# **COORDINATOR DEVELOPMENT-APPRECIATION & CONFERENCE PLANNING (CDAP) COMMITTEE CHARTER**

# **MISSION:**

The Coordinator Development-Appreciation and Conference Planning committee is designed to gather input from members of our partnering institutions. To allow successful collaboration and meet our annual goals and initiatives.

# **PURPOSE:**

The Coordinator Development-Appreciation and Conference Planning Committee will organize and plan MMCGME’s annual conference for the Program Directors and Program Administrators (Coordinators and Education Managers). In addition, the committee will plan program coordinator appreciation events such as, but not limited to, program administrators’ day, gatherings/educational meetings, and other duties as needed.

# **MEMBERSHIP:**

The committee will consist of at least five members from various institutions who will bring their areas of expertise or interest to the group. The members can elect a committee chair; if a chair is not selected MMCGMEs director and staff will take on the chair and co-chair roles. The meetings will occur on the last Monday of every month from 3:00 pm to 4:00 pm, and additional meetings may be scheduled as needed.

# **AUTHORITY:**

The committee will make decisions and bring recommendations to the MMCGME Board. The committee will meet at least six times annually to successfully hit our goals.

# **RESPONSIBILITIES:**

The chair and co-chairs will facilitate the meetings, bring all recommendations to the Board, keep members up-to-date, and record and distribute meeting minutes. Committee members will bring forward their thoughts and ideas and assist with other tasks.

# **2023 COMMITTEE MEMBERS**

|  |  |  |
| --- | --- | --- |
| **NAME** | **TITLE** | **EMAIL ADDRESS** |
| **CHAIR:** Troy Taubenheim | Director - MMCGME | taube019@umn.edu |
| **CO-CHAIR:** Paris Fayerweather | Business Analyst - MMCGME | fayer002@umn.edu |
| **CO-CHAIR:** Cathy Johnson | Business Analyst - MMCGME | pergx003@umn.edu |
| Rossi Cannon | UMN-Neurology Administrator | bist0009@umn.edu |
| Susan Culican, MD, PhD | Associate Dean – GME | culican@umn.edu |
| Sarah Engstrom | Compliance and Administrative Coordinator - GME | s-engst@umn.edu |
| Kelly Grahek  | UMN-MED Administrator | grah0219@umn.edu |
| Debra Hanson | Mayo GME | hanson.debra@mayo.edu  |
| Katherine Hennan | UMN-IMED Administrator | kahennan@gmail.com; katherine.a.hennan@healthpartners.com |
| Carolyn Hildebrandt, MA, LP | Organizational Development Manager - GME | hilde308@umn.edu |
| Christy Illig | HR Generalist - GME | cillig@umn.edu |
| Gretchen Jackson | OHPE Supervisor - HP | gretchen87@gmail.com;gretchen.p.jackson@HealthPartners.com |
| Janice Basara Johnson  | UMN-MED Administrator | basa0038@umn.edu |
| Maia Knox | TRIA Administrator | maia.knox@tria.com |
| Janell Lopez | Administrator - UMMS | lope0165@umn.edu |
| Ali Peterson | Administrator - Children’s GME | ali.peterson@childrensmn.org |
| Molly Pierson | Accreditation Associate - GME | piersonn@umn.edu |
| Gao Lee Sheng | UMN-Psych Administrator | leex4474@umn.edu |
| Deborah Egger-Smith | UMN-OBGYN Administrator | egger016@umn.edu |
| Carol Sundberg | Director - GME | sundb001@umn.edu |
| Heather Woeste | Assistant Director of Compliance and Accreditation - GME | heather@umn.edu |

# **2023 PROPOSED MEETING DATES**

* Monday, January 30
* Monday, February 27
* Monday, March 27
* Monday, April 24
* Monday, May 22 - off-cycle due to University Observed Holiday
* Monday, June 26
* Monday, July 31
* Monday, August 28