

**Minutes FA-5 Subcommittee Meeting
Monday September 17th, 2012**

Attendees: Dick Niles, Todd Gress and Darshana Shah

Absent: Jennifer Plymale (report via email)

- The agenda for the first meeting of the Research Directors Committee (Tuesday Sept. 18th, 5:00 Pm) will focus on the job description for Directors, the need to mentor 1-2 promising faculty and the need to document meetings with mentees; as well as tracking publications from their department.
 - It was decided that the Pathology section of the Dept. of Anatomy and Pathology should participate in this group and name a research director
 - This group to decide resources needed from their department in order to accomplish the research mission.
 - The group will initially meet once per month
- The agenda and minutes for the CRC staff meetings are still being compiled
- Research goals for Family Medicine, Surgery and Psychiatry
 - Psychiatry is in transition and the plan is to hire a research active chair
 - There are publications by the psychology members of this department and they will be reported to the LCME
 - At the Research Director's meeting the members representing surgery and family medicine will be asked to create an action plan and submit reports for achieving research goals
- We will document faculty attendance at video workshops on clinical research presented by members of the UK CTSA
 - Curriculum committee should consider an optional course for MS-1 students on clinical research presented by UK
 - We are planning (RMN) an M.S. and certificate program in Clinical and Translational Science targeted to junior faculty, rising 4th yr. medical students and residency fellows
 - Need to nominate a KL2 candidate for the CTSA-sponsored program
- Status of PRIME
 - Mentors are previous academy members
 - Workshops provided such as AAMC MED-ED portal
 - Created PRIME manual describing how to do educational research