



Minutes of the Master Educators' Guild Meeting June 21, 2005 (Final)

Members Present: Drs. Amorosa, Boyd, Brandriss, Burke, Caldwell, Diegmann, Erde, Kaplan, Keohane, Kinzy, Kountz, Langer, Lee, Martin, Mautone, Ohman-Strickland, Passannante, Patterson, Ponzio, Quaranta, Robson, Rosenblum, Samant, Scanlan, Stevenson, Stock, Stuart, Vasan, Walker, West, Wilson, Winkelmann

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

I. Call to Order:

Dr. Stevenson called the meeting to order at 12:10 PM.

Introduction of Members:

Dr. Stevenson asked those present to introduce themselves. Dr. Rhonda Allen, new Director of Faculty Development at Robert Wood Johnson Medical School was introduced.

II. Approval of Minutes of April 7, 2005

Drs. Stuart and Vasan moved and seconded a **MOTION** to approve the minutes of April 7, 2005. There was no discussion. **Action:** The **MOTION** was approved unanimously.

III. President's Report

A. Promotion of the 2005 Spring Symposium

Dr. Stevenson reported that the posters for the Symposium were never delivered, and that she couldn't get the information on the Guild website. She recommended that promotion of future symposia begin earlier to increase visibility, dissemination and attendance.

B. Status of Mentoring Guidelines

Dr. Stevenson reported that the Mentoring Guidelines document is in Dr. Putterman's office. Dr. Eder is handling them and will be doing something this Fall with them. The Guild members want administration endorsement of the concept.

IV. President Elect's Report

A. 2005 Spring Symposium

Dr. Ponzio indicated that President Elect is a new title replacing Vice President for Programming. He reported that the Symposium went very well. He

recommended that organizing committee members from each school disseminate information about the Symposium at their respective schools. Dr. Stevenson commented that there wasn't enough time for an overview or discussion of the workshops. Dr. Passannante questioned whether the poster presentations at the Symposium were necessary. Dr. Ponzio indicated that the posters are an excellent idea to get member participation and representation, but there was insufficient time to view the posters. He suggested the possibility of extending the time for poster viewing. Drs. Stevenson and Kinzy agreed that it was important to have the posters at the Symposium. Dr. Amorosa suggested an award for posters, and also suggested to put the computer poster presentations on the website in poster format. Dr. Stock suggested small oral presentations for each poster. Dr. Vasan suggested that a number of posters be selected for presentation. He also suggested that a booklet be available at the Symposium with information about the posters, and that the booklet could be posted on the website. Dr. Passannante suggested that judging the posters would be a good way to generate interest. Members suggested that a panel of judges review the posters, but Dr. Stevenson indicated that more time would be needed at the Symposium for that activity. Dr. Robson noted that it would not be a good idea to judge the posters during the keynote, since the judges should be present at the keynote presentation. Dr. Kaplan indicated that the posters could be judged in advance if the posters were set up early in the morning. Dr. Stuart recommended that the Symposium Committee handle the details of the Symposium and poster presentations and report their recommendations to the Guild.

V. Vice President for Finance Report

Dr. Robson reported that there is a budget this year for the Guild and noted the support provided by Dr. Gibson. Dr. Robson also indicated that pictures were being taken of the Guild meeting for a spotlight in the Annual Report.

VI. Secretary's Report

Dr. Martin reported that he sent out the following documents to the Guild members: amended Bylaws; report on Assessing the Impact of Guild Members from Drs. Passannante and Kaplan; agenda for June meeting, minutes of the April 7, 2005 meeting (original and corrected version). Dr. Martin also e-mailed and compiled ballots for new officers (38 out of 55 members responded).

Dr. Stevenson commended Dr. Martin for his excellent service as the Guild secretary.

VII. Committee Reports

A. MEG Identity Committee

The committee members are Drs. Deutsch, Lee, Passannante, and Ponzio. The goal of the committee is to raise the identity of the MEG within and beyond UMDNJ. A written report was distributed to members prior to the meeting, and Dr. Ponzio summarized the recommendations: establish a MEG Public Relations Committee; maintain up to date information on the website, and Dr. Scanlan needs help with that; have a link to the Center for Teaching Excellence website on every School's homepage; develop a brochure describing the mission, goals and

activities of the MEG for distribution throughout the University; conduct a MEG presentation at the new faculty orientation in all of the Schools; publish information on the MEG in UMDNJ publications on a regular basis; prepare and disseminate an annual report on the MEG. Dr. Ponzio indicated that the committee is open for further suggestions, and that members can e-mail the officers with further ideas. Dr. Boyd suggested that members add MEG membership on their presentations; Dr. Vasani suggested including MEG membership on publications to generate interest. Dr. Ponzio requested that Guild members provide information for the website, and commented that biographies are still missing from some members. Dr. Kaplan asked if the name of the Guild could be abbreviated. Dr. Ponzio has an electronic version of MEG stationary with the logo and shield. Members can request that from Dr. Keohane, and can put their own address on it. Dr. Stevenson asked for a file of the logo. **CHORE:** Dr. Ponzio will investigate getting the MEG logo as an image file so that members can put it on their presentations. Dr. Martin passed around a sample of the MEG letterhead.

B. Year End Summary of Member Information

Dr. Passannante reported on development of a member survey so the Guild can evaluate what it means to be a MEG member. She proposed to conduct the survey on the web using SurveyMonkey. The account costs \$200 per year and can give the MEG a quick, simple survey response with a file for analysis. Dr. Brandriss asked if WebCT could be used for the survey. Dr. Burke indicated that questions could be entered using Respondus, and then can be analyzed. Other members indicated problems with WebCT passwords. All members agreed that it was a good idea to do a no or low-cost survey, and SurveyMonkey was preferred. An e-mail final version of the survey will be available at the beginning of the school year.

VIII. Old Business

A. Guild Website

Dr. Scanlan submitted a written report and presented a summary at the meeting. Since September 2004 when the Center for Teaching Excellence was introduced, his focus was on maintaining and updating the content. Dr. Scanlan had to make a custom program for administration of the site. He indicated that each quarter, many links go inactive. Although he has been given time by his Dean and Chair to update the site, it is requiring approximately 100 hours per quarter. He indicated that a committee of interested Guild members to assist with the website would be helpful.

Dr. Scanlan indicated that the following new content areas would be added to the site this summer: Student Relations (with topics related to faculty-student relations, legal and ethical issues), Instructional Design, and the Scholarship of Engagement.

In the MEG content area, Dr. Scanlan indicated that 39% of the Guild member entries are still incomplete. He suggested that there be some contingency for new

inductees to encourage them to submit their information. In addition, he noted that no individual pictures were taken of the 2004 MEG inductees, so individual photos of good quality may not be available for that group. He also noted that the Guild document archive links are not yet activated and require some updating. He recommended that all Guild documents, such as minutes, be in a password-protected pdf format.

Dr. Scanlan encouraged all members to identify themselves in the Guild consultant database and indicate their area of expertise.

Concerning the Events Calendar, Dr. Scanlan is exploring with IST the feasibility of using the events calendar of the UMDNJ Portal. Events specific for MEG members can be password protected. He suggested that the link to the Center for Teaching Excellence be a different color font to make it more visible.

Dr. Scanlan added that there are 60 subscribers for the MEG newsletter. He recommended that a committee be formed to decide on the template for a quarterly newsletter, and that each quarter, one to two Guild members contribute an article.

Dr. Boyd indicated that pictures for the MEG members should be an easy fix. Dr. Ponzio indicated that individual pictures were discontinued due to the cost. Dr. Burke noted the need for a high quality photo with good lighting. Dr. Martin suggested that individual pictures could be taken at University Day. **CHORE:** The availability of a photographer to take high quality, individual photos of MEG inductees will be investigated.

Dr. Scanlan ended his report by indicating that the bios of MEG members can be linked to their bio at their school site. He also requested that members check their bio for updating and also to add their information into the consultant database.

Dr. Ponzio asked for volunteers to serve on the MEG Website Committee so that there is representation from the schools. Drs. Ponzio, Caldwell, Rosenblum, Mautone, Stevenson, and Robson volunteered.

MOTION: Drs. Scanlan and Martin moved and seconded to make available Guild-specific documents in password protected-pdf files on the MEG website. The motion was unanimously approved. Dr. Scanlan noted that the initial password would be SDCMDMEG.

B. Summary of Guild Activities

Dr. Stevenson reminded members that she sent out an e-mail on June 21st requesting a year-end summary of member information. She needs the information to prepare a summary of MEG activities for the year. She wanted all of the information in by the end of July.

IX. New Business

A. University Strategic Plan

Dr. Ponzio indicated that a meeting is set for the following week to discuss how the Guild can add value to the University Strategic Plan.

B. University Day

University Day is set for September 20, 2005 on the Stratford campus. [Note: Subsequent to the meeting, the site for University Day was changed to the Newark campus.] Dr. Stevenson indicated that Dr. Petillo wanted to change the format of the event, and that Vivian Lubin will inform her of the change in format by July 1st. Members noted concern that July was very late to confirm a good speaker. If the theme of the event is Technology in Education, Dr. Scanlan suggested the topic of Simulation in Education. Dr. Scanlan also suggested the topic of Academic Integrity, but the members thought that topic was better suited for the Spring Symposium. The Committee that will handle the University Day is the Past President, President, and President-Elect.

C. New Bylaws

It was noted that the new Guild Bylaws have been distributed.

D. Presentation of Members for Continuing Guild Membership

The following members were unanimously approved to continue active membership in the Guild: Drs. Vasan, Stuart, Scanlan, Amorosa, Quaranta, Martin, and Forman. Dr. Forman will serve for one year as member-at-large.

E. Installation of New Officers and Members-at-Large

The new officers and members-at-large are as follows:

President	Dr. Ponzio
President-elect	Dr. Kaplan
Immediate Past President	Dr. Stevenson
Vice President for Finance	Dr. Robson
Secretary	Dr. Keohane
Members-at Large	Dr. Burke Dr. Kinzy Dr. Zehring Dr. Forman Dr. Samant Dr. West

E. Remarks by New President

Dr. Stevenson turned the meeting over to Dr. Ponzio, the new President of the Guild. Dr. Ponzio indicated that important goals for the upcoming year will be to 1) increase awareness of the Guild, 2) increase member participation and increase the number of committees, and 3) develop a multiple year plan for the Guild. In addition he indicated that the Guild should recognize the effort of active Guild members as well as non-members who helped the Guild.

X. Adjournment

Drs. Stuart and Robson moved and seconded a **MOTION** to adjourn the meeting.

Discussion: There was none. **Action:** The **MOTION** was unanimously approved.

Respectfully submitted:

Elaine M. Keohane, PhD, CLS(NCA)

Secretary, SDCMDMEG

MEG Identity Committee

Committee members: Deutsch, Lee, Passannante, Ponzio

Goals:

1. Increase awareness of the MEG and its mission to administration, faculty, and students within all schools of UMDNJ
2. Increase awareness of the MEG and its mission beyond UMDNJ
Nationally
Internationally

Steps to achieve goals:

1. Establish a MEG Public Relations Committee
2. Up-to-date information on the CTE website (paid student helper)
3. Link on the UMDNJ's homepage to the CTE website
4. Link on every UMDNJ school's homepage to the CTE website
5. Brochure (tri-fold; one page) for distribution in/at:
 - UMDNJ president's office
 - Deans' offices
 - Offices of Education/Faculty Development/Faculty Affairs
 - Library
 - UMDNJ mailings
 - UMDNJ academic functions
 - Information packets given or mailed to faculty and student recruits by all UMDNJ schools
6. Presentation by MEG on orientation programs for new faculty at all schools
7. Information about the MEG in UMDNJ publications (print and electronic) on a regular basis
8. Annual report on the MEG - Content could include information about activities of the MEG and its members for the entire year. (publications, presentations, grants, etc).

MEG;IdentityComm; 4.20.05

**UMDNJ Center for Teaching Excellence
Status Report to the Master Educators' Guild
June 21, 2005**

Administration and Content Updating

Since its formal introduction in September, 2004, the primary focus for the UMDNJ Center for Teaching Excellence has been on administration and content updating. Regarding administration, because the CTE server is essentially locked-down, Dr. Scanlan had to write a set of custom ColdFusion programs to provide secure remote access to the underlying databases. In terms of updating, approximately 5-10% of the CTE content links (50-100 URLs) go 'dead or missing' each quarter. A semi-automated way to identify these dead links was developed, and Web agents are being used to identify potential new content. However, the actual updating process (performed quarterly) is still conducted manually and is very time-intensive (100+ hours per quarter).

New Content Categories

The following new content categories (an estimated 50-60 new links) will be added this summer:

- *Student Relations* (major new category). Tentative subcategories include: Dealing with Diversity, Academic Integrity Issues, Legal/ Ethical Obligations, Classroom Management Strategies, Student Mentoring, and Working with TAs
- *Instructional Design* (new subcategory under Traditional Teaching)
- *Scholarship of Engagement* (new subcategory under Career Development)

Master Educators' Guild Area

The Guild area (http://cte.umdj.edu/UMDNJ_master_educators%27_guild/index.cfm) remains incomplete. First, despite numerous efforts over several years, 21 of 54 (39%) of the Guild members' entries remain incomplete (either biography or picture or both missing). Second, the Guild document archives are not yet active (and require minor updating).

Regarding the Guild members' entries, it is incumbent on all members to provide this essential information (including a photo). In terms of the Guild document archives, an easy security mechanism needs to be implemented. My recommendation is that all Guild documents that need to be secured (e.g., minutes) be formatted as password-protected PDF files.

Consultant Database

ALL Master Educators should add themselves to the Consultant database. It's easy! For new entries:

1. Go to the Find a Consultant page at http://cte.umdj.edu/find_a_consultant/index.cfm
2. Click on the Add or Manage Personal Database Entry
3. Under My Contact Information click Create My Information, fill in the form and click Add
4. Under My Expertise Information, click Modify My Expertise
5. Under Faculty Expertise Management, check applicable area of expertise then click Submit
6. Under My Expertise Information, click Display My Expertise to confirm your info

Events Calendar

With the advent of the new UMDNJ portal and its sophisticated events calendar mechanism, we are exploring with IST use of that tool instead of the custom programmed (and not so user-friendly) CTE version that is currently implemented.