Attending: Dr. Tassé, Brandon O’Hare, Dr. Fish, Dr. Lecavalier, Pat Cloppert, Dr. Rabidoux, Dr. Ratliff-Schaub, Ashley Lefeld, Dr. Witwer, Dr. Lawton, Dr. Havercamp, Dr. Benson, Karel Smith, Dr. Arnold.

Meeting convened at 8:30 a.m. - #243 McCampbell Hall

**Agenda**

Please be prepared to discuss new information from each program area:

- new personnel – name, job title, responsibilities, brief background (ALL)
- new initiatives/projects (ALL)
- upcoming events (ALL)

**Mission-Area UPDATES:**

- Education/Training (Paula)
- Service (Karen)
- Research (Mike)

**General Information (Tassé):**

- Bucks for Charity
- ADD Needs Assessment Survey
- Nisonger PAR

**Discussion:**

- McCampbell Hall Renovation and Space
- Performance Metrics
  - Clinic Revenues
  - Patients seem/appointments
  - Patient/consumer satisfaction
  - Contracts amounts
  - Grant dollars
  - Publications
  - Conference presentations

- Consumer satisfaction
Minutes

New Personnel:

- **Kyle Jamison** – temporary employee who will begin medical school next year; replaced Diana Boggs.
- **Ann Robinson** – LEND Program Assistant, brown bags and psych research forum, LEND event planning.

No new projects.

Events:

- **AUCD** – 11/6-11/9
- **Issue 22** – November 8th.
- **Ohio Sibs** – Columbus Mariott next weekend
- **OCALI** – Weds-fri 11/15-18, 15th exposition and movie at no charge.
- **Nov 16th Brown Bag** – Shawn McCandless; “Prader-Willi Syndrome: A New Paradigm for Treating Genetic Disease”
- **Shifting Perspectives**: Downs Syndrome exhibit at Dublin Arts Center through mid-December.

Mission Area Updates:

- **Education/Training**:
  - Catherine Lord to be rescheduled in January/February? Send potential presenters’ names to Paula.
  - LEND Trainee room needs to remain a quiet workspace.
- **Clinic**:
  - Meeting to configure clinical service support staff. Feel free to contact Karen with suggestions or additional questions. Looking at a potential MA who may be able to take vitals etc. but also clerical work… combined with a higher level ‘clinic manager’.
- **Research**:
  - Med Center (Clay Marsh’s office) is pulling together a resource document for grant applications. We will be contributing.

General Information:

- Ashley will be meeting with every PI for updates.
- Bucks for Charity: see Tamara – ends December 9th.
- ADD Needs Assessment Survey – Matt, Pat, Margo, Marc, Tiasha. Leadership should have received a list of questions, if you have particular information you want to be included in the 5 year plan – please respond. Survey completed by the end of this week. Printed survey to be distributed at Ohio SIBS conference (approximately 125 attendees).
• **Nisonger PAR:** revised email address to NisongerPAR@osumc.edu.
  o Issues with email accounts.
  o Shared Services Survey, data will be posted for review.
  o Dr. Jessica Hellings visit this Friday, November 4th.
  o Dr. Charles Lockwood (Dean COM). From Yale University with the charge of making the OSU Medical program one of the top 20. Increasing NIH funding and PI’s; how tenure is defined, increasing tenure clock from 6 years to 10 years and/or changing requirements for tenure. How will it affect clinical faculty vs. academic faculty, review of H index (publications/citations).

**Discussion:**

• McCampbell Hall renovation/space:
  o Space freeze during renovation that includes moving offices etc.
  o Clinic rooms will typically all look the same, one room will have a sink/exam table, other rooms will have a small table/4 chairs. There will be an area for toys...
  o Should one pair of the rooms have the doors right across from one another (ie. parents in one room, child in another?)
  o TTL moving up to 2<sup>nd</sup> floor into ½ space.
  o Testing closet 312/318 across from clinical space.
  o Will there be doors on 2<sup>nd</sup>/3<sup>rd</sup> floor separating North end?
  o Shredding Bins provided during the move ($75).

• Performance Metrics (add volume of trainees?) need Gene’s information/surveys.
  - Clinic revenues
  - Patients seen/appointments
  - Patient/consumer satisfaction
  - Contracts amounts
  - Grant dollars
  - Publications
  - Conference presentations

• Consumer Satisfaction
  o Programs can add items, please do not delete items.

Pam/Marc Gertz announcement of $100,000 gift to Nisonger in an endowment (ie. $4,000-$5,000 per year) to be used for ECE, Transitions, or as Directed by the Center.

*Meeting adjourned at 9:53 a.m.*
*Minutes respectfully submitted by Tamara J. Hager*