



Tomorrow's Doctors, Tomorrow's Cures®

## **Minority Faculty Career Development Seminar**

Jointly sponsored by the Association of American Medical Colleges and Harvard Medical School,  
Department of Continuing Education

September 8 – 10, 2007  
Sonesta Hotel & Suites Coconut Grove, FL  
Coconut Grove (Miami), FL

Association of  
American Medical Colleges

# Agenda

## Saturday, September 8

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10:00 – 11:00 am	Optional Focus Group Sessions	<i>Biscayne Ballroom/Grove B</i>
11:00 am – 6:00 pm	Registration Open	<i>Meeting Foyer</i>
1:00 – 1:15 pm	<b>Welcome and Introductions</b>	<i>Biscayne Ballroom</i>
	Speakers:	
	<b>Charles Terrell, EdD</b> Vice President, Division of Diversity Policy and Programs Association of American Medical Colleges	
	<b>Lily May Johnson, MS</b> Manager, Division of Diversity Policy and Programs Association of American Medical Colleges	
	<b>Laura Castillo-Page, PhD</b> Assistant Vice President, Division of Diversity Policy and Programs Association of American Medical Colleges	
1:15 – 2:15 pm	<b>Session I</b>	<i>Biscayne Ballroom</i>
	<b>Being Faculty in the 21<sup>st</sup> Century</b>	
	Speaker:	
	<b>Christian Arbelaez, MD, MPH</b> Attending Physician Associate Director, Office for Minority Careers Brigham and Women’s Hospital	
	This presentation sets the stage for the entire meeting. The speaker will provide a broad overview about academic medicine and what is involved in being a faculty member in an academic medical center. The speaker will focus on the challenges minority faculty face and offer suggestions for overcoming these barriers/challenges. Special attention will be given to the changing environment (health care delivery and financing) and implications for faculty development.	
2:15 – 2:30 pm	Refreshment Break	<i>Meeting Foyer</i>

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**Saturday, September 8 (cont'd)**

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2:30 – 3:45 pm

**Session II***Biscayne Ballroom***Demystifying the Promotion Process**

Speaker:

**Laura Schweitzer, PhD**Chief Academic Officer  
Bassett Health Care

Promotion and tenure requirements, policies, and review practices often seem cloaked in secrecy. This workshop will assist participants in taking an active role in preparing for promotion review. Participants will learn how to uncover the criteria and evaluation procedures at their institutions, and how to prepare materials for submission that specifically address the criteria. They will have an opportunity to examine their own curricula vitae (CV) from the perspective of a promotions committee. Please review and bring a copy of your institution's promotion and tenure guidelines; be ready to discuss anticipated challenges. In addition, bring an updated copy of your CV.

3:45 – 5:00 pm

**Session III***Biscayne Ballroom***Academic Advancement on the Educator Track**

Speaker:

**Denice Cora-Bramble, MD, MBA**Executive Director  
Goldberg Center for Community Pediatric Health  
Children's National Medical Center

During this interactive workshop, participants will learn to develop an educator's portfolio that can be submitted to an Appointment, Promotions and Tenure (APT) committee. Specific portfolio building opportunities will be discussed with an emphasis on the development of tangible curricular and other educational products. The workshop leader will share her own portfolio which was recently and successfully used for promotion to full professor. Finally, professional development opportunities for aspiring or current educators will be discussed. Please bring your educational materials, curricula and teaching evaluations to receive portfolio-building feedback and suggestions.

**Saturday, September 8 (cont'd)**

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5:00 – 6:15 pm      **Group Activity for Sessions II and III**      *Biscayne Ballroom*

Following sessions I and II participants will have an opportunity to engage in a group activity and obtain feedback on their curricula vitae, promotion and tenure guidelines, and portfolio materials.

6:30 pm      Dinner on your own

**Sunday, September 9**

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7:30 am – 5:00 pm      Registration Open      *Meeting Foyer*

8:00 – 9:00 am      Continental Breakfast      *Grove Ballroom*

9:00 am – 12:00 pm      **Session IV**  
**Mentoring: Finding a Mentor, Being a Mentor, Developing Professional Networks, and Collaborative Support**

Speaker:

**Carol J. Scott, MD, MEd, FACEP**  
 Consultant  
 The Corporate Doctor

The right mentor can help advance an academic career. However, if you do not have a mentor, finding one and developing that special relationship can seem impossible. The challenges are especially great for minority faculty. This workshop will explore the issues related to mentoring and to being mentored. It will also focus on issues of networking concerns and building professional relationships.

12:00 – 2:00 pm      Luncheon and Break      *Grove Ballroom*

2:00 – 4:00 pm      **Session V**  
**Developing Your Negotiating Skills**      *Biscayne Ballroom*

Speaker:

**Jeanette E. South-Paul, MD**  
 Andrew W. Mathieson Professor and Chair  
 Department of Family Medicine  
 University of Pittsburgh School of Medicine

**Sunday, September 9 (cont'd)**

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Leaders in academic medicine must be effective negotiators to achieve their goals. A variety of simulation exercises will be used to give participants an opportunity to assess, improve, and use their skills to succeed in an academic environment.

4:00 – 4:15 pm Refreshment Break *Meeting Foyer*

4:15 – 6:00 pm **Session VI** *Biscayne Ballroom*

**Effective Presentation Skills and Use of PowerPoint Slides**

Speaker:

**Eugene A. Trowers, Jr., MD, MPH, FACP**  
 Florida State University College of Medicine  
 Assistant Dean for Diversity & Outreach  
 Director, BRIDGE Program  
 Clerkship Director, Internal Medicine

**Brief description:** *An interactive session which will highlight public speaking techniques which are commonly employed in academic and public settings.*

**Introduction:**

As a medical school faculty member you are called upon to deliver a Grand Rounds lecture or present your committee findings during an unscheduled press conference. How should you proceed?

**Outline:**

- I. Objectives
  - A. To become a more confident public speaker
  - B. To communicate more effectively
  - C. To motivate, instruct and involve the audience
  - D. To utilize PowerPoint effectively
  - E. To cite appropriate references
  
- II. In order to accomplish the above objectives, the seminar will be conducted as follows
  - A. Video of what not to do when delivering a Grand Rounds talk.
  - B. Attendees critique of film clip
  - C. PowerPoint: *Effective Professional Presentation Skills*
    - 1. Introduce topic and all speakers
    - 2. State the objectives
    - 3. Motivate

**Sunday, September 9 (cont'd)**

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- 4. Present the material
- 5. Include major web sites
- 6. Review at the end
- 7. Assess audience understanding
  - D. Extemporaneous speaking exercise
  - E. *Effective Use of PowerPoint: The Good, the Bad and the Ugly*
- III. Questions?
- IV. Assessment of session

6:00 – 6:30 pm      Break

6:30 – 7:30 pm      **Reception**      *Grove View Terrace*

Local medical school deans, minority affairs officers, faculty and senior administrators of the medical school community will be invited to meet and network with participants. This is also an opportunity for junior faculty participants to meet prospective mentors.

7:30 – 9:00 pm      **Dinner**      *Biscayne Ballroom*

“Maintaining Personal Balance”

Speaker:

**Kendall Marvin Campbell, M.D.**  
 Assistant Dean  
 Office of Minority Affairs  
 Assistant Professor Community Health and Family Medicine  
 University of Florida College of Medicine

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**Monday, September 10**

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7:00 am – 1:00 pm	Registration Open	<i>Meeting Foyer</i>
7:30 – 9:00 am	Continental Breakfast	<i>Grove Ballroom</i>
9:00 – 11:30 am	<b>Sessions VII</b>	<i>Biscayne Ballroom</i>

**Successful Medical Research Models: Opportunities in Academic Research****Speaker:****Kay Johnson Graham**

Targeted Outreach and Recruitment Program Manager  
Office of Equal Opportunity and Diversity Management  
National Institutes of Health

**Nilda (Nena) Peragallo, DrPH, RN, FAAN**

Dean and Professor  
University of Miami

**Background and Purpose:**

The National Institutes of Health (NIH) serves as the primary Federal agency for conducting and supporting outstanding medical research. Composed of 27 Institutes and Centers, the NIH provides leadership and financial support to researchers in every state and throughout the world. The NIH's major goal is to advance significantly the Nation's capacity to protect and improve health.

One of the primary focus areas is to promote and facilitate training and funding opportunities so that faculty, postdoctoral fellows, and student trainees may pursue and advance research to its fullest extent. To this end, the Outreach and Recruitment Branch of the NIH's Diversity Office seeks to partner and inform candidates on research opportunities by promoting partnerships with individuals, organizations, societies, and institutions primarily with a focus on increasing the participation of underrepresented minorities and women in medical research, as well as promoting research collaboration.

**The NIH workshop will:**

- Showcase successful models in academic medicine to reduce the burden, incidence, and prevalence of disease in underserved and minority communities.
- Present NIH research funding and training opportunities for faculty

- Demonstrate how to access your individual and institutional research capability to successfully advance and secure a winning grant proposal as well as intramural opportunities.

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**Monday, September 10 (cont'd)**

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11:30 – 11:45 am      Break and Hotel Check-Out

11:45 am – 1:15 pm      **Session VIII** *Biscayne Ballroom*

**Scholarly Publishing, Some Tips for Success**

Speaker:

**Ann Steinecke, Ph.D.**

Senior Research Associate, Division of Diversity Policy and Programs  
Former Deputy Editor, Academic Medicine  
Association of American Medical Colleges

Scholarly publishing is an essential component of faculty development. It enables scholars to disseminate findings and ideas to a wide audience, and the contribution to the published literature is a key criterion in promotion and evaluation decisions. With high submission and low acceptance rates at most scholarly journals, how can scholars improve their chances of having an article accepted? This session will present an overview of the review and publication processes and suggest techniques for writing clear, concise, and interesting composition. We will discuss choosing the appropriate journal, the essential components of a research report, and tips for improving writing.

1:30 – 2:30 pm      **Closing Lunch and Wrap Up** *Grove Ballroom*

Speaker:

**Charles Terrell, EdD**

Vice President  
Division of Diversity Policy and Programs  
Association of American Medical Colleges