Item	Lead	Discussion	*Who* does *What* by *When*
Attendees		Paul Catalana, Kristin Lacey, April Buchanan, Bob Best, Jerry Youkey, Sandy Burns	Follow up

	Best	• The Associate Dean position is filled by Dr. Angela Sharkey. The other candidates were notified that the position was filled. Dr. Sharkey has told her dean and chair but not her colleagues yet.
		  1. Decide on clinical activities for Dr. Sharkey
		  2. April Buchanan needs to decide what tasks she will keep since she has been serving in the interim position.
		• Dr. Rich Goodwin is a possible tenure promotion to professor candidate. This has to be voted on by 6 tenured professors (we do not have that here).
		• Have not heard back yet regarding non-tenure promotions
		• Dr. Steve Wartman will be here on Thursday, April 6th as the luminary speaker.
		• CME pre-application should be signed this week. The current CME team is a high performance team.
			Dr. Youkey will disband search committee.

	Lacey	• Input has been made for next year's budget • Will be releasing buy back money to the vice chairs this week • We will be moving student payments to a secure online system to alleviate random transactions • Have purchased departmental books for students on rotations • Students will continue to receive IPADS but not phones. Some phones were never disconnected for students that had left and we have been paying $ 50/month for these. • Students will be encouraged to use their own phones and to install Mobile Iron. Current hones will be shut down on 4/29. Current students could purchase their phone for $ 250 so they will have service until starting their residency.	
	Buchanan	• We have increased M3 and M4 electives. Some new ones include vascular, bariatric, trauma, etc. Surgery, medicine and peds have increased their electives. Need to encourage OB/GYN to increase theirs. The lottery is in progress. Need a dermatology elective.	
	Catalana	• Upcoming important dates: 4/19 – AOA banquet, 4/28 – senior banquet. • Possible early dinner before convocation with Dr. Nora, Youkey, Best, Hodinka and Buchanan. Place to be determined. • White Coat Ceremony will be September 24th at 2 pm at McAlister Auditorium at Furman. Dr. Stan von Hofe will be the speaker. • Dr. Spence Taylor and Dr. April Buchanan will hood the students at graduation. Either Dr. Hodinka or Dr. Best will announce the names. Details for the events will be coordinated with Jeanne Petrizzo. Lauren Demosthenes and Paul DeMarco will hood their children. There will be seating for all department chairs and interim chairs on stage. Dr. Ben DeMarco will be the student speaker. Dr. Catalana will be appointing student and faculty marshalls. • Student ISA was completed at midnight yesterday. - M1 had 88% completion	

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Item	Lead	Discussion	_Who_ does _What_ by _When_
		- M2 had 78% completion - M3 had 76% completion - GQ for M4 so far has 84% completion We should have all data available for LCME follow up document in August ADMISSIONS • Currently have 131 holding acceptances with 68 having multiple acceptances). 1.7 per 1 acceptance – same ratio as previous years. Have currently sent out 50-60 rejections and have a long wait list. • Early acceptance interviews were held. May be more than 5 accepted. • Scholarship committee meeting tomorrow. • Direct entry program with Furman – interviewed 2 students and parents.	
	Discussion	• What if it was thought that a student didn't belong in medicine? - Need to articulate standards - Physical demands - Managing stress • A student turned in an inappropriate faculty evaluation showing unprofessional behavior. - This was discussed regarding professionalism concern • Discussion about forming a professionalism committee which would report to the SEPC. Evaluation of professionalism concerns, commendations, and incident reports.	

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