

MINUTES
 JABSOM Executive Committee Meeting
 October 20, 2017
 9:00 – 10:30 a.m.
 MEB 202

Attended: Pat Blanchette, Kalani Brady, Lee Buenconsejo-Lum, Lawrence Burgess, John Chen, Maria Chun, Mariana Gerschenson, Anthony Guerrero, Jerris Hedges, Allen Hixon, Satoru Izutsu, Winona Lee, Scott Lozanoff, Kamal Masaki, Ken Nakamura, Vivek Nerurkar, Ivey Nip-Asano, Holly Olson, Jim Omori, Alan Otsuki, Tina Shelton, Cecilia Shikuma, Danny Takanishi, Elizabeth Tam, Dick Teshima, Karen Thompson, and Ivica Zalud

Unable to attend: Marla Berry, Elaine Evans, Nancy Foster, Joseph Go, Keawe Kaholokula, Leimomi Kanugusuku, Richard Kasuya, Henry Lew, Kenric Murayama, and William ward

Guests: Joe Lee, April McConnell, recorder, Vance Mizuba, and Oliver LeSaux

Item	Discussion/Conclusion/Progress/Status	Action/Decision	Person(s) Responsible	Due
Call to Order	Meeting called to order at 9:03 a.m. by Dean Hedges			
Dean's Update	<p>Personnel Issues:</p> <p>This month, Tina Shelton has completed 10 years of service. Tina has set a high bar in media in the UH System.</p> <p>Dr. Otsuki – Introduced and role summarized: still accumulating data re-tasks and opportunities, please be patient with the process</p> <p>Pat Blanchette – introduced and new role outlined; interim associate dean for clinical affairs; will continue to coordinate clinical chairs, it is a part time role.</p> <p>Pat Blanchette presentation: Due to personnel changes JABSOM will be discontinuing hyperbaric treatment - at least temporarily. This will impact divers.</p> <p>Medical School stepped up over 20 years ago, fewer diving incidents each year relating to better training and supervision. To financially make such an operation go, you need to take on a lot of other conditions. We were on our way to update the facility, but physician providers wanted to move to critical care cases. Currently, we do not have the resources to do so, leading to physician dissatisfaction. Current physicians did not want to continue working if not in the setting of an expanded scope of service. Decisions re scope of service must be a balance between clinical opportunities, essential needs of the population of and cost.</p>			

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	<p>Received support from the Board of Regents (BOR) for the graduate medical education. Now compliant and renewed. BOR reviewed and gave positive response.</p> <p>Lee Buenconsejo-Lum – BOR approved UH GME commitment and the annual internal review report for GME. The BOR understands the workforce shortage, they will be a good ally in working with the legislature.</p> <p>Lee, AHEC, Jill and Melia were thanked for helping organize the JABSOM open house, several of the BOR were in attendance.</p>			
<p>Internal Giving Campaign and Ice Cream Social Announcement – Larry Burgess</p>	<p>Kick –off today at 11:30 (ice-cream and sorbet) Given by 10/27 for match</p> <p>Give via payroll or credit card Open up by units</p> <p>Give often and continuously</p>			
<p>CME Report – Kalani Brady</p>	<p>12/2/17 – CME retreat here at JABSOM Very important to know direction for subsequent growth of CME service.</p> <p>Reaccredited with ACCME – 6 years accreditation Growth in CME activities 2015 - 37 conferences 2016 - 49 conferences – we continue to grow</p> <p>Growth in CME Hours 2015 - 539 2016 - 779 Number of Physicians participating has decreased somewhat. – trend nationwide due to electronic CME growth</p> <p>Regularly Scheduled Series</p> <p>Live Courses (in house) – larger list than previous list</p> <p>JABSOM Business Model – shared at Dean’s retreat – annual base revenue \$15,000 annual stipend from Dean’s Office, \$5000 from UH Conference Center, tier system of three years from clinical departments starting at \$2000/year, next summer \$4000/year.</p> <p>Revenue</p>			

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	<p>FY16 – large lump from Hawaii Medical Foundation into consortium into UHP for ACCME.</p> <p>Expenses have been pretty flat, largely salaries and operations</p> <p>Kalani’s FTE is supported by Dean’s Office not by CME charges</p> <p>Accumulated Reserve has been developed Steady growth due to revenue and base stipend from department, Cancer Center and Deans Office JABSOM is the CME choice in Hawaii</p> <p>Resources beside department – Brenda helps prepare applications, a student helper assist Brenda</p> <p>Master calendar of CME will be available under “continuing medical education” starting December 1st.</p> <p>Presented this information at UHP Board, but would like a broader audience. Goal is to build in reserve to be able to strategically invest and improving the CME opportunity and support for that. Need you or someone from your department to brainstorm around strategic investments we need to make now that we have a little reserve. Would like to sustain a little reserve as well. Primary goal was to have funds that we could strategically invest. This supporters brings revenue and recognition into the department. Want to support those efforts.</p> <p>Purchased a CME tracker to help the calendar run and to produce certificates.</p>	<p>Brainstorm around strategic investments during retreat</p>		
<p>Multi-Factor Authentication Option at UH – Joe Lee/Vance Mizuba</p>	<p>October National Cyber Security Month</p> <p>What is Multi-factor Authentication (MFA/2FA)? It is a two-step verification method of authentication that requires more than one verification method. Security enhancement that allows you to present two pieces of credentials – when logging in to an account.</p> <p>Credentials fall into any of these three categories: 1. Something you know (username/password, PIN) 2. Something you have (smartcard, cellphone, etc.) 3. Something you are (fingerprint, retina, etc.)</p>	<p>April to send out the power point</p> <p>Strongly urge everyone to sign up</p>		

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	<p>The goal of 2FA/MFA is to create a layered defense and make it more difficult for an unauthorized person to access a target such as a physical location, computing device, network or database. If one factor is compromised or broken, the attacker still has at least one more barrier to breach before successfully breaking into the target.</p> <p>Protects against the leading cause of data breach — compromised credentials Many of us get phishing emails. If we do fall for these phishing emails, the attacker would have our UH username and password. To prevent the attacker from accessing our UH Account, Using Duo Multi-factor authentication would provide an extra layer of security to stop the attacker from gaining access.</p> <p>UH Account Takeovers reported by Google: 7,669 takeovers since 2011 3,742 takeovers since last year (2016)</p> <p>Denominator is all UH faculty and students.</p> <p>UH Login UH Login is the new standard web login screen for the University of Hawai'i. Many UH services, such as Google@UH and KFS, already use UH Login, and expect more services to use it as well. UH Login supports Multi-Factor Authentication (MFA).</p> <p>Sign up for UH Login with Duo https://www.hawaii.edu/its/uhlogin/ or http://go.hawaii.edu/jvM</p> <p>Duo Multi-factor Authentication Duo Demo https://youtu.be/_T_sjXnSM98</p> <p>Dual push is the fastest</p> <p>Hand held has to be the same but can use different device</p> <p>Strongly urge staff and faculty to sign up for this safety process.</p> <p>If traveling with a phone and it has Wi-Fi, it should still work. If no Wi-Fi then disable the service for the time being. Contact UH IT to disable the service.</p>			

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	<p>Emergency code for back up can be used</p> <p>This is in addition to the master password</p> <p>Questions? Contact JABSOM OIT Help Desk Email: jabsom-helpdesk@lists.hawaii.edu Phone: (808) 692-1111</p>			
Associate Dean for Academic Affairs Introduction and Initial Impressions – Alan Otsuki	<p>Initial impression: General impression re-experience at UH is that everyone is very thoughtful and welcoming. Kindness shown is appreciated.</p> <p>Who you are here represent a lot of history. Learning a lot from everyone, welcome suggestions, insight, and wisdom Key to being effective is to learn collaboratively with everyone, by talking to people, attending meetings and building relationships with faculty.</p> <p>Hope clinical colleagues remain engaged to help craft our future.</p> <p>Need to be in constant communication with clinical colleagues, likewise will foster collaboration with both Basic and Clinical Science. Curriculum to be informed by basic science faculty as well. Everyone should be open to dialogue.</p> <p>Important to maintain relationship with LCME, ACGME, and other accreditation bodies.</p> <p>It will take some time to understand what resources we have and how to allocate the resources to optimize the experience.</p> <p>Basic approach is to use communication and build relationship such that we can hopefully make good changes together.</p> <p>Currently meeting with many through the 1:1 meetings with Dean Hedges, and attending departmental faculty meetings.</p>			
Graduate Student and Medical Student Research Updates – Mariana Gerschenson	<p>Update within the last month and a half</p> <p>Challenges: Graduate students: had ½ day orientation in the summer To get them to understand that they are part of the JABSOM community Graduate students often work in an isolated environment 60 out of 100 attended the orientation along with 40-50 faculty</p>			

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	<p>Each of the 5 graduate programs gave a presentation Food in the beginning and amazon gift cards at the end</p> <p>Challenges: Students do not take courses together Graduate students are not interacting across programs or between programs Find a way for students to interact and be connected to the school</p> <p>Medical Students: Students want to know where to find information online, so they know exactly who to go to for their research interest(s)</p> <p>65 students – 15 point of contact – did speed dating to meet potential mentors.</p> <p>Students liked it because they got to talk to different people</p> <p>Handbook should be in everyone’s inbox</p> <p>Departments who are not currently acknowledged as having a research elective should consider creating one. That is something the students will be seeking.</p> <p>Immunology teaching is one topic for LCME enhancement. We must keep track of what research the students are doing for LCME.</p> <p>Reality is that 70-80% of the students are publishing (doing research will strengthen residency applications)</p>			
LMCE Update – Pat Blanchette	<p>Will stay on as interim associate dean clinical affairs, will continue to help out as much as possible</p> <p>We have on the executive committee agenda a standing item for LCME update.</p> <p>Today’s LCME update: Dr. Otsuki will be taking over as chair of LCME Compliance Committee. Dr. Blanchette will continue to attend the LCME CC as needed. Kathleen Connelly will continue to support Dr. Otsuki in his role as the associated dean for academic affairs</p>			
Next Meeting:	December 15, 2017			
Adjourned	10:12 a.m.			