



<b>MEETING</b>	<b>Stanford Medicine Teaching and Mentoring Academy Steering Committee</b>
<b>DATE</b>	April 20, 2016
<b>ATTENDEES</b>	<p><b>Voting Members:</b> <i>John Boothroyd*</i>, <i>Linda Boxer</i>, <i>Sharon Chen</i>, <i>Gilbert Chu*</i>, <i>Stanley Falkow</i>, <i>Douglas Fredrick</i>, <i>Miriam Goodman</i>, <i>Lars Osterberg</i>, <i>Erika Schillinger</i>, <i>Gavin Sherlock</i>, <i>Wei Zhou</i></p> <p><b>Ex-Officio Members:</b>  <i>Preetha Basaviah</i>, <i>Sean Beckwith</i>, <i>Robyn Dunbar</i>, <i>Cynthia Irvine</i>, <i>Laurence Katznelson*</i>, <i>Sofie Kleppner*</i>, <i>James Lau</i>, <i>Cara Liebert*</i>, <i>Yvonne Maldonado*</i>, <i>Terrance Mayes</i>, <i>Sejal Parekh</i>, <i>Charles Prober*</i>, <i>Sumit Shah</i>, <i>Christine Solari</i>, <i>Emily Sontag</i></p> <p>* = <b>Absent</b></p>

<b>AGENDA ITEM</b>	<b>DISCUSSION</b>	<b>DECISION/ACTION</b>
Updates	<ul style="list-style-type: none"> <li>The group was given one final opportunity to comment on the March meeting minutes, approved by email vote. No comments were made.</li> <li>A strategic planning meeting will be held this summer in lieu of regularly scheduled summer Steering Committee meetings. Details will be forthcoming.</li> <li>An update on the Teaching Skills workshops facilitated by SFDC was provided. A suggested cohort for 2016-17 workshop offerings were the Biosciences mini-course and foundations faculty. It was suggested that faculty who were invited but could not participate in this year's workshops be polled to understand barriers to participation.</li> <li>A summary of new budget requests for FY 17 was presented to the group. The group strongly supported adding a line to provide travel small scholarships (\$500) for faculty and trainees to attend teaching-focused conferences as presenters or participants. Scholarships could be offered on a rolling basis. The group also</li> </ul>	<ul style="list-style-type: none"> <li>Add to budget travel line for supporting faculty to conferences</li> </ul>

	brainstormed ideas for the Med Ed Seminar series and an idea was raised to work with Yvonne Maldonado's office to include their implicit bias work as part of the Med Ed offerings.	
Mentoring Workshop	<ul style="list-style-type: none"> <li>• Dr. Osterberg presented an outline of the Mentoring Workshop that he and Ms. Solari are planning to pilot in 2016-2017. Pree Basaviah and James Lau volunteered to help with this project. Committee members also suggested that in addition to the topics presented, the workshops could cover cultural competency and mental health issues; QPR is a possible addition to the workshop sessions as well.</li> </ul>	
Education Day	<ul style="list-style-type: none"> <li>• An overview was presented of the Education Day conference planned for October 28, 2016, in collaboration with the Pediatrics Department (see outline on page 3 of minutes).</li> <li>• The committee had several suggestions for conference content, including: out-patient clinical teaching, hands-on practical workshops for trainees thinking of education-related careers, a panel of faculty who have made a career out of teaching to help junior faculty, teaching lab-based courses, video mentoring for new teaching assistants, and expanding poster session offerings beyond Innovation Grants recipients to give opportunity to people who have presented posters elsewhere to share with the Stanford Medicine community.</li> <li>• If the conference is a full-day, it was suggested that some people teaching in the afternoon could offer "open classrooms" for conference attendees to sit-in and observe excellent teaching in action.</li> </ul>	

Education Day October 2016

**Purpose**

To launch the Teaching and Mentoring Academy by providing skills-based workshops and networking opportunities, as well as acknowledge ongoing efforts by individuals and groups to improve teaching and mentoring at the School of Medicine (SoM), and to elevate the Academy's role as a hub for teaching and mentoring resources at the SoM.

**Goals**

- Bring awareness to Teaching and Mentoring Academy role as a hub for teaching and mentoring resources and development within Stanford Medicine
- Highlight the work-to-date of the Teaching and Mentoring Academy
- Provide resources to the Stanford Medicine community related to teaching and mentoring
- Highlight the importance of the Stanford Medicine's teaching and mentoring mission
- Foster a community of educators and mentors at Stanford Medicine

**Potential Events**

- Poster session for 2015-2016 Innovation Grants recipients
- Announcement of 2016-2017 Innovation Grant recipients
- Short presentations or breakout sessions from 2015-16 Innovation Grant recipients
- Lunch with keynote address from leader in medical education
- SFDC Teaching Skills workshop: Junior Faculty Bootcamp → 3-hour session for approximately 150 new faculty
- Kick-off of Mentoring Skills workshop for first cohort (concurrent to SFDC workshop)
- Education Resources Fair of existing groups at the SoM that support teachers and mentors to publicize the resources they offer
- Community Outreach Fair of existing groups across the University and in the community that offer teaching and mentoring opportunities for students and junior faculty
- TA training: follow-up to August workshops
- Assistance for faculty in creating Teaching Portfolios