

**Minutes of a  
Medical Faculty Executive Committee Meeting  
April 11, 2005**

Present: J. Albina, A. Brem, J. Diaz, B. Greenberg, E. Harrington, C. Jackson, K. McGarry, J. Padbury (Chair), M. Phipps, W. Rakowski, J. Rich, R. Smith, S. Suner, W. Wu

Guests: Richard Dollase, Harlan Rich

Dr. Padbury opened the meeting at 8:05 a.m.

Dr. Harlan Rich, Chair of the Medical Curriculum Committee and Dr. Richard Dollase, Director of the Office of Curriculum Affairs, were invited to give the annual report from the Medical Curriculum Committee (MDCC). In 2003, an ad hoc committee created by Dean Besdine developed a new charge and structure for the MDCC streamlining and reducing its membership from 30 to 17 members. The MDCC is appointed by the Dean of Medicine and Biological Sciences and has the institutional responsibility for the overall design, management, and evaluation of a coherent and coordinated curriculum leading to the MD degree. The Committee oversees and monitors the implementation of curriculum changes, and assesses the content of the curriculum and the quality of instruction on a continuing basis.

In the fall of 2003, the MDCC met with Dr. Martin Weinstock and Dr. Roy Poses about changes the MFEC wished to be incorporated into the *Guiding Principles of Professional Behavior*. The committee voted to submit the changes to the Ad Hoc Professionalism Task Force that had developed the document, and the language was revised in consultation with the MFEC. The final draft was approved by the Medical Curriculum Committee and the Biomedical Faculty Council in February, 2004.

During the past year, the Curriculum Committee approved a Doctoring Course Proposal, several Curriculum Integration Initiatives, and extensively discussed the Teacher Improvement Plan proposed by Dr. Stephen Smith, Dean for Student Affairs and Dr. Richard Dollase. A retreat in June of 2004 was held to discuss six substantive issues related to medical school teaching—academic planning, preparation for new teachers, support for teaching on campus, clinical teaching, integrated teaching, and accountability. Dean Smith developed recommendations for improving teaching at the Medical School based on the reports from the retreat which Dean Adashi is presently reviewing.

The Medical Curriculum Committee's plans for 2004-2005 include actively working to develop the Doctoring Program as a stepping stone to broader curriculum transformation and integration. Developing a new model of curriculum integration will be a major undertaking that will require faculty buy-in, substantive planning time, and additional funding and technological resources. The MDCC hopes to foster a cooperative climate and to involve all constituencies. The MFEC commended the MDCC for taking on such a large task and asked Dr. Rich to let them know if there is anything they can do to help. Dr. Padbury thanked him for a very informative report.

The minutes of the 3/14/05 MFEC meeting were approved as submitted. Dr. Padbury had nothing specific to report under Chair's remarks.

Dr. Brem reported that the FEC discussed a proposal for a sabbatical leave policy which may affect the Medical School. There may be some integration of the Medical School faculty into the campus-based leave policy as a “symbolic gesture”.

Dr. Harrington distributed the final slates for the MFEC ballot. It was noted that the ballot should specify there be only one vote per slate and that terms are for three-years. A motion was made, seconded and approved to accept the ballot as amended. Biographies will be solicited and the final draft of the ballot will be forwarded to Dr. Harrington for review before mailing. The MFEC commended Dr. Harrington on a job well done.

Dr. Suner gave a presentation of the MFEC overview to the Department of Surgery at RI Hospital which was well-received. Faculty members in his department are trying to understand the structure of the University and the faculty. They do not fully understand their own roles or the ranks in the Medical School. Some medical faculty are now making use of Web support which many did not even know existed. The MFEC Overview Presentation is proving to be a valuable tool. Dr. Greenberg will be doing his departmental presentation soon.

Dr. Phipps reported that a faculty climate survey of all academic medical voting faculty members is being conducted this week and she will notify the MFEC of the results. All but 70 academic faculty members now have e-mail addresses.

The meeting was adjourned at 9:20 a.m.

Respectfully submitted,

Cheryl A. Moreau  
Secretary