

MINUTES
JABSOM Executive Committee Meeting
September 18, 2015
MEB 202

Committee Members:

Attended: Naleen Andrade, Pat Blanchette, Lawrence Burgess, Nancy Foster, Mariana Gerschenson, Anthony Guerrero, William Haning, Rosanne Harrigan, Jerris Hedges, Allen Hixon, Satoru Izutsu, Richard Kasuya, Winona Lee, Henry Lew, Scott Lozanoff, Roy Magnusson, Kamal Masaki, Kenric Murayama, Ken Nakamura, Vivek Nerurkar, Lauren Oshima, Victor Ruthig, Alan Schiller, Tina Shelton, Cecilia Shikuma, Richard Smerz, Maria Chun for Andrew Stenger/JABSOM Faculty Senate, Liz Tam, Dick Teshima, Steve Ward, Ivica Zalud

Unable to attend: Marla Berry, Elaine Evans, Lemomi Kanagusukua, Damon Sakai, and Danny Takanishi

Guests: Melia Young (speaker), Rachel Boulay, and Giselle Borland (meeting recorder)

| Agenda Item/Speaker | Discussion | Action |
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| Dean Jerris Hedges – Review and approve 8/14/15 minutes | Minutes approved by acclamation. | Dr. Andrade suggested that we list the committee member attendee list, and note who attended and who was absent. Nancy Foster also noted that the invited guests names be shown as a separate line item. These changes will be incorporated for JABSOM Executive Committee Meeting minutes going forward. If the sign up meeting sheets for the past years' meetings have been retained, it was suggested that they be attached to the minutes from earlier meetings. Dr. Andrade also suggested that the lead person and timeline be identified on the action items, if possible for help with follow-up. |
| Dean Jerris Hedges – Announcements | Certificates were handed out to Allen Hixon and Keawe Kaholokula to honor their ten-years of service at the University of Hawaii. | |
| Melia Young, Special Events Coordinator | Melia reported that the 50 th Gala was very successful in raising \$941,000 for student scholarships. This has been one of the most successful UH Foundation events in terms of money raised, as well as, participation (number and quality of attendees). The White Coat Ceremony, Ohana Day and the CME event all also occurred the same weekend as the 50 th Gala. | Thanks were given to the coordination by Melia and her team of volunteers. |
| Lawrence Burgess and Ivica Zalud – 2015 | (Please see attached PowerPoint for more details) | Dr. Burgess requested that all departments encourage their faculty to donate and support this |

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| <p>Internal Giving Campaign</p> | <p>Co-chairs Drs. Burgess and Zalud announced the campaign dates are October 16 through November 16. They are meeting with different departments so they can decide how to work with their faculty on the campaign to get 100% participation to reach the campaign goals (and match last years' level of participation). They also hope to have a slight increase in donor numbers. Participation has gone up each year.</p> <p>A timeline of the campaign and the benefits of giving were reviewed. The kick-off event will be the 10/16/15 Ice Cream Social.</p> <p>The Dean noted that the proceeds from this drive helps us in many ways, for example it generates funds which help our students train in rural settings, as well as, help us set aside funds for each department's needs.</p> | <p>investment in our learning environment prior to 11/16/15. They can target 'reasons to give' to show their faculty how their department will benefit.</p> <p>Dr. Zalud encouraged the Chairs to lead by example with their investment.</p> |
| <p>Richard Kasuya – “Save The Date” Announcement</p> | <p>(Please see attached PowerPoint for more details)</p> <p>Dr. Kasuya presented the “Save The Date” notice of the first Health Professions Education Conference on Saturday, 2/27/16. This will be a free inter-professional conference at JABSOM including several different departments, including Nursing, Pharmacy, Public Health, Social Work, and others. The committee is in the process of getting CME approval.</p> | <p>A flyer will be sent out. Please let your faculty know about the event now and encourage their participation. Please sign up to be on the email list at the website to get updated information prior to the event: http://omejabsom.com/hpec2016/</p> |
| <p>Richard Kasuya – JABSOM ByLaws Revision Update</p> | <p>(Please see attached PowerPoints for more details)</p> <p>The ByLaws are being updated to become more LCME compliant and prepare us for 2016-2017 accreditation.</p> <p>Documents reviewed at the meeting:</p> <ul style="list-style-type: none"> - Current ByLaws - Draft ByLaws, including a table of contents - Short summary of proposed changes (discussed at meeting) <p>Good feedback on the new drafted ByLaws – easier to read, etc. Short discussion followed on who could vote on the ByLaws.</p> | <p>Please review the attached documents with your faculty and staff to discuss the proposed timeline for how to get from where we are to where we want to be.</p> <p>Each Chair (and other Executive Committee representatives) should send feedback to Dr. Kasuya by the end of October. He will consolidate feedback and send out revised drafts.</p> <p>The target dates are the Faculty Senate and JABSOM Executive Committee meetings in November, followed by the General Faculty Senate review at Winter meeting.</p> <p>Would ideally like to get these approved by January 1, 2016 so LCME can see we are using the new ByLaws for a year.</p> |

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| <p>Dean Hedges - Transitions</p> | <p>Dr. Kasuya will step down as Associate Dean for Medical Education and will be returning to the faculty as of 10/01/15. He will be involved in faculty development, and oversee the teaching fellowship, etc.</p> <p>Dr. Haning will serve as Director of Undergraduate Medical Education (he will be working with different units and department chairs to strengthen faculty involvement in various ways). We are also working on the appointment of Dr. Blanchette as the Interim Associate Dean for Medical Education. Note that in the reorganization process, this position is to become the Associate Dean for Academic Affairs.</p> | |
| <p>Nancy Foster – Financial Update</p> | <p>(Please see attached PowerPoint for more details)</p> <p>Nancy returned from an AAMC meeting and shared a presentation by a co-secretary Barzansky. Her LCME-related PowerPoint slide set is attached and was reviewed briefly at the meeting. The general time for a school to prepare for an LCME visit is 18 months.</p> <p>Dr. Kasuya noted that one new vital committee was recommended in the new ByLaws: LCME Compliance Committee. This committee will oversee the entire school operations.</p> <p>A change in the LCME rating of schools has occurred. In the past only two ratings were given: a rating of either Satisfactory or Unsatisfactory. Several years ago the LCME added a third rating: “Satisfactory with a need for monitoring”. Schools generally have some citations, but many can be less severe. So with this new rating, this intermediate assessment means that some schools are not put on immediate probation.</p> <p>It is important to put time into our Self Study to be sure all sections and departments work together and are in sync when the LCME committee is here.</p> <p>Dr. Kasuya noted that although the LCME committee does focus primarily on academic issues, the issue of academic resources comes up at every meeting (are there enough supplies, enough IT support, adequate faculty, enough space to teach, etc.) with faculty and students.</p> <p>Sustainability of JABSOM’s educational resources is paramount for the LCME committee. The perception of non-sustainability could be a reason for a citation. The LCME looks at not only the medical school’s financials, but also the UHM finances overall to be sure we are sustainable.</p> | <p>Nancy will work with each of the off-site departments to quantify our educational spaces since they are not at MEB. She and Dr. Haning will work with each department’s Director of Medical Student Education.</p> |

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| | <p>Short PowerPoint on finances and discussion followed.</p> <p>Nancy reviewed the general and tuition fund numbers and total allocations. The main change to our finances is the cost of the department of public safety security officers from Manoa. RTRF numbers were also reviewed.</p> | |
| <p>Jerris Hedges – Latest Manoa Budget Proposal</p> | <p>(Please see attached PowerPoint for more details)</p> <p>Manoa Budget process has been changing over the last year. Previously it was a 'black box' format and has changed into more of a 'spaghetti' diagram format. The model set up by the Chancellor has built in factors to adjust for unique situations.</p> <p>Discussion followed with the PowerPoint/handout review.</p> | |
| <p>Adjourned:</p> | <p>10:40 am</p> | |