

## AMES Meeting of August 13, 2015 Minutes

Members present: Bill Adamas-Rappaport, Nafees Ahmad, Helen Amerongen, Conrad Clemens, Sean Elliott, Ed French, Patricia Lebensohn, Art Sanders, Paul St. John (Chair), Marc Tischler, Todd Vanderah, Amy Waer.

The meeting started at 12:00 pm.

1. Paul St. John announced that AMES started the 2015-2016 fiscal year with \$40,000 in its account.
2. Marc Tischler reported the recommendations from the ad hoc "Membership" subcommittee (Tischler, Chair; Gordon; St. John). The subcommittee proposed creating four categories of membership: "Life Time Member," "Founding Faculty," "Masters Member," and "Associate Member," with specific criteria and some limitations. The members present accepted this general plan, revised to the following (also see **attached**):
  - An "Emeritus Member" category (revised from the proposed "Life Time Member") will be available to any COM faculty member with at least 6 years of participation in AMES as a "Master Member." Emeritus Members will have lifetime membership in AMES. Emeritus Members need not meet the annual expectations for members (see below), but can serve as role models for excellence and innovation in medical education.
  - The "Founding Faculty" category will include the nine founding AMES members in Tucson: Drs. Amerongen, Elliott, Gordon, Johnson, Moynahan, Nolte, Rance, Shehab, and Tischler. This category is permanently closed, of course, and no new members will be added.
  - The "Master Member" category replaces the current "AMES Member." It will include all active, full members of AMES. "Master Members" will remain in this category as long as they meet the expectations for active participation (see below). New Master Members are selected by vote of the existing Master Members. Election to Master Member status requires at least three years of prior AMES service (participation in AMES activities; see below). The number of Master Members is currently capped at 16. Members present at the meeting discussed raising or eliminating this cap; the question was tabled until a later meeting.
  - The new "Associate Member" category is intended to extend participation in AMES to more junior faculty who are committed to excellence and innovation in medical education. Associate Members are selected by the Master Members and serve 3-year terms that can be renewed without limit by the Master Members. The total number of Associate Members will be capped at 12, with 4 Associate Members elected or renewed each year, in order to stagger their terms.

Members also approved the "Membership" subcommittee's recommendation to establish minimum expectations for participation in AMES activities for Master Members and Associate Members, as well as an Activity Tracking Form (**attached**) that every member will submit annually. Every member, Master or Associate, will be expected to participate in at least 10 hours of AMES service each year, averaged over two years, in order to retain his/her membership status. This time commitment does not include direct teaching/student contact.

3. Ed French reported the discussions and recommendations of the ad hoc "Marketing" subcommittee (French, Chair; Elliott; Moynahan; St. John). The subcommittee identified two key questions: 1) How can AMES make itself more "visible" to faculty, department heads, the dean, and the SVP for Health Sciences? 2) How can AMES provide benefit to faculty, departments, and the dean? Regarding the second question, the subcommittee proposed that AMES can mentor junior faculty about their teaching,

and AMES can provide peer review of teaching for faculty who are preparing P & T packets. This led to discussion of the amount of time required for AMES members to peer-review teaching, and the question of increasing the number of AMES members (that question also discussed under item #2 above). The subcommittee proposed that increasing the number of AMES members would help to make AMES more visible within the COM. The subcommittee proposed several steps that could help to make AMES more visible. These include 1) more AMES members participating on Education Research Day; 2) asking the dean to recognize AMES/AMES members at the White Coat Ceremony, at the Faculty Teaching Awards Ceremony, and at Convocation; 3) obtaining medallions that AMES members would wear at White Coat and Convocation; 4) the AMES Chair providing an overview of AMES at a COM General Faculty Meeting. Members present at the meeting proposed creating a "photo wall" of photos of all AMES members, to be posted in an appropriate location, such as near OMSE. OMSE is helping to organize that initiative.

4. Conrad Clemens reported the recommendations of the ad hoc "Budget" Subcommittee (Clemens, Chair; Sanders; St. John). The subcommittee focused on how to track the AMES budget and expenditures and how to allocate the funds in the AMES annual budget (\$40,000 for 2015-2016). Regarding the first question, the subcommittee suggested that AMES consider two options: a) using some of its budget funds to hire a part-time staff member to help with AMES administration, and/or b) creating a new "Secretary" position as an officer of AMES, to be filled by an AMES member. After discussion, few if any of the members present supported using AMES funds to hire a part-time staff member; many favored requesting support from the Deputy Dean for Education for such a part-time position.

The subcommittee proposed the following allocation of funds for this year:

\$5,000	Outside speakers (two, if possible)
\$500	Journal Club refreshments
\$1,000	Medical Education Research Day and FID series (refreshments)
\$20,000	Research grants, possibly in two categories:
	\$12,000 for general grants
	\$8,000 for grants focusing on a specific topic
<u>\$10,000</u>	<u>Travel grants</u>
\$36,500	Total

The "Budget" subcommittee proposed that eligibility for research grants should be expanded to include residents, fellows, and medical students who are sponsored by a faculty member. Members at the meeting approved this change. The subcommittee also proposed extending the time to complete a funded project to the end of the fiscal year following the one in which the grant starts. Members approved this proposal.

5. Helen Amerongen provided an update on plans for the journal club this year and a proposal for an outside speaker. Dr. David Elliott (CMM Dept.) has been working with her to plan the journal club. The current plan is to hold three in the fall (Sep., Oct., and Nov.) and three in the spring (Feb., Mar., and Apr.). For an outside speaker, Helen – after consulting with Paul St. John about funding and in cooperation with the CMM Dept. – has invited Dr. Janet Hafler, Yale Univ. School of Medicine. Hafler will speak about a hidden curriculum in faculty development. Hafler has published on that topic and on global health programs. She will visit the COM on March 24 and 25. Additional details will be announced soon.

6. Members reviewed a draft version of an announcement and call for applications for AMES Grants to Support Medical Education Research. Members agreed to keep the budget cap of \$5,000 per grant. A copy of the revised announcement is **attached**.

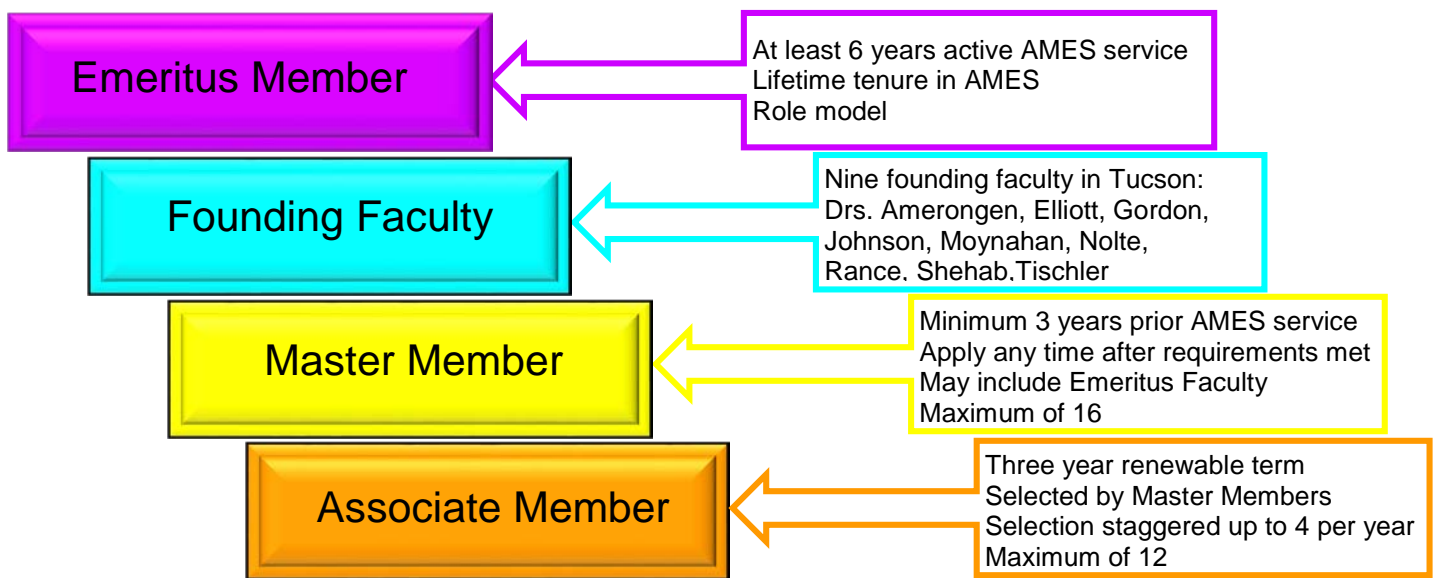
7. Members approved an announcement and call for nominations for this year's Vernon and Virginia Furrow Excellence in Teaching Awards. A copy of the revised announcement is **attached**.

8. Members agreed that AMES should join the Academies Collaborative, which already has several dozen member medical schools. Paul St. John will file paperwork for that.

9. Amy Waer announced that this year's (2016) Western Group on Educational Affairs (WGEA) meeting will be hosted by UA-COM and held in Tucson. The dates will be April 15-17, 2016.

The meeting adjourned at 1:00 pm.

*Submitted by Paul St. John (Chair)*



All active members who wish to remain in AMES must complete the Activity Tracking Form and meet the minimum requirements to retain their status

**Academy of Medical Education Scholars**  
**University of Arizona College of Medicine - Tucson**  
**Member Activity Tracking Form**

To be renewed as a member of the Academy of Medical Education Scholars [AMES], members are expected to:

- maintain the high level of work in education and teaching that qualified him/her for membership;
- serve as a productive citizen of the Academy; and
- make significant contributions toward advancing the Academy's mission and goals

**Mission/Goals:** AMES' **mission** is to create and sustain a diverse community of scholars dedicated to excellence and innovation in medical education. Our **goals** are to:

- Promote and advocate for excellence, innovation, and research in medical education.
- Consult with/advise faculty committees and administrators regarding goals, design, best practices in medical education.
- Help to recruit new medical educators to the UA.
- Coach COM faculty members toward excellence and innovation in medical education.
- Provide peer evaluation of individual COM faculty members' teaching upon request.
- Support innovation in medical education by funding pilot research grants and travel grants.
- Recognize and reward excellence and innovation in medical education at the COM.
- Educate medical students/residents about key concepts and best practices in medical education, in collaboration with OMSE
- Promote and support scholarship and scholarly attitudes toward medical education.
- Advise Deputy Dean for Education concerning proposals for medical-education research studies submitted for approval

*Each April, the Academy secretary will pre-fill individualized member reports with **known** direct service activities and attendance data. Members are expected to review, complete and return their reports by mid-May. Members should consider using this tracking form to record activities throughout the year.*

<b>1. SERVICE ACTIVITIES [EXCLUDES DIRECT TEACHING]</b> <ul style="list-style-type: none"> <li>• <i>Minimum of 10 h/yr, Associate members; minimum of 10 h/yr, Master members.</i></li> </ul>
(a) Serving as a chair and/or an actively participating member of an AMES working group or ad hoc committees: <b>List Activities and estimated # hours:</b>
(b) Furthering faculty development and improving teaching through AMES-sponsored or co-sponsored activities [e.g., peer review; serving as a teaching consult]: <b>List Activities and estimated # hours:</b>
(c) Serving as an AMES liaison at activities related to the AMES mission in other venues [e.g., distinction track mentor; attending MSRP presentations]: <i>** see note below **</i> <b>List Activities and estimated # hours:</b>
(d) Providing significant contributions to AMES-specific service priorities and goals [e.g., reviewing of grants, travel awards, teaching awards, IRB, membership applications]: <i>** see note below **</i> <b>List Activities and estimated # hours:</b>

*\*\* Note: Describe how each activity listed in (c) and (d) furthers AMES' mission/goals \*\**

2. ATTENDANCE AT ACADEMY FUNCTIONS - <i>participate in an average of at least 50% offered per year over a two-year period</i>	
Year (for reporting purposes, covers May 1-April 30)	Attended
Monthly meetings	
Research Day	
Journal Clubs	
Seminar Speakers	

## **AMES Grants to Support Medical Education Research**

To: College of Medicine Faculty

From: Academy of Medical Education Scholars

Subject: Funds to support medical education research

As part of its commitment to excellence and innovation in medical education, the Academy of Medical Education Scholars (AMES) will fund a new round of grants to support education-related research at the College of Medicine. Eligibility includes College of Medicine faculty members, fellows, residents, and medical students who are sponsored by a faculty member. Up to five AMES Research Grants will be awarded.

These grants are intended to support either the development and assessment of new or improved teaching modalities, or assessment of the effectiveness of teaching modalities currently in use. Funds may be requested for technical/analytical support (e.g., software development, statistical support) and for well-justified supplies and equipment, but not for travel or for investigators' salaries. Applicants are encouraged, but not required, to consult or collaborate with an AMES member (listed below) when preparing their proposals.

Each proposal must include:

1. Name, degree, position/title, and department of the applicant(s). If the applicant is a medical student, a signed letter of sponsorship from a College of Medicine faculty member must be included in the application.
2. A proposal, no longer than 3 pages, describing the problem to be addressed, its context, and an assessment plan.
3. A budget for the project. Budgets are limited to \$5,000.

**Submit applications to Paul St. John, AMES Chair, at [stjohn@email.arizona.edu](mailto:stjohn@email.arizona.edu).**

**The application deadline is 12:00 pm, Friday, October 2, 2015.** Successful applicants will be recognized at the Annual Teaching Awards Ceremony. Projects must be completed by Jun 30, 2017. Investigators will be expected to present their preliminary results at the Medical Education Research Day and must provide a written final report on the results of their projects by September 1, 2017.

### AMES members:

William Adamas-Rappaport [[cdjpk@aol.com](mailto:cdjpk@aol.com)]

Nafees Ahmad [[nafees@email.arizona.edu](mailto:nafees@email.arizona.edu)]

Helen Amerongen [[hma@email.arizona.edu](mailto:hma@email.arizona.edu)]

John Bloom [[jbloom@arc.arizona.edu](mailto:jbloom@arc.arizona.edu)]

Conrad Clemens [[cclemens@medadmin.arizona.edu](mailto:cclemens@medadmin.arizona.edu)]

Sean Elliott [[selliott@medadmin.arizona.edu](mailto:selliott@medadmin.arizona.edu)]

Ed French [[efrench@email.arizona.edu](mailto:efrench@email.arizona.edu)]

Deb Fuchs [dfuchs@email.arizona.edu]  
Paul Gordon [pgordon@email.arizona.edu]  
Patricia Lebensohn [plebenso@email.arizona.edu]  
Kevin Moynahan [moynahan@email.arizona.edu]  
Paul St. John [stjohn@email.arizona.edu]  
Art Sanders [art@aemrc.arizona.edu]  
Marc Tischler [tischler@email.arizona.edu]  
Todd Vanderah [vanderah@email.arizona.edu]  
Amy Waer [awaer@surgery.arizona.edu]

# Vernon and Virginia Furrow Excellence in Teaching Awards

## Academy of Medical Education Scholars

To: College of Medicine Faculty and Department Heads

From: Academy of Medical Education Scholars

Subject: Vernon and Virginia Furrow Excellence in Teaching Awards

The Furrow Awards are the primary vehicle for peer recognition of outstanding achievements in education at the College of Medicine. Vernon Furrow was a principal in Payless Cashways. After his death, Dr. Virginia Furrow, a former member of our Department of Pediatrics, donated funds to the College in his memory to honor excellence and innovation in medical education. The Academy of Medical Education Scholars (AMES) at the UA College of Medicine – Tucson invites your nominations from among our many worthy colleagues for the 2015 Furrow Awards.

Faculty may be nominated for Furrow Awards based on excellence in medical education in any of five categories:

1. Basic science teaching in the undergraduate medical curriculum
2. Clinical science teaching in the undergraduate medical curriculum
3. Graduate medical education
4. Graduate student education
5. Innovation in medical education

Any College of Medicine faculty member from the Tucson campus may nominate any other faculty member (including himself or herself) for one or all of these awards. Please follow these guidelines:

1. **The deadline for nominations is 12:00 noon, October 1, 2015.**
2. The primary nominator should indicate clearly which of the five categories above applies to the nomination, and should detail the peer



observations on which the nomination is based.

3. Up to two letters of support from peers may be provided. A nomination will be strengthened considerably if the primary nomination or a letter of support is provided by the faculty member's Department Head or Block/Course/Clerkship Director.

4. Student evaluations should not be included; these awards are based on peer assessment.

Furrow Awardees will be selected by the Academy of Medical Education Scholars, and will be recognized at the Annual Teaching Awards Ceremonies in Tucson. Electronic nominations are encouraged, and should be sent to Paul St. John at [stjohn@email.arizona.edu](mailto:stjohn@email.arizona.edu). Please contact Dr. St. John with any questions about this awards program.