Minutes

**DGSOM Faculty Executive Committee Meeting**

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>09/02/15</td>
<td>5:30pm – 8:00pm</td>
<td>Bel Air Conference Room (17-323 CHS)</td>
</tr>
</tbody>
</table>

**Chair:** Jonathan Jahr, M.D.  
**Note taker:** Roberta Rey, Ph.D.

**Members Present:**
- Alon Avidan, M.D., M.P.H., Rita M. Cantor, Ph.D., Stephen Cederbaum, Ph.D., Ronald Edelstein, Ed.D., Jonathan Jahr, M.D., Timothy F. Lane, Ph.D., William Melega, Ph.D., Karen Miotto, M.D., Martin Quan, M.D. and Gary J. Schiller, M.D.

**Guests Present:**
- Clarence Braddock, M.D., M.P.H., Marc A. Cohen, M.D. Thomas Drake, M.D., Neveen El-Farra, MD, Kelsey C. Martin, MD, PhD, Lee Todd Miller, MD and Mark S. Noah, M.D.

**Staff Present:**
- Roberta Rey, Ph.D.

**Members Excused:**
- Ian A. Cook, M.D., David DiTullio, Samuel Jackson ('17), Reza Jahan, M.D., Abraar Karan ('16), Steve Lee, M.D., Ph.D., Peggy B. Miles, M.D., Rosalind Vo, M.D. and Yulia Zekster ('18)

**Members Not present**

<table>
<thead>
<tr>
<th>AGENDA:</th>
<th>Presenter</th>
<th>Jahr</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Call to Order &amp; Announcements</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Review and approve previous meeting minutes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. MEC Update (Noah)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Academic Appointment - New Clinical and Research Series Proposal (Jahr)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Interim Dean, Kelsey C. Martin, MD, PhD</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Professionalism appendix for CASPP (Braddock &amp; Cohen)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. CASPP Leadership (Braddock)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. Executive Session</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Topic 1 Call to Order & Announcements**

**Discussion**
- Dr. Jahr called the meeting to order at 5:35pm in the Bel Air Conference room.
- Announcements included:
  - Upcoming elections will be held to fill four open seats (1 in Preclinical, 1 Medical Sciences and 2 Surgical Clinical Sciences) and the Vice Chair/Chair elect.

**Topic 2 Review and Approve Previous Meeting Minutes**

**Discussion**
- Minutes of the August 5th 2015 FEC meeting were reviewed and approved unanimously as submitted.

**Topic 3 Medical Education Committee (MEC) Update:**

**MEC Update:** Dr. Noah provided this brief update:
- The issue of grading medical students. The class that began in 2014 will be the first to have the opportunity to have the new grading system. This was only to be offered to those who started under the new rules. Students wanted to be able to opt in during their clinical years, the school consulted with legal and determined that there was very little risk in allowing such an “opt-in” process.
- Dr. Schiller wondered if there would be any unknown negative consequences for students who opt-in if their classmate received a grade but they have chosen to continue with the pass/fail system. Dr. Braddock indicated they would make sure to come up with language to minimize any risk of negative circumstances.

**VOTE:** A motion was made, seconded and vote carried unanimously in favor of the MEC’s proposed Opt-in for the grading system.

**Topic 4 Academic Appointment - New Clinical & Research Series Proposal**

**Discussion**
- Clarence was on a committee convened by the former Dean Washington. The committee’s three missions:
  - Revisit the Health Sciences academic series.
  - Revisit the Clinical X series – not used much. Within this series creativity is a requirement.
but there is some variation between campuses. This series seems underutilized compared to other institutions. Carol Goldberg is wanting to get some clarity about the criteria, look at peer institutions and then decide what we valued. When these questions were raised, it would have been great if the group could have come to the FEC, but that didn’t happen.

- At some other campuses, Clin X don’t have to contribute creativity. They came to the decision that we do want those faculty to have creative contributions.
- Clinical Investigator vs. Clinical Educator tracks…
- (Don’t remember the third mission.)

• Next month this will be presented to the committee. Jonathan Hiatt and Dr. Oye and Dr. Levine from psychiatry met with Dr. Jahr and he wanted to make sure the committee could be aware of this prior to their presentation next month.
• Dr. Cederbaum commented that Dr. Goldberg had no one from Clin CAP on this committee.
• Oakland is very opposed to having the HS Series as part of the Academic Senate.

Roberta to email the voting members the two documents Dr. Jahr found on the Clinical X series.

### Topic 5
**Interim Dean, Kelsey C. Martin, MD, PhD**

Dr. Jahr greeted and introduced the new Interim Dean, Dr. Kelsey Martin:
- She expressed how she intends to facilitate excellence in faculty, education and research science.
- The new South Tower themes will also help to foster more collaboration.
- As Interim Dean, she wants to work more as partners with faculty and with the FEC.
- Dr. Schiller would like the Dean’s office to provide a list of all of the current task forces, committees convened by the Dean and who serves on those committees.
- Question from Dr. Lane: He expressed concern about the south tower themes and wants to make sure it is being done in thoughtful way. Is there a vision for the floors and a vision across the floors? How are we going to leverage this opportunity and do it right? It will be important to leave space open for recruitment. Core facilities need to be considered.
- Dr. Martin explained that they are intending for these themes to be not only “brick and mortar” in nature but also for virtual collaboration as well. She envisions that although there were six themes identified, these themes will evolve and change over time. We will have to think how to write bylaws for the space that will ensure it does become stagnant.

### Topic 6
**Professionalism Appendix for CASPP:**

Drs. Braddock and Cohen presented regarding the Professionalism Appendix for CASPP that is being drafted:
- Dr. Jahr explained that although the guidelines are not complete, he asked them to present this to the committee as a work in progress.
- This appendix provides Professionalism guidelines for students and details what happens when they are not followed.
- They are looking to get input from many people on crafting the guidelines.

**Professionalism Domains:**
- Dr. Cohen explained that they want to ensure that the “domains of professionalism” will fit with both the policy and with the current “Honor Code” that the students sign at the beginning of their studies.
- The next step will be to circulate the document and solicit input from various groups.
- Professionalism assessment tools? Dr. Schiller believes that the whole electronic evaluation system is flawed. Dr. Braddock mentioned there is a new evaluation system that will be implemented next fall and that Residency directors were on the task force.
- Pre-Clerkship evaluations – what does respect look like? What does altruism look like? Who makes those evaluations? Up to now, everyone is assumed to be professional unless they receive a "physicianship comment" that is negatively based.
- They have looked at what some of other peer institutions are doing.
- Dr. Lane has mentioned that UCLA and UC have updated views on plagiarism and professionalism tools being used on campus. Dr. Lane will send Dr. Cohen the contact information for those involved with these issues on upper campus.
- Dr. Cohen assured that they already are having communications with upper campus but would appreciate receiving the information from Dr. Lane.
• Dr. Jahr expressed the value and interest for the committee to provide input along the way and be aware of their process. He is very appreciative of the advances the committee has made.
• Dr. Braddock mentioned that at Rochester University each incoming class creates a code of conduct that is posted on the walls.

**Evaluation of behavior:**
• There are two ways that students can be identified as having unprofessional behavior. There would be a form that the student can respond and have an opportunity to learn and change behavior, can develop a remediation plan between them and their teacher/preceptor. The student should be given the opportunity to improve but if something is so egregious, then they would be referred to CASPP. The hope is that some less egregious behaviors can be addressed with before having to come to CASPP.
• Dr. Miotto would appreciate seeing drafts of the policy since she sees faculty with professionalism issues that relate to inactivity (such as not responding to pages, emails, etc.) and would like to see that such things are addressed early on in their career.

<table>
<thead>
<tr>
<th>Topic 7</th>
<th>CASPP Leadership:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Presenter</td>
<td>Braddock</td>
</tr>
</tbody>
</table>

Dr. Braddock presented regarding the CASPP Leadership:
• There was discussion regarding the legitimate issue about the amount of work that goes into chairing this committee. Most were in agreement that compensation for this work seems very appropriate.
• There was further discussion regarding Dr. Cohen’s own career interests in this profession and a possible deanship position. In addition to Student Affairs and Curricular affairs, there seems a reasonable space within the Dean’s office to have a full time person who is focused on these important professionalism issues.
• Dr. Braddock stressed the need to make sure that Dr. Cohen feels supported and that his career aspirations are encouraged.
• It is understandable that this would require a full-time person to handle these issues.
• The committee was uncertain about having the Dean as a voting chair of the committee. Perhaps he could be a non-voting chair? If so, the bylaws would need to be revised to add the Vice Dean of Professionalism as a non-voting member of the committee.
• Schiller explained why he is uncomfortable with a Dean being a Chair of the “Faculty Committee”.
• Dr. Cederbaum mentioned authors Thomas Coon, Darek Bak who wrote books about administration and faculty governance. The question remains, is this better for the University? Dr. Cederbaum would like to see faculty become better partners with administration.
• Dr. Braddock would like to find a way forward to increase that kind of collaboration and role for the faculty in administrative decisions.
• Dr. Lane pointed out that this is an LCME mandated committee and therefore should remain a faculty committee.
• Dr. Braddock mentioned the importance of shared governance and how, at his previous institution, when the Dean’s administration took over more power, he saw a vibrant faculty senate change into a much less vibrant one.

**VOTE:** A motion was made, seconded and vote carried unanimously in favor of Dr. Jahr letting the Dean’s office know that the committee is not in favor of allowing the Chair of the CASPP committee to also be a Dean.

<table>
<thead>
<tr>
<th>Topic 8</th>
<th>Executive Session</th>
</tr>
</thead>
<tbody>
<tr>
<td>Presenter</td>
<td>Jahr</td>
</tr>
</tbody>
</table>

Discussion
The non-voting members being excused, the committee convened in Executive Session.

<table>
<thead>
<tr>
<th>Topic 9</th>
<th>Items from Floor and Next Meeting/ Adjourn:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Presenter</td>
<td>Jahr</td>
</tr>
</tbody>
</table>

Discussion
Since there were no additional items for discussion, the meeting adjourned at 8:00pm.

**Next Meeting:**
• Next meeting will be on **Wed. October 7th, 2015**.

**New action items & Suggestions:**
<table>
<thead>
<tr>
<th>Topic</th>
<th>Action Items</th>
<th>Assignee</th>
<th>Timeline</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>• Minutes of the August 5th, 2015 FEC meeting were reviewed and approved unanimously as submitted.</td>
<td>All</td>
<td>N/A</td>
</tr>
</tbody>
</table>
| 3     | **MEC Update:**  
  • VOTE: A motion was made, seconded and vote carried unanimously in favor of the MEC’s proposed Opt-in for the grading system.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | N/A     |          |
| 4     | • Roberta to email the voting members the two documents Dr. Jahr found on the Clinical X series.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | RR      | DONE.    |
| 5     | • Dr. Lane will send Dr. Cohen the contact information for those involved with plagiarism and professionalism issues on upper campus.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Lane    |          |
| 7     | **CASPP Leadership:**  
  • VOTE: A motion was made, seconded and vote carried unanimously in favor of the Dean’s office know that the committee does not approve of allowing the Chair of the CASPP committee to also be a Dean.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | N/A     |          |
| 9     | • Next meeting is set for **Wed. October 7th, 2015.**                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | All     | 10/07/15 |
| Topic | Pending Action Items                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Assignee | Timeline |
|       | • None.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |         |          |