**WRIGHT STATE UNIVERSITY**

**BOONSHOFT SCHOOL OF MEDICINE**

**Executive Committee Meeting**

**September 17, 2015**

**MINUTES**

Presiding: Margaret M. Dunn, Dean

Present: Drs. Linda Barney, Jim Brown, Jim Ebert, Igor Elman, Tom Hardy, Madhavi Kadakia, Gary LeRoy, Alan Marco, Al Painter, Dean Parmelee, Glen Solomon, Jeff Travers, Chris Wyatt, Jerome Yaklic

Staff: Betty Kangas, Drew Dieckman, Dieter Nevels, Bette Sydelko, Cindy Young and Carolyn McDermott for Dr. Therese Zink

This meeting was called to order at 4:32 p.m. by Dean Margaret Dunn

1. **Approval of Minutes:**

A motion was made, seconded and passed unanimously to approve the minutes of June 11, 2015, as written.

1. **Report of the Dean:**
	1. **Update on Searches:**
* **Pediatrics:** Dr. Duby will officially begin October 1.
* **NCBP:** Currently have 4 candidates who will be interviewed. Dr. Wyatt mentioned that a fifth will possibly also be invited.
* **Major Gift Officers:** There are 2 positions; an offer will be made soon for one of the positions.
* **Mark Polatajko**, the University VP for Business and Finance, is a finalist for a position at Kent State.
	1. **ECG Consultation Update:** Dr. Dunn and President Hopkins met with Mr. Pancoast, Ms. Boosalis and Dr. Forbes from Premier Health and presented a proposal for Premier Health to provide $75 million in support (combination of a new building and dollars). They hope to finalize an agreement by January 1, 2016 and present to the Boards of both Wright State University and Premier Health.
	2. **Ohio Council of Deans September 15, 2015 meeting regarding State Funding:** The deans discussed the possible threats to the smaller line items, and agreed that the threat level is low at the present time. They will be reaching out to the University System of Ohio and the IUC (which President Hopkins was just re-elected to serve as Chair for the third consecutive year) for their opinions.
	3. **University Announcements:** Dr. Thomas Sudkamp has been named Provost and Chief Academic Officer. He is also the VP for Curriculum and Instruction.
1. **Information Items:**
	1. **Personnel Actions:**

**Community Health**

New Appointments:

l. Ayman Mousa: Dr. Mousa is not affiliated with Quassim University so the request for a faculty appt for him has been rescinded.

p. Rachel Naomi Remen, M.D., Clinical Professor, effective 9/17/15:

Dr. Remen founded the Healer’s Art program that Dr. Evangeline Andarsio will be taking over and Dr. Remen will remain an active participant for the near future.

These two revisions to the personnel actions were voted on, along with the other personnel actions.  Motion was made, seconded and unanimously passed to accept all faculty actions.

* 1. **Members’ Items**:
* Dr. Painter: The Fourth Leadership Academy has begun and there are 17 people attending the class. They will meet once a month for nine months at the WSP Health Center to discuss topics such as succession planning, updating CVs and networking.
* Dr. Travers: He received news that his VA Merit grant and his RO1 have both been renewed, and thanked Dean Dunn for providing a letter of support for each. He encouraged the other department chairs to always obtain a letter of support from the Dean. He has started a Pharmacology Translational Unit to conduct translationally-based research studies as well as Pharmaceutical studies.  They hired Faye Hager RN, a very experienced clinical trials coordinator and administrator to serve as the Director for the PTU.  Currently, they have studies funded by the NIH and the VA; they are actively recruiting for Pharmaceutical trials, and had a site visit for a possible melanoma vaccine study.  The department had a faculty retreat on September 16th and it went very well.
* Dr. Yaklic: The department of OB/GYN has hired a business manager; Connie Doherty who came from Cincinnati Children’s Hospital and worked as their Senior Planner. The department also hired a Practice Manager, Cindi Vaughan, who worked for UC Physicians as their Clinical Operations Manager for the Department of OB/GYN.
* Dr. Hardy: the AAMC is looking for Best Practices regarding hiring for the VA/medical schools. Dr. Travers and Dr. Elman have been asked to write a summary of their experience with the process and how well it worked for each of them.
* Cindy Young: Angela Clements received a cold call from a preceptor who was so impressed with our medical students and the former Surgery clerkship coordinator that he would like to start a $25,000 scholarship.
* Dr. Brown: Emergency Medicine will be hiring an ‘ED Physician Ultrasound Director,’ who will be an ultrasound fellowship trained, board certified emergency physician.  Will teach ultrasonography to physicians, advance practice providers as well as residents and medical students.  Will be responsible for the design and maintenance of the emergency ultrasound program.
* Dr. Dunn: Welcome to our committee and thank you to Dr. Linda Barney for serving on the Executive Committee for the 2015-2016 year.
1. **New Business**
2. **Approval of BSoM Medical Student Handbook 2015-2016:** Dr. LeRoy mentioned that, prior to this meeting; Executive Committee members received the handbook to review and were requested to provide input. One comment was received. He took ‘Best Practices’ from other medical schools to help draft this new version. Since this handbook was revised extensively, Dr. Leroy asked for a vote of approval. A motion was made, seconded and unanimously approved to adopt the revised BSOM Medical Student Handbook: 2015-2016.
3. Dr. Parmelee discussed the process for the LCME Self Study. Six subcommittees has been formed, each tasked with certain standards that need to be addressed. He asked that department chairs encourage faculty to serve on these subcommittees when they are contacted. This will be a good learning experience for junior faculty. The site visit will be held March 5-8, 2017.
4. **Discussion regarding EC Agenda for 2015-2016**
	* Dr. Dunn mentioned that she would like to review our strategic plan, probably in December 2015 and again in June 2016. She will also be asking new department chairs who have been on board at least 6 months to provide a presentation. She asked for agenda items from the members.
	* Since our October 8 meeting will be held in the department of Community Health, Dr. Dunn asked Dr. Ebert to discuss Public Health.
	* Dr. LeRoy suggested a discussion regarding the school’s career advising system.
	* Dr. Hardy mentioned having our affiliated federal partners; i.e. the Dayton VA and Wright Patterson Air Force Base Medical Center, provide updates.
	* Please submit any agenda items you may have to Betty Kangas or Drew Dieckman.
5. **Adjournment**

There being no further business, the meeting was adjourned at 5:15 p.m.

The next scheduled meeting is Thursday, October 8 at 4:30 p.m. in the Center for Global Health, Community Health Department, at 3123 Research Park Suite 225. Directions will be provided with the October 8 agenda.

Respectfully submitted,

*Drew Dieckman*

Recorder