

AAMC CGEA Business Meeting

November 12, 2002, 7:00-8:00 a.m., San Francisco

Minutes

Welcome

- Deb DaRosa, CGEA Chair, called the meeting to order at 7:00 a.m. She asked new members to CGEA to stand up and be recognized. She also asked those who had been promoted to stand up and be recognized.

Minutes – CGEA Business Meeting, March 15, 2002– Ilene Harris

- Minutes of the CGEA Spring Business meeting, in Chicago, March 15, 2002, were approved.

Financial Report – Ilene Harris

- The Financial Report reflected a total of \$70,60.88, with monies distributed as follows:
 - \$ 1,894.72 checking Account
 - \$ 3,333.98 Savings Account
 - \$65,392.18 Invested in 3 month, 1 year, and 5 year CD's
- It was moved and seconded to approve the financial report.

Spring 2003 Meeting Program – Giulia Bonaminio

- As Member-at-Large, Giulia Bonaminio is Program Chair this year for the 2003 CGEA Spring meeting. The theme for the conference, to be held at the University of Iowa Roy J. and Lucille A. Carver College of Medicine, is- *Active Learning in Medical Education: Principles Into Practice*.
- The preliminary program was distributed; it was observed that this program is virtually the final program.
- The request for proposals was discussed. The deadline for RIME and IME submissions is December 1, 2002; the review process will be completed by December 30, 2002; acceptance and rejection letters, with logistics information, will be sent out by January 15, 2002.

Upcoming CGEA Spring Meetings: Upcoming spring meetings were announced.

2003 (March 20-23), Host Institution: University of Iowa

Program Committee: Giulia Bonaminio (Chair, Member-at-Large [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).

2007, Host Institution: Indiana University.

Program Committee: Chair, MAL elected 2004, Co-Chair, MAL elected 2005, and Stephen Leapman (Host Institution Representative)

Upcoming CGEA Spring Meetings (continued)

Deb DaRosa commented that host institutions for meetings are chosen well in advance. She encouraged those interested in having their school host a spring meeting to meet with her to discuss what is involved.

Nominations – Gail Furman

- Gail Furman reported the nominations process and timeframe for elections.
- This year, elections include –
- Member-at-Large (three-year term)
- UGME Section Leader (two-year term)
- RIME Section Leader (two-year term)
- Chair-Elect (two-year term, followed by two-year term as Chair, and two-year term as Past-Chair)
- For the position of Chair-Elect and Member-at-Large, Deb Simpson, Past CGEA-Chair, chairs the Nominations Committee to develop a slate, and Deb DaRosa, current CGEA Chair, appoints members. Candidates for Section Leaders are nominated by Sections. Duties and expectations for the offices are posted on the CGEA Website.
- Nominees are posted on the Web, February 3, 2002, and elections are conducted via e-mail announcements and Web-based processing.

GEA Steering Committee Report – Brownie Anderson

- Brownie Anderson observed that three current national CEA leaders come from the Central Region: Linda Distlehorst, Jim Wooliscroft, and Deb Simpson.
- “Grand Initiative Project”: Brownie Anderson described the GEA “Grand Initiative” project. The GEA “Grand Initiative” is a multi-year comprehensive project focused on providing “solutions” and assistance to medical schools, residency programs, and professional organizations, with teaching and assessment of the ACGME core competencies. All residency programs must demonstrate effective instruction and assessment of these competencies, for accreditation. It is noteworthy that the Medical School Objectives Project (MSOP) attributes are very similar to the ACGME competencies, so that the ACGME competencies could provide a framework for teaching and assessment, for the

continuum of medical education. A plenary session at the AAMC annual meeting will focus on the ACGME competencies, with the goal of laying out plans for development of Web-based resources for teaching and assessing the ACGME core competencies.

- Education Scholarship Project: Another project with origins in the Central region is the Education Scholarship project. This project focused on the varieties of scholarship applicable to faculty roles in medical schools, including the scholarship of teaching. This work resulted in a theme issue in Academic Medicine (September 2000) organized by Deb Simpson and Rhee Fincher.
- Recruiting Medical Educators of Tomorrow Project: Another project, which has become national in scope, is the Recruiting Medical Educators of Tomorrow Project. Reed Williams and John Schatzer have leadership roles in this project. Many medical educators enter their careers through circuitous pathways. Deb DaRosa, Larry Gruppen, and Deb Simpson are working 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; and collaboration with various organizations, including – the American Educational Research Association (AERA); the Generalists; and the Society for Directors of Research in Medical Education. Kristi Ferguson, Host Institution Representative for the 2003 CGEA spring meeting at the University of Iowa, will invite faculty members and PhD candidates in Education to attend a special session on careers in medical education. Ideas for systematically recruiting graduate students in Education to careers in medical education include internships and post-docs.

Communications – List Serv/Web Site – Deb DaRosa for Marshall Anderson

- Marshall Anderson was unable to attend this meeting. Debra DaRosa gave his report.
- Marshall Anderson keeps the CGEA Website up-to-date, runs CGEA elections via the Website and listserv, maintains the CGEA listserv, and posts messages to the list of interest to CGEA members. The entry URL was changed to <http://www.cgea.net>, so that entry to the site would not require the previous long URL. The Web site is up to date as of October 11, 2002, as is the list serve. Currently, there are 561 members subscribed to the list; and no address error messages are being generated.
- In conjunction with Gary Beck, Membership Chair, Marshall Anderson designed and implemented an online membership form for the CGEA. Ten (10) new members have joined since the form was launched and announced to the CGEA membership over the listserv.

CGEA Section Update Reports

Undergraduate Medical Education – Karen Marcdante

- A major focus for the Section is Professionalism. It plans to collaborate with the RIME section to complete a critically annotated bibliography of references on the assessment of professionalism and conduct workshops at the regional and annual meetings.
- The UGME Section has been supporting development of the Culture and Health SIG. The new SIG, which was approved at the March 2002 CGEA Executive Committee meeting, has been very active.

Its members are involved in several presentations at the AAMC national meeting. It will conduct ongoing work on its “trainer of trainers” model for faculty development.

- The Section plans to be involved in the “Grand Initiative”, in the competency area of systems based practice.

Graduate Medical Education – Janet Riddle

- **GME Section Organization:** GME section by-laws have been revised based on comments from its steering committee members; final revisions will be made after the annual meeting and posted on the CGEA Website for approval by the membership.
- **CGEA Spring Meeting Activities:** The Section recruited two sessions for the CGEA Spring meeting, one on resident duty hours, and another a MERE session on teaching and assessing ACGME core competencies. It has developed a structured abstract form for reporting on innovations in teaching or assessing ACGME core competencies.
- **Medical Educators Competency Survey:** Janet Riddle is spearheading a survey of CGEA members focused on current and desired competencies as medical educators.

Continuing Medical Education – Deb DaRosa for Bart Galle

- **CGEA Spring Meeting Activities:** A plenary session focused on CME issues will be included in the 2003 CGEA spring meeting program, to increase CME presence at the conference. The session, presented by Dave Davis, who has authored a widely used meta-analysis of CME program outcomes, is titled, *Knowledge Translation: What’s It Mean for CE Providers? For Undergraduate and Graduate Programs? for Research? Heck, What’s it Mean at All?*

Research in Medical Education – Larry Gruppen

- **“Grand Initiative”:** The CGEA RIME Section is developing the systems-based practice content for the national GEA “Grand Initiative”. A draft template will be presented to the RIME at the AAMC annual meeting by national RIME Chair, Karen Mann. Larry Gruppen is working with John Frohna, University of Michigan, to identify systems-based practice curricular and assessment literature.
- **CGEA Spring Meeting Activities:** The Section is sponsoring a MERE session on teaching and assessing one of the ACGME core competencies, systems-based practice.
- **Idea for CGEA Certificate Program in Medical Education Research:** Larry Gruppen proposed development of a CGEA Certificate Program in Medical Education Research, akin to the CGEA Certificate Program in Education Leadership.

Member at Large – Project Reports

Giulia Bonaminio – Orientation Program

- The Orientation Program, developed by Giulia Bonaminio, which has been presented for the past two CGEA Spring meetings, in 2001 and 2002, has been very successful. It will be an ongoing part of the Spring meeting, for both “new” and other members of the group. At the November 2001 Executive Committee meeting, it was moved and approved, for Deb DaRosa to ask Fred McCurdy, Chair of the Faculty Development SIG, if the SIG could take ongoing responsibility for the project. The Faculty Development SIG will be organizing and conducting the Orientation to AAMC and CGEA on March 20, 2003 at the annual Spring CGEA meeting. Giulia Bonaminio has forwarded her files for this project to Fred McCurdy for use by the Faculty Development SIG.

Member at Large – Project Reports

Debra Klamen – Roles/Responsibilities of CGEA EC Members

- Debra Kaman’s Member-at-Large project is to collate and communicate the roles, responsibilities and tasks of all members of the CGEA Executive Committee, so as to facilitate transitions. She has started to collect data beyond that which is available in various hard copy documents, by sending out an email to all Executive Committee members, asking them for their “job descriptions”, as they see it. She will continue this process through e-mail communications and interviews, seeking to obtain formal descriptions of responsibilities, as well as practical wisdom.

Terri Cameron – Medical Educator Competency Project

- Terri Cameron’s Member-at-Large project is to support the Medical Educator Competency Project by developing an on-line survey of members to validate the proposed competencies. She and Janet Riddle have developed the first of a set of five Web-based surveys to elicit information from CGEA listserv members regarding their current and desired levels of expertise in the competency lists developed by the CGEA Executive Committee following their June 2002 meeting.

The plan presented is to: pilot-test the survey with current and past Executive Committee members; distribute it online to the CGEA listserv over the course of 10 weeks (each of five segments of the survey, 2 weeks apart); analyze data and develop reports; develop recommendations for training and professional development based on the data; and present the data/recommendations at the CGEA Executive Committee and Business meetings, as soon as feasible.

The overall purpose of this project is to identify professional competencies desired to be mastered by CGEA members, to help define a level of mastery and excellence which all medical educators, novice and experience, can use as a basis for reflection and self-assessment. The identified competencies will guide selection of themes for the annual CGEA meeting, as well as content for corresponding workshops and presentations. They will be used to guide the activities, where applicable, of the CGEA Sections, Members-at-Large, and SIGs. It is expected that the competencies will be used as a basis for developing a CGEA Medical Educator Development Track and online resources for training.

Membership Director – Gary Beck

- The Membership Director role is a new position, developed to obtain a better understanding of the CGEA membership, overall, and by Sections.

- Gary Beck, membership director, is building a membership database, based on the membership list from the AAMC, as well as registrants from the spring 2001 and 2002 conferences. Gary Beck has created preliminary membership lists, which include: CGEA decanal appointees, listed by state and institution; count of decanal appointees attending CGEA meetings; CGEA members by state and institution (based on being a decanal appointee, attending the regional meeting, or signing up on the listserv); and a count of attendees at the 2001 and 2002 spring meetings, by state and institution. These lists were developed based on a review of AAMC data and checking meeting attendance. Gary Beck has also developed an online Web-based membership form, available now on the CGEA listserv.

CGEA Regional SIGs – Ilene Harris

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

SIG	Business Meeting	Substantive Sessions	Other Activities/Goals
Basic Science Education Rex Stith	No	Yes	Encourage more basic science educators to be involved in CGEA – Use ListSers of Basic Science Educators.
Computers in Medical Education Terri Cameron	Yes	Yes	Collaborate on projects, e.g., use of PDAs. Provide oversight for Electronic Resource Inventory. Formed Advanced CurrMIT User Group.
CQI in Medical Education Linda Headrick	Yes	Yes	Quality Improvement in Medical Education Network (QIMED) – Reviewing literature; collaborating on QI projects.
Culture and Health Sara Axtell	Yes	Yes	Train-the-trainers program on culture and health.
Faculty Development Fred McCurdy	Yes	Yes	Leadership and Management Certificate Program. Faculty development materials sharing project. Web-based survey to identify faculty development resources.
Population Medicine Carole Keefe	Yes	Yes	-
Standardized Patients Jane Banning	Yes	Yes	Association of SP Educators Director of SP Educators in CGEA, with roles and tasks.

Tom Viggiano, Leader of the Curriculum SIG, plans to reconvene the SIG to assess interest and future directions.

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

- Three current projects were reviewed.
 - Linda Distlehorst, PI for the project, *A Comprehensive Literature Review: Assessing the Good Doctor*, requested an extension of their grant, in order to complete the work by the end of June, 2003 and a reallocation of funds among funding categories. The CGEA Executive Committee approved an extension.
 - A progress report, by Principal Investigator, Bruce Morgenstern, was reviewed for a grant approved at the March 2003 CGEA Executive Committee meeting, *An Evaluation of Medical School Prerequisites*. Activities to date have been preliminary development of several survey tools.
 - A progress report, by Principal Investigator, Timothy Hickman, was reviewed for a grant approved at the March 2003 CGEA Executive Committee meeting, *Increasing Faculty Cultural Competence Using a Trainer of Trainers Model*. Activities to date include: gathering literature in the field of cultural competence; drafting a format for written faculty development handouts, which will be distributed to all project members for comments and approval; agreeing upon a general agenda for the Trainer of Trainers (TOT); and exploring the option of putting all materials (handouts, PowerPoint, activities) on a CD, which will accompany the manual, and determining that it can be accomplished within the budget.
- Deb Simpson noted the current Call for Proposals, and observed the requirement for collaboration among Sections.

By-Laws: Gail Furman

- There were no items related to the bylaws.

Special Announcement: Merrill Flehr Award – Gail Furman

- Gail Furman made a special announcement, that Alberto Galofre, a longtime active member of the CGEA, would receive the Merrill Flehr Award for Lifetime Achievement, at the GEA national meeting.

Special Announcement: CGEA Laureate Award – Deb Simpson

- Deb Simpson reminded the group that nominations for the CGEA Medical Education Laureate Award, for significant contributions to the CGEA, were due by the end of January, 2003.

Other/New Business

- There was no new business
- It was briefly suggested that a CGEA brochure should be developed; and that this could be a Member-at-Large project.

Section Breakout Meetings

- Members convened in Section Breakout meetings.

The formal business meeting was concluded at approximately 8:00 am.

Respectfully Submitted,

Ilene Harris
Chair-Elect, CGEA, 2001-2003