

Minutes of the Medical Center Caucus
February 1, 2011
EVP Conference room, Building D
(for approval on March 1, 2011)

Senators present: Parag Bhanot, Mark Danielsen, Mary Ann Dutton, Carolyn Ecelbarger (minutes), Ladan Eshkevari, Karen Gale, Kenneth Kellar, Alexei Kondratyev, Ludise Malkova, Maria Luisa Marquez , Eileen Moore ,Vanessa Sheppard, Miriam Toporowicz (presiding).

Senators absent: Michael Adams, Robert Clarke, Christine Colie, Mira Jung , Michael Pishvaian, William Rebeck , Andrea Singer ,Offie Soldin.

Guests: Rhonda Friedman and Jessica Jones

1. Miriam Toporowicz **called the meeting to order** at 12:05 p.m.

2. **Minutes** for the meeting of January 4, 2011 were approved.

3. Committee Reports

a) Medical Caucus Communication Committee. Mark Danielsen introduced and presented a plan drafted by this committee on progress to develop means to communicate better with faculty. Discussion included plans for a web-page with link to a Blackboard site accessible by log-in to faculty members only; whether the Blackboard site would be set up as an organization; what administrative approvals were needed; whether postings on the site could be done in an anonymous manner. Mark Danielsen volunteered to set up the organizational site and be trained on how to maintain it.

b) Research Integrity Committee. Alexei Kondratyev informed the Caucus regarding the tasks of this committee. The committee is chaired by Dr. William Welch and meets only when issues arise, then sub-committees are formed to determine if further action is needed. The committee makes recommendations to the administration based on their findings. This committee is not very busy; its functions were briefly discussed by the Caucus.

c) Graduate Advisory Committee. Jessica Jones, Caucus representative, updated the MCC regarding the duties that this committee has been charged with. Functions include evaluating new proposals for graduate programs, evaluating existing programs, and graduate student stipends. Caucus suggestions to take to committee were plans to develop CME programs, cross-communication with the Executive Committee of the Graduate school which might be of benefit to both committees, and to have set criteria for program evaluation.

4. Selection of Representatives

Medical Center Long-Term Faculty Compensation Committee- Nominations were solicited for one additional Caucus representative. Nominees identified: Kate Taylor, Mark Danielsen. By ballot Mark Danielsen received 8 votes, Kate Taylor 4 votes, and 1 abstention.

Committee to develop metrics of performance to allocate educational effort back to faculty. Following a request by Dr. Bob Clarke, while establishing a committee to address how best to allocate education effort back to faculty so they can get the appropriate credit for their activities and the resources generated flow more accurately to departments. It is in the framework of creating a dashboard of metrics to monitor performance. Three potential faculty were identified: 1) Barry Wolfe, Bill Rebeck, and Tom Sherman. One will be selected as the caucus representative to serve on this committee if not already appointed.

Search committee for SNHS Dean. Dr. Ken Kellar is stepping down from this committee due to time conflicts. Two potential replacements: 1) Maria Luisa Marquez and 2) Mary Anne Dutton. Dr. Toporowicz will present these names to the Steering Committee.

5. Caucus Timetable. We discussed upcoming elections for senators in early May. **Nominating and Elections** committee: 1) Carolyn Ecelbarger (University Clinical Sciences), 2) Mark Danielsen (University Basic Sciences), 3) Vanessa Sheppard (University Basic Science), and 4) Maria Luisa Marquez (Clinical Departments faculty [Medstar])

6. Chair's report. Dr. Toporowicz reported on meetings with Presidents DeGioia and Goldberg and informed on the ongoing process of restructuring the Faculty Handbook including changes to the Grievance Code and Rights and Responsibilities Section. The University Board Faculty Relations Subcommittee will be presented with the new School of Medicine constitution which received 96 % approval of voting faculty. Reminder on the upcoming Town Hall meeting with President DeGioia.

7. Old Business. Information requested on Physiology Department. Dr. Toporowicz will ask Dr. Federoff to provide us with an update.

8. New Business. We will have committee updates regularly with the help of Carolyn Ecelbarger, in charge of committee rosters and representations. LCME visit next week.