



STUART D. COOK, M.D.
MASTER EDUCATORS' GUILD
University of Medicine & Dentistry of New Jersey

Minutes of the Master Educators' Guild Meeting September 18, 2007 (Final)

Members Present: Drs. Amorosa, Bachmann, Brazeau, Casaccia-Bonnefil, Chopra, Deutsch, Diegmann, Forrester, Gladson, Griesback, Heller, Kaplan, Keohane, Kirsch, Lee, Martin, O'Rourke, Samant, Scanlan, Stollar, Walworth, Ward, West, Willett, Zweig.

Meeting Location: The meeting was held in the Clinical Academic Building, Room 3403, RWJMS in New Brunswick, New Jersey

I. Call to Order:

Dr. Lee called the meeting to order at 2:05 PM.

Introduction of Members:

Dr. Lee asked those present to introduce themselves.

II. Approval of Minutes of June 12, 2007

Drs. Scanlan and Deutsch moved and seconded a **MOTION** to approve the minutes of June 12, 2007. There was no discussion. **ACTION:** The **MOTION** was approved unanimously.

III. President's Report

- a. **Bylaws Change to reduce quorum:** Dr. Lee proposed that the bylaws be changed in regard to the number of members that constitutes a quorum. The quorum as currently stated in the Bylaws constitutes 50% of the active members. There are currently 73 active members. A suggestion was made that we change the Bylaws to reflect a simple majority needed to allow a vote to pass. It was further suggested that decisions voted on at a scheduled business meeting be posted for three days to give members who were not in attendance an opportunity to voice any opposing concerns. If the opposing concerns are not greater than the number who voted for the measure the vote would stand and the measure would pass. Any changes made to our Bylaws and Constitution continues to require a 2/3rd e-mail vote from the membership **ACTION REQUIRED:** Dr. Martin will prepare the proposed change to the Bylaws that a simple majority constitutes quorum at a regularly scheduled business meeting. The Bylaws change will require affirmation by 2/3rd of the MEG members.
- b. **Amended Report on Academic Integrity:** An e-mail vote on the amended Report on Academic Integrity was sent to the membership on July 16, 2007. With more than 50% of the membership voting in favor of the report, the amended report was

approved. Dr. Lee prepared a cover letter to be sent with the report to Drs. Owen and Rogers as well as Deans from each UMDNJ school.

- c. **MEG Website:** Dr. Lee thanked Dr. Scanlan for all the work he has done to create and maintain a website for the Guild. At the June 12, 2007 business meeting Dr. Scanlan reported on the difficulty he has had in obtaining administrative privileges to the CTE/MEG website. Ms. O'Rourke suggested that the Library could maintain a site for the Guild. A new site (<http://www2.umdj.edu/rwjlbweb/meg>) was introduced during the meeting. It was suggested that we add 1) a calendar of upcoming events 2) a link to the new MEG brochure, 3) working space for each committee to post and comment on documents created by the committee, 4) an electronic voting mechanism, 5) links to Guild member portals and websites; an example being the E-Learning Portal that Dr. Gladson supports, 6) replace My Story, My University with stories from Guild members, 7) a tickler reminding members of upcoming events. **ACTION REQUIRED:** After the minutes have been distributed, members will have ten days to comment before the site goes live.

- d. **A Roadmap:** Dr. Lee suggested we develop a strategic plan prior to Drs. Lee, Kaplan and Ponzio's meeting with Dr. Owen to discuss the Master Educators' Guild. A suggestion was made to have a strategic planning retreat in place of a 2008 Spring Symposium. A retreat would give members an opportunity to dialogue with each other on issues relevant to the MEG. We could also invite presentations from MEG members who have received AcITAC grants. Members were in agreement on a strategic planning retreat but discussion continued concerning the Spring Symposium. There would need to be additional volunteers for the RWJMS Events Committee. The Spring Symposium requires advanced planning. It will be difficult at this late date to plan a full-day meeting that includes outside speakers. A suggestion was made that the Strategic Planning Retreat could include focus groups discussing interdisciplinary education, professionalism and academic integrity, and strategic planning. Another suggestion was made to plan a session similar to Academic Grand Rounds followed by a strategic planning retreat. Others suggested that the day should focus on strategic planning and that the MEG should hire a facilitator for the retreat. A suggestion was made to contact Vivian Lubin who has assisted other UMDNJ schools and units with strategic planning. Drs. Heller and Kaplan moved and seconded a **MOTION** to have a strategic planning retreat in place of the 2008 Spring Symposium. The **MOTION** was approved unanimously. **ACTION REQUIRED:** Dr. Lee will contact Vivian Lubin to discuss utilizing her expertise and to have her suggest an outside facilitator to conduct the MEG strategic planning retreat.

- e. **Meeting with Dr. Owen:** Drs. Lee, Kaplan, and Ponzio will schedule a meeting with Dr. Owen after the Strategic Planning retreat.

IV. **President-Elect's Report**

No report.

V. Vice President for Finance Report

Dr. Samant distributed the September 8, 2007 budget report for the Master Educators' Guild Operating Fund. For the past three years the MEG has been awarded a budget of \$30,000 per year from the President's Fund. Our current balance is \$81,541.

VI. Secretary's Report

Ms. O'Rourke reported that she sent a welcome e-mail to all new members that included a copy of the Bylaws and a list of all Guild members. All new and continuing members received an announcement of Academic Grand Rounds, copies of the agenda, minutes from the June 12 business meeting, and an updated list of Guild members. The Guild e-mail aliases were updated in July to reflect those whose 5-year terms were completed and did not renew.

VII. Committee Reports

a. Academic Integrity (Drs. Keohane and Stollar): As noted in the MEG President's report, the final report from the Academic Integrity committee was voted on and approved by the membership. The report was then mailed to Drs. Owen and Rogers as well as designated Deans from each school. Dr. Scanlan presented his proposal for the Online Center for Professionalism and Academic Integrity. The proposal is being submitted in the name of the Guild for UMDNJ Education Technology Grant funding in the amount of \$20,000. The audience for the online center would be both the internal UMDNJ community as well as those outside UMDNJ with shared interest in promoting professionalism and academic integrity in the health sciences. Ideally the online center would be a free standing site dedicated to Academic Integrity issues. Objectives of the resource center include establishing and maintaining a network of faculty groups and administrators to identify and promote University-wide best-practices academic integrity strategies and professionalism initiatives; make accessible applicable University and School codes and policies related to academic integrity; provide training programs for UMDNJ students on academic integrity; and serve as a gateway to resources on professionalism and academic integrity practices. The MEG will provide the content expertise needed to both develop the Resource Center and keep it up-to-date but the center will not succeed without administrative support. The MEG Academic Integrity Committee would be the steering committee and Dr. Scanlan would be responsible for planning and implementation of the resource center. The Center would bring the work of the MEG Academic Integrity Committee to a larger audience. The project can not be sustained by the Guild alone. The grant suggests that the University's academic administration support an institution wide office to oversee and coordinate academic integrity efforts. The proposed Resource Center must have faculty, administrative and technical support. The support system would include administrative staff responsible for overall site management, volunteer faculty responsible for content, and technical staff responsible for design and delivery. The Guild would have an advisory role. It was suggested that the Guild support the Online Resource Center for Professionalism and Academic Integrity for two years following the establishment of the Center's website. During this time period, we will look to work with administration for a more permanent solution for maintenance of the site. Drs. Kaplan and Deutsch moved and seconded a **MOTION** that the MEG Board write a letter of support for the Online Resource

Center with the caveat that there be a two year limit of support after completion of the grant. The **MOTION** was approved unanimously. **ACTION REQUIRED:** Dr. Lee will write a letter of support for the grant on behalf of the Guild.

- b. Awards Committee (Drs. Stuart and Ponzio):** No report.
- c. Educational Scholarship Committee (Dr. Passannante):** No report.
- d. Nominating Committee:** There is currently no one on the Nominating Committee. **ACTION REQUIRED:** The Executive Committee needs to identify a Nominating Committee so that by the spring the committee can begin putting together the slate for next year.
- e. Public Relations Committee (Dr. Ponzio):** Dr. Kaplan noted that at the last business meeting the committee submitted a broad budget request without any itemization or explanation of what the costs are supporting. **ACTION REQUIRED:** Dr. Ponzio will submit a narrative budget report that outlines what the MEG is receiving for each piece of the process.
- f. Website Committee (Dr. Scanlan):** Report attached. It was suggested the Executive Committee meet with IST to discuss IST support of the CTE website including the possibility of the Guild purchasing technology support from IST. It was further suggested that we use this issue as an example of the administrative support we need when we meet with Dr. Owen. **ACTION REQUIRED:** Dr. Lee will meet with Ann Lippel to discuss IST support of the CTE website.

IX. Old Business:

- a. Distinguished Service Award:** No Report. **ACTION REQUIRED:** Committee Chairs will be reminded to submit a status report.
- b. Educational Grants:** No Report. **ACTION REQUIRED:** Committee Chairs will be reminded to submit a status report.
- c. Volunteers for the 2008-2009 Events Committee.** Dr. Heller will chair the Committee. Drs. Brazeau and Vasan are committee members. **ACTION REQUIRED:** Dr. Heller will recruit a fourth member from the Newark campus for the committee.

X. New Business: None

XI. Adjournment

Ms. O'Rourke and Dr. Keohane moved and seconded a **MOTION** to adjourn the meeting. The motion was approved and the meeting adjourned at 4:00 PM.

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