

Presiding: Margaret Dunn, MD, MBA
Dean Dunn called the meeting to order at 4:05 p.m.

To be approved at
May 21, 2020
faculty meeting.

- I. Approval of Minutes
- II. The motion was made to approve the minutes of May 17, 2018. Having no additions or corrections to the minutes, Dean Dunn stated the minutes stood approved.
- III. Special Announcements – Dean Dunn announced the upcoming graduation date, May 28, 2019 and asked for suggestions of other possible future locations due to the Schuster Center's schedule. No other sites were recommended.
- IV. Introduction of New Members – None
- V. Old and Unfinished Business – None
- VI. Reports of Committees
 - a. Executive (Margaret Dunn)..... Attachment A
 - b. Nominating (Randy Woods)..... Attachment B
 - c. Student Promotions (Kim Gilliam) Attachment C
 - i. Discussed nationwide trend to delay Step 1
 - d. Admissions (Lakia Young)..... Attachment D
 - i. Report is from data pulled 4/29/19. This information can change daily.
 - e. Faculty Curriculum (Eric Bennett)..... Attachment E
 - i. Question on post grad evaluations, Dean Dunn will check into and share at Executive Committee meeting.
 - f. Faculty Promotion and Advancement (Paul Hershberger)..... Attachment F
 - g. Research (Madhavi Kadakia)..... Attachment G
 - h. Bylaws (Jeffrey Travers) Attachment H
 - i. Changes were based on LCME suggestions.
The amendments were approved as presented to the faculty.
- VII. Reports of special or ad hoc committee – None
- VIII. New business – None
- IX. Adjournment - The meeting adjourned at 4:59 p.m.

The next faculty meeting is scheduled for Thursday, May 21, 2020, 4:30 p.m., Wright State Physicians, 725 University Boulevard.

Jeanne Schlater, Meeting Recorder

1. Approval of minutes of May 17, 2018 faculty meeting
2. Special announcements
3. Introduction of new members of the faculty
4. Old and unfinished business
5. Reports of committees
 - a. Executive (Margaret Dunn)..... Attachment A
 - b. Nominating (Randy Woods)..... Attachment B
 - c. Student Promotions (Kim Gilliam) Attachment C
 - d. Admissions (Lakia Young)..... Attachment D
 - e. Faculty Curriculum (Eric Bennett)..... Attachment E
 - f. Faculty Promotion and Advancement (Paul Hershberger)..... Attachment F
 - g. Research (Madhavi Kadakia)..... Attachment G
 - h. Bylaws (Jeffrey Travers) Attachment H
6. Reports of special or ad hoc committees
7. New business to be referred for deliberation by the appropriate committee
8. Adjournment

WRIGHT STATE UNIVERSITY BOONSHOFT SCHOOL OF MEDICINE
REPORT OF THE EXECUTIVE COMMITTEE
BSOM Faculty Meeting
May 16, 2019

Wright State University

- **University Leadership Transitions**

Susan Edwards, Ph.D. joined Wright State University as Provost on June 30, 2018. One of her first initiatives was to stabilize enrollment, improve retention, and increase recruitment of third and fourth year transfers.

The search for a Vice President of Research and for the Dean of the Raj Soin college of Business is postponed until fall.

- **WSU Administrative Update**

Kim Paul was named Chief Administrative Officer effective September 1, 2018. She will be responsible for the business and financial operations of the Boonshoft School of Medicine in addition to continuing her duties as the Chief Executive Officer of WSP. The creation of this new position more effectively integrated the business structures of the two organizations.

Bette Sydelko retired at the end of February 2019. Sue Polanka, University Librarian, began attending Executive Committee meetings in March while recruiting for a new BSOM Librarian. Sue will continue attending the meetings for the foreseeable future.

WSU AAUP Negotiations

Due to working outside of their contract the AAUP decided to strike in January 2019. The strike lasted for 20 days and ended in February 2019. The new contract was recently signed. The university sent out a modified retirement plan to bargaining unit members. If members decide to take the retirement plan they have the opportunity to work as an adjunct faculty member for three years.

Population and Public Health Sciences

Marietta Orłowski, Ph.D. became interim chair of PPHS effective February 1, 2019. Her focus has been on social determinants of health, risk reduction on children and adolescents, building capacity for community-based program evaluation and theoretical framework of public health programs and safety.

Population and Public Health Sciences Relocation

The department of Population and Public Health Sciences will be relocating to 2555 University Blvd in the WSU South Campus. The transition was initially slated to take place in February 2019, but was postponed until summer. The location will enhance the department's collaborations within the medical

school and with the university as a whole, as well as being easier for community partners and students to reach than Research Park.

BSOM Research Task Force

The BSOM Research Task Force was convened by Dr. Dunn as a way to advance research. At the initial meeting it was clear that IRB was at the top of the list of things to improve. In January a survey was sent out department chairs and faculty.

LCME

There was a follow up limited LCME site visit in October 2019. The LCME accreditation team was comprised of three members, Dr. John Rock from Florida International University Herbert Wertheim College of Medicine, Dr. Phillip McHale from the University of Oklahoma College of Medicine and Dr. James Graham from the University of Arkansas for Medical Sciences College of Medicine. Prior to the site visit the Office of Medical Education organized mock LCME meetings to make sure everyone was prepared. Subsequently BSOM was notified of the school's full accreditation with the next survey anticipated in the 2024-2025 academic year.

2018 BSOM Graduation Questionnaire

Dr. Dunn shared the 2018 BSOM Graduation Questionnaire with the committee. The Graduation Questionnaire is completed by Year 4 medical students and includes questions related to pre-clinical, and elective experiences, general medical education and readiness for residency, student services, experiences of negative behaviors, financial aid, and indebtedness, career intentions and strengths of the medical school as well as areas that need improvement.

BSOM Record Retention Schedule

The CQI Steering Committee is working to streamline the retention schedules across our school. The committee will work with departments to develop a general retention schedule and will also identify areas within each department that need to be retained outside of the general schedule.

2018-2019 Admissions Cycle Update

There were over 4,000 completed applications submitted with over a thousand secondary applications received. The admissions committee interviewed 431 candidates to fill the 120 openings in the class of 2023. As of April 29, 2019, 180 applicants have been accepted to BSOM this cycle. 62 of those applicants withdrew their acceptance, leaving 118 committed students. Of the current 118 committed students; 32 are from an under-represented group in medicine, 76 are from Ohio, and 6 are from rural areas within Ohio. There are 204 students on our alternate/wait list.

2018 Ohio Match Results by School

Dr. Dunn shared the 2018 Ohio Match Results by School with the committee. BSOM has strongly produced students entering family medicine while still having students enter a diverse variety of specialties overall, as compared to other Ohio schools.

Dr. Darrell G. Kirch, AAMC President

Dr. Darrell G. Kirch visited the Boonshoft School of Medicine on Monday, March 18, 2019. During his visit he heard about some of BSOM's unique programs including; WrightCurriculum, the Healer's Art, and Opioid Initiatives.

Ohio Council of Medical School Deans

The Governor's budget was submitted with the medical school funding being flat.

WSU Budget Update

Dr. Dunn and Kim Paul met with Walt Branson and John Shipley in mid-April. The BSOM university funds budget will reportedly change little from last year.

WSU Annual Evaluations

BSOM is pushing back the reporting process from that of previous years to avoid departments having to produce more than one annual report, such as that for ACGME. Matrixed departments, i.e. BMB and NCBP, have already proceeded with the COSM process and will submit that report to BSOM as well. For all other departments, BSOM will be focusing on the reporting period of July 1, 2018 to June 30, 2019.

Per the university, this year the period covered by the annual performance evaluation of university employed non-BUFM faculty and staff is April 1, 2018 to April 30, 2019. BSOM chairs will be using the format for faculty evaluation that is most appropriate for their department.

Standing Committees Election Results

Admissions

Kate Berenson, MD

Glenn Burns, MD

Bylaws

Amanda Bell, MD

Marietta Orlowski, PhD

Executive

Linda Barney, MD

I. Michael Leffak, PhD

Faculty Curriculum

Paul Koles, MD

Faculty Promotions and Advancement

Khalid Elased, PharmD

Bradley Jacobs, MD

Anil Krishnamurthy, MBBS

Bradley Lloyd, MD

Abiodun Omolaja, MBBS

Nominating

Irina Overman, MD

Jason Massengill, MD

Cassandra Milling, MD

Gregory Haack, MD

Research

Mark Rich, MD, PhD

Rose Maxwell, PhD

I. Michael Leffak, PhD

Robert Mott, MD

Student Promotions

Paige Triplett, D.O.



BOONSHOFT SCHOOL OF MEDICINE

STUDENT PROMOTIONS COMMITTEE
REPORT TO FACULTY

May 14, 2018 to May 7, 2019

During the period of May 14, 2018 through May 7, 2019 the Student Promotions Committee took the following actions:

Disenrollment

- Recommended two (2) students for dismissal.
- Accepted the withdraw of three (3) students.

Approvals

- Approved two (2) student to repeat Year 3 in its entirety.
- Approved four (4) students for an additional 2-week elective
- Approved eleven (11) students for an additional elective in same discipline
- Approved five (5) students for LOA
- Approved two (2) students for an additional extramural elective
- Approved one (1) student to take USMLE Step 1 for a third time
- Approved one (1) student to step out of medical school to take graduate level courses during Year 2 of Foundation and return to repeat Year 2 in its entirety
- Approved one (1) student to step out of medical school to take graduate level courses during Year 1 of Foundations and return to repeat Year 1 in its entirety
- Approved one (1) student to retake Origins 1 & 2 final exam for a third time
- Approved one (1) student to repeat Introduction to Clinical Medicine II

Current Admissions Data (as of April 29, 2019)

	2018-2019 Cycle	2017-2018 Cycle*	2016-2017 Cycle**
AMCAS Verified/Processed	6119	5220	5413
Completed Secondary Applications	4326	3374	4234
URM Applicants	539	375	508
Ohio Resident Applicants	1038	875	1012
Non-resident Applicants	3288	2498	3222
Applicants Interviewed	431	426	434
Applicants Accepted	180	218	244
Female	108	124	115
Male	72	94	80
URM	56	41	50

	2018-2019 Cycle	2017-2018 Cycle*	2016-2017 Cycle**
Committed Applicants	118	84	83
Female	71	49	46
Male	47	34	37
URM	32	10	11
Ohio Residents	76	53	70
Non Residents	42	31	13

*2017-2018 Cycle Data as of May 14, 2018
**2016-2017 Cycle Data is as of May 10, 2017

Faculty Curriculum Committees and Sub-committees

FCC continues under the co-leadership of Drs. Eric Bennett and Ann Burke

Activities:

Policy and Procedure:

- Continually reviewing and updating policies for the WrightCurriculum students as necessary
 - Class Quartile Policy
 - Foundations Absence Policy
 - Professionalism Policy
 - Grades Submission Policy (addressing LCME elements 9.5, 9.7, 9.8)

Curriculum:

- Beginning with class of 2022, Service Learning is a formal requirement for students to complete during Foundations phase of the WrightCurriculum. This had been a previous elective requirement in the Legacy curriculum and upon review of LCME standards by the Continuous Quality Improvement (CQI) Steering Committee, it was identified as a gap in our WrightCurriculum that needed remedied.
- The class of 2021 began the first iteration of the Doctoring Phase of the WrightCurriculum on April 1, 2019. This includes the Friday afternoon “common didactic” sessions in the Clinical Medicine: Doctoring longitudinal module that students will attend throughout the duration of their clerkship year
- After much discussion and consideration, the FCC voted to eliminate the use of NBME end of clerkship Shelf exams during the Doctoring phase to help re-focus students’ attention on clinical care and not on passing a Shelf exam at the end of each clerkship. Students will be required to take and pass the NBME Comprehensive Clinical Science Examination (CCSE) at the mid-way point and at the end of the Doctoring phase
- Approved a change in grading from Honors designations in individual clerkships to an Honors designation for the entire Doctoring phase.
- Planning is still underway for the Advanced Doctoring phase (the “new” 4th year), including an Advanced Doctoring Bootcamp that will allow all students to take their 4th year OSCEs and complete ACLS training prior to beginning their Advanced Doctoring clinical rotations and Emergency Medicine clerkship
- Recommendation by FCC to submit a proposal for a 3 year track for select students planning to pursue Family Medicine and perhaps other residencies within BSOM.

Administrative:

- No changes

Course/Curriculum Review:

- The FCC must review all module, clerkships, and curricular phases on an annual basis.
- The FCC held its annual review of the curriculum retreat in October 2018. At that time, the following items were reviewed:
 - Educational program objectives and outcomes for BSOM
 - Outcomes statistics for each class, including final course grades, evaluation data
 - Annual Graduate Questionnaire from the AAMC
 - USMLE Steps 1, Step2CK (Clinical Knowledge), and Step 2CS (Clinical Skills) performance data
 - Annual survey of program directors regarding performance of BSOM graduates in PGY-1 year
 - End of 3rd Year survey/evaluation data
 - Patient loggers for each clerkship
- Beginning in 2018, the Curriculum Integration Subcommittee of the FCC was combined with the Student Curriculum Board (made up of all the student academic reps) conduct the in-depth review of each Foundations module and present those reports to the FCC. The FCC then determines the action items that need to be taken, with formal reports back to the FCC by the module directors to address any questions or concerns.
- The FCC held its first annual “Review of Foundations Phase” half-day curriculum retreat in March 2019. All Foundations modules to date were formally reviewed.
 - Discussion included: gaps in the curricular content and how to remedy; duration of time needed for anatomy content; review of where all the WrightCurriculum milestones and objectives are assessed in the Foundations curriculum; review of student performance and evaluations throughout the Foundations phase

Ongoing topics:

Considerable attention and discussion this year was spent on:

- LCME limited site visit in October 2018 was very successful. The School will submit a follow up report to the LCME in August 2020 for the four elements that remain on ‘satisfactory with monitoring’ status:
 - 3.3 Diversity (specifically faculty & senior leadership recruitment and retention)
 - 7.9 Interprofessional collaborative skills (IPE)
 - 11.1 Academic advising
 - 11.2 Career advising

Other:

- Much interest nationally in a lecture free curriculum, especially using Peer Instruction.

The Faculty Promotion and Advancement Committee reviewed and approved nominations for the Faculty Mentor Award, faculty promotions, and university faculty awards.

Faculty Mentor Award

The committee selected Nick Reo, PhD. (basic science faculty) and Dean Parmelee, MD (clinical science faculty)

Excellence in Medical Education Award

The committee selected John Paietta, PhD and Melissa King, D.O.

Faculty Development for Medical Education Award

The committee selected Irina Overman, MD

Innovation in Medical Education Award

The committee selected Sabrina Neeley, PhD

Wright Medical Student Educator Award

The committee selected Francisco Javier Alvarez-Leffmans, MD, PhD

Voluntary Faculty Award

The committee selected Phil Masser, MD

Promotion Candidates 2018/19

NAME	DEPARTMENT	RANK	BSOM promotion committee vote
Ajay Agarwal, MBBS	Internal Medicine	Associate Professor 2012	Yes to Professor
Raminta Daniulaityte, PhD	Population & Public Health	Associate Professor 2013	Yes to Professor
Michael Galloway, MD	Obstetrics & Gynecology	Associate Professor 2012	Yes to Professor
Ramzi Nahhas, PhD	Population & Public Health and Psychiatry	Associate Professor 2014	Yes to Professor
Allison Cowan, MD	Psychiatry	Assistant Professor 2010	Yes to Associate Professor
Smita Krishnamurthy, MD	Pathology and Dermatology	Assistant Professor 2012	Yes to Associate Professor
Weiwen Long, PhD	Biochemistry & Molecular Biology	Assistant Professor 2013	Yes to Associate Professor
Dennis Mann, MD	Emergency Medicine	Assistant Professor 2013	Yes to Associate Professor
Jason Massengill, MD	Obstetrics & Gynecology	Assistant Professor 2013	Yes to Associate Professor

Research Affairs update, May 14, 2019
Madhavi Kadakia, PhD
Associate dean of Research Affairs

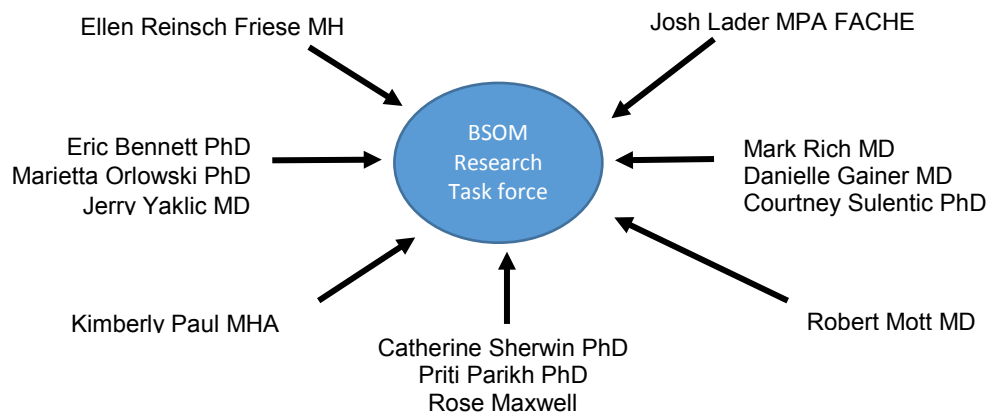
A central research Forum was held in Fall 2018 which had record attendance with about 100 poster presentations, talks by junior faculty in clinical and Basic science departments. In addition, the core facilities set up booths to highlight their capabilities.

In Fall 2018, a research task force was set up to develop plans and strategies to collectively expand the funding and reputation of our research enterprise, remove barriers to faculty conducting research, cultivate collaborative interdisciplinary translational research projects across basic science and clinical departments and support the participation of learners in research. The task force represented key stakeholders across all the BSoM departments. In addition, Dr. Robert Fyffe and Carol Murray from APRI and Dr, Craig collaborated with me on this project. Significant effort made by these key members (listed below) were key to the success of the task force mission.

Ellen Reinsch Friese MH
Eric Bennett PhD
Marietta Orlowski PhD
Jerry Yaklic MD
Kimberly Paul MHA

Catherine Sherwin PhD
Priti Parikh PhD
Rose Maxwell, PhD
Josh Lader MPA FACHE
Mark Rich MD

Danielle Gainer MD
Courtney Sulentic PhD
Robert Mott MD



Dr. Robert Fyffe (past VPR and Associate Dean of Research Affairs)
APRI staff (Jane Dockery and Carol Murray) General survey,
Dr. Michael Craig

Targeted questionnaires were sent out to the chairs of basic science and clinical departments, vice chairs of research and directors in clinical departments, and core facility and other center of excellence directors. This was followed by a general survey circulated for faculty input. *This project was the first systematic review of the BSOM research enterprise.* The major findings of the BSOM task force are summarized as follows:

- Funding for BSOM research has comprised approximately 20% of total awarded monies in 4 of the last 5 years. Approximately 1/3 of research proposals submitted from WSU

come from BSOM. WSU research expenditures averaged \$15.4 million annually from 2010-2018.

- A majority (>60%) of general survey respondents feel that addition research support is needed for our students, faculty, clinicians and clinical faculty. 35% of respondents feel that addition research funding is needed, and 45% prefer to receive this training by live webinar.
- The greatest barriers to research identified by respondents were lack of time (24%), lack of funding (21%) and weak administrative support (11%). Respondents would like to see additional resources focused on grant writing support (15%), general funding support (13%) and fostering collaborations (12%).
- In order to increase visibility of the department research activity, respondents would like to see additional funding and incentives for presentations, publications, conferences and meetings (32%).
- Recommendations required to improve the research enterprise identified by the survey respondents include:
 - Identify faculty and personnel shortages; prioritize hiring needs.
 - Hire additional physician scientists and research active faculty.
 - Develop a Formal Faculty Development and Mentorship Program
 - Establish Collaborative interdisciplinary projects.
 - Implement non-financial incentive for faculty.
 - Allocate protected time for clinicians and incentive programs.
 - Provide seed and bridge funding for new and/or established investigators seeking a new research path or translational projects. Build database of active grants and research interests of all BSOM faculty members.
 - Provide professional grant writing seminars and support.
 - Increase biostatistics and bioinformatics support.
 - Establish an Office of Research Development to assist faculty in seeking funding opportunities and connecting with funding agencies.
 - Hold monthly meetings of Vice chairs and PhD directors in clinical departments to generate reports on the status of research in BSOM.
 - Strengthen infrastructure of cores, biostatistics, big data and core technicians.

Overall, the results provided new insights into our culture and needs, and provided a baseline for future assessments of our programs. Input gathered and synthesized from key stakeholders helped to identify the most significant barriers to increased grant funding, and reallocation of programmatic support. A strategic planning meeting will be held over the summer to prioritize implementing recommendations.

Proposed Changes 2019

Current

Article V. Committees of the Faculty

Section 1. General

A. The Faculty of Medicine shall be governed by a representative form of government.

Unless otherwise specified in these Bylaws, the term of members elected to a standing committee shall be for two years, commencing on July 1 following election. No person may be elected to more than two consecutive terms to any one standing committee.

Unless otherwise specified in these Bylaws, the membership terms of a standing committee shall be staggered; half of the elected constituency shall be elected annually.

No member of the faculty may serve concurrently on more than three standing committees.

B. The Dean of Medicine or designee shall appoint all committees except those which are elected by the Faculty of Medicine or are constituted in a particular manner as described by these Bylaws.

C. An official report of a committee shall be adopted by a majority vote of the committee.

D. At regular intervals, each standing committee shall report to the Faculty of Medicine. Each standing committee may seek faculty advice throughout the deliberations of the committee. Minutes of standing committee meetings will be made available to any faculty member on request.

E. The first meeting of a newly elected committee shall be called by the member whose last name is first in alphabetical order, except that if the previous year's chair remains on a committee, that member shall call the first meeting. The first order of business shall be the election of a chair, and each committee shall elect its chair annually, unless otherwise provided for in these Bylaws.

F. Vacancy in any elected position on any standing committee must be brought to the attention of the Nominating Committee. In consultation with that committee chair, the dean will appoint a replacement to serve until the next regularly scheduled election. The elected person shall serve the unexpired term created by the original vacancy.

G. The Faculty of Medicine empowers the chair of a standing committee, in consultation with other members of the committee, to recommend the removal of any member of that committee who fails to participate in the committee's activities. The Dean of Medicine so informed, may act on the recommendation and will inform the Nominating Committee of actions resulting in a vacancy.

ADD

H. Committee chairs will be responsible for monitoring potential conflicts of interest and assuring mitigation. Committee members must report potential conflicts of interest to the committee chair. Committee members must recuse themselves if conflicts of interest as defined by the BSOM COI Policy exist that could affect objectivity of decision making.

I. A Committee quorum is met with the participation of a minimum of half of a committee's voting members.

Current

Article V. Committees of the Faculty **Section 4. Student Promotion Committee**

B. Committee Membership

The Student Promotion Committee shall be composed of four elected faculty members, three faculty members appointed by the Dean, and the Associate Dean for Student Affairs. In addition, the Committee shall include the following non-voting members: The Associate Dean for Medical Education and two students.

Recognizing that the School of Medicine desires a diverse student body and serves a total community, the committee should, ideally, include representation from this broad constituency. In the event that the associate dean for student affairs perceives an imbalance in the composition of the committee, the associate dean may, with the concurrence of the majority of the committee voting, appoint an additional one to two faculty members for a one-year term.

Revised to:

B. Committee Membership

The Student Promotion Committee shall be composed of four elected faculty members and three faculty members appointed by the Dean. The Committee shall also include the following non-voting members: The Associate Dean of Student Affairs (SPC administrative ex officio); The Associate Dean for Medical Education; and two students.

Recognizing that the School of Medicine desires a diverse student body and serves a total community, the committee should, ideally, include representation from this broad constituency. In the event that the associate dean for student affairs perceives an imbalance in the composition of the committee, the associate dean may, with the concurrence of the majority of the committee voting, appoint an additional one to two faculty members for a one-year term.