



MEETING	Stanford Medicine Teaching and Mentoring Academy Steering Committee
DATE	October 3, 2018
ATTENDEES	<p>Voting Members: <i>MaryAnn Campion, Gilbert Chu, Payam Massaband, Lars Osterberg, Rita Popat, Gavin Sherlock</i></p> <p>Ex-Officio Members: <i>Preetha Basaviah, Sofie Kleppner, David Mahoney, Christine Schirmer, Sumit Shah, Emily Sontag, Latishya Steele</i></p>

AGENDA ITEM	DISCUSSION	DECISION/ACTION
Enhanced CV	<ul style="list-style-type: none"> The enhanced CV, intended to serve as an educator’s portfolio, has been in development for over a year. The current draft was created with significant effort and input from Sharon Chen and Lars Osterberg. Based on models from several other institutions, including Harvard and Yale, the “enhanced CV” is attached to the CV to highlight faculty’s education effort, including in the promotions and tenure process. The Steering Committee discussed the content of the enhanced CV template. The group agreed that, to avoid confusion, several models should be created by faculty from very different backgrounds, allowing individuals to see the breadth and scope of activities they might include in each section. The group also discussed how to include enough information to highlight educational efforts while avoiding redundancy with other sections of the longform, such as the candidate statement which will include reflection on teaching and mentoring. 	<ul style="list-style-type: none"> Committee members will test completing the enhanced CV template and give feedback; send comments to Lars. Share final version and faculty feedback to Linda Boxer for next steps

	<ul style="list-style-type: none"> The group raised concerns about how to demonstrate quality, and questioned whether the “quality” column should be left out of the template. It may also be redundant given the other information included in the promotion packet. 	
Steering Committee Composition	<ul style="list-style-type: none"> Four Steering Committee seats are vacant this academic year. One voting member (clinical educator voting member, the SoM postdoctoral scholar representative, the SoM fellow representative and the SoM 	<ul style="list-style-type: none"> TMA leadership will follow-up with appropriate Steering Committee representatives to identify new members
Program Updates	<ul style="list-style-type: none"> An overview of the TMA’s programs for 2018-2019 was presented. The majority of discussion centered on the new offering, New Faculty Mentoring Workshop, which will be offered as an introduction to mentorship for new faculty in SoM. The National Research Mentoring Network was mentioned as a good resource for mentor training. Other programs are described in attached PDF document. 	<ul style="list-style-type: none"> TMA leadership will follow-up with the Office of Postdoctoral Affairs to discuss further opportunities to collaborate and ensure complimentary programming around mentorship
Budget	<ul style="list-style-type: none"> The 2018-2019 TMA budget was presented. The TMA requested a budget increase of \$187,500 to fund a new support staff position, an increase to grant funds, software to support the teaching portfolio project, and an increase in catering and space costs to support the Education Day conference. Of this request, \$21,000 was awarded to support increased costs for catering and space and software for the teaching portfolio. 	
Grantees	<ul style="list-style-type: none"> Grantees for the 2018-2019 academic year have been identified. Names and projects are detailed in the meeting PowerPoint. 	

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