



<b>MEETING</b>	<b>Stanford Medicine Teaching and Mentoring Academy Steering Committee</b>
<b>DATE</b>	February 17, 2016
<b>ATTENDEES</b>	<p><b>Voting Members:</b> <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><b>Ex-Officio Members:</b>  <i>Bahij Austin*, Preetha Basaviah, Sean Beckwith*, Robyn Dunbar, Cindy Ho*, Cynthia Irvine*, Shannon Jiang*, Laurence Katznelson, Sofie Kleppner, James Lau, Cara Liebert*, Yvonne Maldonado*, Terrance Mayes*, Sejal Parekh, Aarti Porwal, Charles Prober, Sumit Shah, Christine Solari, Emily Sontag*</i></p> <p>* = <b>Absent</b></p>

<b>AGENDA ITEM</b>	<b>DISCUSSION</b>	<b>DECISION/ACTION</b>
Approval of January 2016 meeting minutes	<ul style="list-style-type: none"> <li>Review of meeting minutes from January 20, 2016 Steering Committee meeting.</li> </ul>	<b>Decision:</b> Committee voted to approve minutes
Clinical Teaching Seminar Series	<ul style="list-style-type: none"> <li>James Lau, Pedro Tanaka, Sarah Williams, Laura Mazer, Sylvia Berekneyei presented the work they have done to date with their Clinical Teaching Seminar Series, requesting that the Academy Steering Committee endorse this program as the clinical counterpart to the Postdoc Teaching Certificate presented at the January Steering Committee meeting.</li> <li>Committee members praised for the work they have done to date to improve communication across departments and include small departments that might be “overlooked” otherwise.</li> </ul>	<p><b>Decision:</b> Committee moved to embrace concept of this certificate program</p> <p><b>Action:</b> Further discussion is needed regarding naming the initiative to ensure clarity and inclusivity.</p>

	<ul style="list-style-type: none"> <li>• Committee members questioned how this program distinguishes itself from the other certificate opportunities in SoM, and whether the program will truly provide services to all people interested in clinical teaching or if it carries a general name that does not represent its focus. Some discussion focused on offering certificates at a variety of levels depending on participant needs and interests, rather than one certificate that is broadly named but narrowly focused.</li> </ul>	
Grants Working Group Update	<ul style="list-style-type: none"> <li>• Several applications have begun, and a large number of inquiries have been coming in.</li> <li>• Robyn Dunbar pointed out that the VPTL Curriculum and Course Development grants are currently open and historically these grants have received many proposals from the School of Medicine. Ms. Dunbar recommended that the Academy and VPTL should be in communication to watch for overlap.</li> </ul>	
Teaching and Mentoring Skills Working Group	<ul style="list-style-type: none"> <li>• The Stanford Faculty Development Center for Medical Teachers will be offering their workshop, Tools for Effective Teaching and Mentoring, in a 3-part series on April 7, April 14 and April 21. Department chairs will be asked to nominate junior faculty in their department who are good candidates.</li> </ul>	
Peer Coaching and Mentoring Working Group	<ul style="list-style-type: none"> <li>• Pree Basaviah described her involvement in a pilot peer coaching and mentoring project lead by Kelley Skeff of the Stanford Faculty Development Center for Medical Teachers. The pilot has been running for a few months.</li> <li>• Discussion focused on the question of whether down the road this model of peer coaching and mentoring should be a requirement for all faculty or if it should be done per faculty request. Main campus models to look at include the Law School, Biology Department and English Department where they have robust peer observation practices. The importance of providing high quality development opportunities for faculty on how to conduct observations was discussed.</li> <li>• The role of student evaluation in the assessment of teaching was discussed. Using evaluation as one component in the assessment process was emphasized.</li> </ul>	

Appointments and Promotions Working Group	<ul style="list-style-type: none"><li>• Lars Osterberg met with Linda Boxer to discuss the possibility of having a representative from the Teaching and Mentoring Academy sit on the Appointments and Promotions committees. At this time, the necessity for such a representative is not clear, and historically the committee has not had members representing the specific interests of one group.</li><li>• The possibility of introducing teaching portfolios as part of the promotion package was discussed. Creating a model for a pared-down portfolio was emphasized, and a variety of approaches for using the portfolio to highlight what the faculty have contributed to the school's mission, including providing six content areas and allowing faculty to choose the two they would like to emphasize.</li></ul>	
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