

WRIGHT STATE UNIVERSITY BOONSHOFT SCHOOL OF MEDICINE
Executive Committee Meeting
September 6, 2018
MINUTES

Presiding: Margaret M. Dunn, Dean

Present: Drs. Bruce Binder, Tim Broderick, Tom Brown, John Duby, Jim Ebert, Julie Gentile, Mike Johnson, Gogi Kumar, Michael Leffak, Gary LeRoy, Al Painter, Brenda Roman, Glen Solomon, Daniel Swagerty, Steve Swedlund, Jeff Travers, Jerry Yaklic, and Randy Woods

Staff: Drew Dieckman, Kim Paul and Bette Sydelko

The meeting was called to order at 4:30 p.m. by Dean Margaret Dunn

1. Approval of Minutes:

A motion was made, seconded and passed unanimously to approve the minutes of August 2, 2018, as written.

2. Report of the Dean:

A. 2018 Ohio Match Results by School:

Dr. Dunn shared the 2018 Ohio Match Results by School with the committee. The chart shows eight years of data regarding which specialties BSoM students chose to pursue. BSoM has strongly produced students entering family medicine while still having students enter a diverse variety of specialties overall, as compared to other Ohio schools.

B. Update of BSoM Record Retention Schedule:

The CQI Steering Committee is working to streamline the retention schedules across our school. The committee will work with departments to develop a general retention schedule and will also identify areas within each department that need to be retained outside of the general schedule.

C. 2018 BSoM Graduation Questionnaire:

Dr. Dunn shared the 2018 BSoM Graduation Questionnaire with the committee. The Graduation Questionnaire is completed by Year 4 medical students and includes questions related to pre-clinical, clinical, and elective experiences, general medical education and readiness for residency, student services, experiences of negative behaviors, financial aid and indebtedness, career intentions and strengths of the medical school as well as areas that need improvement.

3. Information Items:

A. Personnel Actions:

Dr. Painter presented the personnel action items that were distributed with the agenda. A motion was made, seconded and unanimously approved to accept the personnel actions as distributed.

B. Members' Items:

- Dr. Travers: Pharm/Tox is piloting a grant program that will fund very small pilot projects around \$10,000 to \$20,000. The projects will take place in the pharmacology translational unit, where they will help with all aspects of the project including IRB approval.
- Dr. Johnson: A meeting will be taking place soon with Premier to discuss reorganizing the department's surgical simulation and research space, as well as the goal of updating old equipment at the Brethren Center.
- Bette Sydelko: The library journal cancellation process will be completed by early October. An email listing the journals to be cancelled will be sent out to everyone.
- Dr. Broderick: The Central Research Forum is on October 18. The deadline for abstract submissions has been extended to September 18.

4. Old Business:

A. LCME Site Visit Presentation: Dr. Roman

The data has been submitted to the LCME site visit team. The three members on the team are John Rock, M.D., Philip McHale, Ph.D., and James Graham, Ph.D. Colleen is currently working on the agenda and will be reaching out to departments to coordinate meeting times.

5. New Business:

A. BSoM Business Administration Transition

Kim Paul was named Chief Administrative Officer effective September 1st. Kim will be responsible for the business and financial operations of the Boonshoft School of Medicine, in addition to continuing her duties as the Chief Executive Officer of WSP. The creation of this new position will more effectively integrate the business structures of the two organizations in a holistic way.

B. Agenda for 2018-2019

Dr. Dunn asked for input on agenda items for the next academic year to make meetings more meaningful. This past year focused a lot on LCME and policies. Please email Dr. Dunn or Drew Dieckman with any suggestions.

C. 4th Year Advisors: Dr. LeRoy:

Fourth year medical students will be submitting their residency applications in the next few days. If students need assistance with their interviews please direct them to Kim Smith in Medical Education and she can help them with mock interviews. Third year medical students will be assigned advisors in early October. There was

extended discussion on the improvements in career advising, and in the documentation of all steps, which has occurred already this academic year.

6. Adjournment:

There being no further business, the meeting was adjourned at 5:30 p.m.

The next scheduled meeting is Thursday, October 11, 4:30 p.m. in WSP Health Center, 725 University Blvd., Third Floor, Large Conference Room.

Respectfully submitted,
Drew Dieckman
Recorder