

## **AAMC CGEA Business Meeting**

**November 9, 2004, 7:00 – 8:30, Boston Copley Marriott**

**Minutes**  
**c. 50 in attendance**

**1. Welcome and Overview of Agenda – Ilene Harris**

Harris reviewed the agenda for the meeting.

**2. Minutes, CGEA Business Meeting, March 16, 2004 – Larry Gruppen**

Gruppen presented the minutes and received approval

**3. Financial Report – Larry Gruppen**

Gruppen presented the financial report and noted several items related to funds transfers, CD maturation, and payments of the RFP grants.

**4. Upcoming 2005 CGEA Spring Meeting – Terri Cameron**  
**2005 Annual Meeting, Terri Cameron, Kristi Ferguson, Carolyn Bell**  
**University of Wisconsin, Madison, April 7-10, 2005**

**Theme: Promoting Educational Scholarship, Collaboration and Innovation**

Cameron described plans for the annual meeting, including the “ride-board” mechanism, the addition of three more certificate programs for research, basic science and clerkship directors, and a Sunday afternoon session to consolidate ideas for application at our local institution, and a Sunday “works in progress” session. The call for proposals is out with a Dec 1 deadline. Submission and proposal reviewing will all be online this year in an effort to streamline the process and promote better communication.

**5. Sites and Hosts for Future CGEA Spring Meetings**

**2006 – University of Health Sciences in Kansas City (Nehad I. El-Sawi, Kristi Ferguson, MAL elected in 2004)**

**2007 – Indiana University School of Medicine (Stephen Leapman, MAL elected in 2004, MAL elected in 2005)**

**2008 – Ohio State University School of Medicine (Carol Hasbrouck, MAL elected in 2005, MAL elected in 2006)**

**6. Nominations and Awards – Larry Gruppen and Ilene Harris**

CME and GME section chairs need to be elected in 2005, as well as a MAL. Nominations for the Laureate award will also be solicited via email.

**7. GEA Steering Committee Report – Ilene Harris**

Harris summarized some key points from the GEA steering committee report, particularly the contributions for which the GEA is and should be known. The matrix of missions and section/regional activities summarizes how specific activities contribute to these missions.

**8. Communications – List Serv/Web Site - Marshall Anderson**

Harris presented for Anderson. Domain site license was renewed. There are 649 members on the listserv and the web site will support the election process. Harris thanked Marshall for his tireless contributions to the organization.

**9. CGEA Section Update Reports**

**a. Undergraduate Medical Education – Karen Marcdante**

Harris presented for Marcdante. The UME section is working towards major sessions on professionalism and educational best practices for the Spring meeting.

**b. Graduate Medical Education – Joe York**

York highlighted the need to recognize the educational needs, contributions and opportunities of program directors, and highlighted the certificate program for GME program directors. Phil Bashook will provide an overview of the RRC review process as a starting point for this program. GME is rife with educational issues ranging from the 80-hour work week through the problem resident to routine logistical operations.

**c. Continuing Medical Education – Mark Gelula**

Harris noted that Steve Hilson resigned from his CME position at Minnesota and thus, his position in CGEA. Mark Gelula agreed to fill the remainder of Hilson's term.

**d. Research in Medical Education – Tom Viggiano**

Viggiano commented on the new GEA: RIME certificate program in Medical Education Research, initially lead by Judy Shea and now Larry Gruppen. Viggiano encouraged people to nominate people to serve on that program leadership group, especially physician members. Viggiano also commented on the contributions of CGEA members to discussions of the IRB process and improved proposal processing for the spring meeting. Viggiano asked people to nominate people for the 2006 RIME conference planning committee and as reviewers. The website for contributions to CACHE and HEAL is up and open for submissions. Lou Pangaro and others are developing reviewer workshops that may appear at the regional meetings as well as the national meeting.

**10. Member at Large Project Reports**

**a. Terri Cameron/Janet Riddle: Medical Educator Competency Project**

Cameron summarized her completed project surveying medical educator competencies and plans for possible continued use and development of the survey by other groups.

**b. Kristi Ferguson: FD Resource Web Site; Promoting Educational Scholarship, Collaboration and Innovation**

Ferguson commented on revisions to the web-based submission site. She noted the relationship of PESCI with the GEA CACHE initiative. She highlighted planned spring meeting activities related to the PESCI database and how it could promote collaboration within the CGEA membership.

**c. Gwen Lombard: Extending the Benefits of the CGEA – “Marketing”**

Lombard described the plans to market the CGEA to various constituencies and target groups.

**11. Extending the Benefits of CGEA – “Marketing”**

Harris expanded on the issue of marketing and the benefits of expanding our visibility to such groups as clerkship and residency program directors, as well as students, residents, fellows, and the like. She summarized the executive committees development of customized marketing

messages to targeted groups, specifically residency program directors, clerkship directors, medical students and student leaders, residents and fellows, and administrative coordinators. DeRosa noted that several specialties already have certificate programs for their members and that we should avoid duplication of effort, possibly work with these groups or focusing on specialties that do not have such programs. Harris responded by emphasizing the specific opportunity present in IAMSE as a focus on basic science educators. Harris briefly summarized the marketing message for these groups. Several suggestions and observations about the specifics of the market messages for program directors, students, and other audiences were provided by the audience.

**12. Membership Report – Gary Beck**

Harris summarized Beck’s membership report, noting the total membership and distribution across sections and SIGs.

**13. CGEA Regional SIGs – Larry Gruppen**

- a. **Basic Science – Pam Derstine, Regina Kreisle**
- b. **CQI – Linda Headrick**
- c. **Computers in Medical Education – Joel Gordon**
- a. **Cross-Cultural Health – Sara Axtell**
- b. **Curriculum – Nehad El-Sawi**
- f. **Faculty Development – Sandy Cook**
- g. **Population Health – Carol Keefe**
- h. **Standardized Patients – Mary Aiello**
- b. **Faculty Development – Sandy Cook**

Gruppen pointed people to the list of SIGs and SIG conveners and encourage people to contact them with ideas and membership requests.

**14. CGEA RFP Collaborative Grant Program, “Advancing the CGEA as a Community of Scholars” – Larry Gruppen**

Gruppen announced that the deadline for the collaborative grants program was 1 Feb, 2005 and that the formal announcement would be coming out via email and the website soon after the AAMC meeting.

**15. Other/New Business**

Simpson stepped forward to recognize Harris’ contributions to the GEA agenda for action and Harris in return noted Simpson’s critical leadership in the GEA.

Cameron noted that Linda Distlehorst will be receiving the Merrill Flair award in subsequent session.

**16. Section Break Out Meetings**