

Minutes of the Master Educators' Guild Meeting

November 5, 2002

(Draft)

Members Present: Drs. Amorosa, Caldwell, Clark, Diegmann, Forman, Kinzy, Lee, Martin, Passannante, Patterson, Scanlan, Stevenson, Stock, and Stuart.

Meeting Location: The meeting was held in CAB Room 3405,
New Brunswick, New Jersey

I. Call to Order:

The meeting was called to order at approximately 4:08 PM and the agenda was distributed.

II. Introduction of New Members:

Dr. Scanlan asked those present to introduce themselves.

III. Approval of Minutes of June 12, 2002:

Drs. Clark and Stevenson moved and seconded a **MOTION** to approve the minutes of June 12, 2002. **Discussion:** There was none. **Action:** The **MOTION** was approved unanimously.

IV. Bylaws-Driven Change in Officers since 6-12-02:

Dr. Scanlan reviewed the Guild Bylaws. Due to Dr. Kotecki resigning from the University to accept another position, Dr. Scanlan moved from Vice-President for Programming to President. He has subsequently appointed Dr. William Clark as Vice-President for Programming consistent with procedures outlined in the Bylaws; and because Dr. Clark has vast experience planning conferences and symposia. Those present welcomed the new leadership. Further, Dr. Scanlan thanked Dr. Martin for his past leadership and also, the administration of UMDNJ, specifically, Drs. Cook and Saporito for their support of the Guild and hosting the Annual Guild Dinner at Manasquan to introduce new members.

V. Message from the Administrative Liaison (Dean Gibson):

Dr. Gibson reported:

- He has written a letter establishing the accounts for new members. They should soon learn their account numbers.
- Upon reviewing the meeting agenda, he congratulated the Guild for its leadership in refining the process for selecting new Master Educators. He suggested that once our document is complete, it should be presented to the Dean's Council for adoption. Further, he thought the President of the Guild should make the presentation to the Deans.
- Central Administration was pleased that the Guild web site was developing a core of volunteer mentors across the University.

(Dr. Scanlan commented that the spring symposium topic was mentoring and that the Guild was developing guidelines for mentoring at UMDNJ.)

- He felt Dr. Cook would be anxious to receive the Guild guidelines on mentoring as soon as possible.

(Dr. Scanlan stated that the guidelines were being developed for presentation at the spring symposium)

- He indicated this would be satisfactory.

(Dr. Scanlan thanked Dean Gibson for attending the meeting and for his continued assistance with Guild matters.)

VI. Old Business:

A. Guild Member Selection Criteria and Process

Dr. Martin distributed a draft document entitled “Identifying Master Educators at UMDNJ” and stated:

- As a result of the June meeting members were interested in assuring greater consistency among the schools of the University when selecting new Master Educators.
- While the enabling document for the Guild and Master Educator Program written by Dean Gibson’s committee provided information about general criteria for selecting Master Educators, no process timelines were defined and it was left to the schools to construct their own Master Educators Review Committees (MERC). Further, it was common perception that the implementation among schools was uneven.
- The draft document offers timelines, a possible MERC composition, a defined process for selecting Master Educators, criteria (including characteristics, identifiers and markers for excellence in clinical teaching), and draft memoranda (similar to those used at NJDS by Dr. Panagakos) for communication during the process.
- He called members particular attention to Guild members’ proposed membership on schools’ Master Educators Review Committees, nominees commitment to serve the Guild at the outset of the process, and inclusion of a nominee teaching portfolio in the documents required by MERCs.

A general discussion ensued and the following points were made:

- Not all schools have alumni (some are very new)
- Not just an evaluation of teaching should occur, but a nominee’s philosophy of teaching should be articulated.
- The MERC must have student input.
- Since some schools have developed a formal MERC, existing committees should be permitted in those schools.
- Should there be an “outside” evaluation of the nominee?
- Should articles written by the nominee on educational topics be included? (It was mentioned that not all nominees write in this area.)
- Presentations made outside of the University can contribute to scholarly endeavors.

- It was questioned whether the process might become too restrictive, detailed, and cumbersome causing some nominees to withdraw from consideration. (It was mentioned this should not be a tenure review.)
- Timelines and general guidelines with schools having the ability to define their own specific criteria are the important components of the draft selection document. The more ways faculty have to demonstrate their abilities, the better.

Dr. Martin asked for written responses to the draft document and volunteered to email it to all members in MS Word 95.

President Scanlan asked that the document be finalized by early December and thanked Dr. Martin for the presentation.

B. Mentoring Task Force Report/Discussion:

Dr. Scanlan reviewed his charge to the Task Force.

1. The Task Force should review what is occurring within the University regarding mentoring.
2. The Task Force should document information about mentoring programs.
3. The Task Force should recommend Guidelines for Mentoring at the spring symposium.

Committee members reported:

- Dr. Patterson stated no mentoring program exists at the School of Nursing. At best it is a “buddy system.”
- Dr. Forman stated no guidelines exist at SOM. DHHS has a program and perhaps one of the authors of its articles could assist us.
- Mentoring should be for
 - a. Tenure/promotion
 - b. New faculty
 - c. Seasoned faculty
 - d. Research
 - e. Students/post-doctoral residents/fellows
 - f. Women
 - g. Minorities
- Mentoring is a long-term process.
- Dr. Stuart stated RWJ has a formal mentoring process. Dr. Carver works with Dr. Stuart and all new faculty are assigned a mentor(s). It is a part of their contract. Mentors are available in both basic and clinical sciences. Dr. Carver has tapes, literature on mentoring and schedules speakers on topics in mentoring.
- Dr. Boyd has sent an outline to Task Force members about NJMS activities, which seem to be in some departments, only.

President Scanlan thanked committee members for their work to date.

C. Status of Center for Teaching Excellence

Dr. Scanlan stated that the Center is projected to go live on December 15, 2002. A preview period will begin for the Guild in about three weeks. The

site will be data driven from a database. Unfortunately, he has only about 50% of the needed information about Guild members for the Master Educator Gallery section. Members who have not yet sent their biographical sketch and photograph were encouraged to do so as soon as possible.

VII. New Business:

A. Mentoring Conference Arrangements

Dr. Clark called members attention to the attachment to the Agenda entitled "Proposed Schedule, MEG Symposium on Mentoring, April 25, 2003." In particular he wanted to discuss plans, location, topics, speakers and breakout sessions.

B. Discussion/Recommendations

- i. Keynote/General Sessions Speakers/Topics
 - ii. Breakout Sessions Purpose/Focus (by schools, target, method and etc.)
- Drs. Cook and Saporito will open the Symposium.
 - After a great deal of investigative work, he presented options for conducting the Symposium in several places such as the Holiday Inn in Jamesburg, Douglas College Student Center, Scotch Plains and why it cannot be held in Piscataway. (No rooms due to construction on campus.)
 - Members agreed that since the price of the facilities in Scotch Plains is free and since the facilities allow V-Tel transmission, several breakout rooms, a fine auditorium and lunch facilities, the site seemed to be the best choice.
 - The cost benefit ratio and capabilities of the University electronic network precluded streaming the event this year. Instead, it will be taped for possible distribution or conversion to a DVD disk.
 - Dr. Kinzy distributed the program of the Ninth Annual Institute on Teaching and Mentoring recently held in Arlington, Virginia. She felt that it was an excellent conference and many of its topics and presenters should be considered for our program.
 - Dr. Clark stated that the first speaker should present mentoring in terms of what you can achieve with it. Networking procedures and techniques could be included. The second morning session would present the newly developed Guild Guidelines on Mentoring. Then, during breakout sessions attendees would respond and give feedback about the Guidelines. Therefore, this would be an internal UMDNJ symposium.
 - Dr. Scanlan encouraged the symposium program committee to thoroughly screen the intended speakers for the morning sessions.
 - It was noted that the breakout sessions would need Guild members as moderators. They should be paired so that one can moderate and the other can record session comments.
 - It was agreed that the breakout sessions should target
 - a. Mentoring new and junior faculty
 - b. Students, post-doctoral residents and fellows

- c. Teaching portfolios with live participants
- d. Achieving tenure and promotion as an educator
- e. Mentoring via networking
- f. Response to MEG Guidelines on Mentoring

President Scanlan thanked Dr. Clark for his presentation and for taking on this important responsibility.

C. Foundation Grant for Post-Graduate Teaching Certificate

President Scanlan briefly gave an overview of a grant proposal entitled “Post-Graduate Web-Based Certificate in Health Professions Teaching,” that he, Dr. Fotinos Panagakos and Dr. Ann Tucker have prepared. The proposal was attached to the Agenda. He was seeking input from Guild members to act as consultants or help in development. Interested members should contact Dr. Scanlan.

VIII. Adjournment:

Drs. Stuart and Diegmann moved and seconded a MOTION to adjourn the meeting. **Discussion:** There was none. **Action:** At 6:00 PM the MOTION was unanimously approved.

Respectfully submitted:
Joel Martin, DDS, MS
Volunteer Secretary of the meeting.

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