



MEETING	Stanford Medicine Teaching and Mentoring Academy Steering Committee
DATE	May 17, 2017
ATTENDEES	<p>Voting Members: <i>Linda Boxer, Sharon Chen, Gilbert Chu, Stanley Falkow, Douglas Fredrick, Miriam Goodman, Payam Massaband, Denise Monack, Lars Osterberg, Rita Popat, Erika Schillinger, Gavin Sherlock</i></p> <p>Ex-Officio Members: <i>Preetha Basaviah, Sean Beckwith, Robyn Dunbar, 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
Welcome	<ul style="list-style-type: none"> • Three new members were welcomed to the Steering Committee: Payam Massaband, Clinical Associate Professor, Radiology (voting member, clinical faculty); Rita Popat, Clinical Associate Professor, Health Research & Policy (voting member, basic science faculty), Denise Monack, Professor of Microbiology & Immunology (voting member, basic science) • Final seminar for year • Next year ping grantees and ideas for speakers from the SC 	
Medical & Bioscience Education Seminar Series	<ul style="list-style-type: none"> • The final Medical & Bioscience Education seminar took place on Wednesday, May 10. Most monthly seminars this year were well-attended and received positive evaluation feedback. • For seminars in the 2017-2018 academic year, current and former grantees will be contacted to request that they present their grant projects. 	

Mentoring Skills	<ul style="list-style-type: none"> • Lars Osterberg and Christine Solari completed two Mentoring Skills Workshop series this academic year, and the third and final installment is currently underway. • In the summer they will be providing a modified version of the workshop for the Mentoring Panel in the Pediatrics Department, and plan to offer other opportunities to tailor this workshop to specific departmental interests and needs moving forward. 	
Peer Coaching	<ul style="list-style-type: none"> • A summary of how peer coaching works was provided, along with a general overview of the kinds of coaching requests received to date. Requests have exceeded the number of coaches available. So far the program's coaches have been flexible in offering support to coachees in whatever way they seek (i.e. observing someone teaching patients in clinic). was also More asks than we have coaches for 	
Teaching Portfolios	<ul style="list-style-type: none"> • The committee discussed the Academy's work creating a teaching portfolio to be included as part of the Appointments and Promotions process. The School of Medicine is using a new platform for uploading promotions packages and this is an opportune time to integrate the teaching portfolio into the new software. Erika also suggested that in the current process there are inconsistent messages about what is expected and what templates to use, indicating that the Academy could provide a great benefit in at least helping individuals to understand what different constituents are seeking. • Gil Chu suggested we can also support a process to formalize the CV so that it highlights teaching effort in one clear section. Charles Prober suggested a session that was held for Pediatrics residents in which they learned how to aggregate their CVs according to subject matter that was successful and could be replicated by the Academy. • Denise Monack suggested the Academy host workshops to assist with the NIH biosketch. • It was suggested that the Academy put successful examples of all of these materials on the website. 	
Budget	<ul style="list-style-type: none"> • The Academy's budget request for 2017-2018 was presented and reviewed by the committee. Requests for increased funds included: funding for innovation grants, increased staff support for the Education Day Conference to be held in June 2018, 	

	<p>funds to support teaching awards.</p> <ul style="list-style-type: none"> • The committee suggested adding a request for funds to support innovations in curriculum development. 	
Work Groups	<ul style="list-style-type: none"> • The Academy leadership solicited feedback on how to best utilize work groups to support programming in the 2017-2018 academic year. The committee discussed management of the grants working group and provided suggestions for the upcoming grant cycle. 	
Long Range Planning	<ul style="list-style-type: none"> • The Academy discussed two submissions to the university's long range planning effort and solicited input from the committee for these submissions. One submission is to support the teaching portfolio effort and expand the effort beyond the medical school to main campus as well. The second submission is to support public events to help Stanford researchers translate their science knowledge to the general public. 	
Raising Academy profile	<ul style="list-style-type: none"> • Suggestions were solicited from the committee to raise the profile of the Academy in the School of Medicine. Suggestions included: present the Academy at departmental meetings, identify an Academy ambassador to promote activities and programs within the department, engage current structure of departments (i.e. utilizing educational meetings and vice chairs of education) to help promote the Academy, implement newsletter. 	