

SDRME EXECUTIVE COMMITTEE MEETING
New York: February 18-20, 1999

Meeting Logistics

Location

Cornell Club of New York
6 East 44 St., between Fifth and Madison Aves.
New York, New York, 10017
Tel: 212-986-0300
FAX: 212-986-9385

Schedule and other arrangements

- Thursday, February 18, 1999
 - Meeting Arrangements:
 - 1:00-5:00 PM, Cascadilla Room
 - Food: Refreshments mid-afternoon
 - Evening
 - Wine and cheese at Sharon's, 515 East 79 St., Apt 15 F, 212-517-9725
 - 7:00 PM, Dinner at Quatorze Bis (French Bistro), 323 East 79 St., between First and Second Aves. 212-535-1414. **NOTE:** I made reservations for 8 people; let me know if you plan to bring anybody with you.
- Friday, February 19, 1999,
 - Meeting Arrangements:
 - 9:00 AM-5:00 PM, Beebe Lake Room
 - Food: Breakfast, lunch and mid afternoon refreshments
 - Evening: On your own. Let me know if you want help making arrangements.
- Saturday, February 20, 1999
 - Meeting Arrangements:
 - 9:00AM-1:00 PM, Beebe Lake Room
 - Food: Breakfast
 - Afternoon/Evening: On your own. **NOTE:** As far as I have been able to determine, John and Betty Shatzer, David Cook and Maryann and Gwendie Camp will be here until Sunday. Let me know if anyone else will be staying over Saturday, and if you are interested in getting together with John, Betty and me Saturday eve.

Meeting Agenda

Summer Meeting: July 11-14, 1999, The Springs, Spring Green, Wisconsin

- Site arrangements/logistics
- Meeting registration
- Agenda and program oversight
 - *Suggested theme: Running an OME, financial planning, budgeting, negotiations, etc.
- Extra-curricular activities
 - Frank Lloyd Wright House
 - Milt Butterworth
 - Other?
- Costs/budget
- Other
 - Posting meeting information on SDRME web page
 - Post-meeting conference at University of Illinois, Chicago July 15-18, "Competing Constituencies of Medical Education: Meeting Accountability with Innovation"

Executive Committee Issues

- President and President-elect, 1999-2000
- Past President

Membership Issues

- *Membership application form: Should it be revised? What messages does it send about SDRME?
- *Membership survey:
 - How can we increase the response rate?
 - Should the form/format be modified?
 - Must financial information be confidential?
- Setting procedures for new members:
 - Notifying the new members, treasurer
 - Updating web, listserv
- Policies for previous members
 - Mike Ravitch
 - George Miller

official Member Registry, historical

Treasurer

- Treasurer's report
- SDRME Budget Surplus
 - Use surplus to update commissioned studies, e.g., PBL by Mark Albanese?

Secretary

- Report of 1998 meetings

Future Meetings

- AAMC, 1999: **NOTE:** We need to change the day/time from Monday before April, 1999.
- Summer, 2000: July 9-12, Whistler
- Summer, 2001: Nova Scotia

SDRME Role/Mission

- *SDRME/RIME interactions
- *Should we re-examine SDRME's mission?
- *FMER
 - What is the evidence of its effectiveness?
 - Should SDRME continue to be involved?
- *SDRME's role in mentoring:
 - New directors
 - Young medical educators

* Discussed at SDRME in New Orleans, November, 1998

SDRME Executive Committee Meeting
New York City 2/18-2/20/99
Meeting Notes
Summer Meeting, Spring Green Wisconsin
Sunday, 7/11-Wednesday, 7/14/99

Logistics/Site Information (Mark Albanese, Deb Simpson)

Travel:

- Fly to Chicago or Madison and rent a car (4 hour drive from Chicago, 1 hour from Madison): **Mark/Deb** will get information
- Recommendation: Fly to Chicago if you want to attend meeting at Univ of Chicago Thursday, 7/15-Sunday 7/18; otherwise fly into Madison

Area attractions: Antique shops, Frank Lloyd Wright's Taliesin, American Players (outdoor) Theater, Botanical Garden (Madison), University of Wisconsin (Madison), The Dells (theme, water park, 45 miles from The Springs); Madison is 38 miles from The Spings

Evenings/Leisure:

Saturday: Cook-out at Mark Albanese's for those who arrive Saturday
Sunday: Al fresco reception and dinner at The Springs with Milt Butterworth (**John Shatzer** will contact Milt)
Monday:
Tuesday: Les Sandlow's cabin/Reception at University of Wisconsin (**Mark** will talk with Les about how this might be structured)

Hotel:

- Sleeping rooms @\$185.00/night: 6 rooms reserved for Saturday, 30 rooms reserved for each of the other nights
- 2 meeting rooms w/ breakout rooms available (no extra charge for meeting rooms)
- SDRME paid \$4440.00 deposit; SDRME will recoup this from room fees
- Final numbers due by 6/10
- Contract includes lunch and dinner on Monday and Tuesday
- Facilities: Golf (27 holes), full service health club, tennis, biking, hiking

Costs: **Mark** will check with the hotel about the last two items below

Registration fee (\$150.00?)

Meals

AV

Meeting Announcement: **David Cook** will send:

- Email to membership on listserve

- Regular mail package: Meeting announcement, registration form, hotel flyer, booklet about the area , information about Les Sandlow's meeting
- Message to Diane Heestand for web page

Registration Materials: Attendees will send to **Deb Simpson (Judy)**

Meeting Agenda (Sharon)

NOTE: Deadline: Friday, March 12 for sending Sharon more detail about individual sessions; Sharon will forward draft of complete program to Exec

Theme: SDRME: Developing our Vision for the Next Century

Format: Everybody will discuss a common topic; we may have breakout sessions around the topic, but will not have a menu of topics

Meeting Times:

Sunday 7/11: 3-5
Monday 7/12: 8:30-12:30
Tuesday 7/13: 8:30-12:30
Wednesday 7/14: 8:30-11:30

Sunday 7/11/99

3:00-5:00: **Business Meeting (Gwendie) NOTE: These topics will be continued on Monday morning**

- Introduction of new members
- Members' update
- Committee Reports
 - Membership (**John Shatzer/Gordon Page**)
 - Update on regular, international, emeritus members
 - New members
 - Treasurer (**Jon Veloski**)
 - Treasurer's report
 - SDRME surplus
 - Payment from international members
 - Nominations (**Wylie McNabb, Hilary Schmidt, Robin Harvan**)
- Announcements and reports
 - Web page
 - President-elect
 - Past-president
 - Tributes: George Miller, Mike Ravitch, Mark Albanese (Hubbard Award)
- General Discussion issues
 - Membership criteria/application (**David Cook, John Shatzer**)
 - Members' Survey (**Mark Albanese**)
 - SDRME Projects (**Sharon**)

- Handbook on Research in Medical Education, Geoff Norman, Gordon Page, Sheila Chauvin
- Annual reviews
 - Professionalism, Louise Arnold, John Littlefield
 - Standardized patients, Emil Petrusa
- SDRME/AAMC Workshop
- FMER Program (**Robin Harvan**) **George Nowacek** plans to collect data
- Future Meetings
 - AMEE Conference, Linköping, Sweden 8/29-9/1/99
 - SDRME at AAMC: 10/22-10/28/99
 - Ottawa in Africa: 3/1-3/3/00
 - SDRME Summer Meetings:
 - Whistler, British Columbia 7/9-12/00
 - Nova Scotia 7/01
 - ??? 7/02

David and Gwendie: Please send any additional items to me for inclusion under business meeting

Monday, 7/12/99

8:30-10:15: ***SDRME Business/SDRME Vision*** (Gwendie and Jon V)

- Business meeting continued from Sunday
- Discussion topics will get progressively more philosophical

10:15-10:45: Break (Jon V)

10:45-12:30

- SDRME's relationship with other groups (SDRME and RIME, GEA, AERA Division I, Generalists)
- SDRME's role in mentoring new directors, young medical educators

Tuesday, 7/13/99

8:30-10:15: ***Principles of Evidence-Based Medical Education*** (George Nowacek, David Cook)

- Principles of evidence-based medicine (George will find presenter)
- Applying the principles of evidence-based medicine to medical education (George will find presenter)

10:15-10:45: Break

10:45-12:30: ***Evidence-Based Medical Education Cont'd*** (George, David)

- Should medical education be entirely evidence-based? **DEBATE** (Rhee Fincher, Henry Pohl, David Cook?)

Wednesday 7/14/99

8:30-10:15: ***Fostering a Culture of Educational Scholarship (Sharon, John Shatzer)***

- Format: Sharing ideas, small groups to work on specific topics, multivoting
- Given: It is important to foster this culture in spite of our significant service responsibilities
- What is Educational Scholarship? (Boyer)
 - Offices as change agents (working with faculty, capitalizing on change, orientation sessions for course directors)
 - Becoming a center of scholarly activity
 - Fostering/maintaining educational scholarship
 - Educational research: Issues of its recognition, value and credibility
- Strategies we Use
 - Forwarding interesting articles, information
 - Creating newsletters
 - Creating handouts with reference citations
- Minimum activities for offices of medical education:
 - Curriculum development
 - Curriculum evaluation
 - Educational development for faculty and students
- Resource Issues
 - Financing, budgeting, revenue streams
 - Personnel: Professional, support staff
 - Quality control

10:15-10:45: **Break**

10:45-11:30: **Closing SDRME Business Issues (Gwendie)**

NOT ASSIGNED

- Value added to the institution
- Leadership role within the institution/providing vision (speaker from Univ of Wisconsin)

Membership Issues

Membership List **John Shatzer** will review the list to consider appropriateness of individual categories:

- Regular members
- International members
- Emeritus members
 - **NOTE: John S** will check with people like Frank Stritter to determine whether they are interested in emeritus status.
 - Additional discussion item--is it necessary for emeritus members to have retired from the University? **John Shatzer** will investigate history of this parameter and **David Cook** may fold this into bylaws

Procedure for New Members

- New members are approved by Executive Committee at 3 SDRME meetings: Winter, Summer, Fall (AAMC)
- President writes welcome letter to new members
- Copy of welcome letter to new members should go to:
 - Web page
 - List Serve
 - Treasurer
- Treasurer bills all members in Spring; this implies that some new members who join in Summer/Fall may not pay for part of the year
- Attendance of prospective/pending members at SDRME Summer meeting will be subject to approval by Membership Committee and unanimous approval by Exec Comm over email

Members' Survey (~65% response rate)

- General Comments
 - Current report should be on the web--**Gwendie** will check; **Mark** can send another copy to Diane if necessary
 - Next time (1999), **Mark** will send members' copies of their last report to update
 - SDRME (**Jon**) will pay Mark's office \$500.00 to help defray production costs
 - Use survey as basis for annual review/paper for publication in 2000. **Mark Albanese and George Nowacek** will discuss co-authorship
- Individual Sections
 - Unit organizational structure: OK as is. This is useful and easy to complete
 - Unit activities: Easy to complete. Is it used? This page could form the basis for a discussion at Summer meeting
 - Unit Funding: Easy to complete. Suggestion: Specify that total budget includes personnel/fringe and operating expenses
 - Unit Personnel:

- Tenured--change to “tenure track, eligible, not eligible”
- Financial data: Most respondents supply this information. However, this may keep people from completing the form.
 - Mark’s office converts the information to USD.
 - Mark is reluctant to break down data further for concern about identifying individuals.
 - Include 2 categories (administrative title, academic rank)
- Scholarship information: This section is tedious to complete. Decision, eliminate A and B
- National Service: OK as is. Remove #5
- Educational Programs:
 - George suggests we remove this information from this form; it doesn’t change frequently.
 - **David Cook** will check about already existing database of educational programs. If one exists, we can link to it on web page. If not, send another survey.

Treasury Issues

Treasurer's Report (Jon V)

- Revenues are higher this year--probably as a result of better collections
- Payment deadline: 1 year grace period. If they don't pay by Executive Committee meeting during November of the second year, they will be dropped from membership
- **Jon V** will ask an accountant to audit SDRME's books and recommend audit procedures.

Projects: **Gwendie** will follow up AAMC/SDRME workshops. **Sharon** will follow up other items below

- **AAMC/SDRME Workshop:** As co-sponsor, we want to clarify need for future funds. **Gwendie** will contact Brownie for information about past and future financial needs.
- **Handbook on Research in Medical Education.** (Geoff Norman, Gordon Page, Sheila Chauvin) SDRME promised \$5000.00 and AAMC offered to support another \$5000.00. No money has yet been given to them.
- **Annual Reviews:** \$2000.00 apiece; \$1000.00 upfront and \$1000.00 at completion
 - Professionalism, Louise Arnold, John Littlefield
 - Standardized patients, Emil Petrusa
 - **Jon V** will check on payment status for annual reviews and inform Sharon
- **Sharon** will write and ask for a status report; do they intend to do these projects? If so, what is their timeline?

Treasury Surplus (~\$10,000-\$15,000)

- We will discuss the current surplus at Summer 99 Exec meeting after we know the answer about the projects (above)
- Maintaining the surplus
 - If we want to continue to fund worthwhile projects, we should develop a plan to continue the surplus
 - We can apply for grant funds to support specific projects.

International Members

- Suggestion to collect dues through AMEE:
 - We will try to make this an option for SDRME international members.
 - It should be initiated by SDRME vs. AMEE.
 - **Jon V** will respond to Ron Harden to clarify this option and the amount of the processing fee.
- Offer an option to join for four years for \$90.00 vs. \$25.00 per year.
- **Jon V** will contact Gordon Page with these options.

Other Issues

Web Page

- Usefulness
- Scholarship: Annual Reviews:
 - We should add annual review citations to the web page (Mark Albanese, Dave Irby).
 - Eventually, we should rewrite abstracts and place them on the web page (for copyright laws)
 - **Gwendie** will contact Diane about these items.

President-elect (Sharon)

- Decision: Sharon should continue as Program Chair/President-elect for now and should attend the Summer meeting. We will discuss further action at the Summer Exec meeting

Past-President

- General agreement on the value of having the past-president as ex-officio.
- The past president will remain on the Exec by invitation as ex-officio, non-voting member. This would not require a by-laws change.

Tributes

- George Miller: Exec recommends we call future review papers "George Miller Review Paper"; the membership will be asked to ratify this recommendation at the Summer meeting
- Mike Ravitch:
 - We will recommend emeritus status for Mike. We will invite him to the Summer Meeting as a special guest and present him emeritus status there.
 - **David Cook and George Nowacek** will coordinate alerting the membership over the list serve. **David** will coordinate an award for Mike (tshirt?)
- Mark Albanese: Mark won the Hubbard award in 1998 and should be recognized

Nominations (Wylie McNabb, Hilary Schmidt, Robin Harvan)

- **Gwendie** will contact Chair (Wylie) and ask him to solicit names for Exec Comm members to replace Gwendie and Denny/George Nowacek
- New members should be elected before Summer

Policies and Procedures

- We should develop a system for tracking policies and procedures
- **Sharon** will undertake this; **Gwendie** will give her current policies and procedures manual

Membership Criteria/Application

- Membership Criteria

- Discussion of broadening our bylaws to more accurately reflect the actual work and activities of our offices. This would not mean we remove research from our title or mission. We would broaden the description so it is more reflective of current offices
- **David Cook** will draft a revision of Articles 2 and 3 and send them to the Exec .
- Application: **John Shatzer** will ask the Membership Committee to review application and shorten/simplify

Future Meetings

- **AMEE Conference 8/29-9/199, Sweden**
 - They invited an SDRME member at our own expense
 - **David Cook** will survey SDRME members about interest
- **AAMC, 10/22/99-10/28/99**
 - Meeting date: Saturday evening
 - Location: **John Shatzer** will investigate possible sites.
 - Cost Options
 - SDRME can cover a portion
 - Ask SDRME members to co-pay in order to provide a head count; they can be reimbursed from their institution
 - **David Cook** will survey membership about: Saturday evening and cost options
- **Ottawa in Africa 3/1-3/3/00**
 - **Gwendie** will contact Athol Kent about SDRME presence there, e.g., lunch
 - **David Cook** will survey membership about attendance
- **Whistler 7/9-7/12/00**
- **Nova Scotia: 7/01**
 - Dates: **Gwendie** will ask Karen Mann
- **2002**
 - Ask membership for ideas at Summer meeting

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Date: February 24, 1999
To: SDRME Executive Committee
From: Jon Veloski, Treasurer *J.V.*
Subject: Follow-up to meeting

As always, it was good seeing everyone in New York.

Budget: Enclosed is the four year summary of cash flow for SDRME's checking account that John Shatzer proposed. Please note:

- Revenue from dues averages about \$10,000 per year.
- Subsidy to annual meetings, with the exception of Santa Fe, has ranged from about \$1200 to \$3200.
- Liaison expenses have been uneven. 1998 was for our display, Jim Erdmann and Addeane Calleigh.
- The Executive Committee is becoming more frugal every year.
- President's Fund in 1995 was to Emil Petrusa
- Reviews were to Geoff Norman and Gang Xu

Incidentally, this analysis also confirms that the calendar year serves as a useful fiscal year for SDRME. Income and recurring expenses seem to be in equilibrium from year-to-year.

Based on this income stream and the pattern of expenses over the past four years, I would suggest an annual expense budget that might look something like this:

Subsidy to Annual Meeting	\$1,500
Reviews	\$1,000
Executive Committee Meetings	\$4,500
Workshops	\$2,000
Other	<u>\$1,000</u>
TOTAL	\$10,000

Perhaps we can tweak these figures in July.

Reviews: I made some telephone calls with regard to the SDRME Reviews and "Survival Manual" that are currently outstanding:

- **Louise Arnold** reported that the review on professionalism with John Littlefield is progressing slowly, with no imminent completion date. I do not believe that they have received payment from SDRME.
- **Emil Petrusa** reported that he has discussed with Addeane Calleigh the possibility of publishing the review on standardized patients in several different articles. However, the report is now dated and needs to be updated. There is no imminent completion date.
- **Geoff Norman** reported that work on the survival manual is dormant. He and Gordon Page discuss it from time to time, and Deb Simpson's manual could serve as a model. No plans for completion in the immediate future.
- I do not have a copy of the original letter to **Gang Xu**, but I do recall that the SDRME agreed to pay a second \$1,000 upon publication. This is also implied in the copy of Xu's letter, which is attached. The paper will be published, with attribution to SDRME, *Evaluation & the Health Professions* in June of this year.

I recommend that we discuss these four documents at the July meeting. Henceforth, when reviews or other publications are commissioned in the future it might be appropriate and prudent to include some sort of a deadline to assure that the SDRME does not become over-extended.

Financial Management: When I turn over the books to my friend who is a CPA, I will ask that he also include a recommendation as to what is involved if the SDRME wants to move its funds into an interest-bearing account, or other type of investment, and how we should proceed.

Membership Records: George Nowacek and I had a very fruitful discussion after the meeting in, where else, but the bar. If we want to keep our membership records current and also to maintain detailed historical records we may to develop a formal relational data base structure for our membership records, including career history and movement. This central data base could be used to update the web site and the list serve. Perhaps we can discuss this further in July.

Attachments