



Tomorrow's Doctors, Tomorrow's Cures®

2008 Minority Faculty Career Development Seminar

September 12 – September 15, 2008
The Westin Alexandria
Alexandria, VA

Association of
American Medical Colleges

2008 Minority Faculty Career Development Seminar

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Agenda

Friday, September 12

- 4:00 – 7:00 pm Registration/Information
- 6:00 – 7:30 pm Opening Reception
- “Meet and Greet”*
 This is an opportunity to meet and network with fellow colleagues.
- 7:30 pm Dinner on your own

Saturday, September 13

- 8:00 – 8:45 am Continental Breakfast
- 9:00 – 9:15 am **Welcome and Introductions**
- Speakers:
- Charles Terrell, EdD**
 Chief Diversity Officer, Diversity Policy and Programs
 Association of American Medical Colleges
- Lily May Johnson, MS**
 Manager, Diversity Policy and Programs
 Association of American Medical Colleges
- Laura Castillo-Page, PhD**
 Assistant Vice President, Diversity Policy and Programs
 Association of American Medical Colleges
- 9:15 – 10:15 am **Session I**
Being Faculty in the 21st Century
- Speaker:
- Thomas D. Sequist, MD, MPH**
 Brigham and Women's Hospital
 Division of General Medicine
- This presentation sets the stage for the entire meeting. The speaker will provide a broad overview about academic medicine and what is involved in

Saturday, September 13 (cont'd)

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.

10:15 – 10:30 pm Refreshment Break

10:30 am – 12:30 pm **Session II**
Developing Your Negotiating Skills

Speaker:

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

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.

12:30 – 1:45 pm **Lunch**

1:45 – 3:15 pm **Session III**
Demystifying the Promotion Process

Speaker:

Laura Schweitzer, PhD
Chief Academic Officer
Mary Imogene Bassett Hospital

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.

3:15 – 3:30 pm **Refreshment Break**

Saturday, September 13 (cont'd)

3:30 – 5:00 pm

Session IV
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.

5:00 – 6:30 pm

Group Activity for Sessions III and IV
Following sessions III and IV 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 14

7:30 am – 5:00 pm Registration/Information Open

8:00 – 9:30 am **Continental Breakfast with Speaker**

Session VI
“Executive Coaching and Career Planning”

Speaker:

Clyde Evans, PhD
President
CE Consulting

Coaches provide one-on-one consultation about issues that a given individual is encountering at a particular moment. In addition to providing consultations tailored to what the individual wishes, coaches also help individuals address common issues such as: management challenges; leadership responsibilities; personality conflicts; being recruited to a new position; deciding whether to seek or apply for a new position; and negotiating a new position.

In this session, an introduction to strategic career planning and executive coaching will be presented. The presenter will draw upon 20+ years of experience to describe what coaching has to offer, how it operates, who should consider it, and under which circumstances.

9:30 – 11:30 am **Session VII**
Mentoring: Finding a Mentor, Being a Mentor, Developing Professional Networks, and Collaborative Support

Speaker:

Lisa Cooper, MD, MPH
Professor of Medicine, Epidemiology, and Health Policy & Management
Johns Hopkins Medical Institutions
Division of General Internal Medicine
Welch Center for Prevention, Epidemiology, and Clinical Research

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.

Sunday, September 14 (cont'd)

11:45 am – 1:30 pm Luncheon and Break

1:30 pm – 3:30 pm **Session VIII**
Clinical Investigation: Characteristics of Productive Researchers and Their Careers

Speaker:

Charles P. Mouton, MD, MS
Professor and Chair
Community and Family Medicine
Howard University College of Medicine (HUCM)

Opportunities for clinical investigators and funding have increased steadily over the last few years. NIH is providing several new programs and non-profit organizations have increased funding for translational research. This session will assist attendees in maximizing their opportunities for a successful career in clinical investigation.

3:30 pm – 3:45 pm Refreshment Break

3:45pm – 5:45 pm **Session IX**
Successful Grant Writing

Speaker:

Wendy Sanders, MA
Assistant Dean for Professional Development
University of Maryland School of Medicine

Learn how to write grant proposals that work. In this session, various aspects of successful grant writing will be discussed.

5:45 – 6:30 pm Break

6:30 – 8:00 pm **Dinner with Speaker**

Maintaining Personal Balance

Speaker:

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

Monday, September 15

7:00 am – 1:00 pm Registration/Information Open

7:30 – 9:00 am Continental Breakfast

9:15 – 11:15 am **Session X**
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

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.

11:15 -11:30 am **Break and Hotel Check-out**

11:30 am – 12:45 pm **Session XI**
Overview of the Agency for Health Care Research and Quality (AHRQ) and its Funding Priorities

Monday, September 15 (cont'd)

Speaker:

Francis D. Chesley, MD

Director, Extramural Research, Education and Priority Populations
Agency for Health Care Research and Quality

This session will involve discussions on The Agency for Health Care Research and Quality (AHRQ), its mission and funding priorities and how participants can successfully apply for their grants. AHRQ's mission is to improve quality, safety, efficiency, and effectiveness of health care for all Americans. Information from AHRQ's research helps people make more informed decisions and improve the quality of health care services. AHRQ was formerly known as the Agency for Health Care Policy and Research. AHRQ sponsors and conducts research that provides evidence-based information on health care outcomes; quality; and cost, use, and access.

12:45 – 2:00 pm

Closing Lunch and Wrap Up

Speaker:

Charles Terrell, EdD

Chief Diversity Officer, Diversity Policy and Programs
Association of American Medical Colleges

Meeting Facts

Location

The Westin Alexandria
400 Courthouse Square
Alexandria, VA 22314
Phone: 703-253-8600

<http://www.starwoodhotels.com/westin/>

The Westin Alexandria blends sophistication and elegance with the historic surroundings of Alexandria, VA. Located in the exclusive Carlyle section of Old Town Alexandria, the hotel is an oasis of personal, instinctive, and renewing comfort. Three blocks from the King Street metro station and Alexandria Amtrak station, five miles from Ronald Reagan National Airport, and eight miles from downtown Washington, DC, the hotel is ideally situated for your visit to the Washington/Alexandria area.

Registration Fees and Procedures

The registration fee covers meeting materials, five refreshment breaks, three continental breakfasts, three lunches, one reception and one dinner.

Registration Online: \$845.00

You may register online if paying by credit card (MasterCard, VISA or American Express). Please visit www.aamc.org/meetings. Online registration will close on **September 1, 2008**. **Note that there is a discounted rate if you register online.**

Registration by Fax or Mail: \$870.00

Please complete the registration form and return it to the Meetings Registrar as soon as possible. Credit card information (MasterCard, VISA or American Express), a check or an institutional purchase order must accompany this form. Registration forms received via fax must include credit card information or an institutional purchase order or your form will not be processed.

Registrations received with a purchase order will be accepted as a placeholder only. Actual payment must be received by August 29, 2008. If payment is not received by this date, your registration will be cancelled.

Payments from outside the U.S. must be made payable in U.S. funds through a U.S. bank. If you have any questions regarding registration, please contact Carlos La Torre at 202-828-0502 or clatorre@aamc.org.

Guest Registration Fee: \$85.00

The guest registration fee covers the dinner on Sunday, September 14. (The fee reflects the actual cost of attendance at these events.) Please note that guest badges are required at all functions; individuals without badges will not be admitted.

CME Credit Fee: \$50.00

Those participants wishing to earn CME credits for the meeting are required to pay an additional fee of \$50.00. CME participants will be required to complete an attendance verification form (available on-site) which determines the exact number of credits earned. Those participants who do not complete the form will not be eligible to earn CME credit. Certificates will be mailed after the meeting.

Cancellation Policies

If you need to cancel your registration for any of the fees noted above, please be aware of the deadline dates which have been highlighted and submit your written request which can be made by mail, fax or email to:

Carlos La Torre
Meeting Registrar
AAMC
2450 N Street, NW
Washington, DC 20037
F: 202/862-6160
[email address@aamc.org](mailto:email_address@aamc.org)

Registration Fee

Notice of cancellation must be received by our office in writing. Cancellations received by August 22, 2008 will be entitled to a full refund. Cancellations received between August 25, 2008 and September 5, 2008 will be assessed a \$100.00 processing fee. Cancellations received after September 6, 2008 will result in the forfeiture of the entire registration fee. Partial or full fees that have been forfeited will not be applied to subsequent years.

Guest Fee

Notice of cancellation must be received by our office in writing no later than September 5, 2008 in order to receive a full refund. Cancellations received after that time will result in forfeiture of the entire fee.

CME Credit Fee

Notice of cancellation must be received by our office in writing no later than September 11, 2008 in order to receive a full refund. Cancellations received after that time will result in forfeiture of the entire fee. Failure to complete the required verification form will not result in a refund.

Reservations and Room Rates

The room rate, which is subject to a tax of 10.5% plus \$1.00 per room per night, is:

\$179.00 Single/Double Occupancy

To make your hotel reservations please call (703) 253-8600. Be sure to identify yourself with the AAMC in order to receive the group rate. To confirm your reservation, a deposit equal to one night's room charge must accompany your reservation request. A check or major credit card will be accepted. **Reservations must be made prior to August 15, 2008.** Rooms held for this meeting will

be released on this date. Any reservation requests received after August 15, 2008 will be accepted only on a space available basis at the group rate. Please note that the room block may fill before August 15, 2008, so we encourage you to make your reservations early.

Cancellation of any guaranteed room reservation must be received by the hotel at least 24 hours prior to arrival to recover your deposit. Check-in time is 3:00 pm and check-out time is 12:00 Noon.

Continuing Medical Education Credit

Harvard Medical School is accredited by the Accreditation Council for Continuing Medical Education (ACCME) to provide continuing medical education for physicians.

Harvard Medical School designates this educational activity for a maximum of 19 AMA PRA Category 1 Credit(s)TM. Physicians should only claim credit commensurate with the extent of their participation in the activity.

Ground Transportation

The hotel is located 10 miles from Reagan National Airport. Taxi fare from the airport to the hotel is approximately \$15. The hotel also provides complimentary shuttle service from the King Street metro station (blue and yellow lines).

Rental Car

Hertz is offering the following special rates for this meeting:

Rates available from Washington, DC and Baltimore, MD from January 1 – December 31, 2008				
	CAR CLASS	Daily Per Day	Weekend Per Day	Weekly 5-7Days
A	ECONOMY 2DR	\$50.00	\$23.00	\$202.00
B	COMPACT 4 DR	\$55.00	\$26.00	\$218.00
C	MIDSIZE 2/4 DR	\$59.00	\$28.00	\$233.00
D	STANDARD 2/4DR	\$61.00	\$33.00	\$249.00
F	FULLSIZE 4DR	\$65.00	\$35.00	\$264.00
G	PREMIUM	\$70.00	\$40.00	\$274.00
I	TOWNCAR	\$97.00	\$73.00	\$440.00
L	4WD/AWD SUV	\$77.00	\$43.00	\$348.00
R	MINIVAN	\$87.00	\$67.00	\$372.00
U	CONVERTIBLE	\$84.00	\$65.00	\$364.00

Rates are based on roundtrip rentals. These rates are effective one week before and one week after the meeting dates and are subject to car availability. Government surcharges, taxes, tax reimbursement, airport related fees, vehicle licensing fees and optional items, such as refueling or

additional driver fees are extra. Standard rental conditions and qualifications apply. In the continental U.S., weekend rentals are available for pick-up between noon Thursday and noon Sunday and must be returned no later than Monday at 11:59 pm. Thursday pick-up requires a minimum three-day keep, Friday pick-up requires a minimum two-day keep, and Saturday and Sunday pick-up requires a minimum one-day keep. Weekly rentals are from five to seven days. Extra day rate for weekly rentals will be charged at 1/5 of the weekly rate. A “rental day” consists of a period of 24 consecutive hours, with each day starting at the time of the day the rental began. To reserve a car, call toll free 1-800-654-2240 or reserve online at hertz.com using the AAMC Discount Code: CV#02WZ0006.

Climate and Dress

The Washington, DC area is generally quite lovely in September. Excluding the chance of a seasonal thunderstorm days are usually sunny with high's in the 70's and 80's and evening lows only the 60's. The temperature of the meeting rooms may be somewhat warmer or cooler than you might expect. You are encouraged to wear layered outer clothing.

Local Attractions

Alexandria, VA is a wonderful location full of history, beauty, and great dining. Located just outside of Washington, DC you are only a few metro stops away from all of the tourist attractions our Nation's capital offers to visitors including, the U.S. Capitol, The White House, the numerous Smithsonian Museums, and many other destinations. Visit <http://www.washington.org/> for any and all information you could want about getting around Washington.

For more information on the treasures that Alexandria has to offer visit <http://visitalexandriava.com/> There you will the information on street fairs, live music, and a list of top-rated restaurants all within walking distance or a short cab ride from the hotel.

A Special Note for the Disabled

The Association of American Medical Colleges wishes to ensure that no individual with a disability is excluded, denied services, segregated or otherwise treated differently from other individuals because of the absence of auxiliary aids and services.

If you are in need of auxiliary aids or services, please contact Meghann Shinnars at 202-828-0047, or via e-mail at mshinnars@aamc.org.

Questions

For questions concerning registration procedures, please contact our Meetings Registrar, Carlos La Torre at 202-828-0502, or via e-mail at clatorre@aamc.org. For questions concerning the logistics of the meeting, please contact Meghann Shinnars at 202-828-0047, or via e-mail at mshinnars@aamc.org. For content and session questions, please contact Lily May Johnson at 202-828-0573, or via e-mail at lmjohnson@aamc.org.