that includes timeline and responsibilities for each officer. Dr. Lee reviewed the 'General Time Line for Guild President (posted at <http://meg.umdj.edu/documents>). The document includes a timeline with action items. Dr. Lee has also begun a handbook for officers and members.

Approval of MEG 5 Year Strategic Plan, Mission and Vision Statements: Dr. Lee shared the 5 year strategic plan and updated mission statement with Dean Gibson. Dean Gibson suggested we present the mission statement in a complete sentence. It currently reads as "Enhancing the value and quality of education throughout UMDNJ." Drs. Lee and Scanlan moved and seconded a **MOTION** to change the mission statement to "The

mission of the Stuart D. Cook MD Master Educators' Guild is to enhance the value and quality of education throughout UMDNJ." This action does not require a bylaws change. **ACTION:** The **MOTION** was approved unanimously. Drs. Lee and Kaplan moved and seconded a **MOTION** to approve the Strategic Plan. **ACTION:** The **MOTION** was approved unanimously.

Approval of Members for Continuing Active Guild Membership

The following members who were inducted in 2003, submitted a request, and were recommended by a committee of officers for an additional 5 years of continued active membership in the Guild: Drs. Brandriss, Chansky, Keohane, Ponzio, Rosenblum, Walker and West. The following members either chose not to renew or did not submit documentation about prior/future activity, and were thus not recommended for reactivation: Drs. Klein, Morley and Winkleman. **MOTION:** Drs. Heller and Keohane moved and seconded a motion to approve Drs. Brandriss, Chansky, Keohane, Ponzio, Rosenblum, Walker and West for continuing active Guild membership for another 5 years. **ACTION:** The **MOTION** was approved unanimously.

Academic Integrity Committee: Dr. Lee asked Dr. Kaplan to summarize the meeting they had with Dean Gibson. Dr. Kaplan provided some background information on the committee's work which can also be found in MEG meeting minutes dated June 12, 2007 through March 13, 2008. **Background:** The task force created a White Paper entitled The Best Practices/Recommendations to Promote Academic Integrity. The report was mailed to the Deans of each school and to Drs. Rodgers and Owen. Dr. Rodgers met with the AI committee December 4, 2007. 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 Academic 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 6) Specify needs for administrative support. **Meeting with Dean Gibson:** Dr. Lee and Dr. Kaplan shared concerns with Dean Gibson on the formulation of a university-wide AI task force that existed in a vacuum. The MEG AI committee felt without administrative support and sanctioning, a University-wide Academic Integrity Task Force's recommendations would have little leverage. Dean Gibson shared the committee's concerns with Dr. Owen. It was agreed the new task force would need some type of sanction but felt that it should come from the faculty, possibly through the proposed new University-wide Faculty Senate. The AI committee was told to wait till the Faculty Senate was formed. **SHRP and AI White Paper:** School of Health Related Professions has begun to act upon some of the recommendations outlined in the white paper. SHRP is integrating a revised honor code

with student registration. They are also creating teaching modules on WebCT that all students will have to complete on academic integrity. **Next Steps:** Dean Gibson indicated that the AI committee could meet with the Council of Deans. AI subgroup will ask the Council of Deans if they are willing to identify a point person in their school who will work with the MEG to evaluate and update their policy and share best practices. Dr. Kaplan will contact Dean Gibson to ask if the MEG AI committee can address the Council. The committee will be represented by Drs. Kaplan, Keohane and Heller.

IV. President-Elect's Report (Heller)

Academic Grand Rounds: The Academic Grand Rounds speaker is 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?" University Day is slated for the Newark campus but there may be a change in venue. Dr. Owen's installation may take place on University Day. If that is the case, the event will be moved to the New Brunswick campus.

Spring Symposium: Dr. Heller invited Dr. Harold Shapiro to speak on Best Practices in Interdisciplinary Education. After numerous months, Dr. Shapiro still has not confirmed that he will speak. A second speaker, Lindsey Henson, MD, PhD is willing to speak for two hours and conduct the breakout sessions. Dr. Henson is currently the Vice Dean for Medical Education at the University of Minnesota. On advice from the members present, Dr. Heller booked Dr. Henson for our Spring Symposium and will call Dr. Shapiro's office to thank him for his consideration and let him know that we have made alternate plans.

V. Vice-President for Finance Report (Samant)

Dr. Samant reported that the MEG account has a balance of approximately \$70,000 which includes \$8,270 in expenses for the April Strategic Planning Retreat.

VI. Secretary's Report (O'Rourke)

Website: A calendar feature was added to the MEG website. All MEG activities will be posted to the calendar (<http://meg.umdj.edu/calendar.htm>)

Correspondence: Notices and vote on a Bylaws amendment concerning quorum at meetings was distributed on March 24 and an email announcing that the amendment passed was distributed April 10. Reminders were sent requesting members to take the Guild Survey as well as information announcing the April 1 strategic planning session. The agenda, minutes and supplemental documents were emailed to members and have been posted on the MEG website.

Active Membership: Dr. John Reeves asked to have his status changed from active to inactive.

VII. Committee Reports

a. Awards Committee (Ponzio): The awards committee presented their choice for the MEG Distinguished Service Award. Drs. Ponzio and Kaplan moved and seconded a

MOTION to approve the nominee for the first Distinguished Service Award.

ACTION: The **MOTION** passed unanimously. **NOTE:** The award will be given at the 2008 University Day and the name will be made public in the September 2008 MEG business meeting minutes.

- b **Online Center for Professionalism and Academic Integrity (Scanlan):** SHRP is developing training modules that will be required for all students in SHRP in September. SHRP will share the content with any interested UMDNJ schools. Craig Scanlan will be meeting with Tom Minnefor to discuss budget details for both the website portion of the grant and the Center for Teaching Excellence web site. The online center project was funded by ACITAC for one year. The MEG has agreed to support the project for an additional two years. Craig will submit budget figures for the MEG at the MEG's next business meeting.

- c **Public Relations Committee (Ponzio):** The committee is focusing on **Goal 2** of the Strategic Plan 'Increase impact and visibility of Guild with administration, faculty and students.' Membership of the committee now includes Nick Ponzio, Judith Deutsch, Marian Passannante, Richard Jermyn, Laura Willet, and Kerry O'Rourke. A few action items under this goal are being addressed: 1) The MEG website now includes all MEG documents and events; 2) A PowerPoint for presentations at faculty orientations has been updated and will be posted on the website for MEG members to customize and update as needed; 3) Nick and Judith met with Ray Cole to create a mock-up of a brochure. The tri-fold brochure was passed around at the meeting. Pictures for the brochure should be sent to Judith Deutsch. The quote for brochure includes \$550 for the design and between \$506 (500 brochures) and \$576 (1000) for glossy stock. Dr. Lee suggested we keep the brochure generic and include links to the MEG website for current officers and events. **MOTION:** Drs. Heller and Keohane moved and seconded a motion to approve the design of the brochure. **ACTION:** The **MOTION** was approved unanimously.

- d. **Educational Scholarship Committee (Passannante):** Drs. Passannante, Kaplan, Robson, and Holland are current members of the committee. A meeting will be held this summer. Members-at-large can help recruit new members if needed. Dr. Kaplan reported on comparisons of 2005 and 2008 MEG Membership Survey. Most areas showed similar responses. The area that showed the most growth was presentation of academic papers and posters relating to teaching at local or national meetings (54% in 2008 compared to 27.5% in 2005). Areas that showed decline included attending a school convocation or a UMDNJ commencement ceremony wearing the MEG medallion (60% in 2008 compared with 80% in 2005).

- e. **MEG Strategic Plan Goal 3 (Gladson):** Dr. Gladson reported on action items addressed during Strategic Planning session including publishing a newsletter to disseminate best practices and fund a limited number of University-wide interdisciplinary grants to enhance educational scholarship and research. Dr. Passannante agreed to write draft guidelines for University-wide interdisciplinary grants. **MOTION:** Drs. Scanlan and Bachmann moved and seconded a motion to

expand the Public Relations Committee to include publications and recruit additional members to assist in that purpose. **ACTION:** The **MOTION** was approved unanimously.

VIII. Old Business

None.

IX. New Business:

a. Election Results for New Officers and At-Large Members

Ms. O'Rourke reported that the election was valid in that a quorum was reached. The MEG currently includes 71 active members. There were 36 ballots returned, all approving the unopposed slate. For At-Large Member from the New Jersey Dental School there were 23 votes for Dr. Rosenblum, 8 for Dr. Samant and 5 abstaining.

b. Installation of New Officers and At-Large Members

The following new Officers and At-Large Members were installed:

President: Dr. Debra Heller (NJMS)

President-elect: Dr. Gloria Bachmann (RWJMS)

VP Finance: Dr. Mel Mupparapu (NJDS)

Secretary: Kerry O'Rourke (RWJMS)

Past President: Dr. Kai Mon Lee (SOM)

At-Large Members:

GSBS: Dr. Céline Gélinas

NJDS: Dr. Marc Rosenblum

NJMS: Dr. Marian Passannante

RWJMS: Dr. Victor Stollar

SHRP: Dr. Judith Deutsch

SN: Dr. Ginette Lange

SPH: Dr. Bernadette West

SOM: Dr. Anita Chopra

A **MOTION** was made by Dr. Lee to accept the slate. **ACTION:** The **MOTION** passed unanimously.

X. Adjournment

Dr. Lee thanked Dr. Marian Stuart for her years of service to the Guild. Dr. Stuart is retiring from her full-time faculty position with Robert Wood Johnson Medical School. Dr. Lee also thanked the executive committee for their support. Before adjourning the meeting Dr. Heller thanked Dr. Lee for his work while President of the Guild. Drs. Heller and Lee moved and seconded a **MOTION** to adjourn the meeting. The motion was approved and the meeting adjourned at 7:10PM.

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