STANFORD
MEDICINE

MEETING	**Stanford Medicine Teaching and Mentoring Academy Steering Committee**
DATE	October 2, 2019
ATTENDEES	**Voting Members:** Gil Chu, Cara Liebert, Payam Massaband, Lars Osterberg, Rita Popat, Sumit Shah, Gavin Sherlock, Sandy Srinivas **Ex-Officio Members:** Pree Basaviah, Neil Gesundheit, Laurence Katznelson, Sophie Kleppner, Christine Schirmer, Latishya Steele, Natalie Wilson

AGENDA ITEM	DISCUSSION	DECISION/ACTION
Portfolios	• The committee discussed their experiences with completing their own enhanced CV, and reviewed copies of enhanced CVs submitted by faculty from a variety of departments and lines to see different models for completing the document. Completing this reflective activity (Sumit) • Some feedback was that people wanted a sense of how much to write in some sections and how much to include overall; TMA can offer workshops to assist faculty with completing the enhanced CV as a solution to this. • Another challenge was that clinical faculty have trouble getting their evaluations; some work will need to be done to facilitate that process. Rita: got tired and didn't know how much to write • Some observed that the process of completing their enhanced CV was a valuable reflection activity, and others observed that once it has been initially completed, it will be easy to maintain. • It was suggested that the TMA have a website for the enhanced CV that includes examples and FAQ, as well as hosting workshops for faculty that also covers how to find evaluations.	• Meet with Linda to get her feedback • Talk to Will and ask how we can get the word out; promote at new faculty

	• The group discussed how we can publicize this enhanced CV and find champions within the departments to encourage broader adoption. • A final piece of feedback was for the TMA to ensure that the enhanced CV serves both clinical and basic science faculty, and is a useful tool for both groups of faculty. • Questions raised for moving forward: Can the TMA support faculty in getting their own evaluations, possibly having a place on the TMA website where we can collect informal evaluations? Is it worthwhile to extend the historical overview in the mentoring section to 10-15 years, rather than 5 years?	
Program Updates	• The TMA AY20 programs were reviewed and the budget for AY20 was also discussed.	
Grants	• The committee reviewed funded grants for AY20. • Discussion was held around ideas for the AY21 grant cycle which included: consider funding projects around particular areas, i.e. in wellness or other areas that are timely for the school. It was suggested that we could stick with the grants' standard priority areas and pick a couple of broad topic areas each year. For example, this year we focus on instructional design, all welcome with particular attention to _____ whatever the topic is. Look at topics in the school as well (AAMC pushing active learning). • It was also noted that we need to be careful about the mission of this Academy—and seek ways to address the dearth of basic science participation in TMA programs, including the grants program.	• Add these notes to AY21 RFP planning notes!