

**School of Medicine Executive Committee**  
**Meeting Minutes**  
**Tuesday, July 20<sup>th</sup>, 2010**  
**Academic Office One, 7<sup>th</sup> Floor Board Room**

Present: Bill Betz, J.J. Cohen (for Dr. John Cambier), Robert d’Ambrosia, Steve Daniels, Frank deGruy, George Eisenbarth, Robert Feinstein, Maureen Garrity, Laurie Gaspar, Fred Grover, Tom Henthorn, Carol Hodgson, Randall Holmes, Ben Honigman, Herman Jenkins, Mark Johnston, Richard Johnston, Fritz Karrer, Richard Krugman, Kevin Lillehei, Rob Low (for Dr. Ann Thor), Steve Lowenstein, Wendy Macklin, Naresh Mandava, Dennis Matthews, Dan Meyers, Robert Murphy, David Norris, Chris Nyquist, Chip Ridgway, Nanette Santoro, Ron Sokol, Chesney Thompson, Dan Theodorescu, Ken Tyler, Richard Traystman, Cheryl Welch, Terri Carrothers, Nan Bumgardner

Guests: Ellen Mangione (VA), Rob Winn, Tom Beresford

Welcome: Dean Krugman welcomed Dr. Dan Theodorescu, University of Colorado Cancer Center Director and asked that each person introduce themselves.

- I. **Approval of the Minutes** – The minutes for the April 20<sup>th</sup>, 2010 SOM Executive Committee Meeting were unanimously approved as written.
  
- II. **Discussion Item**
  - A. **Dean’s Comments**
    1. **Searches** – Dr. Krugman updated the committee on the searches that are currently open.
      - a. *Department of Medicine Chair* - The Department of Medicine Chair search is conducting their third visits with Dr. Schwartz here this week and Geraci, Finn and Choi will be here through the 1<sup>st</sup> and 2<sup>nd</sup> week in August.
      - b. *Department of Emergency Medicine Chair* -The Department of Emergency Medicine search committee has 8 candidates (5 who have applied on JobsatCU) and will continue to follow up on letters sent to possible candidates.
      - c. *UPI Executive Director* -Last night (July 19<sup>th</sup>) was the first meeting of the UPI Executive Director Search committee led by Dr. Robert d’Ambrosia.
  
    2. **Colorado Springs** – Dean Krugman was invited down to UCCS by Pam Shockley Zalabek, UCCS Chancellor, to explore the possibility of a clinical campus for the Medical School in Colorado Springs as he was two years ago. There had been talks with St. Mary’s in Grand Junction for three years and the agreement was to wait for State support. It would cost about \$2.5 million to support the base funding for a branch campus.

Grand Junction and St. Mary's has no interest in funding any portion of a clinical campus. However, business owners in Colorado Springs started "Operation 6035" (6035 is the elevation of Colorado Springs). The business community is trying to take things into their own hands. Chancellor Shockley-Zalabek believes that the money can be raised privately and if that happens, this is a real possibility. It takes at least a year of planning and to have faculty and individuals identified. A team led by Dr. Robert Feinstein will talk with the Operation 6035 group who plan on coming to our campus on August 6<sup>th</sup>. The clinical campus has become Operation 6035's number one priority. Parallel and not related to this, there is some discussion around the City selling Memorial Hospital in Colorado Springs. Lilly Marks (in her new role), Jim Schmerling and Bruce Schroffel are in discussions with them. Centura and Health One are also interested in the hospital. It will depend on whether the City sells the hospital for a profit or sells it for not-for-profit. There is speculation that Colorado Springs would like a new School of Medicine.

A study was done in Grand Junction and 24-36 students per year and how it could generate \$31 million a year. AHEC rotations continue at St. Mary's in Grand Junction where there's faculty identified, but the question is will the program in Grand Junction evolve with state funding? Possibly not, or at least not for a long while.

3. **LCME** - Please hold the dates of May 1-3 for the LCME visit. It's doubtful you will be asked to meet with them, but just in case.
4. **Maternal Fetal Program** – this has been announced and is beginning. Dean Krugman thanked Dr. Nanette Santoro who was instrumental in helping move this program along.
5. **Surgical Sub-specialty** – discussion between the Division and Departments have been moving along and Dean Krugman would like to see something accomplished by tomorrow so that something can be presented at the Children's Hospital's board meeting.
6. **Executive Director Search for UPI** – Lilly Marks remains Executive Director of UPI part time until the end of summer and is no longer Sr. Associate Dean for Finance and Administration, Dean Krugman has asked Robert Fries to assume the Sr. Associate Dean position in the interim. The hope is to hire someone as Executive Director for UPI who can also assume the role of Sr. Associate Dean for Finance and Administration.
7. **Quality and Clinical Program Development** - Dean Krugman has asked Doug Jones to join his advisory group as Sr. Associate Dean for Quality and Clinical Program Development to pursue quality initiatives and Joel Levine, Sr. Associate Dean will continue to oversee CME and GME.

Dean Krugman would like to see a significant focus on quality, safety, access and clinical program development. This is to ramp up the clinical enterprise here in the next several years. Dr. Jones will start September 1<sup>st</sup> and will be in a .5 position in the Dean's office and retain his .5 position in pediatrics. In the meantime, you may be approached by Dr. Jones about this as there is a need for departments to identify champions to work with this initiative.

8. **State of the School Address** – the date is October 20<sup>th</sup> in the Hensel Phelps Auditorium West at 4:30pm
9. **Chancellor Search** – Dr. Betz asked if there will be a chancellor search and Dean Krugman explained that Jerry Wartgow was appointed interim chancellor, therefore there will not be a search at this time. Jerry Wartgow starts August 1<sup>st</sup>, 2010.

B. **Education Report** – Sr. Associate Dean Robert Feinstein

There are 3 issues – the first is that many members of the departments are writing grants that in one way or another, include Medical Education as a piece of these grants. When these grants are approved, decisions are being made based on the grants that there is space in the curriculum without checking to see if the curriculum has space to be had. One thing that would be helpful is if grants are on the chair's desk to be approved and they relate to Undergraduate Medical Education, to please talk with UME so that they can talk to the curriculum steering committee to make sure there is space for these pieces of the curriculum that are being written in the grants. Also, there are courses supported by the departments in the curriculum some of which run 4 years. This year there have been centers and departments that have notified UME that by the end of June they are no longer supporting these curriculum elements. This creates a problem for the students committed to a curriculum that is supposed to run 4 years and the funding goes away. Dr. Feinstein requests that each Department Chairs become aware of grants that relate to UME, or if they are aware of centers that are funding the curriculum or not funding, to please notify UME immediately. It takes about a year to make a change to the curriculum so this would be very helpful information to UME. The third issue is that it is becoming more and more difficult to get sites for the third year students. With the expansion of the school size, they are at capacity for emergency medicine sites and having trouble with other areas largely in part due to the influx of Rocky Vista students going to Centura hospitals, which is where some of our students went. If anyone knows someone who may be looking for 3<sup>rd</sup> and 4<sup>th</sup> year students, Dr. Feinstein would appreciate an email notifying UME of this. There have been conversations with Rocky Vista on us supplying lecturers. Dean Krugman also stated that there are schools all over the country that routinely call Osteopathic physicians in this State and arrange their own rotations. The competition is coming from all over the nation. There will be collaboration with those in this State to request that they take students from this State first before going outside the State.

Dr. Daniels asked about Rocky Vista students who want to do rotations here. Maureen Garrity confirmed that we have never taken any 3<sup>rd</sup> year students from other institutions and 4<sup>th</sup> year students have to apply through the Student Affairs office and they do pay tuition.

- C. **SOM Office of Admissions** –Rob Winn, the new Dean of Admissions thanked Dean Krugman and the Executive Committee for the opportunity to present. Dr. Winn showed the comparison from 2001 (2148 applications sent in) to this year's applications received (3875) which may go up an additional 10-15% due to the opportunity for students to pay secondary fees on-line. Class sizes have increased from 127 to 160. Typically, 600 candidates are interviewed each year, class size is 160 and 10 are slated for the MDPhD program. 22% of the current class is represented from under-represented minorities which is up from 8% last year. He showed that 1/3 of the class is made up of a diverse group of students with 50/50 female and male. 70% of the class is Colorado residents and 26% is non-Colorado residents. 80% continuing with UC-SOM are planning to matriculate. They are working toward 90%, but feels 80% is an excellent statistic. 18 diverse students state that the scholarship offered to them is the main reason for attending. A handful of diverse students chose another school because they were offered a "full-ride". The BA/BS MD program is becoming more popular. Admissions is maintaining the Post-Baccalaureate program, Urban Scholars pipeline program and the Medical Scholars pipeline program which takes the best sophomores from Colorado and offering them early admission. All programs continue to be successful.

One of the issues is relative to the Admissions Committee which is currently at 85 members. The group is made up of 20% retired faculty, 23% students, 43% active MD's and 3% active PhD's. The committee does 1200 interviews a year. He did comparisons with other Universities and found that we are in line with the others. The retired faculty and students do their lion's share of the interviewing. The problem is that there are too few active MD's and not enough Basic Science Faculty. A questionnaire was sent out to the active MD's and the responses ranged from there were "too many interview days" or "too long of days for interviewing" to "this is doing nothing for my career." This issue has been addressed and Admissions will lower the interview days from 29 per year to 15 days and include Saturday interviews. Since there are afternoon clinics, Admissions will have all interviews completed by 12:00noon which shortens the interview days. Faculty will be able to view the candidates on line and to be able to schedule their interviews on line. The Faculty can also conduct these interviews in their own rooms.

Continuing efforts will be made in the recruiting of diverse students and to building bridges within the community. Admissions is in serious need of getting faculty to help out and believe it would be beneficial to all if the Department Chairs were encourage their faculty. Dr. Winn asked the Department Chairs to

please come up with a few names from their departments and send them to him by the beginning of August. The time commitment for the interviews is two-30 minute interviews and then come together as a group to render a decision.

- D. **White Coat/Stethoscope Ceremony** – Associate Dean Maureen Garrity discussed the Matriculation Ceremony and would like the Executive Committee to weigh in on the decision to change the tradition of the Department Chairs sitting on the stage handing out the stethoscopes to the students as they walk on stage. The Alumni pay for these stethoscopes and they would like to be the ones who distribute them and have the Department Chairs hand out the white coats. Dean Krugman thinks it's important for the Department Chairs to be introduced to the 1000 or so parents and those there to support these new students. The White Coat/Stethoscope Ceremony is on August 13<sup>th</sup> at 9:00am. It was decided to be done in the morning to give the visitors the opportunity to tour and visit the school. UPI has been asked to allow the extra parking to be in their new parking garage. After a brief discussion, it was decided that this year the Alumni will hand out the stethoscopes and the Department Chairs will hand out the white coats.
- E. **Faculty Appointments and Dossier Process** – Associate Dean, Steve Lowenstein passed out a booklet to each of the attendees and discussed the new dossier. The purpose is to provide faculty members, mentors and administrative staff the information on how to prepare an effective and convincing dossier for promotion and tenure. There is a new process for submitting the dossiers which will be electronic. These documents take a lot of time to prepare and by giving specific directions and providing the capability of preparing the dossier on line; it should ease in the time preparation. CV's are not sufficient for promotions and tenure purposes as they do not provide the faculty the information needed. Portfolios contain teaching statements and narratives prepared by the faculty member to describe the accomplishments that impacts their leadership role. It includes carefully documented mentorship, successes, a variety of charts and tables, and annotative bibliography that prove that the faculty candidate has actually met the standard of excellence. This guide is meant to help faculty members understand the proper format and how to prepare a convincing dossier with information in a format that the promotions committee members see. This is available on-line, in addition to the hard copies. The Department Administrators have received this information and also have the link to it as well. There are examples of teacher statements, charts, annotative lists of mentorship records, and numerous examples of faculty members to describe their leadership role nationally, for example. It shows how to document their activities and accomplishments in their leadership role. Any comments are welcome. The new process will be electronic and paperless.
- F. **Reassignment of Dean's Office-Volunteer Faculty** – Assistant Dean Carol Hodgson presented information in her new role in the recently created Office of Community-Based Medical Education. The goal is to provide volunteer faculty

with a central contact point to build a better relationship with the SOM. Dr. Hodgson is making sure all the stakeholders are involved and made aware of this program by contacting and meeting with each of them. The number one priority is to improve communication and have a central point of contact. She outlined some of the issues being addressed. Some issues are to provide parking, the possibility of providing a UC-SOM email address (this comes with an annual cost of \$30 per person) and library access for those who are not employed at the campus. Immediate plans will be to develop a centralized database of the clinical faculty, create a map of the State as to where all the departments and programs are located, to negotiate funding for the library access, parking and email access. She will also send out a letter of introduction to the clinical faculty to establish baseline methods. She would like to also develop a centralized plan for site visits and a PR strategy within the rural communities.

Dean Krugman wanted to assure the committee that all the reorganization that is taking place is not an increase of staff, but done with the same flat budget as each of the departments have been doing.

- G. The Dean asked for names of those on the faculty who would be interested in being part of the Promotion and Tenure Task Force. He would like one or two individual names from each department chair for the promotion and tenure task force to look at the promotion/tenure rules particularly in the Clinical faculty. It's been 13 years since it was last approved. He would like to receive the names by next month.

### **Executive Session**

- III. Appointment of Andrew Thorburn, Department of Pharmacology Chair** - there were a number of finalists, Bob Messing, Andrew Thorburn and Nancy Zahniser. The committee and the feedback suggested that it should be Dr. Thorburn. The motion was made, seconded and unanimously approved by the Executive Committee.

**IV. Approval Items**

**Faculty Promotions** - All faculty promotions that were unanimously approved by the Faculty Promotions Committee were unanimously approved by the Executive Committee.

**Sr. Clinical Appointments and Promotions** - All Senior Clinical appointments were unanimously approved

The Dean reminded everyone he will be on vacation next week and Dr. Ridgway will be able to sign items in his absence.

Adjourned: 9:45am