Introductions
The committee introduced themselves to Dr. Keith Callahan, Clinical Associate Professor of Family Medicine, who was attending the meeting to learn more about CFAC.

MFEC/CFAC--Dr. Padbury attending
Dr. James Padbury, Chair of the Medical Faculty Executive Committee, was introduced and Dr. Nudelman gave Dr. Padbury a brief history of CFAC and the teaching awards. Dr. Padbury shared how he thought the two committees, MFEC and CFAC, had very similar roles and responsibilities.

Discussions about the faculty forum
The group discussed their opinions of the Faculty Forum. Many felt that the clinical faculty should have been recognized at the forum. It was suggested that Faculty Forums be held more frequently as a means for the clinical faculty to voice concerns and get answers to their questions. Dean Cyr will relay these concerns to Dean Elias and suggest that a forum be planned for the spring.

Membership and leadership updates
It was agreed that the committee needs new members and hope to get some interest from the fall letter to the faculty. Dr. Nudelman wishes to step down as chair by the end of the academic year. Committee members were encouraged to nominate fellow members to succeed Dr. Nudelman. Electing a vice chair was also discussed.
Response to annual CFAC letter
The letter has not been sent yet. Abbey Botelho will send the letter out immediately and will include all committee members’ names and titles with departments.

Goals for the year

1. The committee expressed concerns about accessing their teaching evaluations in OASIS. One option discussed was to have a staff member from the medical school come to a future CFAC meeting to give a tutorial on how to access evaluations. Dean Tunkel agreed to investigate teaching evaluations for doctoring community mentors and other clinical faculty.

2. More support for clinical faculty from their chairs and departments. Members said that they don’t receive communications sent out by their departments and are concerned that their chairs are not aware of the work that they’re doing. Dean Rounds will address this issue with Dean Elias.

3. Committee members discussed feeling disconnected from the rest of their faculty colleagues and the med school. Members suggested and discussed the following options:
   - Ask Dean Elias to include a section in Kudos to highlight clinical faculty achievements and resources that may be of interest to clinical faculty
   - CFAC create its own quarterly newsletter.

Dean Cyr will discuss these two options with Dean Elias.

It was also suggested that the CFAC website be used more to recognize faculty and share information.

Teaching Awards
Abbey Botelho will send out email solicitation for teaching awards nominations to chairs and program directors at the end of January 2018.

Action items:

1) Communication: Dean Cyr to discuss with Dean Elias and evaluate if it is best to include in Kudos or consider a quarterly newsletter. Content to be determined.

2) Dean Rounds to discuss with Dean Elias clinical chair communication with clinical faculty.
2) Faculty teaching evaluations: Dean Tunkel to investigate teaching evaluations for doctoring community mentors and other clinical faculty. If no dedicated administrator, faculty need to know how to access their evaluations on Oasis

3) Add link to CFAC website for information on how to access teaching evaluations: Abbey Botelho

4) Next chair: Time frame is end of academic year

5) Fall email to be sent ASAP: Abbey Botelho

6) Emails/solicitation for teaching nominations with expected numbers as percentage of faculty--to be sent to clinical chairs and division leaders in January: Abbey Botelho

The meeting was adjourned at 6:30 p.m. The next meeting will be held on January 17, 2018 at 5:15 p.m.