



<b>MEETING</b>	<b>Stanford Medicine Teaching and Mentoring Academy Steering Committee</b>
<b>DATE</b>	March 16, 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>Preetha Basaviah*, Sean Beckwith, Robyn Dunbar*, Cindy Ho*, Cynthia Irvine*, 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 February 2016 meeting minutes	<ul style="list-style-type: none"> <li>Review of meeting minutes from February 17, 2016 Steering Committee meeting.</li> </ul>	<b>Decision:</b> Committee voted to approve minutes
Academy Grants Update	<ul style="list-style-type: none"> <li>A summary of the Academy's inaugural Innovation Grants program was provided. The first RFP yielded 65 applicants, including 3 forwarded from the Vice Provost for Teaching and Learning's grants process. Total funds requested were \$907, 481 of \$150,000 that were available for distribution. Thirty-one grant applications were from trainees and 34 were from faculty. Basic science departments were under-represented in both pools.</li> <li>The group discussed lessons learned and noted the following:               <ol style="list-style-type: none"> <li>The PI waiver was not required for everyone and was a barrier to applicants; Letter of Support from chair also doesn't make sense in all cases.</li> </ol> </li> </ul>	

	<p>2. Basic science proposals may have been lower in number due to the program in OGE to fund curricular efforts via mini-course creation</p> <ul style="list-style-type: none"> <li>• Next steps include posting the winners' projects and feedback on the Academy website to provide models of successful proposals, and to send feedback to individuals who were not funded so they can revise and resubmit in the next grant cycle. More time for applicants and the review committee will be built into the next round this June.</li> </ul>	
Teaching and Mentoring Skills	<ul style="list-style-type: none"> <li>• Kelley Skeff and Georgette Stratos will be leading a 3-part teaching skills workshop in April for basic science faculty. They will also meet with the Teaching and Mentoring working group to discuss how to scale-up this offering in a more condensed version available to more faculty.</li> <li>• Discussion was held around different ways to develop teaching and mentoring skills. Ideas discussed included: training faculty on how to best use individual development plans (IDPs) as mentoring tools, collaborating with Tom Caruso in Anesthesiology who does work on how to mentor and be a mentee, online out-patient teaching modules from Family Medicine can be housed on TMA website, publishing an RFP for mentoring videos, looking up NSF booklet on mentoring, and working with the Vice Provost for Faculty Diversity's office.</li> </ul>	
A & P	<ul style="list-style-type: none"> <li>• Douglas Fredrick discussed the work that this working group is doing on teaching portfolios. The group will meet for three meetings max; he envisions creating a long form and then identifying a way to compress to the short form recommended by Linda Boxer. Erika Schillinger agreed to be part of this working group during the meeting; other group members are Rebecca Blankenburg, John Boothroyd, Nounou Taleghani</li> </ul>	
Budget Request	<ul style="list-style-type: none"> <li>• The group brainstormed ideas to include in the Academy's 2016-2017 budget request. Suggestions included combing the last round of grant proposals for themes to identify what kind of programs/support are needed. Other discussion focused around supporting research and identifying opportunities to connect with community service opportunities.</li> </ul>	<p><b>Action:</b> Ask for more funds to support grants program; use the first round grant proposals to identify needs in SoM and request</p>

		funding to support relevant programming.
Education Day	<ul style="list-style-type: none"><li>• The Academy leadership team is planning an Education Day event in September to meet the dual purposes of launching the academy and highlighting grantees and the upcoming year's offerings.</li></ul>	