



Business Meeting Minutes

**Association of American Medical Colleges
Central Group on Educational Affairs Business Meeting
Marriott Wardman Hotel—Marshall East
Tuesday November 9, 2010**

1. **Meeting Called to Order:** Dr. Brian Mavis called the meeting to order and made an announcement that in an effort to be green, meeting documents will be posted on the CGEA website for review.

2. **Operations Director (Elizabeth Ryan, Ed.D.)**
 - a. **Minutes from March 2010:** Dr. Ryan announced that the minutes from the April 2010 meeting will be posted on the CGEA website for review.

 - b. **Finances:** Dr. Ryan reported that as of September 24, 2010, the CGEA had a balance of \$70,650.91 in the bank.

 - c. **Collaborative Grants:** Dr. Ryan reported that the collaborative grant was given to Dr. Beth Liston for "Evaluating the Efficacy of Web-based Curriculum in Teaching Patient Handoffs across Disciplines Institutions. She was notified in August 2010 and awarded a check for \$4,955.00.

 - d. **SIGs:** Dr. Ryan reported an update on SIG activities. She has created a summary that will be posted on the CGEA website along with the contact information for the SIG Conveners. Individuals interested in collaborating on an initiative or project should contact the SIG convener.

2. **Special Interest Group Proposal (Drs. Brian Mavis & Elizabeth Ryan):**
 - a. **Administrators' SIG:** Dr. Mavis reported that the Clerkship Administrator's SIG has submitted a proposal to become an Administrator's SIG. A copy of the proposal will be posted on the CGEA Website for review and feedback to be submitted to Elizabeth Ryan [e-ryan@northwestern.edu](mailto:ryan@northwestern.edu).

3. **Membership Report (Mr. Gary Beck):**
 - a. Mr. Gary Beck reported that there is little new membership activity the past few months.

4. **Section Reports:**
 - a. **RIME (Dr. Linnea Hauge):** Dr. Hauge did not attend the AAMC meeting. Dr. Mavis reported that RIME is trying to develop a job description for the leadership positions across regions. Additionally he reported that RIME is reaching out to other groups to facilitate scholarship.

 - b. **UGME (Dr. Ann Gunderson):** Dr. Gunderson reported that the UGME section looked at job descriptions across regions. The UGME section meeting the AAMC is on 11/9/10 from 4:00 pm – 6:00 p.m. The format for the meeting will include a sort business meeting and then a round robin session.

- c. **GME (Dr. Monica Lybson):** Dr. Lybson reported that the GEA is working to become more concrete regarding: interacting across the continuum. Their first initiative is collaboration between CME and GME to provide feedback to Program Directors regarding the new work hour restrictions.

Dr. Lybson also reported that The Journal of Medical Education has asked Dr. Deb Simpson and herself to be editors of the journal. They will be surveying our membership regarding things we are looking for in the journal.

- d. **CME (Ms. Ginny Jacobs):** Ms. Jacobs reported that the CME section has been working on a CEPI Newsletter and on a Joint Working group. The group consists of all of the section chairs and has Dave Davis spearheading the initiative. The Joint Working group is looking for areas where we can find common ground for integration.

Ms. Jacobs also reported that there will be a really good blended session titled, "Making Healthcare Reform Work: The Role of Lifelong Learning." The session is scheduled from 4:00 pm – 6:00 pm and is located in the Marshall East room.

5. **Spring Meeting 2011 (Gary Beck):** Mr. Beck provided an update on the CGEA 2011 session hosted at the University of Nebraska. Specifically:

- December 1, 2011 is the deadline for abstract submission.
- Mr. Beck asked the membership what they thought about offering CME because only 5 members requested CME credit at the 2010 conference. Highlights of the discussion included:
 - CME is moving toward requiring CME credit in a physician's specialty.
 - Offering CME credit often gives a connotation that the event is well organized and scrutinized session and we should be offering well-organized and well-scrutinized sessions anyway.
 - It does not sound cost effective to offer CME.
 - One member asked if it would prevent GME Program directors from attending the session.
 - A member stated that the issue is not CME but is disclosure. If we do not offer CME we still need to ask presenters to disclose potential conflict of interest.

8. **GEA Steering Committee (Dr. Brian Mavis):** Dr. Mavis reported that the GEA Task Force is working on developing tools to help assess an educator's accomplishments and developing tools to help evaluate an educator's portfolio. The membership of this group may be contacted to provide feedback in focus groups. The Educational Task Force will also host a session at the CGEA meeting in 2011.

The AAMC is hosting a Digital Poster Session and a Virtual Tour of Medical School Learning Spaces session for the first time.

The SGEA asked if we would be interested in planning for a joint spring meeting at some future date. Another member from the group supported a collaborative meeting with the SGEA.

9. **Announcements (Dr. Brian Mavis):**

- a. **Executive committee nominations:** The CGEA is looking to elect Section leaders in GME and CME and elect a new Member at Large. Heather graciously stepped in to fill a vacant Member at Large position where the member moved out of the region. Dr. Mavis reported that we will also be recruiting a new Communications Coordinator and Membership Coordinator due to Dr. Marshal Anderson is retiring and Mr. Gary Beck is stepping down from the Membership Coordinator position.
- b. **Hosts for future meetings:** Dr. Mavis most impressively, reported that we have CGEA Conference school hosts lined up for several years.
 - 2012 Washington University in St Louis
 - 2013 University of Cincinnati
 - 2014 Case Western Reserve University
- c. **CGEA Laureate:** Dr. Mavis asked members to submit nominations for the next CGEA Laureate Award. He asked members to think about folks that have made a significant contribution to Medical Education and nominate them for the award.

10. **Group Discussion (Dr. Janet Riddle):** In summary, Dr. Riddle lead an interactive discussion on issues that the CGEA members face and to describe the types of programs that the CGEA could offer to help address these challenges.

Topics discussed included:

- Lesions learned from recent LCME site visits.
- What keeps you awake at night session? Members bring their issues to a group session and then the group as a whole responds with solutions. Otherwise put a host a town hall meeting.
- Best practices in transitions.
- Curriculum Transformation or Renewal. Best practices of curricular renewal or change.
- Faculty development for change agents.
- Competency based development.
- Host a session where folks flipped what they are doing such as, CME plan medical student education, GME plan CME, and UME plans a CME event/program.
- Assign a book to members and then have a town hall meeting discussing the book
- Bring patients to the table when redesigning our programs.
- Invite local leaders to our conference. For example when in Nebraska invite, Warren Buffet to speak or Virginia Tilden to speak.

11. **Meeting adjourned.**