Office of Faculty Development Department of Pediatrics
Mentor Committee Meeting  Guidance for Clinician Educator Faculty

You set the agenda and lead the meeting. Here is a suggested outline.

- Welcome, thank you
- Orient committee members
  - Share agenda and let the group know what you want, if anything specific, from them during the meeting.
  - Are there particular things you want the group to listen for/think about during the meeting?
  - Do you want overall advice/feedback?
  - Will you be framing questions for them as you go along?
- Scholarly Activity
  - Clinical projects
  - Quality improvement projects
  - Educational scholarship
  - Publications, posters, abstracts, workshops
  - Other areas of dissemination of scholarly activity
- Teaching (medical student, resident, fellow, faculty)
  - Didactics
    - Evaluations/feedback
  - Mentorship
    - Outcomes of mentees
  - Curriculum development
    - Evaluation of curriculum
    - Evidence of dissemination
- Leadership activities/opportunities
- Service
  - Regional/national society membership
  - Committee work
  - Administrative roles
  - Clinical service
- Awards/recognition
  - Teaching awards
  - Invited talks
- Allow time for open discussion (15 mins or so). As you know, there are lots of great ideas that get generated from those around the table.
- Take notes, or ask someone to do this for you.
- Sent a thank you to members afterwards, with a summary of your next steps.

A Mentor Committee Meeting Summary Form needs to be completed and submitted as indicated below:

- Submit one copy to your division director
- Submit one copy to Maggie Boss, Office of Faculty Development: maggie.boss@chp.edu