

# Standards in Transition Subcommittee

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## Committee Membership

Aaron McGuffin, MD (Chair) Marie Veitia, PhD, Brian Dzwonek, EdD

The Standards in Transition Subcommittee met on July 12, 2012 to review and update items related to the LCME Action Plan related to the following standards.

### IS-11

**Finding: The medical school leadership at the dean and department chair levels has, in general, been in place for a significant period. There is no obvious succession planning underway at the institutional level.**

1. Create succession plan for the Dean
  - a. New Dean Dr. Joseph Shapiro, MD (July 1, 2012)
  - b. Confidential emergency succession list kept in dean's office (Confirmed)
2. Create succession plan for Chairs
  - a. Chairs with succession plans created and reviewed by the Dean (email 7/12/12)
3. Create faculty development opportunities in academic leadership and succession planning
  - a. At least 1 additional faculty member in each department will attend a national leadership course (email 7/12/12)

### ER-6/MS-37

**Finding: The increase in class size has placed strains on infrastructure and some resources for the educational programs. Concerns were raised by students that the patient volume at the VA Medical Center was insufficient due to the increasing number of learners. Students noted that study space was inadequate or marginal in some facilities.**

1. Assess 3<sup>rd</sup> and 4<sup>th</sup> year evaluations for 2011-2012 to see if valid continuing concern at VA location
  - a. Hold focus groups if necessary to explore concern in more details in meetings.
2. Examine the possibility of reconfiguring the Lewis Computer Center to provide an additional 10-12 study spaces.
  - a. Reconfiguration and upgrades to the Health Science Library were completed in June 2012.
3. Explore use of 16<sup>th</sup> street IT building for evening study from 5-11
  - a. Dr. Veitia is creating a website for students summarizing the available student study spaces.
4. Reconfigure furniture in Year 2 teaching floor of Erma Ora Byrd building to accommodate a greater number of students.
  - a. Reconfiguration completed with temporary furniture, permanent furniture quote has been requested.

## Supporting Documents

July 12, 2012

Dear Chair,

One of the standards (IS-11) listed by the LCME in transition is shown below:

**Finding: The medical school leadership at the dean and department chair levels has, in general, been in place for a significant period. There is no obvious succession planning underway at the institutional level.**

Our Action Plan to address this transitional item for LCME can be found at the following link:  
[http://musom.marshall.edu/lcme/documents/IS11\\_ActionPlan.pdf](http://musom.marshall.edu/lcme/documents/IS11_ActionPlan.pdf)

We need you to provide updated documentation to the Office of Medical Education regarding the following items:

1. An updated description of your succession plan as Chair of the department.
2. A faculty member who will represent your department at a national leadership training event during 2012 and 2013 in order to strengthen the leadership potential within your department.

If you need assistance in identifying potential conferences to which you might send a faculty member, please contact Dr. Darshana Shah at [shah@marshall.edu](mailto:shah@marshall.edu) or 304.691.8639. One of the most well attended and regarded leadership conferences in the near future is the annual AAMC meeting November 2-7, 2012 in San Francisco, CA (<https://www.aamc.org/meetings/123136/2012-aamc-annual-meeting.html>).

**Please provide this information to the Office of Medical Education by July 30, 2012.**

Sincerely,

Aaron M. McGuffin, M.D.  
Senior Associate Dean for Medical Education  
Marshall University Joan C. Edwards School of Medicine  
[aaron.mcguffin@marshall.edu](mailto:aaron.mcguffin@marshall.edu)  
304-691-1709

cc:

Dr. Shapiro, Dean

Dr. Darshana Shah, Associate Dean Faculty Affairs & Professional Development

**Dzwonek, Brian R.**

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**From:** McGuffin, Aaron M.  
**Sent:** Friday, July 13, 2012 3:20 PM  
**To:** MUSOM ALL Faculty  
**Cc:** Shapiro, Joseph I.; Dzwonek, Brian R.; Smith, Amy M.; Webb, Wanda; Fletcher, Tami K; Bledsoe, Karen L; Bailey, David N; Veitia, Marie; Straub, Matt  
**Subject:** Mandatory Faculty Meeting to Discuss LCME August 2, 2012 5-6 pm in Harless Auditorium

**Importance:** High

Faculty,

Dr. Shapiro has requested for all faculty to be present for a meeting Thursday August 2<sup>nd</sup>, from 5:00-6:00 pm in the Harless Auditorium to discuss the LCME Action Plans.

All faculty will receive 1 hour of CME Credit for participating, therefore attendance will be taken.

AMM

Aaron M. McGuffin, M.D.  
Senior Associate Dean for Medical Education  
Marshall University School of Medicine  
Associate Professor Department of Pediatrics  
304-691-1790

**Dzwonek, Brian R.**

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**From:** McGuffin, Aaron M.  
**Sent:** Tuesday, July 03, 2012 2:33 PM  
**To:** MUSOM ALL Faculty; MUSOM ALL Medical Students; MUSOM ALL Residents; MUSOM Administrative Staff  
**Cc:** Shapiro, Joseph I.  
**Subject:** LCME Information- PLEASE READ  
  
**Importance:** High

All,

We are pleased to announce the establishment of our LCME Information page <http://musom.marshall.edu/lcme/>.

It is also accessible from a link located on the left column of the JCESOM home page.

Please take time to familiarize yourself with the information contained on this site.

You will receive periodic email updates from the JCESOM administration regarding updates on the webpage and notices of upcoming LCME faculty meetings.

Thanks to Brian Patton for his excellent and timely work on this site.

Please let me know if you have any comments or questions.

**The success of Marshall University Joan C. Edwards School of Medicine and our LCME accreditation depends upon effective participation from ALL of us!**

Aaron M. McGuffin, M.D.  
Senior Associate Dean for Medical Education  
Marshall University School of Medicine  
Associate Professor Department of Pediatrics  
304-691-1790

**Dzwonek, Brian R.**

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**From:** Dzwonek, Brian R.  
**Sent:** Wednesday, August 15, 2012 11:20 AM  
**To:** MUSOM ALL Faculty  
**Cc:** Shapiro, Joseph I.; Dzwonek, Brian R.; Smith, Amy M.; Webb, Wanda; Fletcher, Tami K; Bledsoe, Karen L; Bailey, David N; Veitia, Marie; Straub, Matt  
**Subject:** Mandatory Faculty Meeting to Discuss LCME September 5, 2012 5-6 pm in Harless Auditorium

Faculty,

Dr. Shapiro has requested for all faculty to be present for the following meetings to discuss the LCME Action Plans. All meetings will take place in the Harless Auditorium.

Wednesday September 5, 2012 5:00-6:00pm  
Thursday September 27, 2012 5:00-6:00pm  
Thursday October 25, 2012 5:00-6:00pm  
Thursday November 29, 2012 5:00-6:00pm

All faculty will receive 1 hour of CME Credit for participating, therefore attendance will be taken.

BD

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