

Item	Lead	Discussion	<i>Who does What by When</i>
Attendees		Jerry Youkey, Sandy Burns, April Buchanan, Paul Catalana, Bob Best, Rick Hodinka, Kristin Lacey, Susan Ward	Follow up
	Buchanan	<ul style="list-style-type: none"> Working on MSPE's for next year – strengths and weaknesses, narrative comments for class of 2018. Evaluate M1/M2 students – commendation, comments from IPM faculty Policy manual for USCSOM G. Currently we use some from USC but don't have a manual for all policies for USCSOM G. Kristin volunteered to work on this. 	
	Best	<ul style="list-style-type: none"> CME team on board. Retreat was held last week. Improve performance. National accreditation application should be completed by the end of June. Senior leadership council meeting next Thursday. Meetings currently held every other month on the 2nd Thursday. This may change once Dr. Sharkey is here. 	
	Hodinka	<ul style="list-style-type: none"> On site interview with anatomy candidate last week. She has been sent a draft offer letter. Discussed with her some of her questions over the weekend. She would be able to start in October. Rebecca Russ Sellers to be moved from GHS to USC. She has applied for the position in Behavioral Health – this has been an internal search Need to develop a research infrastructure serving the needs of the BMS faculty. A research strategy and policies need to be set up for research. Dr. Jauch from MUSC visited in early May regarding research collaboration. Susan Ward mentioned the PIVOT website that is a catalog of research grants. There are 2 faculty ending their terms at the end of June. Contracts have not been renewed 	
	Catalana	<ul style="list-style-type: none"> Incoming Class of 2021 will be 104 students plus 1 returning student. April mentioned there is one student that may have to repeat a course or possibly the year. 	
	Ward	<ul style="list-style-type: none"> Susan thanked Paul for getting students to help with meetings in Cashiers on May 19th and with Leighton Cabbage on May 26th. She asked that it be mentioned during orientation how helpful it is to have student ambassadors. 	
	Youkey	<ul style="list-style-type: none"> Dr. Youkey arrived late as he, Dr. Taylor, and Howell Clyborne were meeting with Lindsay Graham's chief of staff, Nick Myers. Started working on LCME response letter that is due August 15th. Target date to be finished with this is July 15th so everyone should be working on their parts of this document. ISA given to students and due June 5th. Need to communicate with students regarding confidentiality in the future so they understand the policy. 	

