

CURRICULUM VITAE

Richard Paul Wheeler, M.D., F.A.C.P.

Business Address: UAMS College of Medicine
4301 W. Markham, Slot 603
Little Rock, AR 72205

Education:

B.A., University of Arkansas, Fayetteville, Arkansas; Psychology, 1972.
M.D., University of Arkansas College of Medicine, Little Rock, Arkansas,
1976.

Experience:

1976-1977-Internship (Medicine), University of Arkansas for Medical
Sciences, Little Rock, Arkansas; Program Director-Dr.
Robert Abernathy.

1977-1979-Residency (Medicine), University of Arkansas for Medical
Sciences, Little Rock, Arkansas; Program Director-Drs.
George Ackerman and Peter Kohler.

1979-1980-Clinical Fellow in Nephrology, University of Arkansas for
Medical Sciences, Little Rock, Arkansas; Program
Director-Dr. Jules Puschett.

1980-1981-Chief Resident, Department of Medicine, University of
Arkansas for Medical Sciences, Little Rock, Arkansas.

1981-1982-Instructor and Research Fellow, Department of Medicine,
Division of Nephrology, University of Arkansas for
Medical Sciences, Little Rock, Arkansas; Program Director
(Nephrology Research Fellowship)-Dr. Jose Arruda.

1982-1983-Instructor, Department of Medicine Division of Nephrology,
University of Arkansas for Medical Sciences, Little Rock,
Arkansas.

1983-1984-Instructor, Department of Medicine; Director, Medicine Junior Clerkship, Department of Medicine; Director of Dialysis, Division of Nephrology, University of Arkansas for Medical Sciences, Little Rock, Arkansas.

1984-1985-Assistant Professor, Department of Medicine; Director, Medicine Junior Clerkship, Department of Medicine; Medical Director of Dialysis, Division of Nephrology, University of Arkansas for Medical Sciences, Little Rock, Arkansas.

1985-1987-Assistant Professor, Department of Medicine; Director, Medicine Junior Clerkship, Department of Medicine; Director, Sophomore Physical Diagnosis Course; Medical Director of Dialysis, Division of Nephrology, University of Arkansas for Medical Sciences, Little Rock, Arkansas.

1987-1988-Assistant Professor, Department of Medicine; Director, Medicine Junior Clerkship, Department of Medicine; Director, Sophomore Physical Diagnosis Course; Medical Director of Dialysis, Division of Nephrology; Assistant Dean for Undergraduate and Graduate Medical Education, University of Arkansas for Medical Sciences, Little Rock, Arkansas.

1988-1989-Assistant Professor, Department of Medicine; Program Director, Internal Medicine Residency Program, Department of Medicine; Director, Sophomore Physical Diagnosis Course; Medical Director of Dialysis, Division of Nephrology; Assistant Dean for Undergraduate and Graduate Medical Education, University of Arkansas for Medical Sciences, Little Rock, Arkansas.

1989- 1998-Associate Professor, Department of Medicine with tenure; Associate Dean, Student and Academic Affairs, University of Arkansas for Medical Sciences, Little Rock, Arkansas.

1998 - 2000-Professor, Department of Medicine; Associate Dean, Student and Academic Affairs, University of Arkansas for Medical Sciences, Little Rock, Arkansas

2000-----Professor, Department of Medicine; Executive Associate Dean, Academic Affairs, University of Arkansas for Medical Sciences, Little Rock, Arkansas

Licensure and Certification:

State License-Arkansas (1976)-(C-5108).
Diplomate, American Board of Internal Medicine (1979)-(070551).
Diplomate, American Board of Internal Medicine, Subspecialty of Nephrology (1986).

Honors, Awards, and Grants:

National Kidney Foundation Fellowship, 1982.
Veterans Administration Associate Investigators Grant, 1983.
University of Arkansas for Medical Sciences Foundation Fund's Research Endowment, 1984.
IDEA Educational Grant, 1986.
Clinical Golden Apple Award, 1983.
Clinical Golden Apple Runner-up, 1984, 1985.
Invited to speak at Freshman Orientation, 1982, 1983, 1984, 1985, 1986, 1987, 1988, 1989, 1990, 1991, 1992, 1993, 1994, 1995, 1996, 1997, 1998, 1999, 2000, 2001, 2002, 2003, 2004, 2005, 2006, 2007, 2008, 2009, 2010, 2011, 2012, 2013, 2014, 2015
Invited by the Graduating Class to "Hood" graduates, 1986, 2000, 2010
Recipient of the "Red Sash" teaching award from the Graduating class, 1982, 1983, 1984, 1985, 1986, 1987, 1988, 1989, 1990, 1991, 1992, 1993, 1994, 1995, 1996, 1997, 1998, 1999, 2000, 2001, 2002, 2003, 2004, 2005, 2006, 2007, 2008, 2009, 2010, 2011, 2012, 2013, 2014, 2015, 2016
LCME Fellow, 1988.
Invited Speaker, Senior Honors convocation, 1983, 1984, 1985, 1989, 2002, 2003, 2012, 2015.
Invited Speaker, College of Medicine White Coat Ceremony, 1999.
Parents Club Appreciation Award, 1994
Vice-Chair, Southern Group on Student Affairs of the Association of American Medical Colleges, 1997
Chair-Elect, Southern Group on Student Affairs of the Association of American Medical Colleges, 1998
Chair, Southern Group on Student Affairs of the Association of American Medical Colleges, 1999
First Charter Member of the Founder's Society of the College of Medicine, and elected first Secretary-Treasurer of the organization in 1996. Appointed as Faculty Representative on the Executive Committee in 2011
National Vice-Chair, Group on Student Affairs of the Association of American Medical Colleges, 2001
National Chair-Elect, Group on Student Affairs of the Association of American Medical Colleges, 2002
National Chair, Group on Student Affairs of the Association of American Medical Colleges, 2003-2004
Immediate Past Chair and Chair of the Nominating Committee, Group on Student Affairs of the Association of American Medical Colleges, 2004-2005
Robert "Bob" Sabalis Exemplary Service Award from the Southern Regional Group on Student Affairs of the Association of American Medical Colleges, 2008
Dean's Distinguished Faculty Service Award, 2015

Establishment of the Richard P. Wheeler, M.D. Scholarship by the College of Medicine, 2015

Honorary Society Recognition:

Alpha Epsilon Delta.
Alpha Omega Alpha

Civic Activity:

President, National Kidney Foundation of Arkansas, 1985-1986.
Member of the Board, National Kidney Foundation of Arkansas, 1984-1988.
Member of the Medical Advisory Committee, National Kidney Foundation of Arkansas, 1988--1992.
Member of the Conductor's Club, Arkansas Symphony Orchestra, 1995--
Member of the Board of Directors, Arkansas Symphony Orchestra, 1999—2005, 2006-present
Chair of the Development Committee, Arkansas Symphony Orchestra Board of Directors, 2008—2012
Vice-Chair of the Board, Arkansas Symphony Orchestra Board of Directors, 2012—2013
Chair of the Board, Arkansas Symphony Orchestra Board of Directors, 2013- present
Member of the Conductor Selection Committee, Arkansas Symphony Orchestra, 2009-2010
Member of the Foundation Board, Arkansas Symphony Orchestra, 2000---2005
Member and Treasurer of the Foundation Board, Arkansas Symphony Orchestra, 2005--2006

Professional Society Membership:

Fellow, American College of Physicians.
Member, Arkansas Medical Society

UAMS Committee Memberships:

Medical Records Committee, University of Arkansas for Medical Sciences, 1980-1981.
Junior Student Orientation Committee, 1981-1982.
Clinical Clerkship Orientation Committee, 1980-1982.
Department of Medicine Internship Selection Committee, 1982--1992.
Committee on Rules for Student Progress and Promotion, 1982-1985.
Department of Medicine Committee to Review Student and Housestaff Teaching, 1984-1985.
Chair, Division of Nephrology Search Committee, 1984-1985.
Department of Medicine Liaison with the Quality Assurance Committee, 1982-1986.
Chair, Department of Medicine Quality Assurance Committee, 1985-1986.
Hospital Pharmacy Committee, 1980-1981.

Chair, Hospital Pharmacy Committee, 1985-1989.
Residency Review Committee, Department of Medicine, 1980-1989.
Chair, Residency Review Committee, Department of Medicine,
1985-1989.
Committee on Graduate Medical Education, 1988--1998
Medical Education Committee, Department of Medicine, 1988-1990.
Chair, Search Committee, College of Medicine Student Information
System, 1988.
Search Committee for Assistant Director of Personnel, 1988.
Assessment of Instruction Committee, College of Medicine, 1988--1990.
Academic Computing-Library Computer Laboratory Committee, 1990--
1992
College of Medicine LCME Accreditation Steering Committee
(Coordinator of Self-Study), 1991--1992, 1997—1998, 2005-2006
Chair, AHEC Medical Education Advisory Committee, 1991--2001
Administrative Curriculum Planning Group, 1992
Search Committee for Director of Academic Computing, 1991—1992
Education for Health Professions Subcommittee Work Group, Arkansas
Health Resources Committee, State of Arkansas, 1994
Physician Advisory Council - TDS Implementation, 1994--1996
Chair, Education Evaluation Committee for the College of Medicine,
1996---2000
Campus-wide Computer Security Committee, 1997—1998
UAMS Campus-wide Web Site Advisory Committee, 2001- 2002
Chair, Medical Student Promotions Committee, 1981--Present.
Campus-wide Academic Computing Advisory Committee, 1988--Present
Academic Standards Committee, College of Medicine, 1989--Present.
Executive Committee, College of Medicine, 2012 -- Present
Vice-Chancellor's Advisory Committee (now Provost Advisory
Committee), 1989--Present.
College of Medicine Honor Council (ex officio), 1990--Present
Chair, College of Medicine Dean's Office Scholarship Committee, 1991--
Present
College of Medicine Videodisc and Image Technology Committee
(Committee for Self-Directed Learning), 1991--2004
Campus-wide Information Technology Committee, 1998 -- Present
UAMS HIPAA (Health Insurance Portability and Accountability Act)
Campus Executive Coordination Committee, 2001- 2006
Campus-wide Information Technology Executive Steering Committee –
2003 – 2010
UAMS Space Utilization Committee, 2005—2006
College of Medicine Curriculum Steering Committee – 2012--2014

Other Committee Memberships:

Association of American Medical Colleges' Electronic Residency
Application System National Advisory Committee, 1997-2000,
2008-2010
Association of American Medical Colleges' Group on Student Affairs
Steering Committee, 1999 – 2005
National Board of Medical Examiners' Medical School Liaison
Committee 2000-2004

Association of American Medical Colleges' National Committee on Admissions, 2001-2002
Association of American Medical Colleges' National Committee on Student Affairs, 2002—2003
Association of American Medical Colleges' National Committee on Financial Assistance, 2003-2004
Association of American Medical Colleges' National Committee on Student Records, 2004-2005
Chair, Association of American Medical Colleges' 2003 National Convention Planning Committee for the Group on Student Affairs, 2002---2003
Chair, Association of American Medical Colleges' 2006 National Group on Student Affairs Convention Planning Committee, 2005
Association of American Medical Colleges' Southern Regional Group on Student Affairs 2007 Regional Convention Planning Committee, 2006-2007

Current Areas of Major Responsibility and (Direct Reports):

Undergraduate Medical Education (Associate Dean for Undergraduate Medical Education)
Graduate Medical Education (Associate Dean for Graduate Medical Education)
Continuing Medical Education and Faculty Affairs (Associate Dean for Continuing Medical Education and Faculty Affairs) – (Soon to transition to a Campus-wide position under the Provost - 2016)
Housestaff and Student Records (Assistant Dean for Housestaff Affairs and Registrar)
Admissions (Assistant Dean for Admissions)
Student Affairs issues in the College are handled personally.

Publications:

1. Arruda, J.A.L. and **R. Wheeler**. Disorders of Acid-Base Metabolism. In: Current Nephrology. H. Gonick (ed), John Wiley and Sons, Vol. 6:237, 1983.
2. **Wheeler, R.**, S. Rastogi, and J.A.L. Arruda. Metabolic Acidosis. Comp Therapy 9(12):17, 1983.
3. Arruda, J.A.L., R. Gold, **R. Wheeler**, and S. Rastogi. Acid-Base Metabolism. In: Current Nephrology. H. Gonick (ed), Vol. 7:299, 1984.
4. Rastogi, S., Crawford, W. Flanigan, **R. Wheeler**, J.A.L. Arruda. Effect of Furosemide on Urinary Acidification in Distal Renal Tubular Acidosis. J Lab Clin Med 104:271, 1984.
5. **Wheeler, R.**, and J.A.L. Arruda. Adaptation to Metabolic Acidosis by Turtle Urinary Bladder. Am J Physiol 252:F256, 1987.

6. Arruda, J.A.L., **R. Wheeler**, G. Dytko, Z. Talor Intracellular pH of the Turtle Bladder Assessed with Fluorescent probes. Mineral Electrolyte Metab 13:104, 1987.
7. **Wheeler, R.** Case Report: Subdural Hematoma in a Patient on Continuous Ambulatory Peritoneal Dialysis. Am J Med Sciences 294(6):448-450, 1987.
8. **Wheeler, R.**, and G.L. Ackerman. How to Diagnose and Treat Acid-Base Disorders Effectively. J Crit Illness 3(3):119-130, 1988.
9. **Wheeler, R.** Advantages of a Microcomputer Based Procedure Log. M.D. Computing 6(1):24-26, 1989.
10. Heard, J.K., R. Allen, P. Tank, G. Cason, M Cantrell, and **R. Wheeler**. Assessing Clinical Skills of Medical Students. J Ark Med Society 93(4):175-179, 1996
11. Menna, J.H., M. Petty, **R. Wheeler**, and O. Vang. Evaluation of Medical Student Professionalism: A practical Approach. J International Assoc of Med Sci Educators 25:45-48,2005
12. Reece, E.A., O. Nugent, **R. Wheeler**, C. Smith, A. Hough, C. Winter. Adapting Industry-Type Business Model to Academia in a System of Performance-Based Incentive Compensation. Academic Medicine 83(1): 76-84, 2008
13. Newton, B.W., **R. Wheeler**, UAMS Section in A Snapshot of Medical Student Education in the United States and Canada: Reports from 128 Schools. Academic Medicine 85(9): S84-S87, 2010

Abstracts:

1. **Wheeler, R.**, G. Dytko, and J.A.L. Arruda. Adaptation to Metabolic Acidosis: Role of Intracellular pH and Cell Transformation. Kidney Int. 23:240, 1982.**
2. Rastogi, S.P., C. Crawford, **R. Wheeler**, W. Flanigan, and J.A.L. Arruda. furosemide Stimulates Urinary Acidification in Patients with Distal Renal Tubular Acidosis. Kidney Int. 23:132, 1982.**
3. **Wheeler, R.** and J.A.L. Arruda. Intracellular pH of the Turtle Bladder. Clin. Res. 30:865A, 1982.**
4. **Wheeler, R.**, G. Dytko, and J.A.L. Arruda. Adaptation to Metabolic Acidosis: Role of Intracellular pH and Cell Transformation. Clin. Res. 30:883A, 1982.**
5. Dytko, G., **R. Wheeler**, L. Withers, and J.A.L. Arruda. Ammonia Transport by the Turtle Bladder. Renal Metab. 12:130A, 1982.**

6. **Wheeler, R.**, G. Dytko, and J.A.L. Arruda. Stimulation of Urinary Acidification by CO₂ in the Turtle Bladder: Possible Role of Calcium Microfilaments and Microtubules. Clin. Res., 1983.**
7. **Wheeler, R.** and J.A.L. Arruda. Adaptation to an Acid Load in the Turtle Bladder. Clin. Res., 1983.**
8. **Wheeler, R.**, J.A.L. Arruda. Adaptation to an Acid Load in the Turtle Bladder. Kidney Int. 25:284, 1984.*
9. Davidson, W.D., S. Davidson, **R. Wheeler**. Teaching Hemodialysis Kinetics with an Apple Microcomputer. Presented to the Second National Symposium on Microcomputers in Medical Education, Omaha, Nebraska, 1985.**
10. **Wheeler, R.** Computer Enhanced Morning Report. Presented to the Third Annual Symposium on Teaching Internal Medicine, Baltimore, Maryland, 1985.**
11. **Wheeler, R.**, W. Golden. Procedural Experience and Perceived Competency of Entering Internal Medicine Residents. Presented to the Fourth Annual Symposium on Teaching Internal Medicine, Philadelphia, Pennsylvania, 1987.**

* Indicates Presentation at Regional Meeting.

** Indicates Presentation at National Meeting.

Addendum to Curriculum Vita

Activities in the College of Medicine Dean's Office

This list was put together at a change of Deans to explain my activities, as well as the activities of the Academic Affairs section to the incoming Dean. It is not meant to be a formal part of my CV.

Major Projects:

- Reorganized procedures for the production of Dean's Letters: Streamlined the production of Dean's letters for all graduating senior medical students by changing the format of the letter and developing the software necessary to allow rapid and accurate production.
- Organized Graduate Medical Education Committee: Wrote all initial policies for Graduate Medical Education (GME) required by the ACGME for institutional certification (a few were adopted from outlines developed by Dr. Neal Sims prior to his death), and organized these into required documents for housestaff. Organized GME Committee and initially chaired the Committee. Took the institution through its initial institutional review with no inadequacies noted by ACGME. Initiated process of internal GME Program reviews and developed record keeping required by ACGME. Re-wrote resident and fellow contracts (in conjunction with Mr. Fred Harrison) to come into compliance with ACGME requirements.
- Developed the position of Associate Dean for Graduate Medical Education: Recognized the increasing requirements for institutional effort to maintain accreditation of GME at UAMS (see #2 above) and, therefore, initiated the position of Associate Dean for Graduate Medical Education.
- Initiated the Residency Position Allocation Committee: Noting the financial pressures coming to bear on graduate medical education, the Residency Position Allocation Committee was developed to balance residency positions with financial support for these positions. This involved the development of all policies, timelines, etc., used by the Committee.
- Was intimately involved in the initial idea and implementation of a Medical Student Mental Health Service: This required securing financial support from the Dean and working with the department of Psychiatry to develop policy and protocol to allow medical students "free", and confidential access to psychiatric assistance. Approximately 10 to 15% of each medical school class now avail themselves of this service.
- Maintenance and oversight of the Office of Academic Affairs: During my tenure in the office I have been responsible for the overall running of this large section of College of Medicine administration. It has been necessary for me to personally hire two different Directors of Admissions, one registrar, three Associate Deans for Undergraduate Medical Education, two Associate Deans for Graduate Medical Education, one Transitional Program Director, and one Director of Educational Advancement (eventually promoted to Assistant Dean). In addition, it was my unfortunate duty to dismiss one Director of Admissions. The overall running of this section requires supervision of the day-to-day activities of the office, as well as the projects and undertakings of each of the component parts; the registrar's office (which is now being centralized into the Provost's office), the office of Admissions, the office of Financial Aid (which has recently been centralized into the Chancellor's office), the office of the Associate Dean for Undergraduate Medical Education, the office of the Director of Educational Advancement (this position no longer exists), and the general activities of Student and Academic Affairs not directly related to any of these specific areas.

At one point in time, we were responsible for Minority Affairs, as well as the Clinical Skills Center, however, these have been centralized into the Chancellor's office. We do continue to supervise the Office of CME and Faculty Affairs but this is also being centralized.

- Altered Applicant Interviewing and recruitment procedures: Recognizing that our system of applicant interviewing was time consuming on our faculty and not optimal for the applicants themselves, I worked with the Assistant Dean and Director of Admissions to change our style of applicant interviews. We develop group interviews and "recruitment" presentations to applicants.
- Initiated UAMS Board Review Courses: After high failure rates were noted just after requiring the USMLE Step 1 examination of our students, Dr. Jim Pasley was selected to become the Director of Educational Advancement. We went to Kansas City and made the necessary arrangements to "import" their Board Prep Course. Dr. Pasley expanded this course to two Step 1 prep courses and one Step 2 prep course, attracting students from other institutions as well as our own. He was promoted to Assistant Dean for Educational Advancement as a result of his efforts in this area. Recently, Dr. Pasley retired, and we have discontinued the Board Prep Courses because of a lack of interest from our own students. The Board prep course continues, part of it was transferred to the Chancellor's office under the Diversity office, and we still run part in the College of Medicine by utilizing an external Board Prep Course.
- Wrote Transfer Policy: After the ban on accepting transfers into our College was lifted by the LCME, a transfer policy was developed, complete with all required documentation and policies necessary to re-initiate transfers into our College in advanced standing. This resulted in the first transfer into our College since 1986.
- Coordinated LCME accreditation self-study and site visit: I have now served as the Coordinator of three LCME accreditation self-studies and site visits. This duty entailed the collection of five volumes of documents, including the database itself, and all other necessary correspondence and documents, as well as coordination of all Committees and reports. The College received seven years of accreditation after each of the first two visits and 8 years after the third one. In 2014-2015, the College was again visited by the LCME and 8 years of accreditation were obtained. For this visit, I asked the Associate Dean for Undergraduate Medical Education, Dr. James Graham, to assume the coordinator activities.
- Continuing surveillance of all educational and student oriented policies in the College: Constantly work at updating policies of the College, such as the Academic Standards, the inclement weather policy, the test administration policy, as well as writing new policy when the need arises, such as the Policy on Known Substance Abusers, the Policy on Students who are known to be HIV Positive, the new Grievance Procedure for alleged discrimination, etc. Many of these policies, such as the Student Abuse policy, are required by the LCME and are central to our continued accreditation. Most of them have also been adopted by the other Colleges on the UAMS campus.
- Worked with the AAMC to beta test the new ERAS System: Worked with individuals at the AAMC to be one of the first beta test sites in the nation for the new Electronic Residency Application Service. This system is now up and running, and allowing most of our students to apply to residency programs without having to fill out multiple forms. I served on the national AAMC ERAS task force for several years to ensure that our students were given the best possible system for residency application, and more recently, I served on the redesign task force that resulted in the adoption of a web-based system.

- Efforts to assist our students to do better on the USMLE Step1 and 2 examination: This has involved many things, such as the initiation of Board Prep courses, noted above, to writing various policies to allow our students study time, working out ways to insert students back into junior clerkships without losing excessive time, doing studies of scores to determine better admission standards, working with other faculty on policies in various courses, etc.
- Work with the Southern Group on Student Affairs (SGSA) of the Association of American Medical Colleges: Initially became involved in this organization in an effort to collect and distribute e-mail addresses to facilitate communications between offices of Student Affairs in the southern region of the United States. I have served as the Vice-Chair, Chair-Elect, and Chair of the SGSA. I was responsible for the program at the Southern Regional meeting in Charleston, S.C. in the spring of 1999, and chaired the meeting in Key West in the spring of 2000.
- Patient Care: I continued to see patients many years after taking this position, but after being handed many new duties over the years, I stopped seeing patients a few years ago, although I do maintain my license to practice as well as my hospital privileges.
- Computer Curriculum: Worked on several initiatives to push the College and its students toward more computer literacy and computer use in the education of medical students, back when personal computers were a novelty. Several years ago I organized and chaired a committee to look at the development of computerized instruction on campus. This committee evolved into the Self-Directed Learning Committee which assists faculty in the development of computer-based teaching and testing materials. In addition, I asked the Curriculum Committee to put a computer curriculum in place for our students. This was done.
- White Coat Ceremony: I was involved in the initial decision-making resulting in the first White Coat Ceremony for our College: After the decision was made to initiate the White Coat Ceremony at UAMS, I was responsible for planning and implementing the initial ceremony. I have now passed the responsibilities for yearly implementation on to the Associate Dean for Undergraduate Medical Education, but remain ultimately responsible for the ceremony.
- Initiated Technical Standards Overhaul: The “Technical Standards” which we had used in the past were inadequate following the passage of the American’s with Disabilities Act. With the help of a Faculty Committee, I rewrote the new “technical standards”, arranged for them to be approved by the appropriate Committees in the College, and oversaw their passage by the full faculty at two different faculty meetings.
- Student Address Database: I designed and programmed a student address database that allowed the office to keep up to the minute status corrections on all of our students. This database was made obsolete when the new COM Access Student Database went online. I was involved with the College of Medicine programmer in the design of the new database.
- Housestaff Database: I designed and programmed a housestaff database that allowed for the automation of mailings to the entire housestaff, and also allows for the generation of required reports having to do with housestaff demographics and forwarding addresses. This database was replaced with an Access version by our programmer at about the same time as the development of the Access student database.
- Various student records: Keeping up with exceptions in the College is a major function of this office. I have developed databases to keep up with such exceptions as students who are out of order in their junior year and have to complete various junior rotations at the beginning of in their senior year, a listing of all students on a leave of absence from the college and the

conditions under which they may return, a database of all students dismissed or withdrawn from the College, and a listing of all students out of sequence for the National Boards.

- **Revamping of the LOA policy:** The Leave of Absence Policy of the College of Medicine was cumbersome and encouraged students to try and use it to escape from failing, since taking a leave of absence erased all information concerning a semester from the student's record. The LOA policy was re-written to enable students to use the LOA when really necessary, but to put enough teeth in it that students think twice before using it to simply escape bad grades.
- **Setting the tone in the Office of Student and Academic Affairs:** I believe the one place in which I have made the most difference has been in the development of an atmosphere in the office of Student and Academic Affairs which is trusted by the vast majority of students, and looked upon by them as an organization which is attempting to help them achieve their goals. In addition, the collegiality between different staff working groups in the office of Student and Academic Affairs has been greatly enhanced with appropriate staff and section meetings.
- **Emphasis on Ethics:** Initiated a series of "Ethics Forum" held for all classes in the College and served as the faculty sponsor of the Honors Council until 2015.
- **Standardized Patient Program and Skills Center:** Involved with Dr. Jeanne Heard and others in the development of the Standardized Patient Program and especially in the planning of the new "Skills Center", the budget of which my office managed for the campus through the Standardized Patient Program. This program has expanded, been taken over by the Chancellor's office, since it now serves all of the Colleges, and has been joined by a Simulation Center
- **Distribution of Grades:** worked with our Programmer to enable students to check their grades on-line.
- **Initiated the MedCareers Program for our students.** This program, distributed through the AAMC, is a four-year program designed to present information to our students on career selection. It is now called Careers in Medicine.

Major Responsibilities - Recurring (usually on an annual basis):

- Responsible for Honors Convocation - Planning and implementation
- Annually edit: Student Handbook, Residency Selection Handbook, and Course Director's Handbook – slowly turning these duties over to the Associate and Assistant Dean for Undergraduate medical education.
- Maintain Academic Calendar for College - Determine academic years, impact of major holidays, breaks, etc.
- Maintain and calculate academic course hours for grade calculations and reports to accreditation agency.
- Act as Executive Chief Proctor for NBME - responsible for all arrangements having to do with any NBME examination given on our campus - USMLE Step 1, USMLE Step 2, NBME Subject examinations. Responsible for security of examination material and the actual administration of these examinations (except for basic science subject examinations which are administered by course directors).
- Responsible for local set up and maintenance of the Electronic Residency Application Service for our seniors. Determine deadlines and policies for import of data from participating students, and transmission of data to AAMC.
- Responsible for coordination of National Residency Matching Program activities on campus, including advising students on the best way to use the NRMP software.
- Coordinate "Match Day" activities, including supervision of awards selection.
- Responsible for processing AAMC matriculation and graduation questionnaires, but turning this duty over to the Associate Dean.
- Chair Student Promotions Committee - Responsible for the proper application of all academic standards of the College
- Staff the AOA chapter meetings from the Dean's Office.
- Produce all Dean's letters for seniors and share the duty to proof approximately 1/3 of all Dean's letters.
- Counsel students on career choice.
- Counsel students on all matters of academic policy and status in the College.
- Counsel students on personal matters.
- Act as resource for course and clerkship directors.
- Faculty sponsor of the Honor Council – But handing this duty off to the Associate Dean
- Participate in multiple aspects of freshman orientation
- Ensure the smooth running of the junior clerkship orientation, now managed on a day to day level by our Assistant Dean for Undergraduate Clinical Education.
- Dean's office staff to Academic Standards Sub-Committee of the Curriculum Committee, when called upon to do so
- Responsible for Leave of Absence determinations for the College, and organize and run LOA meetings when appropriate.
- Supervise a significant budget in the Office of Academic Affairs
- Serve as consultant to the Curriculum Committee on process and policy of changing the curriculum (directly involved in the initiation of the Family Medicine Clerkship and the placement of the Geriatric Clerkship into the Curriculum. Currently involved with others in Academic Affairs to revamp several clerkships and courses in the junior and senior year
- Served for several years as the "Responsible Officer" for the J1 Research Visa Program for the UAMS Campus. This role was assumed by Human Resources several years ago.

Teaching Efforts:

- Lecture session in ICM course on the physical examination
- Annual lecture to junior students on career choice and residency selection procedures

- Participant in “Partner’s in Health Science” as lecturer on renal physiology on demand
- Annual lecture to freshmen medical students on ethics and professionalism in medicine as part of orientation when called upon to do so