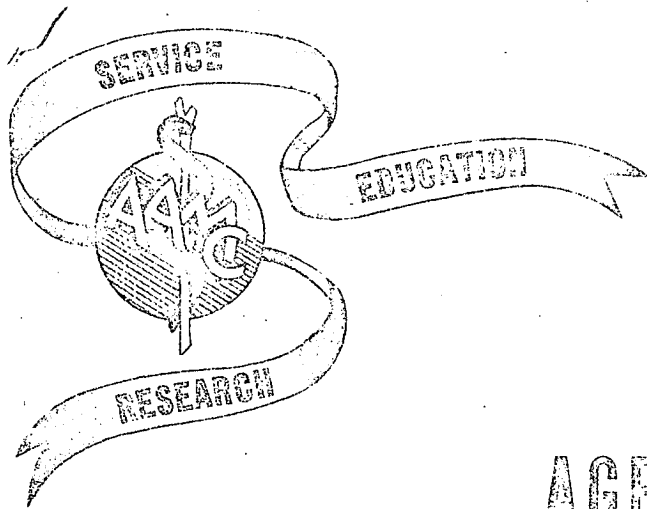


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AGENDA

FOR

ADMINISTRATIVE BOARD

of the

COUNCIL OF DEANS

December 18, 1969

Executive Room

7:30 A.M.

Dupont Plaza Hotel

Washington, D. C.

ASSOCIATION OF AMERICAN MEDICAL COLLEGES

1346 Connecticut Avenue

Washington, D. C.

ADMINISTRATIVE BOARD
of
COUNCIL OF DEANS

AGENDA

- I. Consideration of Minutes of September 16, 1969 Meeting
- II. Bylaws, Council of Deans
- III. Organization of Regional Meetings
- IV. Nursing Situation
- V. Appointment of Nominating Committee
- VI. Dates of Future Meetings
- VII. February Agenda Items

ASSOCIATION OF AMERICAN MEDICAL COLLEGES
MINUTES
ADMINISTRATIVE COMMITTEE OF THE COUNCIL OF DEANS

September 16, 1969

Mayflower Hotel
Washington, D.C.

Present: Committee Members

William G. Anlyan, presiding
Kenneth R. Crispell
Franklin G. Ebaugh
Robert H. Felix
Robert B. Howard
Charles C. Sprague

Also Present:

Barbara E. Bucci
John M. Danielson
Cheves McC. Smythe
J. Trevor Thomas
John A. D. Cooper

Absent: Carleton B. Chapman
Merlin K. DuVal
Robert J. Glaser

I. Call to Order

The meeting was called to order by Dean Anlyan at 4:00 P.M.

II. Minutes of Meeting of June 24, 1969

The minutes of the meeting of June 24 were accepted without change.

III. Progress Notes Regarding Items from the June 24 Minutes

Proposed Bylaws

Regional chairmen have been advised that this is an item for discussion at their regional meetings prior to the October 31 Council of Deans meeting in Cincinnati.

Letter from Student Health Organization

Dr. Cooper reported that the situation at the Medical College of South Carolina had been resolved. Dr. Cooper wrote to Mr. Lambert King, however, and stated that the Council of Teaching Hospitals had long supported publicly a minimum wage for all hospital employees.

Federal Health Dollars

Methods to coordinate more effectively the expenditure of the Federal Health Dollar were discussed. Three alternatives were considered: 1) an interagency coordinating committee, 2) the establishment of a Department

of Health, 3) the establishment of a Presidential Advisory Council on Health, with the Chairman of the Council serving as the President's Advisor on Health. There was a general feeling that the third alternative was preferable but the matters of function of the Council and the acceptance of the idea by the established Departments and Agencies and the type of individual who might be appointed must be weighed carefully. Senator Ribicoff has introduced a Bill to establish such a Council.

Markle Foundation

The Committee discussed Dean Anlyan's proposal to continue the identification and recognition of young faculty members with the discontinuation of the Markle Scholar Program. The possible role of the AAMC in sponsoring such a program was considered. There was no action taken on this item.

IV. Progress Notes Regarding Items from the May 9 Minutes

Consideration of Mechanisms for Supporting the Training of Medical Educators in Medical Schools

Agreement was expressed with the change in emphasis of the training grant programs from preparation of research scientists to the preparation of faculty members needed for the expansion of health manpower production.

Program Cost Analysis Study

Dr. Cooper reported that the study has been funded to refine the methods used and to extend the program from the original 7 schools to 14 - 20 schools.

Regional Meetings

The regional groups have been asked to consider two items prior to the AAMC annual meeting: 1) proposed bylaws; 2) Manson Meads report. There was discussion regarding the latter item and concern was expressed that if no definitive steps were taken shortly the Federal government may attempt to establish salary ceilings. Congressman Teague's request for salary information was brought up. Dean Anlyan proposed taking the matter up with Dick Hill, chairman of the Education Advisory Committee to the Veteran's Administration and reporting to the Executive Council.

V. Office of the Medical Director of the VA

There was discussion about this office and the contributions of Dr. Harold Engle to the VA - Medical School relationships.

VI. Student Attendance at AAMC Annual Meeting

Dr. Smythe reported that the Student Health Organization had been invited to have a speaker at the annual meeting, but that at the present SHO has still made no definite commitment. Three students are scheduled to speak at the annual meeting, however, and it is expected that at least 100 students will attend. Though there will be a registration fee for students there are open sessions Friday and Sunday nights which will be free of charge; both SAMA and SHO have been advised of the open sessions. It was felt that the Deans should be encouraged to bring one or two students to the meeting.

VII. Recommendation of New Institutional Members and Provisional Members

ACTION: On motion, seconded and carried, the Administrative Committee recommends for admission as institutional members: Brown University Division of Biological and Medical Sciences; University of Hawaii School of Medicine; Michigan State University College of Human Medicine.

ACTION: On motion, seconded and carried, the Administrative Committee recommends for provisional membership: University of Arizona College of Medicine; University of California, Davis, School of Medicine; University of California, San Diego, School of Medicine; University of Connecticut School of Medicine; University of Massachusetts School of Medicine; Mount Sinai School of Medicine of the City University of New York; Pennsylvania State University College of Medicine, The Milton S. Hershey Medical Center; University of Texas Medical School at San Antonio.

ACTION: On motion, seconded and carried, the Administrative Committee recommended for provisional institutional membership: Louisiana State University School of Medicine at Shreveport and the Medical College of Ohio at Toledo.

Questions have been raised about membership in the Association of Canadian medical schools that are not qualified for full affiliate institutional membership. It was agreed that such schools could be handled in a similar way to U.S. schools.

ACTION: On motion, seconded and carried, the Administrative Committee elected to support the concept of "provisional affiliate institutional members" within the AAMC.

If the Association elects to adopt such a category of membership (i.e., provisional affiliate institutional members) the following schools would probably be considered for such membership: McMaster University Faculty of Medicine; The University of Sherbrooke Faculty of Medicine; Memorial University School of Medicine - all in Canada.

VIII. Dr. William Jordan Letter Re Nursing

In a letter Dr. Jordan raised the question of the role of the registered nurse and its implications for the delivery of health services. Mr. Danielson agreed to look into the situation in greater depth and to report back to the Council of Deans.

IX. COTH Report

Mr. Danielson commented that the Council of Deans and the Council of Teaching Hospitals share the problem of Medicare. Dialogue continues with the Social Security Administration; a full report will be presented at the September 17 Executive Council meeting.

X. Agenda Items for COD Annual Meeting

Items mentioned for possible inclusion in the agenda: proposed bylaws; nominating committee; Manson Meads report; minimal standards criterion for reviewing schools. The Committee agreed that Dean Anlyan and Dr. Cooper be free to consider other items for the agenda and to finalize the agenda.

XI. Adjournment

The meeting was adjourned at 6:15 P.M.

BYLAWS OF THE COUNCIL OF DEANS
OF THE ASSOCIATION OF AMERICAN MEDICAL COLLEGES

Adopted October 31, 1969

The Council of Deans was established with the adoption of amended Articles of Incorporation and Bylaws of the Association of American Medical Colleges by the Institutional Membership on November 4, 1968.

Section 1. Name

The name of the organization shall be the Council of Deans of the Association of American Medical Colleges.

Section 2. Purpose

As stated in the Bylaws of the Association of American Medical Colleges (Section 11), the purpose of this Council shall be (a) to provide for special activities in important areas of medical education; (b) with the approval of the Executive Council to appoint standing committees and staff to develop, implement, and sustain program activity; (c) for the purposes of particular emphasis, need, or timeliness, to appoint ad hoc committees and study groups; (d) to develop facts and information; (e) to call national, regional, and local meetings for the presentation of papers and studies, discussion of issues, or decision as to a position to recommend related to a particular area of activity; (f) to recommend action to the Executive Council on matters of interest to the whole Association and concerning which the Association should consider developing a position; and (g) to report at least annually to the Assembly and to the Executive Council.

Section 3. Membership

a) Members of the Council of Deans shall be the deans of those medical schools and colleges which are members of the Association of American Medical Colleges as defined in the AAMC Bylaws: Institutional Members and Provisional Institutional Members. For the purposes of these Bylaws the dean shall be that individual who is charged by the institution with the direct responsibility for the operation of the school of medicine.

b) Voting rights in the Council of Deans shall be as defined in the AAMC Bylaws: each dean of a medical school or college which is an Institutional Member or a Provisional Institutional Member which has admitted its first class shall be entitled to cast 1 vote in the Council of Deans.

c) If a dean who is entitled to vote in the Council of Deans is unable to be present at a meeting, that individual whom he shall designate in writing to the Chairman shall exercise the privilege of voting for that dean at that specific meeting. A designation of a substitute shall require separate and written notification for each such meeting.

Section 4. Officers and Administrative Board

a) The officers of the Council of Deans shall be a Chairman and a Chairman-Elect. The Chairman shall be, ex-officio, a member of all committees of the Council of Deans.

b) The term of office of all officers shall be for one year. All officers shall serve until their successors are elected, provided, however, that the Chairman may not succeed himself until after at least one year has elapsed from the end of his term of office.

c) Officers will be elected annually at the time of the Annual Meeting of the Association of American Medical Colleges.

d) There shall be an Administrative Board composed of the Chairman, the Chairman-Elect, and 1 other member elected from the Council of Deans at the time of the Annual Meeting. It shall also include those deans who are elected as members of the Executive Council of the Association of American Medical Colleges.

e) If the Chairman is absent or unable to serve, the Chairman-Elect of the Council of Deans shall serve in his place and assume his functions. If the Chairman-Elect succeeds the Chairman before the expiration of his term of office, such service shall not disqualify the Chairman-Elect from serving a full term as Chairman.

f) The Chairman of the Council of Deans shall appoint a Nominating Committee of not less than 5 voting members of the Council who shall be chosen with due regard for regional representation. This Committee will solicit nominations from the voting members for elective positions vacant on the Executive Council and Administrative Board. From these nominations a slate will be drawn, with due regard for regional representation, and will be presented to the voting members of the Council of Deans at least two weeks before the Annual Meeting at which the elections will be held. Additional nominations may be made at the time of the meeting.

g) The Administrative Board shall be the executive committee to manage the affairs of the Council of Deans, to perform duties prescribed in the Bylaws, to carry out the policies established by the Council of Deans at its meetings, and to take any necessary interim action on behalf of the Council that is required. The actions of the Administrative Board shall be subject to ratification by the Council at its next regular meeting.

The Administrative Board shall also serve the Council of Deans as a Committee on Committees, with the Chairman-Elect serving as its Chairman when it so functions.

Section 5. Meetings, Quorums, and Parliamentary Procedure

- a) Regular meetings of the Council of Deans shall be held in conjunction with the AAMC Annual Meeting and with the AMA Congress on Medical Education.
- b) Special meetings may be called as set forth in the AAMC Bylaws.
- c) Regional meetings will be held at least twice annually as set forth in the Bylaws of the AAMC.
- d) A simple majority of the voting members shall constitute a quorum.
- e) Formal actions may be taken only at meetings at which a quorum is present. At such meetings decisions will be made by a majority of those present and voting.
- f) Where parliamentary procedure is at issue Robert's Rules of Order shall prevail.

Section 6. Operation and Relationships

- a) The Council of Deans shall report to the Executive Council of the AAMC and shall be represented on the Executive Council of the AAMC by members nominated by voting members of the Council of Deans.
- b) Creation of standing committees and any major actions shall be taken only after recommendation to and approval from the Executive Council of the AAMC.

Section 7. Amendments

These Bylaws may be altered, repealed, or amended, or new Bylaws adopted by a two-thirds vote of the voting members present and voting at any annual meeting of the membership of the Council of Deans for which thirty days' prior written notice of the Bylaws' change has been given, provided that the total number of the votes cast for the changes constitute a majority of the Council's membership.