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| MEETING | Stanford Medicine Teaching and Mentoring Academy Steering Committee |
| DATE | January 20, 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>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, Emily Sontag</i></p> <p>* = Absent</p> |

| AGENDA ITEM | DISCUSSION | DECISION/ACTION |
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| Introductions | <ul style="list-style-type: none"> • Drs. Yvonne Maldonado, Cara Liebert and Sumit Shah have joined the steering committee as <i>ex-officio</i> members. • Christine Solari, EdD, will be the Administrative Director for the Stanford Teaching and Mentoring Academy effective February 16. | |
| Voting Results: Academy By-Laws | <ul style="list-style-type: none"> • The Academy by-laws were unanimously approved by the committee via online voting. | |
| Academy Grants Program Working Group Update | <ul style="list-style-type: none"> • Goal of the Grants Program Working Group was to make the RFP process as simple and as flexible as possible to encourage broad and creative thinking about innovations. • The committee reviewed the grant call and award timeline and provided suggestions for refining the RFP | Action: RFP will be revised to incorporate committee suggestions and released on February 3, 2016. |

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| | <ul style="list-style-type: none"> A total of \$150,000 in funding is available. Grants will be awarded in two categories, large and small grants. Large grant awards will be up to \$20,000 and small grant awards will be up to \$10,000. Grantees will have an option for competitive renewal of funding in the 2016-17 academic year based on progress reports in August. | |
| Skill Development Working Group | <ul style="list-style-type: none"> Working group members were identified: Pree Basaviah, John Boothroyd, Sharon Chen, Miriam Goodman, Stephanie Harman, Andrew Nevins, Lars Osterberg, Pedro Tanaka, Wei Zhou Discussion was held about the pros and cons of making skill development activities a requirement for all faculty. The committee agreed to hold off on requirements until we have a better ability to highlight the quality of our skill development offerings and what would be most helpful for moving the Academy's mission forward. The committee agreed that a solid evaluation and assessment plan must be in place in support of the Academy's skill development endeavors. | <p>Action: Group will work with Linda Boxer to get additional information on new faculty; will target department chairs to find out which faculty to include and identify ways to scale up.</p> |
| Postdoc Teaching Certificate | <ul style="list-style-type: none"> Sofie Kleppner presented a proposal for a Postdoctoral Scholars Teaching Certificate program. (see full description attached). Committee discussion: <ul style="list-style-type: none"> The success of the program will depend on faculty input and engagement so it is important that the mentors are lined up in advance. Rigor of both the program and requirements is important to ensure that the certificate carries weight and there is a commitment from the scholars. This may include a competency-based framework with a checklist for minimum requirements. There are a number of similar programs at the School of Medicine, including the Department of Surgery, that could serve as models for the program and that could perhaps provide additional guidance to the group. | <p>Decision: The Committee voted to endorse the certificate program with the understanding that feedback from this meeting will be incorporated into the plan and the Committee will contribute to shaping the final product.</p> |