

SDRME Executive Committee (EC) Meeting
November 7, 2010
Washington, DC; Marriott Wardman Park Hotel

Minutes:

1) Replace Linda Goldenhar: The EC discussed and agreed not to replace Linda Goldenhar and stay with 5 members.

Action: It was suggested to review and update the membership list every 2 years.

2) Invoice dates- August vs. September. The decision was made to send out the invoices in August.

3) Invited review discussion: This year 55 proposals were submitted vs. 12 that were received in the last few years. A NIH approach was adopted. Each proposal was reviewed by 3 reviewers. The 12 proposals that were selected for final consideration were reviewed by 5 independent reviewers that used the following 4 criteria: 1) Importance of topic to practice of medical education 2) Methods 3) Potential impact of review/ synthesis and 4) Potential for completion. The 2 proposals that were awarded are:

1) Towards a reduction of rater errors by better understanding rater cognition. Andrea Gingerich and Dave Snadden, Northern Medical Program, UNBC; Glenn Regehr and Kevin Eva, Centre for Health Education Scholarship, UBC.

2) A Systematic Review of Social Accountability in Medical Education. Gilbert Ramirez, David Brown, Pedro Greer, Luther Brewster, Stephanie Kodatt and John Rock, Florida International University.

The awardees will attend the summer meeting and give an update of their research.

Decisions made:

- Accept the submission of multiple proposals by the same individual but not as 1st author.
- The website should be updated to include the proposals that have been completed and those in progress. In addition to the title of the proposal the name(s) of the authors should be included.
- Criteria of how the \$\$ will be spend don't exist. Maybe review this decision and come up with some criteria
- Review the criteria of how to do a literature review – offer a session to assist the new members

4) The EC will meet in Omaha on 2/14-15 to plan the summer meeting. The meeting will start on Monday at 2pm – Tuesday at noon. For next year, it was proposed to work during the AAMC meeting to avoid the extra traveling. If additional work is needed the EC will work via a conference call.

5) Summer meeting dates and location: The summer meeting will take place in July 10-12 Madison, WI- at the Hilton Madison Monona Terrace for \$139.00/ night (about a block from the State Capitol). The location offers many dining options, art galleries etc. The idea to invite a journal editor was discussed but was not confirmed. Susan Case was mentioned as a possible invited speaker. No decision was made.

Action: The EC should think of a theme for the invited speakers.

7a) Finances: As of 9/30/10 SDRME has in its Savings account \$18,603.32 and in its Checking acct \$26,719.65 (10/31/10)

7 c) Membership: No new names have been added to the membership list. A number of individuals have expressed an interest to join but have sent incomplete applications. Elizabeth Bennett from Bay State Medical Center is interested in joining the organization. She qualifies because Bay State has an independent research unit even though is affiliated with Tufts.

7d) Communications: The listserv works well. From July 2010 through October, 2010, there have been 15 primary posting and a number of responses back to the listserv to the primary postings. HosTek is the company that houses the listserv. That yearly contract has been renewed. It is about \$50.00 per year (October to October). Network Solutions provides us with the SDRME.ORG domain name. Our domain name has been renewed for the next five years (about \$115.00 for 5 years). Jamie is trying to change the name on the account from **G Nowacek** to **J Shumway**.

The process is complicated. The voting@sdrme.org listserv has been updated. That listserv only contains regular (voting) members who can vote in Executive Committee elections.

New positions have been posted. These positions are automatically removed after six months.

Action: Jamie Shumway will give an update about the change on the name of the account.

7e) International membership: Last time the list was updated was in 2009. Carol Capello will send out the revised letter to the 26 international members to update their information. When we hear back from the current international members the committee is interested to reach out to other international members.

7f) Having participated in several elections within SDRME and with other small professional associations/ organizations, the slate approach used in this year's nomination and elections is preferable. Individuals who agree to be nominated in the organization are agreeing to work for free, offering to help; some are better known than others with in SDRME. Using the Nominating Committee to suggest names that somewhat to represent the GEA regions seemed liked it worked fairly well. It took a little while for the Nominating Committee to think of nominees.

Nominees were approached by email. Once the nomination committee got activated they quickly identified a list of nominees from within SDRME and they were ranked to make sure all regions were represented. The nominees agreed or declined quickly. Several were interested in how many others would be running for the same position/slot. Other nominees wanted to know what their duties were going to be. Up to now, the EC determines the role of each elected person on the slate given open roles after the slate is elected. A slate is more sensitive and more workable option for a small organization such as SDRME, unless we have members who could not fulfill the work required of these positions.

Suggestion: Ask the 3 individuals who were elected as a slate who are now on EC what are their thoughts about the process.

7g) CAS- No new CAS issues.

SDRME Business Meeting

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Announcement: Linda Goldenhar has left medical education. Her position as Past Chair won't be replaced at the Ex. Comm.

Judy Shea and Pat O'Sullivan have initiated the RIME Card Review process where faculty who are interested in becoming reviewers of abstracts attend a faculty development program and then participate in the review of the RIME abstracts. Last year one person from each institution coordinated this process that provided mentoring for faculty and eased the logistics for RIME reviews. Copies were distributed at the meeting.

Another survey has been completed by Larry Gruppen. Copies were distributed at the business meeting.

Invited review discussion: This year 55 proposals were submitted vs. 12 that were received in the last few years. A NIH approach was adopted. Each proposal was reviewed by 3 reviewers. The 12 proposals that were selected for final consideration were reviewed by 5 independent reviewers.

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Membership: There is only one pending application. The membership website has been updated.

International Membership: Revised letter will be sent to the 26 international members. The Committee is exploring ways to reach out to new international members.

Nominations: In this year's nomination the slate approach was used and worked out very well. The slate approach is more workable for a small organization like the SDRME.

Summer meeting: 2 ½ day format was well liked and will be used this year also. The meeting will take place on July 10-12 Madison, WI- at the Hilton Madison Monona Terrace. Cost was looked very carefully and influenced the decision.