
THE GEORGE WASHINGTON UNIVERSITY

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

Meeting Minutes

Thursday, August 21, 2014 ♦ 4:30 p.m. ♦ Ross Hall 602

VOTING MEMBERS PRESENT: Michael Berrigan, Margaret Plack, Gary Simon, Anton Sidawy, Robert Hawley, Lisa Alexander, Joyce Maring, Narine Sarvazyan, Imtiaz Khan, Joan Butler, April Barbour, Colleen Roche, Lawrence D'Angelo

EX OFFICIO MEMBERS PRESENT: Jeffrey Akman, Vincent Chiappinelli, Joseph Bocchino, Mark Batshaw (by phone), Alan Wasserman, Robert Shesser, Raymond Lucas, Jeffrey Sich

ABSENT: Eric Hoffman, Ester Roberts, Robert Miller, Ellen Costello,

The meeting was called to order at 4:35 p.m. by Dr. Berrigan.

The minutes of July 24, 2014 meeting of the Executive Committee were approved.

1. Update on Searches. Ray Lucas provided the following update:

- Cancer Center Director: On-campus candidate interviews have begun.
- Senior Associate Dean for MD Programs: Dr. Richard Simons from Dartmouth will begin on September 22.
- Associate Dean for Medical Education: Search on temporary hold.
- Chair of Orthopaedic Surgery: Review of candidates will begin in September.

Action Items: N/A

Responsible Party: N/A

Deadline: N/A

2. Dean's Report. Dean Akman provided an update on the following issues:

- Radiation Oncology: Opening of facility in Ambulatory Care Center in October. Search for a new Division director will begin shortly.
- Science & Engineering Hall: Opening in January; SMHS space (23,000 sq ft) will be completed in March/April 2016.
- LCGM Site Visit: Scheduled to begin on February 21, 2016. Following completion of data collection, self-study committees will begin their work.
- MD Curriculum: Students appear to be pleased with revised curriculum and have been understanding when minor glitches occur. They are generating suggestions and seem to be engaged. MS 2 students begin with Legacy Curriculum next week.
- Strategic Plan: The plan will be brought to the Executive Committee. Town Hall meetings for faculty are being planned. Once completed, will begin working on plan for the clinical entities.
- Annual Faculty Reports: Meetings with chairs have begun. I am impressed by the productivity of our faculty in scholarship and service.
- Graduate Questionnaire: Some of the data populates our annual LCME reports automatically. Reviews this year were terrific: overall satisfaction is great; satisfaction with clinical experience also terrific and out clerkship rankings were above the national average; score reporting observation of patient interview and physical by a faculty member was above national average; and mistreatment reporting score continues to improve. However, debt is still a problem. This year's results are more meaningful as increased number of students completed the survey. Only 100 students completed the instrument in 2013 as it was done outside of a class setting.

- Professionalism Training. Dr. Jo Shapiro, alumna and chief of ENT at Brigham and Women's Hospital and faculty member at Harvard, is coming to campus on October 1 and 2 to consult on student mistreatment. She will be presenting workshops and will meet with departments.
- **Action Items:** N/A
- **Responsible Party:** N/A
- **Deadline:** N/A

3. Report from the University Faculty Senate. Anton Sidawy reported that the Senate Executive Committee is working through three tenure nonconcurrences. Senate meetings will resume in September.

Action Items: N/A
Responsible Party: N/A
Deadline: N/A

4. Membership for Medical Student Evaluation Committee. The Executive Committee was informed that appointment of Drs. Keith Boniface and Kathy Kennedy were approved by majority of the 11 members voting by e-mail (15 eligible to vote). The Committee agreed to vote by e-mail when nominations are received for remaining openings.

Action Items: Conduct email vote when additional nominations are received.
Responsible Party: Faculty Affairs
Deadline: N/A

5. Proposed Guidelines for Limited Service Appointments. The draft document was approved with the following changes:

Page 1. From: All of these non-tenure track faculty categories are listed in the SMHS Bylaws and the GWU Faculty Code. The following guidelines were developed to provide additional information to Department Chairs, administrators and faculty regarding the appointment and promotion of faculty in these grades. The criteria presented should be considered minimal criteria for appointment and promotion – departments may choose to add additional requirements that are relevant to their clinical or academic field or the teaching and service needs of the department. Appointment to all of these ranks is only at the recommendation of the Department Chair and the approval of the Dean.

To: All of these non-tenure track faculty categories are listed in the SMHS Bylaws and the GWU Faculty Code. The following guidelines were developed to provide additional information to Department Chairs, administrators and faculty regarding the appointment and promotion of faculty in these grades.

The criteria presented for each category should be considered minimal criteria for appointment and promotion – departments may choose to add additional requirements that are relevant to their clinical or academic field or the teaching and service needs of the department. Appointment to all of these ranks is only at the recommendation of the Department Chair and the approval of the Dean.

Page 1. From: Guidelines for categories for Limited Service Faculty
 Adjunct appointments are primarily for part-time or voluntary (unpaid) faculty who.....
 To: Guidelines for categories for Limited Service Faculty
 Adjunct **and Clinical** appointments are primarily for part-time or voluntary (unpaid) faculty who.....

Page 3. From Two letters of recommendation to One letter of recommendation

Action Items: Distribute document to Department Chairs and Faculty Affairs Coordinators
Responsible Party: Faculty Affairs
Deadline: N/A

6. Change to Bylaws Regarding the Roles of the Committee on MD Program Admissions. The Executive Committee unanimously recommended approval of the following change to the Faculty Assembly. Will be voted on at October 6 meeting.

- X. FACULTY ASSEMBLY COMMITTEES
- 2. Standing Committees

a. Committee on MD Program Admissions. **CURRENT**

The Committee on MD Program Admissions shall be responsible for making decisions regarding accepting students into the MD program and shall make decisions according to the rules and standards for the selection and admission of students.

a. Committee on MD Program Admissions. **PROPOSED**

The Committee on MD Program Admissions shall be responsible for making decisions regarding accepting students into the MD program and shall **recommend changes** to the rules and standards for the selection and admission of students **to the Executive Committee**.

Action Items: Put on Faculty Assembly Agenda.

Responsible Party: Faculty Affairs

Deadline: N/A

7. New Business. No new business was brought forward.

The meeting was adjourned at 5:12 pm.

Respectfully submitted,
Jeffrey Sich, Executive Director
Office of Faculty Affairs

Meeting Dates for 2014-2015

All Meetings are on Thursday in Ross 643 except where noted.

2014: Sept. 22 (*NOTE: Monday meeting*), October 23, November 20

2015: January 22, February 26, March 26, April 23, May 28, June 25