



Minutes of the Master Educators' Guild Meeting June 12, 2007 (final)

Members Present: Drs. Amorosa, Bachmann, Brandriss, Diegmann, Gélinas, Griesback, Hampsey, Heller, Hock, Kaplan, Keohane, Klein, Lee, Martin, Ohman-Strickland, Reeves, Rhoads, Samant, Scanlan, Stevenson, Stock, Stollar, Stuart, Ward, Winkelmann

Meeting Location: The meeting was held in the Deans's Conference Room 123/124, RWJMS, Piscataway, New Jersey

I. Call to Order:

Dr. Kaplan called the meeting to order at 4:10 PM.

Introduction of Members:

Dr. Kaplan asked those present to introduce themselves.

II. Approval of Minutes of March 23, 2007

A change in the minutes was recommended for Section III. c.: last sentence to read: "If a compromise is requested again, the MEG will address it with Administration." Drs. Samant and Stevenson moved and seconded a **MOTION** to approve the minutes of March 23, 2007 as amended. There was no further discussion. **ACTION:** The motion was approved unanimously.

III. President's Report

a. MEG Year in Review

The Fall Academic Grand Rounds, presented by Dr. David Callahan, was on Addressing Conflict of Interest in Health Sciences, and the Spring Symposium - Annual Faculty Best Practices Showcase was sponsored jointly by NJEDge.net and the UMDNJ Informatics Institute. Comments were made that the Spring Symposium was not advertised enough. It was suggested for next year to charge the Publicity Committee with working more closely with the Planning Committee to promote MEG events. Suggestions for better advertising included a more prominent place on the website, e-mails, and posters placed more prominently around the campus.

Dr. Kaplan provided a summary of the planning process involved in Ethics Day. Although Dr. Rogers approached the MEG last Fall, nothing was mentioned to the MEG until December. Dr. Kaplan was invited to serve on the Steering Committee for the event, but by then the keynote speaker, Dr. Randy Cohen, was already contracted. In February, members of the Executive Committee were invited to attend a meeting with Dr. Vladek and the Deans to discuss the event. Concerns were expressed by the MEG members about the logistics for the planned activities, and it was later

determined that there were no facilities to conduct the individual group sessions as was originally planned. The MEG members also expressed concern that there were no specific goals and outcomes specified for the day's activities. Eventually, due to the insufficient facilities and the inability to broadcast the keynote address to the entire campus community, the day was shortened and included an initial address by Dr. Vladek followed by the keynote by Randy Cohen. Dr. Kaplan worked with Dr. Gibson, the Chair of the Steering Committee, to plan follow-up questions to be discussed after the presentation. The questions were related to the challenges faced with ethical issues in daily activities, what resources are available to deal with the challenges, and what the University can do to help uphold the core values. Discussions on each campus were to be summarized and sent to Central Administration by June 15th.

Dr. Kaplan also noted that the new President, Dr. Owen, will be holding open houses on each campus, and she encouraged MEG members to attend. Drs. Kaplan and Lee will request a meeting with the new President to make him aware of the MEG and its activities and give him a copy of the documents developed by the MEG.

Dr. Kaplan also was asked to serve on the Academic Information Technology Committee (AcITAC) and participated in the grant review process. From this experience, she suggested that the MEG could possibly serve as a resource to clinicians who want to submit educational technology grant proposals. To publicize this service, AcITAC could send out information on the Guild with their grant applications. It was noted that there would be one, possibly two more rounds of educational grants offered by AcITAC.

IV. Discussion Items

a. Reconsideration of the Active vs. Inactive Status of MEG Inductees

A concern was brought to Dr. Kaplan by one of the Guild members whose term was expiring this year. The member questioned why active membership expired in 5 years unless the member indicated their intention to be active for another 5 years. There was concern that induction into the Guild is an honor that should not expire. In addition, down the road, if a school feels they need to submit two nominations each year for Guild members, and a large number of active members renew for an additional 5-year term, eventually the active membership in the Guild will become very large. Also if many of the faculty in a school were active or inactive Guild members, there would be fewer and fewer faculty in the school to consider for nomination for new Guild members. There was considerable discussion on this issue. It was noted that faculty who are nominated for the Guild need to understand that in addition to the honor, it involves service and being active in Guild activities. Faculty members are asked to sign a statement to that affect when they accept the nomination for Guild membership. It was also noted that some Guild members have not been active since their induction, and do not attend Guild meetings or events, and do not volunteer for Guild Committees. This has presented problems in fulfilling a quorum at meetings. The quorum as currently stated in the Bylaws is 50% of the active members. There are currently 66 active members and a quorum would require 33 members. This would be difficult to accomplish if a number of active Guild members do not regularly attend

meetings. One suggestion was to e-mail poll all Guild members every year to determine who wants to be active during that particular year. Another suggestion was to look at establishing a maximum number of active members in the Guild to avoid becoming too large and unwieldy. A third suggestion was to consider amending the Bylaws to make the quorum 1/3 of the active membership. **ACTION REQUIRED:** Drs. Kaplan, Lee, Ponzio, and Martin will meet to review the Bylaws to clarify the renewal process and the inactive and active membership status, and to discuss the possibility of reducing the quorum to 1/3 of the active members. They will bring their recommendations to the Guild membership for discussion.

b. Strategic Plan for the MEG

Dr. Kaplan indicated that a Strategic Plan for the Guild would be very helpful, especially to the incoming Presidents. She indicated that the Guild needs to do other activities besides the Fall and Spring Symposia. The Guild members thought that was an excellent idea. **ACTION REQUIRED:** It was recommended that the development of a Strategic Plan be discussed in the upcoming year.

c. Appointment of 2008-09 Events Committee (Newark based)

Volunteers from the Newark based Guild members are needed for the Events Committee for 2008-09. It was noted that the next two the Fall Grand Rounds have been scheduled for Sept 18, 2007 in New Brunswick, and tentatively September 16, 2008 in Newark. **ACTION REQUIRED:** An e-mail will be sent out to the active Guild members to request volunteers for the 2008-09 Events Committee.

d. Role of MEG in Selecting New MEG Members

The role of the MEG in selecting new members varies by school. The MEG developed a document in November 2004 that described the process of identifying new MEG members. In the case of new Deans who may be unaware of the MEG and the nomination process, it was suggested that the MEG members initiate the process in their school and provide the new Deans with a copy of that document. It was noted that MEG approved documents should be available on the MEG website. Dr. Scanlan indicated that there is a problem with IST in that they will not let him update the website. It was suggested then to create a MEG Group on the UMDNJ portal. **ACTION REQUIRED:** Since the MEG is unable to post documents and update the website, a MEG Group will be formed on the UMDNJ Portal so that all Guild members can have access and be able to download MEG documents. Craig Scanlon will organize this temporary Group location.

e. Distinguished Service Awards Process Needs Vote of the Members

A proposal was presented at the March meeting by the Awards Committee for a Distinguished Service Award to be given by the Guild to recognize outstanding contributions of time, effort, thought, and action that promote the educational missions of the Guild. Dr. Kaplan indicated that a vote needs to be taken to approve the proposal. She explained that those eligible for the award would be active or inactive Guild members, as well as UMDNJ individuals who are not Guild members. A request for nominations would be requested annually in February. Only active Guild members would be able to submit a nomination and the deadline would be April 15th of each year. The Awards committee proposed that the recipient be given a plaque and a check or an IDT to an existing UMDNJ account in the amount of \$1,000. It was noted that the award would not need to be given every year, and would only be given if an individual had outstanding contributions to the Guild. A

discussion followed. Although the members thought the plaque was acceptable, they had concern about giving a check to the recipient. It was suggested to amend the proposal as follows: 1) For the Award, instead of a check, the recipient should be given a grant in the amount of \$1,000 to promote the educational mission of the University, and 2) under Eligibility, it should indicate that individuals who are not members of the Guild but are members of the UMDNJ community are eligible. It was also agreed that an appropriate time to present the award would be at the University Day events when the new Guild members are inducted. **ACTION REQUIRED:** The Awards Committee will make the changes as suggested at the meeting, and the proposal will go out for e-mail vote to the Guild members to approve the Distinguished Service Award as amended.

V. President-Elect's Report

Dr. Kai thanked Drs. Kaplan, Ponzio, Keohane, and Samant for their service as officers of the MEG.

VI. Vice President for Finance Report

Dr. Samant reported that there is \$ 51,541 in the budget as of May 31, 2007. The Guild has an annual budget of \$ 30,000 per year that should be recurring. She stressed the need to spend the funds on activities that promote the goals of the Guild. Suggestions included \$15,000 for help with the website and \$ 5,000 for grants to give an opportunity to young faculty members. Other suggestions included awards for posters at a MEG event, an annual grant to the MEG President to be used for an educational venture with a report of the expenditure at the June annual meeting, travel money for Guild members to attend a conference (with procedures in place for applying for these funds), funds for the Executive Committee to have one to two speakers per year at their schools to advance the educational mission of their Schools. The mechanism to award the grants should be re-examined. **ACTION REQUIRED:** The Educational Scholarship Committee was charged with developing a process to advertise and distribute such grants. Dr. Kaplan will discuss this with the Chair of that committee. **ACTION REQUIRED:** Dr. Scanlan will submit a budget proposal for someone to assist with the website.

VII. Secretary's Report

Dr. Keohane reported that she e-mailed a draft of the March minutes, sent out notice of the June meeting, sent out the election ballot to members, and accepted and tallied the e-mail ballots.

VIII. Committee Reports

a. Academic Integrity (Drs. Keohane and Stollar): 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, representing each school at UMDNJ. Dr. Keohane reported that the goal of the committee was 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. A draft report was e-mailed to the Guild members for approval prior to the meeting. After some discussion, it was agreed that the recommendations in the report should be toned-down to suggestions or

recommendations for consideration. No formal vote was taken and the report was referred back to the Committee for the revisions indicated above. The role of the MEG in academic integrity policies and procedures was also discussed. Although an inter-school and inter-campus committee would be beneficial in looking at the academic integrity policies across the university, it was agreed that the MEG should not be the intermediary or initiator of that activity, especially since University-wide policies may need clarification. There should be a separate University-wide entity to share successful strategies at each school, explore areas of commonalities, and implement University wide changes and initiatives. It was agreed that the amended report should be sent with a cover letter to Dr. Rogers, the Deans of each School, and the entities at each School who handle academic integrity policies and procedures. The letter should also indicate that the MEG is willing to participate in any school-wide or school-specific committee activities involving academic integrity issues, policies and procedures. **ACTION:** A straw vote to move forward an amended report to Dr. Rogers, the Deans, and the Academic Integrity entities at each school was taken and there was unanimous approval to accept the plan. **ACTION REQUIRED:** The Academic Integrity Committee will amend the report as per the suggestions made at the meeting, and they will meet one more time to review the final report. The amended report will be sent out for approval by e-mail vote to the Guild members. Once approved, it will be distributed with a letter as indicated above.

- b. Awards Committee (Drs. Stuart and Ponzio):** The Master Educators' Guild Distinguished Service Award proposed by the Committee was discussed under IV. Discussion Item e. above.
- c. Educational Scholarship Committee (Dr. Passannante):** No report.
- d. Mentoring Committee (Dr. McNeal):** No report.
- e. Nominating Committee (Dr. Stock):**

Dr. Stock reported that nominations were obtained for all vacant positions. The members thanked the committee for their work.
- f. Public Relations Committee (Dr. Ponzio):**

The layout for a brochure has been designed and the concept of the brochure was approved at the March meeting. The purpose of the brochure is to promote awareness of the Guild and its mission. Concerns were voiced over the need to hire outside designers for the brochure. It was suggested to make a pocket in the brochure to include a list of active Guild members or other specific information that changes over time. In this way, updated information can be distributed with the brochure. Dr. Kaplan will check with the Committee on the costs and progress of the brochure.
- g. Website Committee (Dr. Scanlan):** Dr. Scanlan submitted a report (attached). He indicated that there is increased traffic to the website but there is a problem with IST in that they will not permit him to update the website. The contact for the website committee is no longer at IST. **ACTION REQUIRED:** Dr. Scanlan will get a bid to develop a website outside of UMDNJ and the MEG President will consult with Administration about the need to develop a website outside of UMDNJ if the Guild is not able to update its website at UMDNJ.
- h. MEG Events Committee 2007-2008**

No report.

IX. Old Business: None

X. New Business

a. Approval of Members for Continuing Active Guild Membership

The following members, who were inducted in 2002, submitted a request for and were recommended by a committee of officers for an additional 5 years of continued active membership in the Guild: Drs. Sandra Kaplan, David Kountz, Kai Mon Lee, and Marian Passannante. 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. Barbara Caldwell, Nancy Connell, Kenneth Friedman, Susan Mautone, Ann Stock, and Alfred Tallia. **MOTION:** Drs. Scanlan and Heller moved and seconded a motion to approve Drs. Kaplan, Kountz, Lee, and Passannante for continuing active Guild membership for another 5 years. **ACTION:** The motion was approved unanimously. Dr. Ann Stock, who is completing her 5-year term, was commended for her activities during her active membership.

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

Dr. Keohane reported that the election was valid in that a quorum was reached. There were 45 votes to approve the slate, 0 votes to disapprove, and 21 active members did not vote.

c. Installation of New Officers and At-Large Members

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

- President: Dr. Kai Mon Lee (SOM)
- President-elect: Dr. Debra Heller (NJMS)
- VP Finance: Dr. Asha Samant (NJDS)
- Secretary: Kerry O'Rourke (RWJMS)
- Past President: Dr. Sandra Kaplan (SHRP)
- 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. Kathleen Burke
 - SPH: Dr. Bernadette West
 - SOM: Dr. Russell Griesback

XI. Adjournment

MOTION: Drs. Samant and Keohane moved and seconded a motion to adjourn the meeting. **ACTION:** The motion was unanimously approved and the meeting was adjourned at 6:40 PM.

Respectfully submitted:

Elaine M. Keohane, PhD, CLS(NCA)

Secretary, Stuart D. Cook, MD Master Educators' Guild