

UMKC School of Medicine
Faculty Development Committee Meeting
Meeting Minutes - APPROVED
May 19, 2014 – 4:30 p.m. – SOM Dean’s Large Conference Room, M1-108

Attendance

Present:

Christopher Boyce

Phil Byrne

John Foxworth

Deborah Green

Rebecca Pauly

Jennifer Quaintance

Christine Sullivan

Guest: Mark Hoffman

Absent:

Nicole Fearing

Ellen Lavelle

Jennifer McBride

Timothy Myrick

Alan Salkind

William Truog

David Wooldridge

Meeting called to order at 16:30 by Dr. John W. Foxworth, Chairman.

Agenda Item 1: Dr. Mark Hoffman, Director, Center for Health Insights, presented Research Electronic Data Capture (REDCap).

- REDcap versus Survey Monkey
- Encrypted by default
- HIPPA protected
- User profiles
- REDcap limitations
- 3-Tier training strategy

Dr. John Foxworth asked the following questions with regard to Dr. Hoffman’s research:

- Security settings
- REDcap distribution list
- Group training
- Train the trainer
- Periodic check-in
- Should residents performing their required research be required to keep data in REDcap?
- Should it be an IRB submission requirement for a project to be registered in REDcap before IRB submission?

Agenda Item 2: Dr. Pauly

Ideas were raised regarding a **Preparing for Promotion** workshop (faculty will need to prepare one year prior to the promotion deadline):

- File keeping
- Promotion guidelines
- Two-part type of workshop
- September – October timeframe

Dr. Rebecca Pauly provided a peer evaluation form for teaching quality. The form can be used in various teaching formats. It provides documentation for promotion packets. The form was adapted from her work at Florida University.

Questions were raised regarding how to implement the promotion packet forms. Suggestion was made for:

- Development of a “10 Tips for New Faculty” form

- Workshop provision every three months or so, such as Dr. Pauly is providing – before new faculty get involved in necessary activities/obligations
- Seek total support of the department chairs
- Apply for a grant for the class/pay for the faculty to attend
- Be aware of professional development opportunities – regional and national
- Expectation of chairs of departments for faculty to promote

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The next Faculty Development Meeting is scheduled at 4:30 p.m., **Monday, July 21, 2014** in the School of Medicine Dean's Large Conference Room, First Floor, M1-108.

Adjournment: The Faculty Development Committee Meeting was adjourned at 5:55 p.m.

Respectively submitted,
John W. Foxworth, PharmD
Chair, Faculty Development Committee, and Asst. Dean, Faculty Development