

Item	Lead	Discussion	<u>Who</u> does <u>What</u> by <u>When</u>
Attendees		Paul Catalana, Kristin Lacey, April Buchanan, Bob Best, Jerry Youkey, Rick Hodinka, Susan Ward, Sandy Burns	Follow up
	Ward	<ul style="list-style-type: none"> Wofford visit on Friday – Dr. Youkey will be attending and has been briefed by Dr. Catalana. Discussing early admission program and 5 million dollar scholarship to support one Wofford student each year at USCSOM G. Their last year at Wofford and 4 years at USCSOM G would be covered. 	
	Best	<ul style="list-style-type: none"> SACS mock visit went well SACS coming on February 22nd – Lunch – tour – meet with 6 students for 1 hour (1 from each year plus 2 additional) and meet with leadership team for 1 hour. Appointment & Promotion committee meeting today – They will be revising unit criteria beginning with tenure track 9 – 10 files for review for full and associate professor promotions. These are ready for the deans' review. 	
	Hodinka	<ul style="list-style-type: none"> Close to getting Melissa Melby to sign as population health faculty. Next will be Ann Blair Kennedy. Three viable candidates for Microbiology position. Have not received any viable Anatomy candidates. Will be looking into a possible shared person with Furman for this position. The lecture capture system trial has worked well. Additional Panopto systems will be purchased. The students will be reminded that the "chat" function is sent out to all. There were 2 unprofessional comments made by a student but went to limited people since it was only a trial. 	
	Catalana	<ul style="list-style-type: none"> Upcoming important dates: 3/17 – match day, 3/18 Spring preview, 3/25 – College cup, 4/28 – senior banquet. Dr. Lois Nora (President and CEO of American Board of Medical Specialties) will be arriving on May 4th in the morning. Paul will ask her to take part in the Gold Humanism Society ceremony at noon. Dr. Best, Dr. Youkey, and April will spend some time with her. She plans to drive herself to Columbia. It was mentioned if she would receive an honorary degree but since USC invited her they probably would take care of this. It was decided that Dr. Spence Taylor and Dr. April Buchanan will hood the students at graduation. Dr. Best or Dr. Hodinka will read the names. Dr. Catalana will miss convocation and graduation due to his daughter graduating. The students will pick the marshall's. Lauren Demosthenes will hood Kristin. 127 holding acceptances (65 have more than 1 acceptance) – probably will offer 40 more. The current averages are 3.75 GPA and 76% (507) MCAT. Early entry program is being piloted this year. Brenda Thames suggested to Dr. Catalana to include diversity dimensions next year. Early acceptance interviews – 12 USC, 7 Clemson, and 1 Furman. Match update – 1 will probably not match and 7 unsure about. All high risk students have been talked to. There will be 52 graduates for 2017. There is one student that received positive feedback from CHOP and she is ranking them # 1. 	



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	Buchanan	<ul style="list-style-type: none"> Pass/Fail was approved by the curriculum committee and recommended to the Dean. After talking with USC it will be Satisfactory/Unsatisfactory instead of Pass/Fail. Electives should be changed to satisfactory/unsatisfactory as well. IPM has an honors component. Most graphs will be deleted from the MSPE's per AAMC guidelines. Class rank and GPA for top 20. There was a question as to IPM being included in the GPA. New template for MSPE's – comparing competency is required. Professionalism commendations and concerns need to be collected. Survey will be sent to alumni in the next few weeks to get their input. A newsletter will be sent out after the match. Fund allotment for students to present at conferences. Currently \$ 28,000 in the budget. Students are referred to Rebecca Russ-Sellers for her to decide who will get to attend conferences. Guidelines for travel need to be established – Kristin and April will work on this. One student was approved to be an ambassador to an EM meeting that lasts for 6 days. This would conflict with her first clerkship. This would not be a good idea for her to attend. The student will have more flexibility to do this in their 4th year. Question as to whether an affiliation agreement is needed for a one week elective with FAVOR. Since this is an organization it was thought not to be needed but if they are teaching would need a faculty appointment. Student Phones – This is a large expense – over 120K each year. Some phones are still being charged for students that are no longer here. The monthly charge is \$ 50.63/phone. The students could use their personal phones if they add Mobile Iron for HIPAA reasons. The students need to be reminded to be HIPAA compliant. Another suggestion is to have phones that can be checked out for acting internships. 	
	Kristin	<ul style="list-style-type: none"> Up-to-date will be available anywhere – authenticated for faculty and students Academic blueprint to be submitted at the end of March – may need input from dean's cabinet members. There is a new template for this year. Website is launching on Feb. 21st. Check to make sure data is up to date. Lindsay Brown available to make changes. 	
	Youkey	<ul style="list-style-type: none"> Received a 2 page letter from Angela Sharkey today. He will review the letter more closely and respond to her. She wanted input in faculty hires for Public Health. Additional meeting in Dr. Youkey's office regarding Univ. of Miami site survey information he brought back to share. 	

