



Minutes of the Master Educators' Guild Meeting September 20, 2005 (Final)

Members Present: Drs. Baker, Brandriss, Glick, Griesback, Hampsey, Hock, Holland, Howland, Kaplan, Keohane, Kinzy, Klein, Martin, McNeal, Newlon, Passannante, Patterson, Ponzio, Rajput, Rhoads, Robson, Rosenblum, Samant, Scanlan, Stevenson, Townes-Anderson, Vasani, Wilson, Zehring

Meeting Location: The meeting was held in the Dean's Conference Room, MSB C-677, NJMS in Newark, New Jersey

I. Call to Order:

Dr. Ponzio called the meeting to order at 3:00 PM.

Introduction of Members:

Dr. Ponzio asked those present to introduce themselves.

II. Approval of Minutes of June 21, 2005

Drs. Samant and Stevenson moved and seconded a **MOTION** to approve the minutes of June 21, 2005. There was one addition to the minutes in Section IV.A. that the abstracts of posters at the 2005 Spring Symposium were included in the CCOE Packet for all attendees. There was no further discussion. **Action:** The **MOTION** was approved unanimously.

III. Discussion Items

A. The MEG Executive Committee made a **MOTION** that each academic year, the Spring Symposium will be held on the same UMDNJ campus as University Day. Dr. Ponzio indicated the rationale for the motion is that the MEG is a university-wide organization, and holding MEG-sponsored events on each campus will foster greater inter-campus interaction among its members and the university community. In the discussion it was noted that University Day will be rotated among all the campuses, that the Stratford Campus does have the capability to host the event, and in fact it was held there previously. It was also noted that if the location of University Day gets changed, then the MEG Spring Symposium will be held on the originally scheduled campus. There was no further discussion. **Action:** The **MOTION** was approved unanimously.

B. The MEG Executive Committee made a **MOTION** to create Symposium Organizing Committees for the next 2 academic years, and allow these committees to determine the content and format for that year's events. Dr. Ponzio

indicated the rationale for the motion was that it would afford greater opportunity for MEG members on each campus to participate in planning/running MEG-sponsored events, and allow adequate time for selection/recruitment of speakers, and other planning activities. He also commented that in the past, the task was the responsibility of the new Vice President, and there was inadequate time for planning after the new Vice President assumes office. Dr. Ponzio further noted that the MEG Fall Grand Rounds event is scheduled around University Day, which is held on the third Tuesday of September, while the MEG can select the date of the Spring Symposium. There was no further discussion. **Action:** The **MOTION** was approved unanimously.

- C. Dr. Ponzio reported that the theme for University Day Educational Grand Rounds, Academic Integrity, will be continued for the Spring Symposium, and that event will be held on March 23, 2006 on the Newark campus. The keynote speaker for this event has been confirmed and is Don McCabe from Rutgers University Newark. The 2006 Symposium Organizing Committee (currently Drs. Kaplan, Ponzio, Stevenson, Samant) will decide on the format and content for this event. MEG members were asked to contact Dr. Kaplan if they are interested in joining this organizing committee.
- D. Dr. Kaplan indicated that University Day will be held in Stratford in 2006, so the MEG will be planning the 2006 Fall Grand Rounds and the 2007 Spring Symposium for the Stratford campus. She asked for volunteers for the Symposium Organizing Committee. Drs. Kaplan, Ponzio, Samant, and Stevenson, from this year's planning committee, volunteered to serve on next year's Symposium Organizing Committee. A suggestion for a theme for the 2006-2007 events was Innovation in Scholarship. **ACTION ITEM:** Additional MEG members need to be appointed to Symposium Organizing Committee from the Stratford campus.
- E. The MEG Executive Committee made a **MOTION** to form additional standing committees in the Guild to provide additional opportunities for members to actively participate in Guild activities, and to distribute the workload allowing input from more members. The following committees and charges were proposed:
- **Public Relations Committee** will publicize the MEG and its mission to administration, faculty, and students within all schools of UMDNJ; and increase awareness of the MEG and its mission beyond UMDNJ (nationally and internationally). Drs. Deutsch, Lee, Passannante, and Ponzio served on the original MEG Identity Committee, which would form the beginning of the new Public Relations Committee. There could be several subcommittees, including:
 1. New Faculty Orientation Committee to communicate with new faculty at each UMDNJ school; and get on the agenda of new faculty orientation programs to let faculty know what the MEG is and how it can help them achieve their goals as UMDNJ faculty members.
 2. Annual Report Committee.
 - **Educational Scholarship Committee** will develop surveys to collect information for/about MEG members; develop means to measure outcomes/effectiveness of MEG activities (e.g., teaching effectiveness via MEG symposia); and identify

opportunities for educational grants for members. Members of the original “Survey Committee” were Drs. Passanante and Kaplan.

- **Mentoring Committee** will facilitate implementation of the mentoring guidelines, once the university adopts them. Representation of members from each school on this committee would ensure both a degree of uniformity of implementation within the university, and adoption of school-specific requirements, where needed.
- **Website (CTE) Committee** will be responsible for continuing development, maintenance and updating of the MEG site. Members who volunteered at the June 2005 business meeting were Drs. Scanlan (chair), Caldwell, Mautone, Ponzio, Robson, Rosenblum, and Stevenson.
- **MEG Events Committees** will plan MEG events for University Day and the Spring Symposium. Events will rotate among the 3 campuses and follow the rotation used for University Day. One theme will be used for both events during the same academic year, and both events will be held on the same campus. The themes for the next 2 or 3 years will be selected at the Fall 2005 and Spring 2006 business meetings. The Symposium Organizing Committee will coordinate activities for both events. Half of the committee members from the current year will serve on the following year’s committee to provide continuity from year to year.
 1. The 2005-06 committee members are Drs. Kaplan, Ponzio, Stevenson, and Samant. Other MEG members are welcome to join for the planning of the 2006 Spring Symposium.
 2. The composition of the 2006-07 committee would be half of 2005-06 committee plus new members from the host campus. University Day and Spring Symposium will be on the Stratford campus in 2006-07.
 3. The composition of the 2007-08 committee would be half of 2006-07 committee plus new members from the host campus. University Day and Spring Symposium for 2007-2008 are planned for the Piscataway campus (to be confirmed).
- **Awards Committee** will identify MEG members who have given outstanding service to the MEG, and non-MEG individuals who have supported the Guild; and select a gift for outside speakers who deliver Grand Rounds and Symposia keynote addresses.

Dr. Kaplan displayed paperweights with the logo of the Master Educators’ Guild that were purchased for speaker gifts. She indicated that besides being a useful gift, they would also serve to increase the visibility of the Guild to the outside educational community.

Dr. Scanlan asked if a Bylaws change is needed to approve the motion to form the new committees. Dr. Keohane noted that Article IV, Section 2 of the Guild Bylaws states that other committees of the Guild could be established as necessary.

There was no further discussion. **Action:** The **MOTION** was approved unanimously.

The Executive Committee also made suggestions for other committees to be

considered in the future. They include a Long-Range Planning Committee, a Fundraising Committee to identify revenue sources to support additional MEG activities, and an Extramural Liaison Committee to identify and liaison with MEG's at other universities.

Dr. Ponzio indicated that ex officio non-MEG members could be appointed to committees to help get tasks completed.

ACTION ITEM: Dr. Ponzio requested that all members submit topics of interest for future Grand Rounds and Spring Symposia to him for consideration/selection at the Spring MEG business meeting.

IV. President's Report

A. Status of Mentoring Guidelines Document

Lloyd Forman chaired the Mentoring Task Force that prepared the Mentoring Guidelines document. The Council of Deans has approved the document. Dean Gibson requested information on the current status of mentoring at all the Schools. Dr. Passannante indicated that there was a document to determine the status of mentoring at the schools. **ACTION ITEM:** Dr. Keohane will look for the document in the Guild archives.

V. President Elect's Report

A. University Day Educational Grand Rounds

Dr. Kaplan reported that the Educational Grand Rounds on Academic Integrity went very well and the speaker, Mr. Timothy Dodd, was well received. Dr. Ponzio thanked Dr. Kaplan and the rest of the planning committee for their efforts in organizing the successful event.

B. Spring Symposium

The Spring Symposium will be held on March 23, 2006. The theme of Academic Integrity will be continued and Don McCabe will be the keynote speaker. Quinnipiac College and SUNY Upstate were suggested as a good source of additional speakers since those schools implemented an Academic Integrity program.

VI. Vice President for Finance Report

Dr. Robson reported that the Guild has an annual budget of \$ 29,500. He recognized the strong support provided to the Guild by Dean Gibson in getting these funds. The budget was allocated as follows: \$6,000 for Fall Grand Rounds event, \$12,000 for Spring Symposium, \$1,000 for business expenses, \$10,000 in discretionary funds for items such as projects, member travel, and \$500 for institutional membership in the International Organization for Medical Education.

VII. Secretary's Report

Dr. Keohane reported that she e-mailed the Bylaws, Mentoring Document, list of Guild members and minutes of the June meeting to the new Guild members. She also e-mailed the updated list to all the Guild members with the Agenda for the meeting.

Dr. Keohane asked for suggestions as to the most efficient means of distributing the MEG logo to members. Dr. Scanlan suggested placement of the logos on the UMDNJ LogoWeb in various formats for easy access by the Guild members. **ACTION ITEM:** Dr. Keohane will find out how the MEG Logo can be placed on the UMDNJ LogoWeb.

Dr. Keohane also indicated that since the Guild now has members whose 5-year term has expired, there is a need for two e-mail aliases for communication. Only the active members will be sent the notice of business meetings, but all current and past members will be sent notices of MEG sponsored Grand Rounds and Symposia. The e-mail alias, me-guild@umdnj.edu, will be used for active members, and another alias will be created to include active members as well as those whose terms have ended.

VIII. Committee Reports

A. Website Committee

Dr. Scanlan submitted a report on the Center for Teaching Excellence (attached). He indicated that new content areas were added to the site on Student Relations, Instructional Design, and Community Based Scholarship. He sent out the first CTE Newsletter by e-mail to all Guild members, subscribers and selected administrators. Dr. Scanlan asked members to write articles for future issues. He also reported that the Guild Area is still incomplete in that pictures and bios are still needed from some current members and from the all the new members. Concerning future needs to maintain the website, Dr. Scanlan estimated that 10-12 hours of support per month is needed, and he will submit a request for funds to the Executive Committee. He also asked IST for assistance to install software to monitor the number of hits on the site. **ACTION ITEM:** Dr. Scanlan requested that all Guild members promote the CTE site by contacting the education groups and decision makers of their professional organizations to link to the UMDNJ CTE site. He will provide the members with a promotional announcement. **ACTION ITEM:** Dr. Scanlan requested all new Guild members to submit a bio and photo for the Guild section of the CTE website.

Concerning Guild member involvement with the site, Dr. Scanlan encouraged all members to identify themselves in the CTE Consultant Database and indicate their area of expertise, to write a short article for the Newsletter on a teaching-related topic, or become a section Editor (requires 6-8 hours per month).

B. Year End Summary of Member Information – Survey Committee

Dr. Passannante reported that the survey has been finalized and the subscription for SurveyMonkey has been purchased. In addition, Dr. Passannante wrote an IRB application to conduct the survey among MEG members, and that the survey will go out in the beginning of October in three rounds. **ACTION ITEM:** Dr. Keohane will send a jpeg file with the logo to Dr. Passannante for the survey.

VIII. Old Business

A. Taping of Grand Rounds

The Educational Grand Rounds on Academic Integrity was taped and will be digitized. There will be a link on the Center for Teaching Excellence to the presentation so the session can be viewed. A question was asked as to whether the university administrators were invited to the Symposium, and it was affirmative.

B. 2004 MEG Inductee Pictures

Pictures of MEG members inducted in 2004 did not have individual pictures taken. University is willing to take individual pictures, but wants to schedule everyone at the same time. October was suggested as a time for this activity.

IX. New Business

A. Academic Integrity Task Force

A question was raised about how the Guild can put Academic Integrity at the forefront of the institution, the administration, and across all the schools. The following were suggested: Developing an Academic Integrity document, similar to the Mentoring Document, and forming an Academic Integrity Task Force. Drs. Keohane, Rajput, Robson, **Rosenblum**, and Scanlan volunteered to serve on the Task Force.

B. Volunteers for New Committees

Dr. Ponzio reminded members that there is an expectation of service to the Guild. **ACTION ITEM:** A list of committees will be sent to the MEG members with a request to volunteer for one or more of the committees.

C. MEG Certificates for Members

A suggestion was made that a certificate be made for Guild members to hang in their offices. Dr. Gibson was in agreement with the suggestion. The Awards Committee will work on the wording for the certificate.

D. Leadership Conference

Dr. Gibson asked if the Guild is interested in having a leadership conference for its members. There was interest at the meeting and agreement that the idea should be explored.

E. Upcoming Events

Dr. Ponzio reminded members to attend the Guild Dinner on October 21, 2005 and the Spring Symposium on March 23, 2006.

X. Adjournment

Drs. Kaplan 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

Attachment
UMDNJ Center for Teaching Excellence
Status Report to the Master Educators' Guild
September 20, 2005

The Guild's Center for Teaching Excellence (CTE) Website Committee met on September 12, 2005. Major items for discussion were the role of committee, status report review, and future needs of the site.

Role of Committee

It was agreed that *the first priority of the CTE Website Committee should be to increase Guild members' involvement with the Web site (see below)*. Secondary roles identified for the committee were planning and quality assurance. Planning will be addressed via submission of proposed additions/ changes to the site to the committee for review and approval. Quality assurance will be addressed informally via feedback from users (via the Guestbook), and from Guild members.

Status Report

New Center Content. Approximately 50 new links in existing content categories have been added to the Center. In addition, the following new content categories have been added to the Center (totaling 100+ new links): **Student Relations** (includes subcategories on Diversity & Inclusive Teaching, Legal & Ethical Issues and Academic Integrity), **Instructional Design**, and **Community-Based Scholarship**. In addition, *EdSources*, the Center's searchable database, has been updated with over 12,000 new citations to the educational literature (2000+ new book references and 10,000+ new Medline/ CINAHL citations).

Newsletter Distributed. The first issue of the Center for Teaching Excellence Newsletter has been distributed to subscribers, Guild members and selected administrators. A broadcast e-mail announcement will also be sent to all UMDNJ Faculty this month. The first issue can also be viewed online at:

www.umdj.edu/megweb/newsletter2005_01.htm

Note that the Newsletter provided a feature called Guild Guides, designed to provide short, practical guidance on teaching-related topics *from Guild members* (see Guild Members' Involvement, below).

Guild Area. The Guild area (http://cte.umdj.edu/UMDNJ_master_educators%27_guild/index.cfm) remains incomplete. First, a number of Guild members' have not provided either their bio or picture. Committee members have been in contact with their colleague in each school to encourage submission of the requisite materials to Dr. Scanlan (scanlan@umdj.edu). Second, the Guild document archives are not yet active. In terms of the Guild document archives, the current and past secretaries will be providing copies of the relevant documents for conversion to password-protected PDF files.

Future Needs

Support. In order to maintain the site, student/staff support is needed, estimated at 10-12 hours per month. A proposal will be submitted this month to the Executive Committee to request allocation of funds for personnel support to maintain the Center.

Site Activity Metrics. A request was made to IST to install Web monitoring software on the CTE server so that reports of site activity (e.g., page 'hits') can be produced.

Site Promotion. Mechanisms to promote the site were discussed. The committee concurred that for now the best way to promote the site would be to increase the number of Web links to it from professional associations and/or sections having specific interests in education. To do so, in October, ALL Guild members will be provided with a 'copy and paste' promotional announcement that they can forward to key decision-makers in the professional associations and/or sections with which they are affiliated. The goal will be to have the Center 'cross-linked' from at least 100 associations' and/or sections' Web pages by June 2006.

Guild Members' Involvement

As indicated above, the first priority of the CTE Website Committee is to increase Guild members' involvement with the Web site. Below is a listing of ways to do so.

1. Provide Your Picture/Bio for the Guild Members' Database

If you are a new member or a member whose bio and/or picture are missing from the Guild members' area (http://cte.umdny.edu/UMDNJ_master_educators%27_guild/guild_members.cfm), please provide this information ASAP to Dr. Scanlan at scanlan@umdny.edu. See the Guild members' area for examples.

2. Add Yourself to the Consultant Database

A majority of Guild members have not yet added themselves to the Consultant database. It's easy! For new entries:

1. Go to the Find a Consultant page at http://cte.umdny.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

3. Assist Us in Promoting the Web Site

ALL Guild members will be provided with a 'copy and paste' promotional announcement in October that they can forward to key decision-makers in the professional associations and/or sections with which they are affiliated. Before doing so, check with Guild members having the same affiliations (it may be wise to communicate as a group).

4. Write a 'Guild Guide' for the Newsletter

The Newsletter is planned for publication quarterly (Sep, Dec, Mar, Jun). Each issue will have a short Guild Guide feature, designed to provide short (500 – 800 words), practical guidance on teaching-related topics *as written by a Guild member* (see the current Newsletter for an example). We are soliciting for Guild Guide writers to cover the next three issues (Dec, Mar, Jun).

5. Become a Section Editor

The Original plan for the site was to have a section editor to oversee the content for each of the sites six major content categories (Traditional Teaching, Active Learning, Clinical Education, Technology Corner, Student Evaluation, and Career Development). Section editors would be responsible for identifying, reviewing and recommending new content for their sections as well as moderating that discussion forum. Estimated effort would be 6-8 hours per month. If anyone is interested in being a section editor, please contact Dr. Scanlan at 2-3668 or scanlan@umdny.edu

Respectfully Submitted,



Craig Scanlan, EdD, RRT, FAARC