The following are action items that we as an institution will work on during the 2020-2021 academic school year:

**Dean Flynn**

**Goal #1: Inclusive Leadership Training**

*Leading with Effective Communication*

- **Directors Training Cohort**
  
  Note: Include Staff that supervise other SOM Employees

**Goal #2: Assess Gender Equity**—**Gender Equity Subcommittee of Diversity Standing Committee**

charged January 21, 2021

- **Composition of Women Faculty**

**Goal #3: DEI Annual Performance Evaluation**

- **Define DEI Performance Matrix**

**Staff**

**Goal #1: Communication**

*Digital Online Workspace - MS Teams*

- **SOM Organization Chart**
- **Staff Roster - Roles and Responsibilities — 2021-2022**

**Goal #2: Wellness**

- **Daily Zoom-Free Time - 1 hour per day**
  
  Note: Time of day to be managed by respective department manager

**Goal #3: Transparency**

- **Welcome and Departure Email-Faculty & Staff**

**Students**

**Goal #1: Communication**

*Policy and Procedures (Clarity, Precision, Fairness)*

- **Attendance Policy**
  
  - Preclinical Courses Phase I
  - Clinical Courses Phase 1-4

  **Note:**

  Completed for Phase I in Immersions July 2020, followed up in class meetings
  Completed for Clinical Courses in TLIC September 2020
- **Leave Policy**
  - Sick Leave
  - Parental Leave
  - Leave of Absence

**Academic Performance and Remediation Policy**
- Process and Time-Frame for Remediation
- Examination Policy-Definition of Exam Failure

  Note: Completed in assessment team meeting with class September 2020 ** (For both classes MD 2023 or MD2024)

**Time to Complete Degree**
- Absenteeism Time-Frame Necessitating Make-up

**Goal #2 Wellness**

**COVID-19 Pandemic Guidelines**
- COVID-19 Positive
- COVID-19 Exposed –Quarantine

**Return to Campus**
- Contact List of Responsible Staff/Faculty—Survey +
- Presence of pre-existing conditions e.g. allergies

  Note: Completed in email communication and in class meeting in September 2020 ** (For both classes MD 2023 or MD2024)

**Goal #3: Transparency**

**Anytime Evaluations**
- New Platform for MD2023
- Contact information (if student so chooses)
- Solicit Student Body Feedback Prior to Change & Implementation e.g.: curriculum

  Note: Class 2023 reminded at class meeting October 2020; able to include contact information
  Note: Monthly Class Meetings for class of 2023 and class of 2024 implemented Student senate organized, regularly meeting with leadership as well
Faculty

Goal #1: Improving Communication and Access to the information of the work of the SOM

*Increase Faculty Participation through Chair of Medical Education*
  - **Forums/Groups outside CCRS, CC, AES — add Chair of Medical Education**
    
    Note: Chair of Medical Education was added in October 2020 to the Class Meetings for Class of 2023 and Class of 2024
  - **Student Feedback Sessions/Town Hall — add Chair of Medical Education**

Goal #2: Transparency
  - **SOM Organizational Chart**
  - **Faculty/Coaches Roster-Roles and Responsibilities**

Note: SOM Organizational Chart will be complete 2020-2021
Note: Lunch and Learn - Role of Coaches: A Panel Discussion sponsored by Faculty Affairs completed on January 25, 2021.

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**Implementation Team Action Timeline**