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Faculty Executive Committee 2009-2010

Gary Leiserowitz, M.D., Chair
Hanne Jensen, M.D., Ph.D., Vice Chair
Colleen Sweeney, Ph.D., Secretary
Joseph Antognini., M.D.
Prabhakara Choudary, Ph.D.
Kimberly Hardin, M.D., M.S.
Scott Hundahl, M.D.
Vijay Khatri, MBChB.
Michael Syvanen, Ph.D.
Peter Yellowlees, M.D.
Claire Pomeroy, M.D., M.B.A., *ex officio*
Peter Sokolove, M.D., *ex officio*
Jeffrey Uppington, M.B.B.S., *ex officio*

About this newsletter

The purpose of this newsletter is to provide the faculty of the UC Davis School of Medicine information concerning shared governance and the actions and future projects of your Academic Senate Standing Committees and the Faculty Executive Committee. The newsletter will be published twice each year just prior to the spring and fall meetings of the General Faculty.

Message from the chair of the faculty

Welcome and thank you for taking the time to read this newsletter. I am honored to represent the School of Medicine faculty this year as the Chair of the Faculty Executive Committee (FEC). The FEC is charged with faculty oversight of academic affairs including the medical school curriculum, research affairs, and administrative concerns. In the spirit of transparency, we have included the General Faculty meetings minutes and redacted FEC meeting minutes, plus the School of Medicine (SOM) Bylaws, lists of the SOM Standing Committees, and archived copies of the Faculty-to-Faculty newsletters at: www.ucdmc.ucdavis.edu/medschool/somsenate.

A summary of the activities of the FEC are listed at the end of the newsletter. Major topics included discussions of the furlough implementation, a medical student proposal for faculty to disclose conflicts of interest prior to lectures, and unionization of postdoctoral scholars with the United Auto Workers.

The faculty are only too aware of the challenges that accompanied furlough implementation for this year. However, two trends are emerging that will have greater long-term effects on the SOM, that should be recognized and celebrated.

Our educational mission in the SOM is undergoing revitalization with the arrival of new personnel and initiatives, both in Dean's Office and faculty educational committees:

- Judith Bowen, Associate Dean, Curriculum and Competency Development arrived in September. She will help lead the efforts to invigorate and integrate the medical school curriculum.
- Working with her are the educational committee chairs: John Rose, Committee on Educational Policy; Don Hilty, Admissions Committee; and Paul FitzGerald, Committee on Student Progress. Updates about their committee work are in this newsletter.

Our faculty have been highly successful in research funding. For the fiscal year ending June 30, 2009, total funding totaled \$164 million (804 grants), which was 17% higher than the year before (317 NIH grants – \$95.5 million and 487 other grants - \$67.9 million). Federal funding for 59 grants from the 2009 American Recovery and Reinvestment Act to UCD SOM has totaled over \$18 million. Two UC Davis faculty members received the prestigious NIH Director's Innovator awards: Elva Diaz from the Dept. of Pharmacology and Kathryn DiRiemer from the Dept of Public Health Sciences.

If you have any questions or comments about how we can improve our faculty governance, please feel free to contact me at: gslaiserowitz@ucdavis.edu. We'll see you at the October General Faculty meeting.

—Gary Leiserowitz, M.D., Chair of the Faculty

Update on the Admissions Committee 2003-09 and Plans for 2009-10

By Don Hilty, M.D., Chair, Admissions Committee

The new admissions cycle has started! Here is an update of some of the past and recent developments. Thanks to the many faculty, staff, managers and trainees who have supported the School of Medicine Office of Admissions. Thanks, also, to the Dean's Office and Associate Dean of Admissions, Dr. Mark Henderson.

Faculty have been crucial in many of the upgrades we have made with admissions. More faculty are involved in screening, interviewing, and selection, overall. We have a logical chain of command between the committee and subcommittees, which facilitates communication and governance. Faculty have undergone training in their roles. Our Committee has increased representation of minorities and women.

One of the biggest shifts has been moving up the time line for admissions. We started screening in July this year—nearly 4 months earlier than in 2005. Training for the subcommittees has occurred in July and August. The Admissions Handbook was revised this month. Quality control is more central to the process. Screeners are getting feedback on their work “on the fly”, which helps them make tough decisions. Interviewers had training to standardize the approach. Selection subcommittees are visited by a few of us to help with quality control. A team of admissions specialists has been assembled to continue to improve the process and run queries in our new database.

“Faculty have been crucial in many of the upgrades we have made with admissions.”

The admissions database was put together by Dan Cotton and other IET staff, under the direction of Dean Henderson and with input from leaders of the Subcommittees and Office of Diversity. It was built from scratch, based on successful systems in university's undergraduate and graduate systems. It is a dramatic improvement—paperless, on-line access, provides feedback, and integrates information—fewer in-person meetings! The approach was cost-effective—well done in a time of short funds! Data analysis is now possible.

The Office of Admissions has improved its focus and efficiency, partly due to work streamlined by the database. Collaboration with the Office of Diversity and Rural Program in Medical Education (PRIME) has helped each of the parties, individually, and all as a whole. Links with Outreach, the Postbaccalaureate Program and the community are strong. We strive to maintain the quality of entering students and yet feature our research (Physician Scientist Training Program), rural health (Rural-PRIME) and community (disadvantaged and diverse applicants that correspond to CA's population) programs.

Plans are underway for 2009-10. We will let candidates know sooner of acceptance, to hopefully get the 'best' candidates. We are trying to crank up the pipelines for the disadvantaged and rural applicants. There is a relative non-increase in % of class of Latinos and African-Americans, nationally. Scholarships are still needed more than ever as fees increase and we compete more directly with the best schools. Marketing, recruitment and customer service is next up for improvement. Of course, our best assets are our faculty and students.

Update on the Committee on Education Policy

By John Rose, M.D., Chair, Committee on Education Policy

Committee on Education Policy (CEP) has had a great beginning to the academic year. The committee has continued to build upon much of the excellent work started by the previous chair, Dr. Jim Holcroft. The addition of Dr. Judy Bowen as Associate Dean of Curriculum and Competencies, is very exciting for the School of Medicine and the CEP is working collaboratively to build a rich and integrated curriculum. The CEP looks forward to working with Dr. Bowen in helping our faculty deliver the best medical education possible for our students. The CEP has continued its ongoing responsibility of curriculum oversight with the Level 2 Course Reviews and curricular integration with the Block Council. Both subcommittees have been very busy and should be congratulated for their hard work. Dr. Karnjit Johl serves as chair for the Level 2 subcommittee. Dr. Ken Beck serves as chair of the Block Council and Vice Chair of CEP. Drs. Regina Gandour-Edwards, Suzanne Eidson-Ton, Hendry Ton, David Segal, Erik Laurin are the current Block Council members and have worked diligently in evaluating curricular integration from Years 1-3. The Fourth Year Oversight committee, chaired by Dr. Stacey Wallach, has been working to help students with their fourth year flight plans. Many important adjustments are being made in the fourth year to help with scheduling and oversight. The current fourth year oversight committee members are Drs. Lavjay Butani, Sarah Marshall, Hershan Johl, Don Hilty, and Karnjit Johl. They are sincerely thanked for their excellent service.

“The CEP is very excited about this academic year and appreciates all the hard work of the faculty in training our physicians of the future.”

The CEP will be tackling some important new issues this year. The CEP has formed an Academic Performance Task Force to study and formulate recommendations about ongoing student performance. The task force membership will be comprised of faculty, Instructor of Records, Deans, and students. The task force is charged to identify factors, from admission through graduation that may influence how a student performs in medical school. More importantly, the task force will make recommendations regarding how to better identify and intervene early to help students who may be at risk for academic difficulties. Dr. Don Hilty has agreed to Chair this important task force.

Lastly, numerous long-term goals are also being addressed by the CEP. Medical Information Management is a major long-term curricular issue, especially with the introduction of the EMR. The CEP is beginning the process of evaluating different approaches to medical information management and taking advantage of the wealth of expertise here at UC Davis. In addition, major curricular initiatives of the CEP include: derivation of specific Year 1-4 competencies; intra-departmental curricular oversight; and the introduction of innovative and practical interactive, non-didactic curricular teaching techniques.

The CEP is very excited about this academic year and appreciates all of the hard work of the faculty in training our physicians of the future.

Update on the Committee on Student Progress

By Paul FitzGerald, Ph.D., Chair, Committee on Student Progress

Committee on Student Progress (CSP) is a standing committee of the Academic Senate in the SOM whose membership and functions are delineated in the UC Davis School of Medicine (SOM) by-laws, and regulations (which can be found at <http://www.ucdmc.ucdavis.edu/medschool/somsenate/>).

CSP has several defined functions, which include approving the list of graduating seniors, and advancement of second year students into the clinical rotations. However, the vast majority of CSP's time is spent meeting with students who have experienced some degree of difficulty in making progress through our curriculum. Typically, when a student encounters difficulty, CSP invites the student, the student's adviser, and the Instructor of Record (IOR) of the course where the problem occurred, to meet with CSP. After listening to the student's perspective on the problem, the committee determines, in consultation with the IOR, a course of action designed to remediate any deficiencies, and to ensure successful subsequent progress toward completion of the curriculum.

"CSP also monitors the progress of students who are on academic or professionalism probation."

The triggers that require students to appear before CSP are defined in the SOM Regulations. These include poor academic performance in a course, failure to pass the USMLE, lack of professional behavior, or failure to follow the recommendations made by CSP. Depending on the nature of the student's problem, the relevant by-laws, and on the student's accumulated record, the outcome of a meeting with CSP can range from a pep talk, through probation, to a recommendation to the Dean for dismissal. The CSP also monitors the progress of students who are on academic or professionalism probation.

Students may be placed on probation for receiving an "F" in any course, a "Y" in a required clerkship, failure of the USMLE Step I or II, or for professionalism issues. CSP defines the terms required for the student to return to good academic standing. Dismissal MAY be recommended for receiving 2 "Fs", failing the USMLE 3 times, failure to complete the remediation plan specified by CSP, professionalism issues, or for incurring another deficiency while on probation.

To convey a sense of the CSP activity level, we provide below the last complete year for which we have data. This shows the number of students who were on probation at any point in that year, and the general cause.

Deficiency

Pre-Clinical Course	13
USMLE I or II	11
Professionalism	2
Clinical Rotation	22

The standing committees of the faculty

Admissions Committee: Composed of members of Admissions Subcommittees: Steering, Policy, Screening, Selection, Interview, and Rural-PRIME. Reviews previous cycle, discusses goals, priorities, and deadlines.

Chair: Don Hilty, M.D.

- **Admissions Steering Subcommittee:** Oversight of admissions process; reviews progress of Selection Subcommittees; advises Selection Subcommittees; makes final recommendation for admission. Meets as needed.
- **Admissions Policy Subcommittee:** Assesses, reviews, and enhances admissions process; develops policies for primary and secondary screening of applicants. Meets as needed.
- **Admissions Screening Subcommittee:** Conducts primary screening; prioritizes applicants for interviews. Meets 3rd Thursday of each month.
- **Admissions Selection Subcommittee:** Taking into account all available information, ranks applicants for acceptance and submits ranking to the Steering Subcommittee. Typically meets twice each month between November and April.
- **Admissions Interview Subcommittee:** Conduct interviews and prioritize applicants for the Selection Subcommittees by following the policies and procedures developed by the Policy Subcommittee.
- **Admissions Rural-PRIME (Program in Medical Education):** Will screen, interview and prioritize applicants for the Selection Subcommittees by following the policies and procedures developed by the Policy Subcommittee. Applicants will need to be accepted for MD and Rural-PRIME criteria sets, with the Selection Subcommittees determining the former and the Rural-PRIME Subcommittees determining the latter.

Committee on Education Policy: Defines and implements goals, objectives, and structure of the curriculum; oversees curricula and evaluates course content; establishes teaching and student evaluation guidelines; recommends criteria for evaluation and promotion of students; and consults with Admissions Committee on the academic prerequisites for admission. New volunteers are asked to provide a brief summary of teaching involvement.

Chair: John Rose, M.D.

Committee for Research Affairs: Reviews applications for research support awarded within the SOM and UCDMC; reviews and selects candidates from medical classes or from the medical faculty for research awards.

Chair: John Rutledge, M.D.

Committee on Student Progress: Reviews and evaluates student progress; certifies promotion into years two, three, and four. The Committee has the authority to place a student on probation, establish the duration of probation, prescribe steps for remediation of performance deficiencies, remove student from probation, and to recommend dismissal. Members shall have contributed to the teaching of medical students.

Chair: Paul FitzGerald, Ph.D.

Health Sciences Library Committee: This is a joint committee with the School of Veterinary Medicine. The committee recommends on acquisitions, operating policy, capital improvements and personnel of the Loren B. Carlson Health Science Library.

Chair: Hung Ho, M.D.

Honors and Awards Committee: Develops and maintains effective system for distribution of honors and awards to students; selects recipients from the medical classes or medical faculty for specifically defined awards; and advises on criteria for the establishment of new awards. Membership limited to Academic Senate faculty.

Chair: J. Anthony Seibert, Ph.D.

Research Space Advisory Committee: Advises the Associate Dean for Research on the setting of policy for allocation of research space to the Faculty of the School of Medicine, both preclinical and clinical, and advises the Associate Dean for Research regarding the implementation of these policies.

Chair: Kermit Carraway, Ph.D.

Research Space Allocation Appeals Committee: Hears complaints and appeals of individual faculty members with regard to intra-departmental assignment of research space, and transmits findings and recommendations regarding such appeals to the Associate Dean for Research and the department chair.

Chair: Carroll Cross, M.D.

Rules, Jurisdiction and Organization Committee: Upon request, reviews recommendations of Committees of the Faculty in order to assure consistency with existing rules and regulations of the SOM; assures due process for consideration and adjudication of requests for grade changes; and acts as a committee to evaluate and recommend action on formal appeals of dismissal. Membership limited to Academic Senate faculty.

Chair: Michael Syvanen, Ph.D.

Committee on Faculty Affairs: Acts as an ombudsman; advises on publication matters such as plagiarism, censorship and right of authorship; advises in matters involving academic freedom, including issues related to discrimination; considers appeals and special problems relating to faculty appointments and promotions; and considers other matters pertinent to faculty welfare. Membership limited to full professors.

Chair: Anthony Stone, M.D.

Faculty Executive Committee: Summary of recent actions

June 2009

- Standing committee chair survey was discussed
- Discussions of proposed faculty disclosure policy continues
- Standing committee appointments
- Admissions waiver requests
- Election of new officers

July 2009

- Report from Prof Jerry Hedrick; unionization of Postdoctoral Scholars with the United Auto Workers
- Discussions of furlough/salary reduction plan options
- Discussions to improve communication with the SOM standing committee chairs and FEC

August 2009

- Approval of 5-Year Chair review ad hoc committees
- Discussions regarding proposal to increase limits on alternative plan income
- Approval of Faculty Personnel Committee nominees
- Proposal for Faculty Admission Specialists
- Videoconferencing ideas for General Faculty Meeting
- Discussions of proposed faculty disclosure policy continues
- Reports from Admissions Committee, Committee on Education Policy, and Committee on Student Progress; summary of last year's activities and plans for the coming year

Faculty Senate Website

To access FEC roster, standing committee Chairs list, standing committee membership list, standing committee descriptions, School of Medicine Bylaws, and archived Faculty-to Faculty newsletters, please visit:

www.ucdmc.ucdavis.edu/medschool/somsenate

In addition, you can access General Faculty meeting minutes and redacted FEC meeting minutes on SmartSite, using your Kerberos login and password, please visit:

<https://smartsite.ucdavis.edu:8443/portal>

General faculty meetings

Fall Quarter General Faculty meeting

Wednesday, October 28, 2009

5:30 p.m. – 7:00 p.m.

Education Building, Lecture Hall 1222

Sacramento campus

&

MS1-C, Room 130

Davis campus

Winter Quarter General Faculty meeting

Wednesday, January 27, 2010

5:30 p.m. – 7:00 p.m.

Location: TBA

Spring Quarter General Faculty meeting

Wednesday, May 26, 2010

5:30 p.m. – 7:00 p.m.

Location: TBA

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