



MEETING	Stanford Medicine Teaching and Mentoring Academy Steering Committee
DATE	February 17, 2016
ATTENDEES	<p>Voting Members: <i>John Boothroyd, Linda Boxer, Sharon Chen, Gilbert Chu, Stanley Falkow, Douglas Fredrick, Miriam Goodman, Lars Osterberg, Erika Schillinger, Gavin Sherlock, Wei Zhou</i></p> <p>Ex-Officio Members: <i>Preetha Basaviah, Sean Beckwith, Robyn Dunbar, Cynthia Irvine, Laurence Katznelson, Sofie Kleppner, James Lau, Cara Liebert, Yvonne Maldonado, Terrance Mayes, Sejal Parekh, Charles Prober, Sumit Shah, Christine Solari, Emily Sontag</i></p> <p>* = Absent</p>

AGENDA ITEM	DISCUSSION	DECISION/ACTION
Budget Update	<ul style="list-style-type: none"> The final version of the AY 2017 Teaching and Mentoring Academy budget was discussed. A school-wide budget shortfall impacted available funds, with the Innovation Grants program taking the biggest cut. The Academy has identified work-arounds for the budget reduction; if any funds are available at the end of the year, it was suggested the TMA consider funding some teaching awards. 	
Innovation Grants Update	<ul style="list-style-type: none"> An overview of funded projects for 2016-2017 was provided Discussion was held about how to increase applications and successful applications from students in future grant cycles. The Academy was encouraged to provide mentorship to grant writers during the next RFP process. Additionally, it was suggested that a successful proposal be posted on the website with annotation to explain what elements make a particularly strong proposal. Emily Sontag offered to 	

	<p>work with SURPASS to host Q & A sessions for postdocs</p> <ul style="list-style-type: none"> • Waiting on CTSS for potential posters (SEjal reached out to MedEd scholarly concentration) • 	
Medical and Bioscience Education Day	<ul style="list-style-type: none"> • An overview of the upcoming Medical and Bioscience Education Day event was provided. Workshop and plenary sessions are fully scheduled and represent a broad range of topics from presenters with a variety of affiliations. • Discussion was held on how to identify more potential poster presentations to fill out the poster session during the last hour of the day. 	
Strategic planning summary	<ul style="list-style-type: none"> • The summary report from the Academy's July 2016 Strategic Planning meeting was reviewed. • The Academy is working with the Evaluation Division to create an evaluation plan based on discussion at this meeting and will be ready to present plan at a future meeting. 	
Teaching Portfolios	<ul style="list-style-type: none"> • Doug Fredrick is working on it with group from membership who expressed interest in piloting the portfolio project and he will present an update in November. 	
Mentoring Skills Workshop	<ul style="list-style-type: none"> • The first workshop will begin in October; the Academy will promote it at the new faculty orientation Faculty orientation in October. 	
Peer Coaching	<ul style="list-style-type: none"> • The peer coaching program will be launched at the New Faculty Orientation in October. Nine coaches are trained and ready to work with faculty. • Some discussion took place about how to help faculty really hear the questions that students are asking and the importance of including a focus on listening in the coaching process. 	
MedEd Seminar Series	<ul style="list-style-type: none"> • The Medical and Bioscience Education Seminar Series will begin in October and be held as a monthly lunch seminar. The Academy seeks presenters for the academic year, and some discussion was held about potential people to contact and ways to solicit interest from speakers. 	

