

MINUTES  
 JABSOM Executive Committee Meeting  
 January 26, 2018  
 9:00 – 10:30 a.m.  
 MEB 202

Attendance:  
 Absent:  
 Visitors:

| Agenda Item                        | Discussion   | Action | Person(s) Responsible | Due Date |
|------------------------------------|--|--------|-----------------------|----------|
| Call to Order                      | Meeting call to order at 9:03 a.m. by Dean Hedges  |        |                       |          |
| Dean's Update                      | <p>Dean Hedges welcomed everyone!</p> <p>JABSOM Executive Committee meets monthly, it's a meeting that brings together the leadership of our Academic Departments, Dean's Office leadership, those involved in the Dean's Office Operations and student representatives.</p> <p>This is the opportunity for guests to speak to the leadership of the Medical School about issues related to the school's mission.</p> <p>We've always have a great relationship with the Department of Public Safety (DPS). Everyone should think in terms of how we provide a safe working environment at JABSOM. Ed Ohlson will introduce our new campus DPS chief.</p>  |        |                       |          |
| Introduce Andrew Black – Ed Ohlson | <p>Ed Ohlson:<br/>         Chief Andrew Black joined UH Mānoa October 9, 2017. His experience included service as a state prosecutor for four years and 27 years as a Federal Agent. He relocated to Honolulu from Tucson, Arizona. Chief Black has an impressive resume with a strong legal background.</p> <p>Chief Black:<br/>         Currently the department is fairly understaffed and we need all the officers that we can attain in order to do the job effectively.</p> <p>The following positions are currently vacant: Communication manager, Community Policing Coordinator, and Emergency Management Planner. We expect to fill these positions within the next two weeks.</p> <p>A new Deputy Chief will join sometime in March. Once the positions are filled, we will have a department that will be much better suited to serve our campuses. Chief Black is doing everything he can to improve morale which will in turn improve service. One of the biggest things needed to help improve morale is good communication</p> |        |                       |          |

| Agenda Item   | Discussion  | Action | Person(s) Responsible | Due Date |
|---|---|--------|-----------------------|----------|
|   | <p>from everyone. Let the Chief know if you have suggestions for improved service. The office is here to serve and protect.</p> <p>Ten officers will replace the contract workers whose contract expires June 2018. The DPS Officers will be in place by July at JABSOM.</p> <p>Regarding the ballistic missile threat, in the case of a missile threat, everyone has 10-15 minutes to find a safe place.</p> <p>DPS is currently putting together a Q&amp;A sheet together to address all emergency preparedness procedures.</p> <p>DPS Officers provide escort at night for student/staff/faculties.</p>  |        |                       |          |
| <p>Dean's Update:</p> <ul style="list-style-type: none"> <li>a. Manoa Re-Organization Proposal</li> <li>b. Satoru Izutsu, PhD Eddowed Professorship of Medical Education</li> </ul> | <ul style="list-style-type: none"> <li>a. Manoa Re-Organization Proposal Summary <ul style="list-style-type: none"> <li>1. Under the Chancellor currently: <ul style="list-style-type: none"> <li>a. Four vice chancellors <ul style="list-style-type: none"> <li>o Research</li> <li>o Academic Affairs</li> <li>o Student Affairs</li> <li>o Financial Operations</li> </ul> </li> <li>b. Chancellor is also Interim President</li> <li>c. Current reporting and issues <ul style="list-style-type: none"> <li>o Organized research units report up to Vice Chancellor Research</li> <li>o Various Deans report up to Vice Chancellor of Academic Affairs – Instructional Units</li> <li>o Professional Units (Law and Medical School) – report up to the Chancellor</li> </ul> </li> </ul> </li> </ul> <p>In reality the Profession and Instructional Units have some role with the Vice Chancellor, for example Dean's Office Leadership team have a matrix responsibility. Caution raised is that we don't have someone who is sort of a lead that intergrades all these functions and makes decisions on the behalf of the campus other than the chancellor. This job is big as it is and right now we have a chancellor who is both the Chancellor and President which makes it even bigger. The chancellor is given this operational internal looking, responsibility and at the same time is the face of external coordinator for the overall campus. In theory, the Chancellor represents us at the Legislature, with outside institutions, and at the system level, etc.</p> </li> </ul> |        |                       |          |

| Agenda Item | Discussion  | Action | Person(s) Responsible | Due Date |
|-------------|---|--------|-----------------------|----------|
|             | <p>Sometime overwhelming for the Chancellor to be an effective advocate and also run the operations. Historically the Chancellor has done a lot of delegating amongst the vice-chancellors but somewhat of a fluid operation.</p> <p>Proposal is to change to a Chancellor now who will largely be externally focused. Reporting to that chancellor will be a Provost. The Provost is the coordinator of everything related to the campus.</p> <p>Under the Provost will be a series of vice-provosts who will be similar to the current vice-chancellors but organized slightly differently in terms of support services.</p> <p>Financial Operations would be one of the vice-provosts (the others direct student affairs, recruitment, undergraduate and graduate programs)</p> <p>Dean's and Directors – All deans and directors (including professional school deans) report up to the Provost.</p> <p>All of the vice-provosts as well as every Dean and Director will need to have the Provost sign off on their requests.</p> <p>It's been stated in the rationale that the provost can help coordinate and integrate our research unit activities so the research faculty members can do more to support undergraduate education and the undergraduate education will be more connected with the research enterprise.</p> <p>The real nuts and bolts is how deans and directors organically work together and they have the tools to works as combined units without the new rearrangement of Hawaii Hall.</p> <p>What's gotten in the way of progress at Mānoa is that we typically balkanize within our various instructional and research units. It will be very hard for people to get supported from the research side when they are spending half of their time doing instructional activities</p> <p>If you have fewer and fewer students in an older discipline because it is no longer a hot area for students to get a degree, Mānoa still has the problem where the faculty may say "I do not have to teach in a different content area because I have always</p> |        |                       |          |

| Agenda Item                      | Discussion  | Action   | Person(s) Responsible | Due Date |
|----------------------------------|---|--|-----------------------|----------|
|                                  | <p>taught X this and this is all I am going to teach.” The lack of flexibility in the departments is a greater challenge than the Hawaii Hall organization.</p> <p>We want everyone to form own opinion and let Dean know your thoughts</p> <p>b. We had a wonderful evening recognizing Dr. Satoru Izutsu and the establishment of an endowed Professorship in his honor. We are thankful for the Kosasa Family led by Professor Emeritus Tom Kosasa for their support for the position. We would like to expand the endowment if others would like to contribute. Dr. Izutsu also is making a significant contributions to help grow the endowment.</p> <p>Dr. Otsuki is the first recipient of the professorship and has the opportunity to begin making strategic investments in education related activities here at JABSOM.</p> <p>Dr. Satoru Izutsu received a prestigious medal, “Order of the Rising Sun” by the government of Japan for his work in Okinawa. This is a very significant achievement and we are extremely pleased to have him receive the award and also the recognition that brings to our Medical School.</p> <p>The prefecture of Okinawa initiated the award in recognition of the University’s many years of support of Chubu Hospital and the development of physicians in that area. Thank you also to all the clinical faculty members who made contributions teaching the young physicians there.</p> |  |                       |          |
| <p>LCME Update – Alan Otsuki</p> | <p>LCME Update:</p> <p>Concerns: LCME Element 9:9 – Student Advancement and Appeals.<br/>LCME concern that the Director of Student Affairs was initially on this committee. Director of Student Affairs should not be on the committee as there is concern that the Director might in some ways influence the committee’s decision regarding an appeal.</p> <p>The following proposal would take the Director of Student Affairs off the committee and this would solve the LCME concern.</p> <p><b>RECOMMENDED BY LAW CHANGES</b><br/><b>CURRENT:</b><br/>ARTICLE V: COMMITTEES<br/>Student Standing and Promotion Committee</p>   | <p>Send email to Dr. Otsuki if willing to work on this together.</p> <p>Recommend people from the department to be part of the committee</p> |                       |          |

| Agenda Item | Discussion   | Action   | Person(s) Responsible | Due Date |
|-------------|--|--|-----------------------|----------|
|             | <p>The Student Standing and Promotion Committee (SSPC) will review the performance of any medical student who meets the criteria set forth in the Policy for the Assessment of medical Student Performance for appearance before the SSPC.</p> <ul style="list-style-type: none"> <li>The Committee will be composed of nine (at least five at the associate or professor level) faculty members appointed by the Dean for three-year terms and the Chair of the Admissions Committee. Four students (one from each medical school class, elected by his/her respective class) shall serve as advisory, non-voting members of the Committee. The Director of the Office of Student Affairs shall serve as staff and an ex-officio non-voting member of the committee. The Chair will be elected by the committee from amongst the voting members of the Committee. Minutes will be limited to summary decisions, and are protected under FERPA.</li> </ul> <p><b>AS CORRECTED:</b><br/> Student Standing and Promotion Committee<br/> The Student Standing and Promotion Committee (SSPC) will review the performance of any medical student who meets the criteria set forth in the Policy for the Assessment of Medical Student Performance for appearance before the SSPC.</p> <ul style="list-style-type: none"> <li>The Committee comprises seven voting members, a Chair and six faculty members (at least three at the associate professor or full professor level) appointed by the Dean for three-year terms.</li> <li>Ex-officio, advisory, nonvoting guests of the SSPC include four students (one from each medical school class, elected by his/her respective class).</li> <li>The Chair will be elected by the Committee from amongst the voting members of the Committee.</li> <li>Minutes will be limited to summary decisions, and are protected under FERPA.</li> </ul> <p>Teaching Workload Credits:<br/> Dr. Kasuya crafted our policy several years ago with extensive faculty input.:<br/> Concern:<br/> How to give teaching credit. Looking for a committee to serve.</p> <p>Only tenure and tenured faculty only can serve on the committee</p> <p>Tenure, comp or non-comp, non-clinical should get the same teaching credit</p> <p>Alan will send an email to remind everyone to submit their comments</p> | <p>Motion:<br/> Dr. Elizabeth Tam moved to approve the changes<br/> Second by Dr. Anthony Guerrero</p> <p>Motion passed unanimously after discussion</p> <p>Dr. Otsuki will email everyone's comment</p> |                       |          |

| Agenda Item                                    | Discussion   | Action | Person(s) Responsible | Due Date |
|--|--|--------|-----------------------|----------|
| <p>Internal Giving Campaign – Julie Inouye</p> | <p>Julie thanked everyone for participating.</p> <p>Result:<br/>           Goal: 415 participants<br/>           Result: 282 actual participants total</p> <p>Goal: \$415,000 raised<br/>           Result:\$728,877 actually raised</p> <p>Executive Committee Participation 95%</p> <p>100% Department Participation by the following departments:<br/>           AHEC<br/>           Family Medicine &amp; Community Health<br/>           CIM<br/>           Geriatric medicine<br/>           Native Hawaiian Health</p> <p>50% Department Participation by the following departments:<br/>           Communication Sciences &amp; Disorders<br/>           Health Sciences Library<br/>           Medical Technology<br/>           Obstetrics, Gynecology &amp; Women's Health<br/>           Office of Medical Education</p> <p>Challenge Gifts 2017 Recap<br/>           \$28,450 donated for matching<br/>           Funds allocated proportionately across all gifts &amp; pledges received by October 27, 2017<br/>           Of the 83 Funds that received donations, 77 received Kick-Off Matches<br/>           New Recurring Gift Challenge<br/>           \$4,300 donated for the challenge<br/>           Mechanism was for members of a department to sign up for recurring donations via credit card or through payroll deduction<br/>           Department with the largest percentage of recurring gifts received the most matching funds - placed into department's priority account)<br/>           15 Department's benefited<br/>           43 participants, earned \$100 each towards their department priority account<br/>           Range - \$1,100 to \$4,300</p> <p>Burgess Clinical Department Participation Challenge<br/>           \$7,500 donated toward match</p> |        |                       |          |

| Agenda Item  | Discussion   | Action  | Person(s) Responsible  | Due Date |
|--|--|---|--|----------|
|  | <p>Departments with fewer than 20 members with 100% participation:<br/>Received \$50 per donor</p> <p>Departments with 20 or more members and 20 minimum donors:<br/>Received \$50 per donor up to maximum of 30 donors \$1,500</p> <p>\$5150 total was given to five departments<br/>In addition, \$850 given towards Dean's Priority Accounts (R.A.C.E.) AND Medical School Development &amp; Scholarships)<br/>\$1,500 will carry forward to 2018 IGC</p> <p>Burgess Challenge Beneficiaries are noted below:<br/>Obstetrics, Genecology and Women's Health<br/>Native Hawaiian Health<br/>Geriatric Medicine<br/>Family Medicine &amp; Community Health<br/>Complementary &amp; Integrative Medicine</p> <p>Remember February 16, 2018 for a Mahalo treat!</p> <p>Send Julie thoughts regarding how we can improve</p>   |   |  |          |
|  |  |   |  |          |
| <p>Global/International Health Presentation – Gregory Maskarinec</p> | <p>There is standing committee in the bylaws - listed as the Committee on Global Health and Medicine.</p> <p>1) The Committee on Global Health and Medicine (CGHM) is defined in the JABSOM bylaws as follows:<br/>The Committee on Global Health and Medicine (CGHM) will develop and recommend policy for the School of Medicine in the areas of international health and medicine, international medical education, and international basic, clinical and public health research. The CGHM will establish and maintain relationships with partner institutions, healthcare organizations, healthcare providers and health researchers to facilitate efforts of the school its faculty in these areas.</p> <p>2) A policy statement was recommended for JABSOM's Office of Global and International Health (OGIH) and endorsed by the CGHM on January 16, 2018:<br/><i>"JABSOM's Office of Global and International Health (OGIH) works to ensure that all international activities of JABSOM faculty, staff and students are aligned with the school's mission and in compliance with all accreditation body requirements."</i></p> | <p>Motion:<br/>Dr. Kalani Brady moved approval of the policy statement.<br/>Dr. Kamal Masaki second the motion<br/>Motion passed unanimously.</p> | <p>We will need to monitor the impact of the MD students</p> <p>Send your comments to Dr. Maskarinec</p> |          |

| Agenda Item  | Discussion  | Action | Person(s) Responsible  | Due Date |
|--|---|--------|--|----------|
|  | <p>3) Goals for the CGJM are provided in the 2017 OGIH Annual report include:</p> <ul style="list-style-type: none"> <li>• Expand the options available to JABSOM students, residents and faculty to participate in exchange rotations at other medical schools throughout Asia and the Pacific.</li> <li>• Explore involvement with the Association of Pacific Rim Universities, Consortium of Universities for Global Health, and AAMC's "Global Health Learning Opportunities" Program.</li> <li>• Identify funds to increase participation in international medical education activities.</li> <li>• Promote the relevance of global health, international medical education, and social justice for medical students, residents, and faculty.</li> <li>• Create a "Dean's Certificate of Distinction in Global Health" similar to the "Dean's Certificate of Distinction in Social Justice."</li> <li>• Continue to pursue JABSOM's mission to become the best medical school in the US with an Asia/Pacific focus by forging alliances with health-related agencies and organizations throughout the region.</li> </ul> |        |  |          |
| <p>Report on the Dean's CME Retreat – Kalani Brady</p> | <p>History: 2011,2013, 2015, and 2017</p> <p>Growth in CME Activities. Shows a modest increase in numbers of CME events with a more modest increase in CME hours</p> <p>Income has exceeded expenses within the last few years</p> <p>December 2017<br/>30 faculty including participants including Dean and Associate Dean took part in a CME retreat. Dr. Rhee was also present representing the Cancer Center</p> <p>Operation and Business - related to CME</p> <ul style="list-style-type: none"> <li>• Offered a ½ time position earlier today to support processing CME and assisting supportive units</li> <li>• Broadening of CE offering to other professionals such as Psychologists and Nurses</li> <li>• CME Activities and Website and electronic registration</li> <li>• Approved enduring materials for Pediatrics associated with maintenance of certifications</li> <li>• Look toward educational tourism</li> <li>• Marketing to conference organizers across the U.S.</li> </ul> <p>Survey Result:<br/>Notable: Webinar on current CME requirement and procedures</p>                                     |        | <p>Send additional questions to Kalani Brady and Brenda Wong</p> |          |

| Agenda Item   | Discussion  | Action | Person(s) Responsible | Due Date |
|---|---|--------|-----------------------|----------|
| <p>An Update on the Graduate in Clinical &amp; Translational Research -<br/>Katalin Csiszar &amp; John Chen</p> | <p>Graduate Program Modification &amp; Effectiveness of the model</p> <p>Task force result:</p> <p>December 2017 name changed approved to Master's Program in Clinical and Transitional Research January 2018, major program modification approved.</p> <p>Dr. Katalin Csiszar is the new Program Chair<br/>Dr. John Chen serves as the Associate Chair</p> <p>This program will provide a more comprehensive and rigorous educational program with a new Quantitative Health Sciences track supplementing the Clinical Research track and provide flexibilities with Plan A and B options, full and part-time enrollment, and UHM and outreach course access, collectively aiming to serve the needs of various types of learners. Courses will be suitable for consideration for faculty development.</p> <p>This course is a master's level only course and pre-approved by the graduate level. No thesis is needed.</p> |        |                       |          |
| <p>U.S. World &amp; News Report – Alan Otsuki</p>   | <p>JABSOM History:<br/>Two years ago we were not ranked for administrative reasons.</p> <p>Current Ranking (USNWR 2018) in primary care category (schools may choose to be ranked in primary care and/or research categories):<br/>Rank 59 out of 170 schools</p> <p>Ranking for Primary Care depends upon several factors including the number of employed (by UH) full time faculty members.</p> <p>Financial Aid and Admissions: Mean medical school related debt for JABSOM students at graduation is \$170,000</p>   |        |                       |          |
|   |   |        |                       |          |
| <p>Adjourned:</p>   | <p>10:53 a.m.</p>   |        |                       |          |
| <p>Next Meeting:</p>  | <p>March 16, 2018</p>   |        |                       |          |