

Faculty Steering Committee MINUTES

Thursday, May 16, 2013 • 12:00 Noon • Daly Center, Room MS 186

<i>Topic</i>	<i>Time</i>	<i>Presenter</i>	<i>Discussion</i>	<i>Action Item/Resolution</i>
1. Call to Order		Jerry Young	Meeting was called to order at 12:06. Attendance sign in sheet for today's meeting is attached.	
2. Old Business a. Approval of Minutes from April 18, 2013		Jerry Young	Minutes from April were reviewed with no changes noted.	*Minutes unanimously approved by the committee.
3. Dean's Business a. General Update	10 min	D. Craig Brater	Dean Brater announced that Dr. Jay Hess has been named the new dean for the School of Medicine. He comes to us from the University of Michigan Medical School. His resume is quite extensive and has been involved in numerous leadership positions, research and entrepreneurships. Dr. Hess starts September 1 while Dean Brater is scheduled to retire July 1. A plan for the interim period is still being discussed. Dean Brater also spoke about graduation activities that took place the weekend of May 10. Reunion activities will be taking place the weekend of May 17.	
4. Committee Report a. Curriculum Council b. Student Promotions	10 min 10 min	Tim Ellender Mark DiCorcia	a. Tim Ellender presented the annual report for the Curriculum Council (see attached). b. Mark DiCorcia presented the annual report for the Student Promotions Committee (see attached).	
5. President's Business a. Ad-Hoc Committee Reports	30 min	Jerry Young	Annual reports for each Ad-Hoc committee were reviewed prior to the meeting (see attached). There were 2 committees that did not submit reports and those were the Web Advisory Committee and the Research Technicians Committee. The Web Advisory committee currently has no chair and has not met since 2011.	*The FSC voted to continue the charge for each of the Ad-Hoc committees with the exception of the Web Advisory Committee. *The FSC decided to post the annual reports from all of the Standing Committees as well as the Ad-Hoc committees on the OFAPD website and send an announcement through InScope letting Faculty know the reports are available. *It was decided the FSC would send a letter

				to the chairs of the Ad-Hoc committees indicating that their reports had been reviewed. The letter will also extend an invitation to them to attend a meeting during the next academic year if they would like to discuss how the FSC can help their committee.
6. New Business			Faculty are dissatisfied with the functionality of InScope.	*The President will invite Rebecca Carl to the June FSC meeting to discuss InScope and communication for faculty within IUSM.
7. Questions and Open Discussion	5 min	Jerry Young	Sandeep Gupta raised a question about EMR as it was reported by the Curriculum Council. He indicated that the notes from medical students are very difficult to read because so much information is cut and pasted from note to note. Alan Ladd responded that we can provide the guidelines for our students to follow but it is difficult to enforce those guidelines since it occurs in the patient medical record. Sandeep also expressed his desire to see someone added to the FSC from Medical Student Affairs (MSA) in order to be liaison between the work of the faculty and the medical students. Since FSC composition is specifically designated in the IUSM Faculty Constitution, adding a permanent representative would require a formal revision and faculty vote. It was suggested that we invite a representative from MSA to be in attendance when certain standing committees are reporting (i.e. CC, Student Promotions, etc) or attend as a guest at times to give general updates.	
8. Adjournment			Meeting was adjourned at 1: 14pm	*July FSC meeting will be cancelled. The current FSC's last meeting will be June 20, 2013. The newly elected FSC will begin their term at the 1 st meeting of the academic year on August 15, 2013.

Curriculum Council Steering Committee Annual Report

I. Approved Policies:

a. Student Prior Relationship Policy

The Student Prior Relationship Policy (formerly known as the opt-out policy) was designed to ensure that students do not work with residents or faculty members that they have had a professional relationship with. LCME standards require that no preceptor evaluate a student who has a relationship with that preceptor. The policy addresses this professional relationship restriction and also includes a restriction on working with someone a student has a personal relationship with (i.e. a parent).

b. Grade Appeal

The committee reviewed the current Grade Reconsideration policy and considered an appropriate time period for appeals to ensure clarity and validity in the policy and consistency across statewide campuses. The committee agreed that 30 days would be adequate to appeal a grade. The policy work is still in progress, but the intent of the policy is to create a chain of action steps where, in the event that a student has a question or problem with a course examination or evaluation, the student makes contact with the course director and a workflow for resolution is followed. A theoretical workflow (NOT YET FINALIZED) might proceed as follows: if the student and the course director cannot resolve the problem, the issue may be taken to the department chair. At a Center for Medical Education, if the student, the course director, and the Center Director cannot resolve the problem, the issue may be taken to the department chair. If the issue is not resolved in the meeting with the chair, either party may appeal the matter to the Academic Standards Committee. The Academic Standards Committee will make a recommendation to the Executive Associate Dean for Educational Affairs who will then make a final decision for all parties.

c. Time Away from Clerkship

The Time Away from Clerkship policy was created to help give students a mechanism to submit requests for time away from educational/clinical duties and a time frame to receive replies to their request. The CCSC supported the policy and unanimously approved it. A standardized request form was created and approved to be used by students and UME. The forms will be collected internally by departments then submitted to Rakesh Mehta in MSA.

d. Exam Rescheduling Policy

The committee worked with UME to create a policy that would be applicable across both foundational science and clinical science years and that would allow MSA to track variances in exam truancy across the 4 years of education through the professionalism competency.

The policy reads: "On some rare occasions, circumstances may interfere with a students' ability to attend an examination at the scheduled time. Circumstances that might warrant a rescheduling of or justify an absence from an examination include: death in the immediate family, serious illness, or trauma.

When possible, the student should contact the course/clerkship director for approval in advance to request rescheduling of an examination. If a student misses an examination without prior approval, the

student should contact the course/clerkship director as soon as possible with a justification for their absence. The course/clerkship director may request documentation to support the justification. The exam should be rescheduled as soon as possible and ideally within ten school days, at a time that minimizes disruption of the student's educational responsibilities.

The course/clerkship director will make a determination whether the justification for rescheduling is valid or not. For foundational science examinations, if the student's justification does not warrant excusing the absence the student will receive a score of "zero" for the missed examination. For clinical science examinations, if the student's justification does not warrant excusing the absence, the student will receive an Isolated Deficiency in the appropriate related competency. Per IUSM policy, once the isolated deficiency is remediated the student will receive an ID/P for the clerkship. Notification of the exam rescheduling must be sent to the Medical Student Affairs office for monitoring purposes. An appeal of the course/clerkship director's decision may be made to the Deans in the Medical Student Affairs office.

e. Student Electronic Medical Record Policy

A standardized policy to address student utilization and professionalism with regards to medical documentation and the use of the EMR was created. The purpose of the policy was "to provide direction for maximal educational experience in patient care as it relates to electronic medical record (EMR) documentation." The rationale behind this policy was that student "documenting in medical records for patients involve not only the act of recording but the act of thought leading to the record. The IUSM places value on encouraging independent thinking as a way to develop professional skills including communication and problem solving. Electronic medical records make possible the repetition of stored material ("copying" or "cutting and pasting"). At the medical student level IUSM finds that these electronic copying methods interfere with educational value. The use of others' words in the EMR has other associated issues (such as legal liability). These should be distinguished from the educational goal."

f. USMLE Retake Policy

The CCSC was informed that currently the state of Indiana will not grant a license to practice medicine to anyone who has failed any of the USMLE Step exams three times and was asked to weigh in on a policy update for repeat failures. After some discuss the committee adopted a policy with recommendations for a formal remediation process after failing on the first attempt and recommendations for referral to the IUSM Student Promotions Committee for dismissal upon failing on the 3rd attempt.

The IUSM Policy Statement on USMLE Assessment read as follows:

"Whereas, Indiana State Statutory Code dictates that the United States Medical Licensing Examination be passed with a maximum of three attempts to pass each portion (Step) of the exam (844 IAC 4-4.5-12), Whereas attainment of a medical degree from Indiana University School of Medicine requires passage of Step 1, Step 2 Clinical Knowledge, and Step 2 Clinical Skills examinations for graduation, An IUSM student will only be allowed 3 opportunities to pass any given step of the USMLE examination. An IUSM student must pass each step of the USMLE examinations within 3 attempts. If a student fails any given Step of the exam on the third attempt, they will be referred to the IUSM Student Promotions Committee for dismissal from medical school."

II. Curricular Review:

a. Contact Hour Reduction:

The curriculum council in coordination with the basic science committee guided a contact hour reduction for the 1st two years of education to meet LCME expectations, our internally defined target of 1320 hours, and to assure consistency of implementation across the IUSM centers. To achieve these goals, the foundational science directors agreed to the re-organization of course content and to change optional lectures to self-directed learning time to meet the requirements for contact time standardization across centers.

b. Electives

In the past, electives received final approval with the CCCC, but it was felt that elective evaluation should advance to the CCSC for review. Under the new methodology, the CCCC chair provides a review and the CCSC bases the approval or disapproval on the review.

c. Curricular Reform Process

The CCSC reviewed the 2.5 reform proposal and after some discussion felt that the model provided a “true starting point to a better mapping of the curriculum.” There was general agreement that adopting the ACGME’s competency categories will help students by bringing IUSM in line with the nation’s other competency based programs. The committee approved a motion for the IUSM to adapt its current Competency system to the designated six ACGME competencies which will be phased in with the new curriculum. The committee agreed that it will be difficult to know how well the reform model would work, but after making recommendations regarding key milestone assessments and a need for internally developed metrics, the committee voted in support of the curriculum reform team’s 2.5 reform proposal.

d. AAMC GQ Questionnaire

Tony Ribera and Alison Loftus from the UME office presented the latest results from the AAMCG. The IUSM had 199 graduates respond to the survey that was administered from February 14 through June 8. It was noted that IUSM grads had a more favorable perception of basic science than the national average, but courses such as immunology and behavioral sciences were lagging well behind the average whereas courses such as pathology and pharmacology were perceived as excelling. For clerkships, responses rated the overall quality of most clerkships between fair and excellent with OBGYN at the lowest end. The CCSC committee questioned the viability of the data, since IUSM is divided into centers located throughout the state which makes it difficult to know where the true origin of the problem is located.

“One item from the AAMC GQ that the committee found alarming was the response to mistreatment. According to the results, about half of IUSM graduates in the sample indicated that they had personally experienced mistreatment, and the response showed that IUSM was above the national average for this behavior. The committee agreed that the rate is unacceptable and that even coming in at the national level would still be unacceptable. The committee expressed interest in creating an in house evaluation

to find out where students are experiencing issues and where to focus the majority of their energy to help improve student's experiences."

c. Timeliness of Grades

In January of 2012, the IUSM was notified by the LCME that the school had failed to make adequate progress regarding the timeliness of grades. During the 2011-2012 academic year, there were multiple instances of grade submissions that exceeded the 6 week grade submission window. This variation has been closely monitored and as of October of 2012, the IUSM fell within the standard, and current data from the first half of the 2012-2013 academic year shows continued improvements. The committee discussed how these stricter response measures might impact the quality of student feedback and decided that further monitoring would be necessary to balance quality with timeliness.

d. Work on Assessing Grade Scale

The committee was charged with the task of reviewing the school's grading scale and deciding whether or not the IUSM needs to move to a pass/fail system with the adoption of the new curriculum. The committee discussed the issues surrounding grading scales, including problems with the distribution of grades and the differences between the clinical and foundational years. There was also discussion about quintiles, pass/fail systems, and letter grades. The Committee did agree, though, that there needs to be uniformity in grading between the centers. Research about grading scales was circulated and Dr. Ladd began compiling information sent to him from committee members. A formal subcommittee to review the grading scales was formed and tasked with making suggestions for improvement to the IUSM grading scales.

**Indiana University School of Medicine
Report Template
Ad-Hoc Committees**

Please submit this report by
Monday, April 1, 2013 to Melody Darnall at mldarnal@iupui.edu.

Committee Name: Student Promotions Committee

Committee Chair Name: Dr. Patricia Treadwell

Committee Chair Email: ptreadwe@iu.edu

Meeting Frequency: Monthly(except two months where there are two meetings)

What is the mission of your committee? (100 words)

The Student Promotions Committee monitors the academic and professional standards of the medical students and subsequently determines their academic standing. For students that have academic or professional difficulties, the committee places the students on academic probation for which they are then required to remediate their difficulty. The committee will then evaluate if the student successfully completes their remediation plan, and will be able to remove the student from academic probation. The committee will also determine if a student is fit to continue in their medical education, and can recommend that the student is dismissed.

What has your committee accomplished this year? (250 words)

The committee continues to review academic difficulties and make decisions on the progress of our students. The committee reviews on average slightly greater than 10 academic challenges per month, though the range is very wide depending on the time within the academic year(range 1-28). On average, the committee meets with one student per session for a progress hearing, though the range has been from 0-4 students at the meeting. Over the course of the academic year, two students have been recommended for dismissal. One of those students is still in the process of having a reconsideration hearing. The other dismissal was appealed to Dean Brater, who upheld the recommendation of the committee.

What goals does your committee have for the next academic year? How can the Faculty Steering Committee help you to accomplish those goals? (150 words)

**Indiana University School of Medicine
Report Template
Ad-Hoc Committees**

Please submit this report by
Monday, April 1, 2013 to Melody Darnall at mldarnal@iupui.edu.

Committee Name: Diversity Council

Committee Chair Name: Patricia Treadwell

Committee Chair Email: ptreadwe@iupui.edu

Meeting Frequency: 2nd Monday of Sept, Nov, Jan, March, and May

What is the mission of your committee? (100 words)

The Mission of the Division of Diversity Affairs and the Diversity Council through an emphasis on inclusion, diversity and respect, seeks to enhance the cultural competence of the medical school community and foster the accomplishment of its tripartite mission through programming in the areas of recruitment, retention and community service.

In keeping with IUSM's pursuit of excellence in the fulfillment of our mission, the Division and Council seeks to encourage, enable, and empower all members of the IUSM community to positively contribute to and benefit from a diverse learning environment.

What has your committee accomplished this year? (250 words)

We co-sponsored the Diversity week in January 2013 which was a successful endeavor with speakers, CME and good attendance from students, faculty, and community members. The theme this year was "The Affordable Care Act and Its Effect on Patient Outcomes". The planning is primarily done by the Diversity Outreach subcommittee of the diversity council in addition to assistance from many diversity council members. The student and resident recruitment subcommittee develops criteria for the dean's diversity award.

The subcommittees of the diversity council are aligned with the strategic plans of the division of diversity affairs. The subcommittees are:

- 1) Student retention
- 2) Student and resident recruitment
- 3) Faculty recruitment and development
- 4) Diversity outreach

The diversity council is available to students when diversity issues may arise

What goals does your committee have for the next academic year? How can the Faculty Steering Committee help you to accomplish those goals? (150 words)

We plan to co-sponsor another Diversity week and have already begun to discuss possible speakers. Further development of the dean's diversity award is in the planning stages. The OFAPD has been very helpful with planning our endeavors.

**Indiana University School of Medicine
Report Template
Ad-Hoc Committees**

Please submit this report by
Monday, April 1, 2013 to Melody Darnall at mldarnal@iupui.edu.

Committee Name: Graduate Medical Education Committee (GMEC)

Committee Chair Name: Peter M. Nalin, M.D. FAAFP, Associate Dean for GME

Committee Chair Email: pnalin@iu.edu

Meeting Frequency: Every month except July

What is the mission of your committee? (100 words)

The mission of the GMEC is to establish and implement policies and procedures regarding the quality of education and the work environment for the residents/fellows in the training programs sponsored by IUSM. The existence of this committee is an Institutional Requirement of the Accreditation Council for Graduate Medical Education (ACGME). Voting membership on the committee includes the DIO (Dr. Peter Nalin), residents nominated by their peers, representative program directors, and administrators. The GMEC meets each month except July and maintains written minutes.

What has your committee accomplished this year? (250 words)

- A Policies and Procedures Subcommittee has been formed and meets on a monthly basis to review and update all policies required by the ACGME. As of this date, sixteen policies have been reviewed and approved.
- The GMEC has made the successful transition from using bulky paper materials to conduct the review to using Oncourse for fully-electronic meetings.
- Twenty-five internal review reports and responses have been reviewed and approved since July 2012.
- Two new non-ACGME accredited fellowships have been approved.
- Fourteen ACGME citation letters and ten program responses to citation letters have been reviewed and approved.
- Four new subcommittees were created: Patient Safety, Policies and Procedures, Stipends and Benefits, and Background Checks and Enrollment Requirements are now GMEC subcommittees. GMEC participation has been increased through faculty and resident involvement in the subcommittees. Subcommittee membership has been supplemented with appropriate non-GMEC participants as well.
- Increased number of resident representatives on the GMEC to six.

What goals does your committee have for the next academic year? How can the Faculty Steering Committee help you to accomplish those goals? (150 words)

- The GMEC will work to educate ACGME-accredited programs about Next Accreditation System (NAS). Programs in Phase 1 (Emergency Medicine, Internal Medicine, Pediatrics, Diagnostic Radiology, Neurological Surgery, Orthopaedic Surgery, Urology) will adopt the NAS on July 1, 2013.
- The GMEC will work to increase outreach to ACGME-accredited fellowships.
- The Graduate Medical Education Patient Safety Council will work to unify and increase efforts of house staff to make the hospital systems in which our residents practice safer for patients.

As a component of its next accreditation system, the American Council of Graduate Medical Education has established the CLER program, or Clinical Learning Environment Review. Through frequent on-site visits, CLER will assess six focus areas, including the areas of Patient Safety, Quality Improvement and Transitions in Care. With the IUSM Patient Safety Council council, each residency program will have the opportunity to satisfy these requirements for accreditation through their respective resident participation

**Indiana University School of Medicine
Report Template
Ad-Hoc Committees**

Please submit this report by
Monday, April 1, 2013 to Melody Darnall at mldarnal@iupui.edu.

Committee Name: LARC advisory committee

Committee Chair Name: Karen E. Pollok

Committee Chair Email: kpollok@iu.edu

Meeting Frequency: 3-4 times per year

What is the mission of your committee? (100 words)

The mission of the LARC advisory committee is to facilitate information exchange between the LARC staff and the IUSM faculty. While the committee does not make final decisions on policy or budgetary issues, it does provide advice on budgeting, infrastructure, regulation, and safety. Members of the committee represent the majority of major departments at the IUSM that use animals in their research.

What has your committee accomplished this year? (250 words)

This past year the committee was involved in detailed discussions with Dr. Deb Hickman and staff regarding the strategy to prevent and contain the spread of pinworms and fur mites in the facility. Dr. Hickman also organized a pathogen subcommittee on the spread of infectious agents in which to gain further insight on this issue. The pathogen subcommittee involved members of the IACUC in addition to the LARC Advisory committee. Dr. Christie Orschell, a member of the LARC advisory committee, and I continue to serve on this subcommittee. In other meetings last year, we discussed the transition to the new cage bedding, the reorganization of animal rooms, and new animal protocol forms. The committee offered advice and insight into the organization of the new animal protocol form. The USDA inspections regarding use of large animals and the oversight issues associated with the inspections were discussed. In early May 2013, we will be meeting to discuss the budget for the next fiscal year, and receive updates on the new animal study and review forms.

What goals does your committee have for the next academic year? How can the Faculty Steering Committee help you to accomplish those goals? (150 words)

Our goals for the next year are to work with the veterinary staff to provide input on regulation and safety issues. We will also serve as a resource to the LARC in identifying ways to improve communication between investigators and the LARC staff that helps oversee their animal experiments. We have established a solid and interactive working relationship with Dr. Hickman and staff and believe we do not require additional assistance at this point in time. Thank you.

**Indiana University School of Medicine
Report Template
Ad-Hoc Committees**

Please submit this report by
Monday, April 1, 2013 to Melody Darnall at mldarnal@iupui.edu.

Committee Name: Medical Scientist Training Program (MSTP) Steering Committee
(aka: MD/PhD Advisory Committee)

Committee Chair Name: Maureen Harrington

Committee Chair Email: mharrin@iu.edu

Meeting Frequency: every ~3 weeks during the MSTP recruiting season (September -- March)
to discuss candidates

What is the mission of your committee? (100 words)

MSTP Steering Committee members interview (five interview days) and identify candidates for admission to the Indiana University School of Medicine MD/PhD program (MSTP). They assist in recruitment of students by attending recruiting dinners and meeting one on one with students as needed. When necessary they will advise on program policy and direction. The committee meets every ~3 weeks during the recruiting season (September – March) to discuss candidates.

What has your committee accomplished this year? (250 words)

We successfully recruited 7 candidates for the 2012 class (Sept., 2011 -March, 2012); This year (Sept, 2012 – currently) we interviewed 63 candidates, identified our top 25 candidates and met with those candidates during their second recruiting visits to our campus. We are currently in the process of identifying and extending offers to the 5 applicants that will make up the 2013 entering class.

What goals does your committee have for the next academic year? How can the Faculty Steering Committee help you to accomplish those goals? (150 words)

To continue to recruit top MSTP candidates and increase program diversity. I don't have suggestions for how Faculty Steering Committee could help.

**Indiana University School of Medicine
Report Template
Ad-Hoc Committees**

Please submit this report by
Monday, April 1, 2013 to Melody Darnall at mldarnal@iupui.edu.

Committee Name: Research Technicians Committee

Committee Chair Name: Susan Gunst

Committee Chair Email: sgunst@iupui.edu

Meeting Frequency: When needed to address issues brought to the committee's attention

What is the mission of your committee? (100 words)

The committee provides a forum for research technicians to appeal decisions that may be related to job satisfaction. It has responsibility for oversight of classification of research technician positions by Human Resources, new hire compensations levels, and annual budget exceptions/raise issues. When a mid-year salary increase is requested for a research tech, the committee reviews the request for reasonableness and provides a recommendation to Human Resources regarding the request.

What has your committee accomplished this year? (250 words)

No issues were brought to the committee this year.

What goals does your committee have for the next academic year? How can the Faculty Steering Committee help you to accomplish those goals? (150 words)

The committee responds to specific concerns raised by individuals. If any issues are brought to the committee's attention, the committee will consider them.

**Indiana University School of Medicine
Report Template
Ad-Hoc Committees**

Please submit this report by
Monday, April 1, 2013 to Melody Darnall at mldarnal@iupui.edu.

Committee Name: Scholarship Committee

Committee Chair Name: James Brokaw and Karen West, Co-Chairs

Committee Chair Email: jbrokaw@iupui.edu, kwest@iupui.edu

Meeting Frequency: Four times per year

What is the mission of your committee? (100 words)

The Scholarship Committee's primary mission is to choose the best candidates for recruitment scholarships to promote their matriculation into the school of medicine and assure a highly-qualified and diverse entering class. The committee is also responsible for identifying worthy students for merit-based scholarships, needs-based scholarships, or students who have unique identifiers that satisfy the donor agreements. This is best done by a small committee that can sift through the data accurately, efficiently, and expeditiously. The committee also works cooperatively with the Office of Gift Development and other organizations to promote scholarships to be used by Indiana University School of Medicine students.

What has your committee accomplished this year? (250 words)

During the 2012-2013 academic year, the Scholarship Committee awarded a total of **\$4,604,027** to **650** students. The tables below show how this total was distributed by demographic group and by type of award.

Demographic Group	Dollar Amount	Number of Recipients
Males	\$2,642,630	364
Females	\$1,961,397	286
Majority	\$3,253,477	528
Under-Represented Minority	\$1,350,550	122

Type of Award	Dollar Amount	Number of Recipients
Recruitment	\$2,911,464	259
Merit-Based	\$401,809	116
Need-Based	\$285,787	59
Combined (Merit and Need)	287,795	63
Restricted*	\$717,172	153

*Terms of gift agreement limit the awards to certain geographic regions or certain kinds of recipients (e.g., former high school athlete, etc.).

What goals does your committee have for the next academic year? How can the Faculty Steering Committee help you to accomplish those goals? (150 words)

Our main goal is to work with the Development Office to build donations towards our new Faculty-Staff Scholarship. Once we have raised \$100,000, the Dean's Office will match the accrued amount, which will give us at least \$200,000 in unrestricted funds to be used to support medical students.

**Indiana University School of Medicine
Report Template
Ad-Hoc Committees**

Please submit this report by
Monday, April 1, 2013 to Melody Darnall at mldarnal@iupui.edu.

Committee Name: Student Research Committee

Committee Chair Name: Nadia Carlesso

Committee Chair Email: ncarless@iupui.edu

Meeting Frequency: Three times/year (Every four Months)

What is the mission of your committee? (100 words)

In the past 3 years the responsibilities of this committee have been primarily focused on restructuring the IUSM Student Research Program in Academic Medicine to provide: a) the best opportunities for medical students to experience biomedical research, and b) to shape a program competitive for federal funding. These responsibilities included program oversight, such as identifying optimal criteria for the selection of mentors and students, methods for mentor certification and tracking student outcomes. Other activities include defining the research areas and topics for the summer seminar series, organizing the Scholarship award competition, discussing how the program can be further integrated with the Medical School and how it can be a functional component of the “pipeline” of physician-scientists.

What has your committee accomplished this year? (250 words)

- The 2012 award of the NIH-HLBI T35 short-term training grant for biomedical sciences (PI: Carlesso) has been a great achievement for the committee.
- Within this framework, the committee has been focused in implementing the opportunities for the medical students engaged in the summer research to gain integrated research and clinical perspective. As a result of this effort, since summer 2012, the SRPAM students have not only be assigned to primary research mentors (who supervises their project) but they are also assigned to a clinical mentor, a collaborator of the PI, or a clinician working on a related area of the research conducted by the PI and the student. The clinical shadowing is limited to once/week and has as objective to teach the student how his/her research can directly be linked to the clinic.
- We have also met with the medical student representative Matthew Shew and we have discussed some ideas on how improve the communication between the committee and the medical students. Furthermore, “Research Electives” has been identified as one of the theme that could be implemented and can be integrated within the SRPAM existing structure (basic sciences mentor pool).
- Finally, we have changed the format of the student oral presentations for the Scholarships awards – now to be done in August, at the end of the internship (instead than in October), but with poster presentations still occurring in October, to engage 1st year medical students.

What goals does your committee have for the next academic year?

How can the Faculty Steering Committee help you to accomplish those goals? (150 words)

Following the summer internship, several SRPAM students have been inspired to take a year-off to perform research (applied and won HHMI fellowships), other have applied (and have been accepted) in the IU MD/PhD or IBMG program, and others have been accepted into the IUSM Master in Translational Medicine (recently established).

Thus, it is becoming increasingly important to establish a better communication and integration between the SRPAM and all these programs. This is our main objective for this year. A better communication will help to coordinate a more effective pipeline for physician-scientists, facilitate the tracking of students' accomplishments and identify areas in which we, as a school, can better support the students committed to embrace a career in academic medicine.

Within this scope, the committee will also like to interface with members of the curriculum reform, and the student representatives, to determine whether/how the SRPAM can help in the organization of the research electives.

One way that the Steering Committee can help is by increasing awareness of the work conducted by our committee, and of the opportunity to use it as a resource for other tasks currently ongoing related to students and biomedical research.

**Indiana University School of Medicine
Report Template
Ad-Hoc Committees**

Please submit this report by
Monday, April 1, 2013 to Melody Darnall at mldarnal@iupui.edu.

Committee Name: Marly Bradley

Committee Chair Name: Teacher Learner Advocacy Committee

Committee Chair Email: mpbradle@iupui.edu

Meeting Frequency: monthly; every 3rd Thursday from 11:00-12:30

What is the mission of your committee? (100 words) We exist to address concerns/reports that the learning environment within IUSM has somehow been negatively impacted. Additionally, we are charged with being proactive in promoting a professional and positive learning environment. We are available to the ‘teachers’ and ‘learners’ alike.

What has your committee accomplished this year? (250 words) We have addressed and investigated issues brought to our attention. We have made a concerted effort to further diversify our committee based on some of the concerns. We want our body to reflect the diversity of the IUSM. Through brainstorming and collaboration, we have recommended the implementation of exit interviews for graduating medical students in hopes of further identifying themes of mistreatment. This will be happening in the coming weeks. We are actively participating in sharing the workload that this process requires. Also, we are actively planning several ways in which to increase awareness and build trust/minimize fear so that people feel more comfortable to come forward with their concerns.

What goals does your committee have for the next academic year? How can the Faculty Steering Committee help you to accomplish those goals? (150 words) As stated above, we plan to continue increasing awareness about TLAC, collaborate with others (as we have been doing recently) to promote professionalism, and (as time permits), create programming to reach and educate more people within IUSM. As faculty, we MUST model the way in order for our learners to successfully grow as physicians and scientists or both. We’ve engaged in a lot of discussion regarding collaborative efforts lately. Perhaps FSC can help by making any suggestions for other ways (or people with whom) to collaborate. Additionally, feedback regarding perception of what TLAC is (many learners have no idea) may help guide our future efforts.

**Indiana University School of Medicine
Ad-Hoc Committee Report**

Please submit this report by
Monday, April 1, 2013 to Melody Darnall at mldarnal@iupui.edu.

Committee Name: Women's Advisory Council

Committee Chair Name: Co-chairs: Mary Dankoski, Susan Cordes

Committee Chair Email: mdankosk@iupui.edu, sslakes@iupui.edu

Meeting Frequency: Executive Subcommittee meets monthly, Full council meets quarterly

What is the mission of your committee? (100 words)

The IUSM Women's Advisory Council provides a critical advisory role for the School's efforts to create a culture that promotes faculty vitality and diversity with a particular emphasis on the advancement of women in medicine and science. The Women's Advisory Council works toward an environment where all members of the IUSM community, both men and women, can thrive.

What has your committee accomplished this year? (250 words)

An Executive Subcommittee of key IUSM women was formed to provide direction for the Council's activities.

Based on a priorities survey, the Council formed the following subcommittees:

- Career Coaching - charged to collaborate with the Faculty Development Coordinating Committee (FDCC) to develop/enhance coaching as a service to faculty at IUSM. A Career Development Consultation Program to assist IUSM faculty in their career development is planned. A needs assessment has been performed and training and recruitment will follow.
- Dependent Care – As part of the American Council on Education / Sloan award for faculty career flexibility, collaborate with the OFAPD to assess needs of IUSM faculty related to dependent caregiving demands (i.e., child, elder care); compare current resources available at IUSM with peer/ benchmarking institutions; and propose ways to meet the identified needs, including a financial consideration of proposed solutions. A review of the types of supports offered at the top 10 NIH funded medical schools as well as those in the Big 10 conference is underway.
- Networking - charged to develop approximately two networking events in Spring 2013. This subcommittee will also work broadly to promote the importance of networking as a key factor in career development. Co-hosted networking event with AMWA on February

26, 2013; well attended with about 40 participants. Spring networking event planning in collaboration with the Center of Excellence in Women's Health is underway, as is planning for the Fall.

- Nominations - assist with soliciting and vetting potential nominees and the drafting of nomination materials for a variety of awards and professional development opportunities (i.e., the AAMC Early- and Mid-Career Women Professional Development Awards; the IUPUI Women Leadership Awards, etc). Dr. Nadia Carlesso was sponsored to attend the AAMC Mid Career Women Professional Development Seminar. Dr. Theresa Guise was chosen as the Council's nominee the Margaret L. Kripke Legend Award for Promotion of Women in Cancer Medicine and Cancer Science. Additionally, the subcommittee assisted in developing Dean Brater's nomination packet in support of Dr. Tatiana Foroud for the Marion Spencer Fay Award; Dr. Foroud is currently a finalist for this honor. The committee is currently working on selecting candidates for the AAMC early career women faculty professional development seminar.

What goals does your committee have for the next academic year? How can the Faculty Steering Committee help you to accomplish those goals? (150 words)

In 2013-2014, the Women's Advisory Council plans to continue the work of the above subcommittees.

In addition, the Council will continue to monitor benchmarks related to the advancement of women in the Annual IUSM State of the Faculty Report and the biennial benchmarking report from the Association of American Medical Colleges, Group on Women in Medicine and Science.

Further, the Council will continue to engage with the American Medical Women's Association Student Interest Group in their mentoring mixers, and will assess ways to engage with women undergraduate students through the IUPUI Women in Science House.

Lastly, the Council is interested in holding a joint meeting with the IUSM Diversity Council to discuss shared priorities and possible collaborative opportunities.

The committee is working with the Medical Student Affairs office and the Clerkship and Competency directors to create a more transparent and consistent process for the students who encounter academic or professionalism troubles.

SPC Report 2011-2012

July 18

Failures – 14
ID3 – 2

August 15

ID3 – 3

September 19

Unsatisfactory Comp. Progress – 3
ID3 – 6
Failures – 2

October 17

Failures – 1
ID3 – 10
ID9 – 1

November 21

Failures – 3
ID3 – 9

December 11

Failures – 4
ID3 – 3
ID9 – 1

January 9

Failures – 33
ID2 – 1
ID3 – 2

January 23

Failures – 1
ID3 – 2

February 20

Failures – 5
ID3 – 4
ID9 – 3
Unsatisfactory Comp. Progress – 1

March 19

Failures – 1
ID3 – 2

April 16

ID3 – 5
ID5 – 1
ID8 – 1
ID9 – 1

May 21

Failure – 56
ID3 – 3
Unsatisfactory Comp. Progress – 3

June 18

ID3 – 2

Totals

Failures – 120
ID3 – 53
ID5 – 1
ID8 – 1
ID9 – 6

SPC Report 2012-2013

July 9

Failures – 10

August 20

Failures – 27

ID3 – 3

September 17

Failures – 1

ID3 – 8

ID9 – 1

October 15

Failures – 1

ID3 – 4

November 19

Failures – 8

ID3 – 14

ID5 – 1

ID9 – 1

December 17

Failures – 6

ID3 – 1

ID9 – 1

Totals

Failures – 81

ID1 – 2

ID3 – 48

ID5 – 1

ID8 – 1

ID9 – 4

January 7

Failures – 12

ID2 – 1

ID3 – 4

January 28

ID3 – 1

February 18

ID3 – 1

March 18

Failures – 3

ID1 – 1

ID3 – 7

April 15

ID3 – 2

ID9 – 1

May 20

Failures – 13

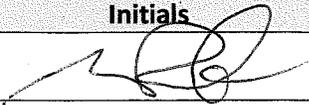
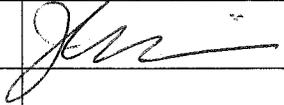
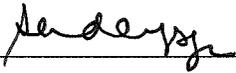
ID1 – 1

ID3 – 3

ID8 – 1

**FACULTY STEERING COMMITTEE
SIGN-IN SHEET**

May 16, 2013

Name	Role	Initials
Matthew R. Allen, Ph.D.	Biomedical Research	
D. Craig Brater, M.D	Dean, Ex-Officio	in attendance
Jennifer N. Choi, M.D.	Academic Standards	
Deborah K. Cowley	Academic Admin, Ex-Officio	
David L. Daleke, Ph.D.	Regional Rep	via polycom
Mary E. Dankoski, Ph.D.	Secretary, IUPUI FC Rep	
Mark Di Corcia, M.D.	Student Promotions	
Timothy J. Ellender, M.D.	Curriculum Council	
Patricia J. Gallagher, Ph.D.	Graduate Studies	
Thomas A. Gardner, M.D.	IUHP Rep	
Richard B. Gunderman, M.D., Ph.D.	Past-President	
Susan J. Gunst, Ph.D.	Promotions and Tenure	
Sandeep K. Gupta, M.D.	Lecturer and Clinical Rank Faculty Promotions	
Nasser H. Hanna, M.D.	Admissions	
Krista Hoffmann-Longtin, M.A.	OFAPD, Ex-Officio	
Alan P. Ladd, M.D.	Secretary-Elect	
James A. McAteer, Ph.D.	Faculty Development Coordinating	
Jodi Smith, M.D., Ph.D.	President-Elect	
Chandru Sundaram, M.D.	IUHP Rep	
Robert V. Stahelin, Ph.D.	Regional Rep	
Elizabeth C. Whipple, M.L.S.	Community Relations	
Kenneth E. White, Ph.D.	Awards	
Jerry V. Young, M.D.	President	in attendance