

CGEA Business Meeting

March 15, 2002, 12:00-1:15 p.m. Chicago

Minutes

Welcome

- Deb DaRosa, CGEA Chair, called the meeting to order at 12:15 p.m. and provided an overview of the agenda. She then described a major purpose of the CGEA – to help members develop, through its activities, the competencies needed to be excellent as medical educators. A major goal of her tenure as Chair will be to identify these competencies, to use for member self-assessment, and design of programmatic opportunities to develop them.

Minutes – CGEA Business Meeting, November 7th, 2001 – Ilene Harris

- Minutes of the CGEA Spring Business meeting, November 7th 2001, in Washington DC, were approved.

Financial Report – Ilene Harris

- The Financial Report reflected a total of \$80,336.14, with monies distributed as follows:
\$ 3,911.90 checking Account
\$13,271.94 Savings Account
\$63,152.30 Invested in 1 month, 6 month, and 1 year CD's
- As had been requested by the Executive Committee, Ilene Harris investigated interest rates for money market funds to determine if it would be advantageous to transfer some funds, currently invested in CDs, to a money market fund. Current rates for secure money market funds range from 1.56 – 1.80%. Interest rates for our CDs are: 3-month, 2.33%; 12-month, 6.34%; 60-month, 6.01%. It was decided to continue our current investment strategy.
- It was moved and seconded to approve the financial report.

Upcoming CGEA Spring Meetings: Upcoming spring meetings were announced.

2003 (March 13-16), Host Institution: University of Iowa

Program Committee: Guilia Bonaminio (Chair, MAL elected 2000), Debra Klamen (MAL elected 2001), Kristie Ferguson (Host Institution Representative)

2004 (dates not yet determined), Host Institution: University of Nebraska

Program Committee: Debra Klamen (Chair, MAL elected 2001), Terri Cameron (Co-Chair, MAL elected 2002), and Fred McCurdy (Host Institution Representative)

2005(dates not yet determined), Host Institution: University of Wisconsin

Program Committee: Terri Cameron (Chair, MAL elected 2002), Co-Chair, MAL elected 2003, and Susan Skochelak (Host Institution Representative)

2006, Host Institution: University of Health Sciences, Kansas City, MO.

Program Committee: Chair, MAL elected 2003, Co-Chair, MAL elected 2004, and Nehad I. El-Sawi (Host Institution Representative).

Recognition – Deb DaRosa

- Deb DaRosa recognized Marshall Anderson, CGEA Web Master, for his ongoing contributions to communications within the CGEA through maintenance of the Website and List Serve.
- Deb DaRosa recognized Ray Curry and Jay Thomas for their efforts as local program hosts, and Brian Mavis for his contributions as Program Chair.
- Deb DaRosa announced that Fred McCurdy had been selected CGEA Medical Education Laureate, in recognition of his sustained contributions to the CGEA and other professional organizations in medical education.

Recognition, GEA Steering Committee Report – Brownie Anderson

- Brownie Anderson saluted the CGEA for its excellent program and contributions.
- AAMC IME Exhibits: At the annual meeting in San Francisco, December 8-13, there will be room for only 100 exhibits, and each school is limited to two booths.
- LCME Accreditation: The LCME has revised its accreditation standards to increase the efficiency of the process.
- Competency Initiative: The GEA will be undertaking a new initiative as “*solution provider*” for medical schools, residency programs, and CME programs, for assessment of ACGME core competencies. The GEA has invested considerable effort in the “professionalism” competency, and could use that work as a template to address the other 5 ACGME competencies. These 6 competencies, while directed at residency programs, have implications for UGME and CME. The GEA crosses all disciplines and the continuum of education, and can serve a critical role in defining competency standards for each level of medical education. The RIME Section can play an important role in defining research questions and evidence that must be collected to assess each competency.
- AAMC and CGEA Elections: The GEA Steering Committee asked for regional input about a proposal for change in the election system. It proposed: For the positions of Chair-Elect and Section Chairs, a slate of candidates should be developed, with a single candidate for each position, that would be approved by the membership, using electronic voting, rather than the current paper balloting, two-person election process. The major reason for the proposal for a single candidate for each position is that with the two-person election process, well-qualified and valuable contributors to the GEA lose elections, and may then reduce their

participation in the GEA. However, concern has been expressed that a single-candidate slate may create the perception of cronyism and “fixed” elections.

Communications – List Serve/Web Site – Marshall Anderson: The Website has 200-240 accesses per month, which increase near an election or meeting time. Since the business meeting on November 2001, major activities have included: three different electronic elections; online submission of abstracts for the CGEA Spring meeting; posting of accepted abstracts; and posting of the conference brochure. Plans include: posting pictures from the 2002 spring meeting and online registration for the 2003 CGEA meeting. The CGEA ListServ electronic mailing list, as of February 25, 2002, has 576 subscribers. It was suggested at the Executive Committee meeting that the ListServ have a URL that is easier to remember. Marshall Anderson will purchase a new URL/Web domain.

CGEA Section Update Reports

Undergraduate Medical Education: Karen Marcdante

The Section is sponsoring four sessions at the 2003 spring meeting: two on faculty competencies and two on assessing learner competencies. It hopes to organize consortiums, across schools, to share resources and engage in collaborative scholarship. It plans to post on the CGEA List Serve/Website, on a regular basis, information about teaching and assessment resources. The Section has been involved in organizing a SIG on Culture and Access to Care. The Section has also been involved in developing an RFP proposal, *Increasing Faculty Cultural Competence Using a Trainer of Trainers Model*. Other issues of concern and effort have related to: QA tools and a productive work environment; leadership in educational change; and identifying competencies needed for excellence as Medical Educators.

Graduate Medical Education – Janet Riddle

The GME Section recruited five members to serve on its steering committee, which has reviewed and revised its bylaws. The bylaws will be posted on the ListServ for approval by CGEA membership. Members of the Steering Committee also submitted ideas for future MAL projects, including: a resource list of educational grants; a resource list of Departments of Medical Education and/or institutional survey of medical education experts; a program for development of research reviewer’s submissions; and a program for enhancing relationships with academic societies that have common missions with the CGEA. Janet Riddle commended the Section Steering Committee for its contributions. Janet Riddle was re-elected to serve as Section leader from 2002-2004. The GME Section is sponsoring three sessions at the 2002 spring meeting, focused on: lessons for GME deans; teaching internal medicine residents about medical errors and patient safety; and ACGME core competencies (co-hosted MERE session with RIME Section).

Continuing Medical Education – Bart Galle

Since the last CGEA meeting the CME Section has focused on planning four sessions for the 2002 spring meeting that would be of interest to a broad spectrum of medical educators. The Section formed a steering committee and has identified individuals with an interest in Section leadership. The Section has started the process of identifying competencies of medical educators whose efforts are focused on CME, a process that will be coordinated with the overall effort to identify competencies of all who work in medical education. Additional goals for 2002 include: working with the Program committee to identify a plenary speaker representing CME for the 2003 meeting; and increasing participation of CME leaders in the CGEA.

Research in Medical Education – Larry Gruppen

RIME sessions at the 2002 Spring meeting include: informed consent for curriculum research; a workshop –why reviewers accept manuscripts; a MERE session on assessing ACGME competencies, co-sponsored with GME Section; two facilitated poster sessions; two RIME paper sessions, five papers each; and a paper session comprised of three roundtables. Future plans include: collaboration with the UGME Section to help define research skills included in the educator competencies; and work with the GME Section on assessing ACGME competencies. It was observed that the RIME Section is having its business meeting at a separate time from other Section meetings, so that members who have strong affiliations with the other Sections will be able to attend the RIME meeting as well.

Member-at-Large Projects

Brian Mavis – WWW-Based Electronic Resources Inventory

Brian Mavis reported that the WWW-Based Electronic Resources Inventory – a catalog of Web resources for medical educators, is “*up and running*”, with over 150 resources. Terri Cameron, Chair of the Computer SIG, will consider whether the Computer SIG can take on the responsibility of maintaining the Inventory.

Giulia Bonaminio – Orientation Program

In Giulia Bonaminio absence, Brian Mavis reported on the CGEA Orientation Program. The “Orientation” session, presented for the first time at the spring meeting in Minneapolis for “new members”, was very successful for orienting both “new” and “not so new” senior members to AAMC and the CGEA. It was presented for the second time at the 2002 meeting in Chicago, and like last year, also included Navigators to guide both “new” and senior members. Giulia Bonaminio was given kudos’ for organizing this program.

Debra Klamen – EC Members’ Task and Responsibility Folders

Debra Klamen’s MAL project is to collate and communicate the roles, responsibilities and tasks of all members of the CGEA Executive Committee, so as to facilitate transitions. This information will be compiled in a manual to be used for members of the Executive Committee to make their work more efficient, and facilitate transition to new members.

CGEA Regional SIG’s – Ilene Harris

Ilene Harris reviewed the activities of the six active SIGs, with regard to sessions at the spring meeting (business meeting and substantive session) and other activities, as follows.

SIG	Business Meeting	Substantive Session(s)	Other Activities
Computers in Medical Education Conveners: Jim Walker, Terri Cameron	Yes	Yes	-
Faculty Development Convener: Fred McCurdy	Yes	Yes	Leadership and Management Certificate Program CD with Faculty Development Materials
Population Medicine Convener: Carole Keefe	Yes	Yes	-
Standardized Patients	Yes	Yes	Association of SP Educators

Convener: Damon Jones			
Basic Science Education Convener: Rex Stith	-	Yes	-
CQI Convener: Linda Headrick	-	Yes	-

The Executive reviewed, and approved, a proposal for the Cross-Cultural Health SIG, with Convener, Sara Axtell.

SIG leaders were recognized for their contributions to the CGEA.

CGEA RFP Collaborative Grant Program – “Advancing the CGEA as a Community of Scholars” – Deb Simpson

New Project Proposals

Deb Simpson presented summaries of reviewers’ comments about two project proposals. Both projects were approved for funding. Both projects, each extending 18 months, were viewed as involving substantial cross-institutional and cross-Section collaboration. Investigators are required to submit a final report and to disseminate their work through presentation or publication. The projects funded were:

An Evaluation of Medical School Prerequisites, PI: Bruce Morgenstern, approved for \$4900.

Increasing Faculty Cultural Competence Using a Trainer of Trainers Model, PI: Timothy Hickman, approved for \$5,000.

Progress Report on 2001 Funded project: Linda Distlehorst, PI for the CGEA-funded project titled, *A Comprehensive Literature Review: Assessing the Good Doctor*, reports that good progress has been made.

Nominations and Elections – Gail Furman

Election Results: Gail Furman reported election results. Bart Galle was elected Section Chair for CME; Janet Riddle was elected Section Chair for GME; Terri Cameron was elected Member-at-Large.

Terms of Office and 2003 Election Dates for Executive Committee Members

The schedule for nominations is:

- Chair Elect (2 years): Nominees posted by February 1, 2003
- MAL (3 years): Nominees posted by January 1, 2003
- RIME Section Leader (2 years, odd years): Nominee(s) posted by January 10, 2003
- UGME Section Leader (2 years, odd years): Nominees(s) posted by January 10, 2004

Bylaws – Gail Furman

A change in the by-laws approved by the CGEA membership, focused on elections. Candidates for Section Chairs are now nominated by the Sections, rather than the CGEA Nominating Committee.

New Business

Membership Director – Gary Beck, University of Nebraska

It was announced that Gary Beck is the new membership director. He is working on a membership database that will be useful for member recruitment, as well as for generating reports and mailing labels. The database includes: date joined; name; academic title; institution; department; address; office phone and fax; e-mail; position; any CGEA positions; CGEA membership data – Executive Committee, Section, SIG.

Identifying Competencies for Medical Educators – Janet Riddle

Deb DaRosa and Janet Riddle are working on a project to identify professional competencies of Medical Educators - a level of mastery and excellence which all medical educators, new and experienced, can use as a basis for reflection and self-assessment. The identified competencies would guide the selection of themes for the annual meeting, content for corresponding workshops, and topics for presentation; and guide activities of Sections, SIG's and Members at Large. The competencies are being identified through a process of brainstorming and review.

Recruiting the Medical Educators of Tomorrow – Deb DaRosa

Identification of these competencies can help in recruitment of the Medical Educators of tomorrow. It was agreed that many medical educators enter their careers through circuitous pathways. Deb DaRosa seeks volunteer collaborators to work on a project designed to more formally recruit individuals with relevant Masters and Doctorate degrees to the field of Medical Education. Plans include: sending letters to Deans of Colleges of Education; development of a brochure describing the competencies and roles of medical educators; collaboration with various organizations, including – AERA; the Generalists; and the Society for Directors of Research in Medical Education.

The meeting was adjourned at 1:15.

Respectfully Submitted

Ilene Harris
Chair-Elect, CGEA
May 2002