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# THE GEORGE WASHINGTON UNIVERSITY

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WASHINGTON, DC

## School of Medicine & Health Sciences Executive Committee of the Faculty Assembly

### Meeting Minutes

Thursday, August 27, 2015\* ♦ 4:30 p.m. ♦ Ross Hall 643

\*meeting date changed from original date of August 20

VOTING MEMBERS PRESENT: Anton Sidawy, Michael Berrigan, Donald Karcher, William Weglicki, Robert Hawley, Joyce Maring, Margaret Plack, David Frankfurter,

*EX OFFICIO* MEMBERS PRESENT: Jeffrey Akman, Vincent Chiappinelli, Joseph Bocchino, Mark Batshaw (phone), Robert Miller, Richard Simons, Jeffrey Sich

ABSENT: Gary Simon, Narine Sarvazyan, Imtiaz Khan, Shawneequa Callier, April Barbour, Lawrence D'Angelo, Ester Roberts, Alan Wasserman, Raymond Lucas, Ellen Costello, Robert Shesser, Robert Zeman

GUESTS: Carolyn Robinowitz, Naomi Luban (phone)

1. The meeting was called to order at 4:35 pm.
2. The Minutes of July 23, 2015 Meeting of the Executive Committee were unanimously approved.
3. Changes to Proposed APT Guidelines (page 8 of original) were unanimously approved. The Guidelines will be presented to the Faculty Assembly at their September 21, 2015 meeting.

#### **2. Appointment/promotion to the rank of associate professor**

For appointment/promotion to the rank of associate professor in the tenure track, the candidate must have a sustained record of professional achievements that demonstrate a pattern of growth leading to or demonstrating excellence in teaching, scholarship, and service (e.g., clinical, professional, public). In addition, all candidates are expected to contribute some level of meaningful service to the institution. To demonstrate excellence, the candidate **should be** recognized regionally and/or nationally, as appropriate to the discipline.

For appointment/promotion to the rank of associate professor in the non-tenure track, the candidate must have a sustained record of professional achievements that demonstrates a pattern of growth leading to or demonstrating excellence in two of the three areas of teaching, scholarship and service. Some evidence of activity is expected in the remaining area. **ADD: To demonstrate excellence, the candidate should be recognized regionally and/or nationally, as appropriate to the discipline.**

#### **3. Appointment/promotion to the rank of professor**

For appointment/promotion to the rank of professor in the tenure-track, the candidate must have a sustained record of professional achievements demonstrating excellence in teaching, scholarship, and service at an increasingly higher level. To demonstrate excellence, ~~the candidate should be recognized nationally and/or internationally, as appropriate to the discipline~~ **national and/or international recognition in one of the three areas as appropriate to the discipline is required.**

For appointment/promotion to the rank of professor in the non-tenure track, the

candidate must have a sustained record of professional achievement demonstrating excellence in two of the three areas of teaching, scholarship or service at an increasingly higher level, with some evidence of activity is expected in the remaining area. National recognition in one of the three areas as appropriate to the discipline is **required**.

4. Changes to SMHS Bylaws were unanimously approved with one change in a. CUMEC (Clinical Curriculum Subcommittee) to provide consistency in language: horizontal and vertical). The addition of Sections 8 and 9 to the Election Procedures were also unanimously approved as noted below. The changes will be presented to the Faculty Assembly at their September 21, 2015 meeting.

a. CUMEC

**X. FACULTY ASSEMBLY COMMITTEES**

**B. Standing and Special Committees**

**2. Standing Committees**

**d. Committee on Undergraduate Medical Education Curriculum (CUMEC).** The CUMEC shall advise the Dean and provide oversight on the establishment and review of the goals, objectives, and evaluation of the undergraduate medical education program. Specific charges include:

- Respond to directives from the Dean;
- Develop curricular vision and strategy;
- Analyze current medical education trends and curricular innovations;
- Initiate and approve educational policies;
- Implement and manage curricular development and change including the proposal and allocation of resources to implement curricular change;
- [Manage the horizontal and vertical integration across the entire undergraduate medical curriculum.](#)
- Ensure that the various committees have the necessary tools ( i.e. updated curriculum data base) to manage horizontal and vertical integration and continuous process improvement;
- Assess curricular and institutional outcomes, including student achievement of the program objectives;
- Make periodic assessments of the program objectives, the entire curriculum, each curricular sequence, and all courses;
- Ensure that faculty are apprised of appropriate teaching strategies and technologies, and other faculty development programs; and
- Prioritize the work of the standing subcommittees.

The CUMEC shall consist of four (4) faculty members from the clinical departments; three (3) faculty members from the basic sciences; two (2) faculty from Pre-Clinical Subcommittee (the Chair and one committee member); two (2) faculty from Clinical Subcommittees (the Chair and one committee member); one (1) faculty from the Theme Sub-Committee (the Chair); and four (4) student representatives from years 1, 2, 3, and 4 as voting members. Members of the CUMEC may be at any of the professorial ranks. Additionally, the Dean shall appoint decanal non-voting and *ex-officio* members to the CUMEC whose roles and responsibilities pertain to the undergraduate medical education program.

To accomplish its charge, the CUMEC shall appoint the chair of subcommittees or ad-hoc task forces as required to achieve its charge.

Standing Sub-Committees of the CUMEC:

1) Preclinical Curriculum Subcommittee

Responsibilities:

- Manage horizontal [and vertical](#) curricular integration of the preclinical sequence;
- Monitor student achievement of course and program objectives;
- Participate in periodic reviews of preclinical courses and the preclinical curriculum;
- Participate in efforts to improve vertical integration between the preclinical and clinical curriculum;
- Propose educational innovations or policies to the CUMEC; and
- Respond to direction from the CUMEC.

Voting Membership: Chair (appointed by the CUMEC); all Preclinical Course and Block Directors; and two (2) student representatives from each preclinical class.

*Ex Officio Membership:* The CUMEC or dean may appoint *ex officio* nonvoting members necessary to support the work of the subcommittee (i.e. Discipline and Content Directors).

## 2) Clinical Curriculum Subcommittee

Responsibilities:

- Manage *horizontal and vertical* curricular integration of the clinical sequence;
- Monitor student achievement of course and program objectives;
- Participate in periodic reviews of clinical courses and the clinical curriculum;
- Participate in efforts to improve vertical integration between the preclinical and clinical curriculum;
- Propose educational innovations or policies to the CUMEC; and
- Respond to direction from the CUMEC.

Voting Membership: Chair (appointed by the CUMEC); Clinical Years Course and Clerkship Directors; two (2) student representatives from each clinical class.

*Ex Officio Membership:* The CUMEC or dean may appoint *ex officio* nonvoting members necessary to support the work of the subcommittee (i.e. Discipline and Content Directors).

## 3) Theme Subcommittee Responsibilities:

- Manage *interdisciplinary horizontal and vertical* curricular integration *of the themes* across the entire undergraduate medical curriculum;
- Check for gaps and redundancies in the curriculum;
- Monitor student achievement of course and program objectives related to specific themes;
- Participate in periodic reviews of the curriculum;
- Propose educational innovations or policies to the CUMEC; and
- Respond to direction from the CUMEC.

Voting Membership: Chair (appointed by the CUMEC); all Curricular Theme Directors; one (1) member each from the pre-clinical and clinical subcommittees; one (1) student representative from Year 1; one (1) student representative from Year 2; two student (2) representatives from Year 3; and one (1) student representative from Year 4.

*Ex Officio Membership:* The CUMEC or dean may appoint *ex officio* nonvoting members necessary to support the work of the subcommittee (i.e. may include course and clerkship directors who deliver content across the curriculum).

## b. NEW: Election Procedure

### IX. MEETINGS OF THE FACULTY ASSEMBLY

#### D. Voting Requirements

8. A majority of votes cast shall be required to elect candidates on the first ballot. If a run-off ballot is required, the ballot shall include the names of the candidates receiving the most votes down to one more name than the number of vacancies to be filled. However, if there is a tie among those receiving the least votes warranting inclusion on a run-off ballot, then all such names shall be included. A plurality shall be sufficient to elect on the run-off ballot.

## c. NEW: Apportioning Faculty Senate Positions

### IX. MEETINGS OF THE FACULTY ASSEMBLY

#### D. Voting Requirements

9. Positions on the University Faculty Senate shall be apportioned based on the proportional distribution of the regular faculty among the Basic Science Departments, Clinical Departments, and Health Sciences Departments, provided that each category of departments is allocated at least one position.

## 5. The following changes in M.D. Program policies were approved as follows:

- COURSEWORK REQUIREMENTS FOR M.D. DEGREE FOR CLASS OF 2016 (pending approval by MSEC).
- COURSEWORK REQUIREMENTS FOR M.D. DEGREE FOR CLASS OF 2017 (pending approval by MSEC).
- COURSEWORK REQUIREMENTS FOR M.D. DEGREE FOR CLASSES OF 2018 AND BEYOND (pending approval by MSEC).
- POLICY ON GW SMHS M.D. PROGRAM TECHNICAL STANDARDS
- POLICY ON APPOINTMENT OF TEACHING FACULTY IN MEDICAL STUDENT EDUCATION.
- COMMITTEE ON ADMISSIONS MISSION STATEMENT

## 6. The agenda for September 21, 2015 Meeting of the SMHS Faculty Assembly was approved as distributed.

7. Dean's Report. Dean Akman invited Rich Simons to provide an update on admissions and the most recent Graduate Questionnaire.

- The M.D. Program received 15,000+ applications, a record number, for this entering class of 179. The class of 98 women and 81 men had the highest number of underrepresented minorities and disadvantaged students ever.
- 141 students provided responses to the Graduate Questionnaire and the results were very positive. Overall satisfaction of the educational program was 92% and all courses and clerkships were rated at, or above, the national average. Our students were above the national average in a number of items: service learning (72 vs 54%); research experience (86 vs 69%); reporting that diversity enhanced their learning (86 vs 52%). The percentage of students reporting mistreatment was lower than the national average.

Dr. Simons also reported that the LCME draft report is being reviewed by Dean Akman and that prep sessions will be scheduled in advance of the LCME site visit. He also reported that Graduate Medical education is entering a new era as the ACGME is moving from program review every 4-5 years to ten years. However, data will now be provided by the programs each year. An update on the ENT review was also provided.

Dean Akman then invited Robert Miller to provide an update on research activities. Two major grants were recently funded: The DC Center for AIDS Research (CFAR) and a program project grant in Neuroscience. He also reported that the Clinical and Translational Science Awards (CTSA) Program proposal was resubmitted. Significant recruitment is taking place and 17 research-active faculty, including two with VA connections, have recently joined us. They conduct a mixture of clinical, basic science, and translational research. Dr. Miller also reported that the cancer research space in the Science & Engineering Hall will open in June 2016.

Joseph Bocchino next reported in Health Science enrollments. He noted that the PT and PA programs were full and that they are still processing new students for other programs for the fall. The number of undergraduates in Clinical Research & Leadership is increasing and the postbaccalaureate program in Ashburn has ten in the cohort.

Dean Akman then commented on the recent announcements that Provost Lerman and Steve Badger were stepping down from their positions and that Anton Sidawy would be chairing the search for the new MFA CEO.

8. Dr. Anton Sidawy provided an update on recent activities in the University Faculty Senate. He reported that discussion continues on proposals to change the requirements for election to the Senate; the faculty and trustees have not reached a consensus. A resolution is being prepared in the Senate that would require that 50% of its Senators must be tenured.

9. Jeffrey Sich reported that the only current search was for chair of CRL. The search committee continues to review applications.

10. The Executive Committee unanimously approved an online vote in coming weeks to decide on the membership of the Search Committee for Associate Dean of Student Affairs and Administration.

There being no new business, the meeting was adjourned at 5:35 pm.

Respectfully submitted,  
Jeffrey J. Sich, Faculty Affairs

**Meeting Dates for 2015**

*All Meetings in Ross 643*

September 15 (Tues.), October 20 (Tues.), November 17 (Tues.), December 15 (Tues.)

**Meeting Dates for 2016**

*All Meetings on Thursdays in Ross TBA*

January 28; February 25; March 24; April 28; May 26; June 23; July 28; August 25; September 22; Oct 27  
December 1 (due to the Thanksgiving and Winter holidays)