I. Welcome

Mary Bee, President of the Faculty Assembly, welcomed all in attendance, called the meeting to order, then turned to Daniel Michael, Vice President of the Faculty Assembly for introduction of the previous meeting’s minutes.

Dr. Michael offered minutes from the Fall 2011 Faculty Assembly Meeting for approval and asked for motion. A motion was given and seconded from members in attendance. Dr. Michael asked for any opposition; none was presented. The minutes were officially approved.

II. State of the Medical School

Robert Folberg, Founding Dean of the Oakland University William Beaumont School of Medicine introduced the state of the medical school. Dr. Folberg told all members he appreciated them coming and indicated he’d be speaking about strategic planning in and for the OUWB.

(Referring to slide show presentation)

• The original strategic plan was developed between 2008 and 2009 with input from the school’s founding leadership and a limited number of stakeholders from Oakland and Beaumont
• The mission, vision, and goals guided the school through preliminary accreditation
• As the school expanded in size with the recruitment of additional faculty members and staff and the arrival of its charter class, it seemed appropriate to revisit the original strategic plan to test for relevancy.
• During the current (2011-2012) academic year, a planning task force worked with a consulting group; Members of the task force included faculty members, staff, institutional leadership, and students
• Recommendations made by task force included: Shortening the original mission statement, retaining the original vision statement, expanding the list of goals, to group them by themes in the mission statement and declare a list of core values
• The last sentence of original mission statement has been truncated and now reads: “The Oakland University William Beaumont School of Medicine is a collaborative, diverse, inclusive, and technologically advanced learning community, dedicated to enabling students to become skillful, ethical, and compassionate physicians, inquisitive scientists who are invested in the scholarship of discovery, and dynamic and effective medical educators.”
• Core Values identified are: **Compassion; Partnership, Collaboration, and Teamwork; Innovation; Professionalism; Quest for Excellence**

• Goals by Mission Themes are stated as: **Over-arching goals, Faculty related goals, Medical education related goals, Healthcare service related goals, Research program related goals, Administrative goals**

• Next Steps for Strategic will be to: **Identify specific strategies to implement each of the goals; Implement each strategy, linked to a timeline; Develop strategies to assess outcomes and developed targeted approaches to modifying the plan**

• Dr. Folberg invited any faculty interested in serving on the next phase of strategic planning to contact the office of the Dean

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III. Committee Overviews and Reports

Dr. Bee introduced the presentation of committee reports; welcoming Betty Chu, Chair of the Executive Committee, to speak about the Executive Committee and the Committee on Committees

(Referring to slideshow presentation)

• Executive Committee: Dr. Chu highlighted the function of the Executive Committee in advising and assisting the Dean and indicated committee membership included 6 individuals with unique and diverse focus and input

• Committee on Committees: Dr. Chu spoke of the primary focus of the Committee on Committees to populate and oversee all other OUWB Committees

Mary Bee, President, called to podium Christina Grabowski, Assistant Dean for Admissions

(Referring to slides)

• Admissions Committee: Ms. Grabowski indicated this committee will grow in relation to the class size
  - Members review student applications prior to committee meetings and make recommendation to the committee on student selection
  - Student selection is a holistic review process
  - For the incoming M1 students beginning August 2012, 3751 applications were received. Through this holistic review process, the class of 75 members was decided

• Scholarship Committee: Ms. Grabowski said this committee is charged with determining both merit and need based scholarship and is currently considering scholarship awards for the 2012-2013 academic year

Dr. Bee called to podium Judith Venuti, Chair of the Curriculum Committee

(Referring to slides)

• Curriculum Committee: Dr. Venuti explained this committee is charged with, and has, created sub-committees to focus on the M1/M2 curriculum, the M3/M4 curriculum, Integration of the curriculum across all four years and the evaluation of individual programs. These sub-committees report to the
Curriculum Committee. Chairs of each sub-committee also hold membership on the Curriculum Committee. This committee also establishes minimum competencies, monitors the effectiveness of the curricular and appraisal experiences and that the curriculum offered meets the requirements of the Liaison Committee on Medical Education accreditation (LCME).

- Faculty Awards Committee: This committee is newly formed, has not yet officially met. Dr. Venuti invited any suggestions or ideas for faculty recognition and award.

Dr. Bee called to podium William Miles, Chair of the Student Promotion Review Committee (SPRC)

(Referring to slides)

- Student Promotion Review Committee (SPRC): Dr. Miles told audience this committee must and has already made very difficult decisions related to individual student progress. Dr. Miles praised the committees for their teamwork and not second guessing one another’s opinions. When a student must be notified of committee decisions, Dr. Miles personally contacts the student by email or phone. A certified letter is also dispatched. Dr. Miles indicated this committee does not meet when there is no new business.

Dr. Bee called to podium Victoria Lucia, Member of the Committee on Research

(Referring to slides)

- Committee on Research: Dr. Lucia, representing committee chair Robert Swor, said this committee is newly appointed and has not yet met

Dr. Bee called to podium Nancy Bulgarelli, Chair of the Committee on Student Awards

(Referring to slides)

- Committee on Student Awards: Ms. Bulgarelli explained this committee recognizes outstanding students. They’ve met once personally and now conduct business via email. Some funds have been raised and available to be awarded. Bulgarelli named several awards that will be presented and indicated the Michelle Raible award will be student driven (voted) not decided by the committee. Awards will be distributed in August 2012 at the beginning of the new academic year.

The following awards have been established:

- DeRoy Awards for:
  - Outstanding student in BFCP (1 & 2)
  - Outstanding student in Neuroscience
  - Outstanding student in Cardiovascular
  - Outstanding student in Respiratory
  - Outstanding student in PMH (Promotion and Maintenance of Health)
LeBan Award for:
- Outstanding student in APM (Art and Practice of Medicine)

Michele Raible Award:
- Recognizes the student who best exemplifies Dr. Raible's passion for learning and for the cooperative, collaborative culture we are fostering at the medical school
- Student nominated

Recipients will be notified of the award via letter and will be formally recognized at an awards ceremony at the beginning of the next academic year.

Dr. Bee called to podium Jeffrey Devries, member of the Committee on Capstone Projects

(Referring to slides)

- Committee on Capstone Projects: Dr. Devries, representing committee chair Misa Mi, indicated this committee meets monthly and is charged with overseeing Capstone projects. The committee aims to reach the goals of establishing guidelines for funding for Capstone Projects and creating mechanism for promoting and monitoring student progress. Each student must complete a Capstone project, the work of which is carried out over all four years of medical education. Each student in the inaugural class has already chosen their project. About half of these are typical clinical research. The other half covers a wide range of areas of interest.

Dr. Devries told audience that Capstone representatives were in the lobby with information. He invited any faculty member to sign up as a Capstone mentor.

Dr. Bee called to podium Todd Wilkinson, Chair of the Committee on Continuing Medical Education

(Referring to slides)

- Committee on Continuing Medical Education (CME): Dr. Wilkinson reiterated the general policy requiring medical professionals to obtain a certain number of continuing medical education credits annually. These credits may be obtained at both local and national presentations and workshops and online. Beaumont Health System is authorized to produce sessions and grant CME credits. This committee is charged with ensuring all presentations meet guidelines of the Accreditation Council for Continuing Medical Education (ACCME). The Beaumont CME offerings have awarded over 30,000 credits to date.

Dr. Bee spoke for the Faculty Appeals Committee saying she was happy to report they had not yet needed to meet thus indicating there have been no faculty appeal issues.
Dr. Bee called to podium David Forst, member of the Committee on Appointments, Promotion and Tenure (CAPT) for a combined presentation covering the Committee on Appointments, Promotion & Tenure (CAPT) and the Meaningful Participation Program (MPP) for faculty.

IV. Revised Meaningful Participation Program

- CAPT guiding principles are **Independent, Principled, Transparent, Inclusive, Documentable and Flexible**
- Chart presented outlining levels available for faculty appointment and criteria to attain these levels based on individual focus
- Chart presented listing number of faculty by rank and focus; total of 1503 (clinical) faculty appointments to date
- Subcommittee of CAPT is the Meaningful Participation Program (MPP) Committee
- MPP subcommittee purpose is to ensure the involvement of faculty members and to document their contributions toward the success of the School of Medicine.
- Each faculty member must participate in the equivalent of three faculty development activities and obtain nine service credits over a three-year period.
- Faculty development activities are available through **ADVANCE** programs, the Oakland University Center of Excellence for Teaching and Learning Seminars and through many professional organizations. Web based activities may also be eligible for faculty development credit.
- Service credits are spread among four categories; Academic, Committee, Community, and Educational – chart presented with many examples of eligible activities in each categories and corresponding point value
- Dr. Forst repeated there are many ways and opportunities to be involved and earn MPP credit. On behalf of the OUWB Dr. Forst gave appreciation to faculty for their willingness and ability. He briefly mentioned (but did not detail) the PPAP reimbursement program.
- Additional sub-committees of CAPT are the DCAPTs – committees at individual departments. These subcommittees will advise the department chair, Identify new department MPP activities, Review department MPP activities and valuations
- Dr. Forst spoke of responsibilities of the Department Chair; (with regard to promotion and tenure) Mentor faculty, Submit appointment, promotion and tenure recommendations to CAPT, Appoint members to DCAPT
- Faculty responsibilities (with regard to promotion and tenure) Provide a current and useable email address, Submit MPP record of activities in a timely manner, Submit questions or recommendations to the department chair
- Dr. Forst addressed frequently asked questions regarding promotion and tenure then summarized the MPP program:
  - The Meaningful Participation Program is designed to recognize the extraordinary efforts of the Beaumont medical staff in dedicaing the
time and expertise necessary to ensure that every graduate of the Oakland University William Beaumont School of Medicine has received the training necessary to become an effective, compassionate contributor to the well being of the community.

[At this time questions were posed from audience faculty members who did not approach the microphone]

Dr. Forst responded saying credit will be given for prior activity, but if you haven’t done anything yet – get started.

[Question regarding interest in committees]  
Dr. Bee answered that currently all committees were populated, waiting lists were being kept and another interest survey would be circulated. A specific committee that currently did need help was Admissions who was looking for interviewers.

[Question regarding reporting activities]  
Dr. Forst replied they could email Deirdre Pitts, Director of Faculty Affairs and / or report activity to their DCAPT or Department Chair

[Question / suggestion regarding submission of activities information]  
Dr. Forst answered that the first focus of committee was to finalize criteria and point value. Submission process is still being formulated

Linda Gillum, Associate Dean for Academic and Faculty Affairs came to podium

Dr. Gillum informed audience of the tracking system to be utilized, Digital Measures. The program is expected to be operational by end of May 2012. Announcement will be made via email when system goes live. Through Digital Measures, faculty will enter their development and service activities. Department Chairs will communicate progress

[Comment from audience - While some activities must be self-reported, it would be helpful if faculty could complete a card (similar to CME) at events and credit entered for them]  
Dr. Bee thanked member for suggestion, said it will be considered and indicated that all in attendance would be receiving ½ MPP credit for attending

V. Open floor for new business

Dr. Bee invited anyone with new business to please come forward to speak – no one approached

Dr. Bee adjourned the meeting at 7:01