

2005 SGEA/SGSA JOINT ANNUAL MEETING

"COLLABORATION AND COOPERATION ACROSS THE
CONTINUUM OF MEDICAL EDUCATION

April 7-10, 2005
Winston Salem, North Carolina
Adam's Mark Hotel



Sponsored Cooperatively by the North Carolina Medical Schools:
Wake Forest University
University of North Carolina, Chapel Hill
Duke University
Brody School of Medicine at East Carolina University

WELCOME

Educators, student services professionals, and medical students:

You are cordially invited to attend the 2005 joint Spring meeting of AAMC Southern Region's Group on Educational Affairs, Group on Student Affairs, GSA-Minority Affairs Section, and the Organization of Student Representatives. The meeting will be held Thursday, April 7 through Sunday, April 10 at the Adam's Mark hotel in Winston Salem, North Carolina. The hotel is in the process of being renovated and will become a Marriott hotel around the time of the meeting. Host schools include Wake Forest University, University of North Carolina at Chapel Hill, Duke University, and Brody School of Medicine at East Carolina.

Pre-conference workshops will be held on Thursday afternoon to develop practical and useful skills. The Southern Medical Association will again be sponsoring an all-day meeting on Thursday as they did at last year's meeting in Savannah.

The meeting will begin on Thursday evening with Dr. Jordan Cohen, President of AAMC as the keynote speaker. On Friday morning Dr. Wayne Sotile noted for his presentations about stress on physicians and their family, will be the featured speaker. The meeting will provide a range of topics of interest to those involved with medical education and student affairs and services. The range of session formats will span from the platform presentations of peer-reviewed research and evaluation studies to informal roundtable discussions during breakfast. A large portion of the program schedule will be devoted to small group discussions chosen from proposals submitted by participants. The small group discussion formats will include variations on discussion of an issue by representatives from multiple institutions, collaborations among multiple interests in the same school, or discussions of lessons learned from resolution of a challenge to improve student services or the curriculum. All sessions will be open to all meeting attendees. A gala banquet and entertainment will be presented on Friday evening. Optional tours to attractions and sights around Winston Salem will be available Saturday afternoon and evening.

Enclosed is the call for proposals and request for reviewers. This call and detailed submission instructions will be posted on the SGEA meeting website:

<http://www.som.tulane.edu/sgea/>

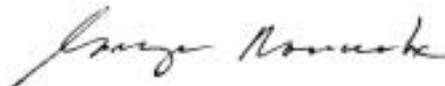
All proposal submissions must be submitted electronically; paper submissions will not be accepted. The closing date for proposal submissions is Monday, December 20, 2004.

We are delighted to have this opportunity to host the 2005 joint meeting of educators, student service professionals and students in the Southern Region of the AAMC.

Sincerely,



Donald J. Kenney, Ph.D.
SGSA 2005 Planning Committee



George Nowacek, Ph.D.
SGEA 2005 Planning Committee

CALL FOR PROPOSALS

DEADLINE FOR PROPOSAL SUBMISSIONS IS MONDAY, DECEMBER 20, 2004

There are four general session formats for which proposals can be submitted:

- Oral presentations
- Small Group Discussions (3 formats)
- Posters
- Round Table Breakfast Discussions

Each session format is described in detail on the following pages, to include a general description, the proposal sections, and the review criteria.

Proposals must be prepared and submitted electronically as a document in a file format of plain text (.txt), rich text format (.rtf), Adobe (.pdf) or MS Word (.doc). Other file formats will not be accepted. Author and presenter information will be entered when the proposal is submitted on-line

General specifications for all proposal formats include:

- A 75-word abstract of the session that will be printed in the program
- Session format designation (Oral presentation, Small Group Discussion, Poster, Round Table Discussion)
- Session length of 45 or 90 minutes must be specified for Small Group Discussions
- Proposal description following format specified for each session type (see below.)

ALL PROPOSALS MUST BE SUBMITTED ON-LINE AT THE FOLLOWING ADDRESS:

<http://www.mededu.miami.edu/SGEA2004/proposals>

An acknowledgement of receipt of your proposal will be sent via email within 48 hours of submission. If acknowledgement is not received, contact gnowacek@wfubmc.edu (336/716-3587).

Letters of acceptance will be mailed to the primary author.

DEADLINE FOR PROPOSAL SUBMISSIONS IS MONDAY, DECEMBER 20, 2004

SESSION TYPES FOR PROPOSAL SUBMISSION

ORAL PRESENTATIONS

The oral presentation is the traditional platform presentation of a research or evaluation project, completed or in progress. The format consists of a 15-minute presentation of the background, methods, results and discussion or conclusion with time for questions and discussion with the audience.

Review Criteria:

Clarity of proposal (background, methods, results, discussion)

Problem statement, conceptual organization

Design of study

Data collection and analysis

Soundness of conclusions

Proposal Format: (Limit 800 words)

Title

Background

Methods

Results

Discussion/Conclusions

Abstract (75 words, not included in 800)

POSTERS

A poster is a visual presentation of a project, research study, innovative program or other structured experience to communicate to others with an interest in the topic. A display of the program or experience will be attached to a 4' by 6' vertical poster-board that will be provided at the meeting and will remain available for viewing for most of the meeting. Authors will be expected to accompany their poster during the reception on Thursday evening.

Proposal Format: (200 words or less)

Title

Project/Program Description

Abstract (75 words, not included in 200)

SMALL GROUP DISCUSSION(S)

The small group discussion (SGD) is intended to bring together people with an interest in specific topic, to better understand the challenge of the topic, or to learn from the experience of others who have addressed the problem and have a solution. The sessions are usually scheduled in a space that permits only limited participants in order to promote discussion. There are three small group discussion formats described below that emphasize different combinations of presenters, all intended to be highly interactive sessions. A common organizational principle is the use of three presenters, either from different medical schools, or from the same school but from different interest group areas of GEA, GSA, MAS or OSR.

A. SGD:Issues or Problem (Different perspectives on the issue) (90 minute session)

This format is the typical GEA/GSA small group discussion at the annual AAMC meeting. The session focuses on a problem or issue for which there is not a single or obvious solution but one that is important for students or the curriculum. The presenters are expected to be from different medical schools and bring their unique experiences and organizational arrangements to the session.

Examples of titles for this session might be:

How can PDAs best be used in the clinical setting.

Is it possible, really, to have a secure test item bank.

Integrating geriatrics education across the curriculum: When and how?

Review Criteria:

Timeliness and Interest Potential

Clarity of Proposal (Description, Objectives, Questions, Format)

Appropriateness (Format, Content, Interactive, Presenters)

Experience/Expertise of Presenters

Proposal Format: (400 words or less)

Title

Description of Issue and Rationale

Session Objectives

Questions for Discussion (common questions for each presenter to address)

Session Format (sequence and timing of session events)

Presenters (name, title, institution, experience)

Abstract (75 words, not included in 400)

B. SGD:Lessons Learned (Unique solutions to challenges) (45 or 90 minute session)

This format presents a problem or issue that a school, or multiple schools, had to resolve, and what was done to address the problem and the solution or resolution of it. Proposals for this format are expected to have three representatives that offer different perspectives to the solution and their unique contribution to the solution. The three presenters can be from the same school or (preferably) from different medical schools.

Examples of titles for this format might be:

- Developing an end-of-clerkship OSCE with minimal resources.
- Making maximum use of a standardized patient program.
- Remediating clinical skills: Maximum use of minimal faculty time.
- Mentoring programs that really work.

Review Criteria:

- Timeliness and Interest Potential
- Clarity of Proposal (Description, Objectives, Questions, Format)
- Appropriateness (Format, Content, Interactive, Presenters)
- Experience/Expertise of Presenters

Proposal Format: (400 words or less)

- Title**
- Description of Challenge/Problem**
- Session Objectives**
- Session Format** (sequence and timing of session events)
- Presenters** (name, title, institution, experience)
- Abstract** (75 words, not included in 400)
- Session Length** 45-minutes 90-minutes

C. SGD:Collaborations among GEA, GSA, OSR, MAS (45 or 90 minute session)

The unique aspect of this format is the opportunity for presenters from the same medical school to present and discuss a project or program that required (or benefited from) collaboration among representatives with different primary interests (GEA, GSA, OSR, MAS). The project or program is one that benefited students, the curriculum, the medical school, or the community. Proposals for this format will expect to have representatives from at least 3 of the groups.

Examples of titles for this format might be:

- What is the optimal time to schedule exams?
- How class rank is calculated across all years of the curriculum.
- Issues of student participation in surveys and questionnaires for curriculum evaluation.
- Student involvement and input: How to get it and how to use it.

C. SGD (cont): Collaborations among GEA, GSA, OSR, MAS

Review Criteria:

Timeliness and Interest Potential
Clarity of Proposal (Description, Objectives, Questions, Format)
Appropriateness (Format, Content, Interactive, Presenters)
Experience/Expertise of Presenters

Proposal Format: (400 words or less)

Title
Description of Collaboration
Session Objectives
Session Format (sequence and timing of session events)
Presenters (name, title, institution, experience)
Abstract (75 words, not included in 400)
Session Length 45-minutes 90-minutes

BREAKFAST ROUNDTABLE DISCUSSIONS

The roundtable discussions will be conducted for 60 minutes during breakfast at prescribed tables. A round table discussion is a brief presentation and/or moderation of a discussion by a single author on a specific topic of interest. Handouts are expected to be available that summarize the essential points of the topic and serves to initiate questions and discussion by participants. The format is informal and untimed to allow participants to move between tables as discussions will be ongoing during the scheduled time.

Examples of titles of roundtable discussions might be:

Women's Health Education in the Curriculum.
Academic Support for Students: Who and How?
Problem Tutors in Problem-Based Learning.
A Collaborative Approach to Faculty Development.
Mentoring with new and 'seasoned' professionals.

Review Criteria:

Timeliness and Interest Potential
Clarity of Proposal (Description, Goals)
Appropriateness (Format, Content, Interaction)

Proposal Format: (400 words or less)

Title
Audience (Who do you expect to attend this discussion?)
Goal (What do you expect participants to learn?)
Discussion Triggers (What questions or methods will be used to promote discussion among participants?)
Topic Description
Abstract (75 words, not included in 400)

REQUEST FOR REVIEWERS

The success of the meeting depends in large part on the quality of the sessions and determining the quality of the sessions requires multiple reviewers experienced in the topic of the session.

You are invited to serve as a reviewer of session proposals by completing the form below. The proposals will be reviewed during January, 2005. Please return the completed form by December 1, 2004.

✂-----

Name: _____

Institution: _____

E-mail address: _____

Phone number: _____ FAX number: _____

Member of: SGSA SGEA SMAS SOSR

Areas of experience to review proposals in the following topics (check all that apply)

<input type="checkbox"/> Curriculum Design / Evaluation	<input type="checkbox"/> Admissions
<input type="checkbox"/> Faculty Development	<input type="checkbox"/> Student Records
<input type="checkbox"/> Clinical Skills Instruction / Evaluation	<input type="checkbox"/> Financial Aid
<input type="checkbox"/> Student Testing / Assessment	<input type="checkbox"/> Minority Affairs
<input type="checkbox"/> Professionalism	<input type="checkbox"/> Student Services
<input type="checkbox"/> Technology in Instruction / Evaluation	<input type="checkbox"/> Other _____
<input type="checkbox"/> Small Group Teaching Skills	
<input type="checkbox"/> Other _____	

FAX, mail, or email form to:

George Nowacek, Ph.D.
Wake Forest University School of Medicine
Office of Medical Education
Medical Center Boulevard
Winston Salem, NC 27157
FAX: (336) 716-0613
Email: gnowacek@wfubmc.edu

CALL FOR MENTORS

The 2005 SGEA Mentor Program

This is the fifth year of the SGEA mentor program. The mentor program links individuals who have proposals needing revisions with mentors who can assist them. The proposal author will be given a mentor's name and must contact the mentor who will assist them with revisions. The proposal then can be resubmitted for further consideration by the planning committee. We believe this program will strengthen the content of the SGEA meeting.

JANUARY 12 to JANUARY 26, 2005 is the principal window of commitment for mentors. An author will contact a mentor after January 12 and the revised abstract must be resubmitted to the conference planners by January 26. Each mentor will be assigned only one person. The mentor's commitment is to help revise the proposal. Further collaboration or assistance is up to the pair involved. We do not know how many mentors we will need so we would like to have as many names as possible to best match the author and mentor. This is a great opportunity to help fellow medical educators. We hope that you will consider contributing to the SGEA mission by serving as a mentor.

If you are interested in serving as a mentor, please complete the form and mail or fax it to RIME section chair, Dr. Kyle Rarey.



Mentor for 2005 SGEA Proposals

Name: _____

E-mail address: _____

Phone: _____ FAX: _____

Areas of interest and expertise (please check all that apply)

<input type="checkbox"/> Undergraduate Med Ed	<input type="checkbox"/> Graduate Med Ed	<input type="checkbox"/> Continuing Med Ed
<input type="checkbox"/> Research in Med Ed	<input type="checkbox"/> Education Technology	<input type="checkbox"/> Curriculum Development
<input type="checkbox"/> Faculty Development	<input type="checkbox"/> Organization Development	<input type="checkbox"/> Program Evaluation
<input type="checkbox"/> Research	<input type="checkbox"/> Student Assessment	<input type="checkbox"/> Teaching & Learning
<input type="checkbox"/> Other (specify)		

Send to: Kyle Rarey, Ph.D.
Associate Dean of Program Evaluation & Development
University of Florida School of Medicine, Gainesville, FL 32610
FAX: 352-392-4852
E-Mail: rarey@dean.med.ufl.edu

MEDICAL EDUCATION SCHOLARSHIP AWARD (MESA)

AAMC-Southern Group on Education Affairs

What is MESA?

MESA was established in 2003 by the AAMC-Southern Group on Educational Affairs (SGEA) to promote and recognize achievements in educational scholarship that are demonstrated by active members of this organization. The MESA consists of three peer-reviewed awards to facilitate ongoing professional development and involvement in scholarly educational activities throughout members' academic careers. Each award is described briefly in this announcement and a complete description of criteria and procedures are available on the SGEA website (see bottom of this announcement).

Promising Medical Education Scholar

This annual award is designed to encourage first-time participants at the Annual SGEA Meeting become and remain actively engaged in medical education scholarship and the SGEA. Individuals must be primary/first authors and first-time presenters from the SGEA region and may self-nominate/apply for this award as part of their web-based proposal submission. The award recipient will be selected through a peer-review process of the proposal and presentation at the 2005 meeting and recognized at the Business Meeting of the 2006 annual meeting.

Outstanding Presentation Award

This annual award recognizes the most outstanding medical education presentation at the Annual SGEA Meeting. SGEA members may self-nominate/apply for this award as part of their web-based proposal submission. The award recipient will be selected through a peer review process of the proposal and presentation at the 2005 meeting and recognized at the Business Meeting of the 2006 annual meeting.

Medical Education Scholarship Career Award

This biennial award recognizes a faculty member in the SGEA who has demonstrated an ongoing commitment and distinguished record of educational scholarship and involvement in enhancing medical education and educational scholarship during his/her career, within and beyond the SGEA. Eligible individuals are peer-nominated using the process and materials included in the program description available on the SGEA website. The **deadline** for receipt of nominations for the 2005 award is **December 20, 2004**. Send your nomination to Dr. Sheila Chauvin (schauv@lsuhsc.edu). The first award will be selected at the 2005 meeting. The award recipient will be invited to present an Invited Address at the 2006 annual meeting.

Who is eligible for MESA?

SGEA members who are affiliated with one or more of the 42 medical schools located in the SGEA region and, except for the Promising Educator Award, have attended at least one of the SGEA meetings in the previous three years.

How does one apply/nominate for the MESA?

Applications/Nominations for the Medical Education Scholarship Awards are solicited each year in conjunction with the annual meeting Call for Proposals. Complete information is available on the SGEA website

How are award recipients selected and recognized?

The selection of award recipients is completed by a MESA selection committee appointed by the SGEA Steering Committee. Recipients of the awards are recognized at the annual business meeting in the year following their selection. Award features are described in the program description on the SGEA website.

Complete details are included in the program description posted on the SGEA website <http://www.som.tulane.edu/sgea> Please contact Dr. Sheila Chauvin (schauv@lsuhsc.edu) if you have questions or desire additional information.

TENTATIVE PROGRAM SCHEDULE

Thursday, April 7

- Noon Conference Registration Opens
11:00 – 4:00 Pre-conference Workshops
AAMC/SGSA/SGEA/SMAS/SOSR
Technology/Vendor Exhibits
4:00 – 6:00 Welcome and Keynote Address
Dr. Jordan Cohen
6:00 – 8:00 Gala Reception and Posters

Friday, April 8

- 8:00 – 5:00 Posters and Vendor area open
8:00 – 9:00 Breakfast Buffet, Roundtable Discussions, SGEA SIG meetings
9:00 – 10:00 Featured Speaker
10:00 – 10:15 Break
10:15 – 11:45 Concurrent sessions
12:00 – 1:00 Lunch
1:00 – 2:00 AAMC Update (GEA, GSA, MAS)
2:00 – 2:15 Break
2:15 – 3:45 Concurrent sessions
3:45 – 4:00 Break
4:00 – 5:30 Concurrent sessions
6:00 – 9:00 Banquet and Entertainment

Saturday, April 9

- 8:00 – 5:00 Posters and Vendor area open
7:00 – 9:00 Breakfast buffet
7:00 – 8:00 SGEA Section Meetings
8:00 – 9:00 SGEA Business Meeting
9:00 – 10:30 Concurrent sessions
10:30 – 10:45 Break
10:45 – 12:00 Concurrent sessions
Noon SGEA Wrap-up and Adjournment
Afternoon Optional Tours for ALL participants

Sunday, April 10

- SGSA, SMAS, SOSR program continues --
8:00 – 9:00 Breakfast Roundtable discussions
9:00 – 10:30 Concurrent sessions
10:30 – 11:00 SGSA, SMAS, SOSR Wrap-up and Adjournment

SAVE THIS DATE!

SOUTHERN MEDICAL ASSOCIATION

The Southern Medical Association is sponsoring its second annual **one-day seminar** for GME educators **April 7, 2005** from 9 AM to 4 PM in conjunction with the SGEA/SGSA Annual Meeting at the conference hotel in Winston-Salem. The seminar provides a forum for representatives from the Southern Medical Association and the Southern AAMC region to collaborate and share information to improve the quality of graduate medical education. If you would like to submit ideas for topics, issues and speakers for this year's seminar, please email Dr. Franklin Medio at mediof@musc.edu or Lana Burwell at lburwell@sma.org by November 1, 2004.

SAVE THIS DATE!