



Minutes of the Master Educators' Guild Meeting June 13, 2006 (Final)

Members Present: Drs. Amorosa, Brandriss, Burke, Diegmann, Erde, Griesback, Hampsey, Hock, Kaplan, Keohane, Kinzy, Klein, Lee, Levine, Martin, Newlon, Patterson, Ponzio, Samant, Scanlan, Stevenson, Stock, Stollar, Stuart, Vasan, West, Zehring.

Meeting Location: The meeting was held in the RWJMS Dean's Conference Room 123, Piscataway, New Jersey.

I. Call to Order:

Dr. Ponzio called the meeting to order at 4:07 PM.

II. Approval of Minutes of March 23, 2006

Drs. Burke and Stevenson moved and seconded a **MOTION** to approve the minutes of March 23, 2006. There was no discussion. **Action:** The **MOTION** was approved unanimously.

III. Discussion Items

a. Bylaws Change to Allow an Officer to Serve as At-Large Member

Due to an initial difficulty in getting nominations for At-Large Members from some Schools, the initial slate of candidates for Officers and At-Large Members had individuals serving as both an Officer and the At-Large Member from their School. Since the Bylaws specify one elected At-Large Member from each UMDNJ School to serve on the Executive Committee, and the Bylaws allow Guild members to submit additional nominations to the Secretary up to 4 weeks before the Annual meeting, another call for nominations for the vacant At-Large Members was sent to the members within the time frame specified in the Bylaws. Nominees were subsequently received for each of the vacant positions. Discussion continued as to the need to change the Bylaws to allow Officers to also serve as the At-Large member. Dr. Keohane suggested wording to change the Bylaws to that effect. Dr. Martin indicated that the current Bylaws do not preclude an Officer from also serving as an At-Large member. The consensus was as follows: (1) the Bylaws do not need to be changed; and (2) every effort will be made to obtain nominations for the At-Large Members from each UMDNJ School, but if there are no volunteers for an At-Large Member from a particular School, that position will be listed as vacant. It was also noted that At-Large Members are re-elected every year.

a. Use of Guild Discretionary Funds

Dr. Ponzio indicated that the Guild has discretionary funds and discussion continued about using those funds for small educational grants for faculty. A **MOTION** was

made by Dr. Stevenson and seconded by Dr. Kaplan that educational grants from the Guild discretionary fund be open to all UMDNJ faculty. **ACTION:** The motion was approved. Dr. Ponzio indicated that guidelines would need to be developed. The matter was referred to the Educational Scholarship Committee to solicit suggestions on how the Guild can best use the discretionary funds to further its mission.

IV. President's Report

a. MEG Year in Review

Dr. Ponzio thanked the 2005-06 Officers (Drs. Kaplan, Stevenson, Robson, and Keohane) for their help and guidance throughout the year, and thanked the At-Large Members (Drs. Burke, Kinzy, Lee, Samant, West, Zhering) who served on the Executive Committee. He indicated that the University Day Grand Rounds and Spring Symposium were highly successful, and the topic of Academic Integrity was a timely theme for this year. He noted that the keynote presentations were available on CD and DVD for distribution to interested parties. Other highlights included the following: formation of additional committees to give more members an opportunity to participate in Guild activities and help to promote the Guild and its mission; the decision to present the Educational Grand Rounds on the same campus as the other University Day activities to promote interaction among faculty from all UMDNJ Schools and campuses; formation of an Events Committee for each academic year to give ample time for planning of Guild Grand Rounds and Spring Symposia; approval of a budget for the Guild that will give greater independence and flexibility in funding Guild-sponsored activities; the first annual survey of Guild members was completed to obtain information on the participation of members in Guild activities and the impact of Guild membership on member teaching and research activities and career development; and there was a presentation by Dr. Stevenson to the UMDNJ Academic Deans about the Guild activities.

b. Report to the Academic Deans

Dr. Stevenson reported on her presentation to the Academic Deans on the Guild faculty development initiatives and teaching/educational scholarship. The report of University level activities included the development of the MEG website and Center for Teaching Excellence; annual Spring Symposia and Educational Grand Rounds on University Day; and a Position Paper on Mentoring Guidelines and another on Academic Integrity to be developed. At the School level she reported on the formation of individual School MEG committees; efforts to strengthen excellence in teaching criteria for promotion and tenure decisions including the use of teaching portfolios; competitions for selection of Master Educators; plans for small education grants for faculty from MEG funds and she noted that small grants for education related projects are already being awarded at the Dental School and they are funded by the Dean's Office; and the survey of MEG members on the impact of Guild membership on individual development and activities. Comments from the Deans were positive. Dr. Stevenson reported that in the discussion at the Academic Deans' meeting, there were questions about the consistency of the process for selection of Guild Members and a comment that Department Chairs and other members of the Administration should not be Master Educators. Continued discussion at the Academic Deans' meeting on the first point stressed that each School followed the general rules for Guild selection. These rules include Guild members on each School's Committee, and those

Committees make recommendations for selection of Master Educators to the respective Deans. There was no continued discussion at the Academic Deans' meeting in response to the second comment. After discussion at the MEG meeting, Dr. Ponzio made A **MOTION** and it was seconded by Dr. Stevenson that the Master Educators' Guild is in support of the opinion that all faculty members involved in teaching should be eligible to be nominated and considered for the Guild. **ACTION:** The motion was unanimously approved. This will be related back to the Academic Deans' group.

V. President Elect's Report

a. Availability of Spring Symposium and Grand Rounds on DVD and CD.

Dr. Kaplan reported that there are 20 DVD copies of each event. A set will be given to each School, a set will be on reserve at the campus libraries, and also in the faculty development office. They will also be archived in the library. The MEG Website will have information on where to access the DVDs. An Orientation packet from the Guild to new faculty was suggested.

VI. Vice President for Finance Report

Dr. Samant, incoming Vice President for Finance, reported that as of February 2006, there was a balance of \$ 28,233 in the MEG account.

VII. Secretary's Report

Dr. Keohane reported that she e-mailed the first and second drafts of the March minutes to the members, sent out a nominations notice and election ballot to members, and accepted and tallied the e-mail ballots.

VIII. Committee Reports

- a. Academic Integrity Committee:** Drs. Keohane and Stollar, Co-Chairs, reported that the Committee is compiling the academic integrity policies of the university and each School. An Academic Integrity Group was created on the my.UMDNJ portal to store the collected information so all the Academic Integrity Committee members can access the information. The Committee will analyze the policies over the summer to identify best practices.
- b. Awards Committee:** Dr. Ponzio reported that Dr. Stuart accepted the position of Chair. Dr. Ponzio indicated that this committee can recognize those supportive of the Guild, but that we should wait a year or more before implementation.
- c. Educational Scholarship Committee:** Dr. Passannante submitted a written report that there was a 70% response rate on the Guild member survey, and the Committee will analyze the data over the summer. A publication of the findings is planned.
- d. Mentoring Committee:** The Guild is still waiting for guidance from Administration in terms of implementation of the Guidelines.
- e. Nominating Committee:** All positions for Officers and At-Large Members had candidates for the election. The election was conducted in May.
- f. Public Relations Committee:** Dr. Ponzio reported that Vivian Lubin, Barbara Hurley, and Michael Knecht have offered assistance to the Committee to help promote the Guild and its activities. A brochure to publicize the Guild was discussed, but plans for its production have not yet been initiated. Dr. Ponzio also offered

assistance from the Guild to all new administrators to make them aware of the Guild and its importance.

- g. Website Committee:** Dr. Scanlan reported that the whole CTE site was moved to a new server. He provided a preliminary report indicating that there were 52,000 visits per month, 14% were return visitors, and the Active Learning Resource section increased visits by 50%. Future plans include having links to the Guild CTE site on professional organization websites.
- h. 2006-2007 Events Committee:** Dr. Lee reported that the Educational Grand Rounds sponsored by the Guild will take place on September 19, 2006 in Stratford. The speaker is Dr. David Callahan and the topic is “Addressing Conflict of Interest in Health Sciences”. The specific starting time of the session will be set once the University Day schedule is finalized. The Guild Spring 2007 Symposium will be combined with the NJEDge.Net Spring 2007 Best Practices Symposium. No date has been set yet.
- i. 2007-2008 Events Committee:** Dr. Levine is the Chair, and his committee will be planning the events for the following academic year.

IX. Old Business: None

X. New Business:

a. Approval of Members for Continuing Active Guild Membership

Dr. Ponzio reported that he contacted the 14 Guild members who were inducted in 2001 to submit a letter of intent if they wished to continue active service on the Guild for another 5 years. Twelve responses were received, and out of those responding, Drs. Boyd, Diegmann, Patterson, Robson, Stevenson, and Townes-Anderson indicated their desire to continue active service. A Committee of officers reviewed the requests, and all were recommended for continued active membership. A **MOTION** was made by Dr. Martin and seconded by Dr. Stock to approve Drs. Boyd, Diegmann, Patterson, Robson, Stevenson, and Townes-Anderson for an additional 5-year term as an active Guild member. **ACTION:** The motion was unanimously approved.

b. Installation of New Officers and At-Large Members

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

- President: Dr. Sandra Kaplan (SHRP)
- President-elect: Dr. Kai Mon Lee (SOM)
- VP Finance: Dr. Asha Samant (NJDS)
- Secretary: Dr. Elaine Keohane (SHRP)
- Past President: Dr. Nicholas Ponzio (GSBS)
- At-Large Members:
 - GSBS: Dr. Ann Stock
 - NJDS: Dr. Marc Rosenblum
 - NJMS: Dr. Marian Passannante
 - RWJMS: Dr. Nancy Stevenson
 - SHRP: Dr. Craig Scanlan
 - SN: Dr. Kathleen Burke
 - SPH: Dr. Bernadette West
 - SOM: Dr. Russell Griesback

c. Comments from Incoming President

Dr. Ponzio, turned the meeting over to the new President of the Guild, Dr. Kaplan. She indicated that important goals for the upcoming year will be to have more active Guild members and increase awareness of the Guild .

d. Commendation of Outgoing President

Drs. Keohane and Kaplan moved and seconded a **MOTION** to commend Dr. Ponzio for his excellent service as President of the Guild in the past year. He received a round of applause. **ACTION:** The motion was unanimously approved.

XI. Adjournment

Drs. Martin and Keohane moved and seconded a **MOTION** to adjourn the meeting. The motion was approved and the meeting adjourned at 6:05 PM.

Respectfully submitted:

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