Stanford Medicine | Teaching and Mentoring Academy

MEETING	Stanford Medicine Teaching and Mentoring Academy Steering Committee
DATE	January 16, 2019
ATTENDEES	**Voting Members:** MaryAnn Campion, Sharon Chen, Cara Liebert, Payam Massaband, Lars Osterberg, Rita Popat, Sumith Shah, Gavin Sherlock **Ex-Officio Members:** Preetha Basaviah, Neil Gesundheit, Sofie Kleppner, Christine Schirmer, Robert West, Natalie Wilson

AGENDA ITEM	DISCUSSION	DECISION/ACTION
Membership Application	• The Committee discussed the application for membership designed around the soon-to-be launched new membership structure. Many suggestions were made to enhance usability. Larger changes included: include staff as an eligible group for the Associate level; open the basic level of membership to the entire Stanford campus to honor the inclusive charge of the Academy; change the name of the basic level of membership from "Affiliate" to avoid confusion for affiliated faculty. • The group also discussed the membership cycle and agreed that individuals seeking the basic level of membership can do so at any time. Those seeking Associate and Distinguished will have their applications reviewed during two periods each academic year. • The need for a review committee was discussed and some Committee members agreed to review applications. More are needed and will be solicited by the Administrative Director.	• Administrative Director will make edits to application and design timeline for launch • MaryAnn Campion, Sharon Chen and Rita Popat agreed to serve on Review Committee. Other committee members will be identified and recruited in the next few weeks.

Portfolio Launch Process	• The Committee was asked to complete their own teaching portfolios as part of the planned launch of this process. • Lars Osterberg and Christine Schirmer will host lunch sessions to support individuals working on the portfolios—both to share the purpose and anticipated outcomes of the project and also to assist people in completing their own.	• All Steering Committee members will complete their individual Enhanced CVs (teaching portfolios)
Updates	• General updates about the 2018-19 TMA programs were reviewed.	
TMA Grants	• The timeline for the 2019-2020 Innovation Grants cycle was reviewed along with the priority areas the grants program has focused on in the past two cycles. The group agreed to add an emphasis on active learning under the priority area of "innovation."	
Associate Dean for Mentorship	• Rob West, the newly appointed Associate Dean for Mentorship in the School of Medicine, was introduced. He briefly described the objectives for his new office and expressed enthusiasm for working closely with the TMA to advance good mentorship in the School of Medicine.	