MINUTES
JABSOM Executive Committee
Friday, July 15, 2011
9:00A.M. – 10:30A.M.

Next scheduled meeting: TBA

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<th>Topic</th>
<th>Discussion</th>
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<td>Dean’s Announcements – Jerris Hedges Department Coverage</td>
<td>How are Departments’ identifying the contact person when the Chair or other leadership is gone? Dean asked that departments create internal department coverage plans and bring the plans back to the Dean’s office staff.</td>
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<td>Hospital &amp; EMS Preparations for APEC Meeting – Elizabeth Char &amp; Toby Clairmont</td>
<td>APEC is comprised of 21 member economies and has been in existence since 1989. The 19th APEC Conference will be held on November 12-13. Elizabeth (Libby) is chairing the Health and Medical Sub-committee which falls under the National Social Security Event Committee. Libby explained how the City and County of Honolulu, the Federal Fire Departments, the military bases &amp; defense organizations, and some private responders will work together as resources for the event, and in the case of unexpected emergencies. The primary mission is that the normal day-to-day functioning of pre-hospital care (ambulances) is not interrupted by the APEC activities. They have been working with the state and FIMA for casualty and emergency planning. Toby works for the Health Care Association of Hawaii and the HAH Emergency Services Coalition. Under his command, the Kalawao Rescue will be employed for APEC. The Kalawao Rescue is a disaster medical team that provides the initial and follow-up medical response to major emergencies &amp; disasters. The team provides disaster relief even outside of Hawaii and has provided relief in American Samoa, Guam, and for Hurricane Katrina in New Orleans. The team utilizes 7 Acute Care Modules throughout the islands to provide relief. Toby also explained the process of working with the hospitals during an emergency.</td>
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| **DPC Oversight and Function – Reed Dasenbrock** | Vice Chancellor Reed Dasenbrock’s office is in charge of tenure and promotion for all faculty hires.  

Manoa is making changes in the process of tenure and promotion. The basic ground rules for tenure & promotion is based off the contract and the contract trumps everything.  

Most JABSOM departments have “approved” guidelines but they are old. Reed asked that the departments begin reviewing their contracts and updating those guidelines.  

If there is a clear conflict between the general campus and departmental contracts, the general campus will trump the contract.  

Reed expressed that the form of publication for a tenure request might seem totally unconventional to others reading the request with no knowledge of those conventions. For example: multiple authors on a medical peer-reviewed paper versus a single author on a philosophy piece might seem obscure to each other.  

Reed’s office is asking that departments create a clear statement of conventions and reasoning behind tenure. The statement needs to reflect genre, the status of co-authorship, and order of authorship.  

Reed’s office is recommending that the department chair secure an equal number of letters from the candidate’s list as well from additional scholars with objective views.  

Brief discussion followed on the necessity of objective views to counter potential biases of personal recommendations. |
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| **HMEC Overview – Roy Magnusson** | The Hawaii Medical Education Committee was established in 2003 as a legislative-created body to create and follow a strategic plan for graduate medical education.  

It has 13 members including the Deans of the School of Nursing and Medicine, the Cancer Center Director, Department of Health Director, various hospital and private officials, and one federal official.  

The primary purpose so far has been workforce assessment. |
Charge by the legislature:
1. Comprehensive workforce analysis
2. Analyze GME programs
3. Recommend changes for improvement
4. Develop and implement improvement plan
5. Seek funding for support
6. Monitor the plan for effectiveness
7. Report on progress

Conclusions of the HMEC assessments:
1. There is a doctor shortage in Hawaii
2. JABSOM has a high retention rate thus providing doctors
3. There needs to be more investment in GME

Objectives of the coming year:
1. Where do we currently train and where are the shortages?
2. To find an understanding of GME funding and shortages
3. To begin measuring & demonstrating quality of GME