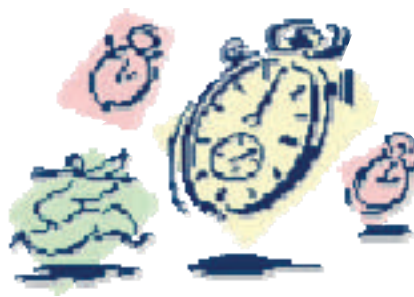


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## UPCOMING EVENTS/ DEADLINES



March 29 - Deadline to Vote for SAHS Awards (Dean's Office)

March 30 - Team MCG'07 Campaign Ends

April 1 - Deadline for Time Capsule Items (Submit to Suzi Johnson, EC-1207 or Steve Harrison, CJ-1101)

April 2-6 - Spring Break

April 11 - SAHS Spring Faculty Assembly (12:00-1:30pm, Alumni Center)

April 11 – SAHS Chair's Meeting (9:00-11:00am, EF-145)

April 13 – SAHS Faculty Council (12:00-2:00pm, EF-145)

April 17 – Noon Arts Concert, hosted by SAHS (Large Auditorium)

## UPCOMING EVENTS/ DEADLINES



April 26–27 - OT C.E. Conference (7:30am-5:00pm, EC-2304)

April 26 – RT Clinical Preceptor C.E. Program (8:00am to 5:00pm, EC-1210)

April 26 – OT C.E. Conference Reception (6:00-8:30pm, HSB, 2nd Floor Lobby)

April 26 – SAHS Homecoming (BRT Program, 5:30-8:30pm, Alumni Center)

April 27 – OT C.E. Conference (7:30am-5:00pm, EC-2304)

April 27 - SAHS Homecoming (DH Program, 7:50am-12:15pm, Alumni Center)

April 27 - RT Clinical Preceptor C.E. Program (8:00am-12:30pm, EC-1210)

April 27 – Art Hardy Golf Tournament, hosted by RT (1:00pm, Bartram Trail)

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## UPCOMING EVENTS/ DEADLINES (Continued)



*April 28 - SAHS Homecoming (Time Capsule Ceremony, 9:30-10am, HSB Grounds; HSB Tours, 10am-12pm; President's Cookout, 12pm, President's Home; SAHS Banquet, 6:30-9:45pm, Marriott Hotel; MCG Homecoming Dance, 9:45pm, Marriott Hotel)*

*April 30 – Last Day of Classes*

*May 2 – SAHS Chair's Meeting (9:00-11:30am, EF-145)*

*May 4 – SAHS Faculty Council Meeting (12:00-2:00pm, EF-145)*

*May 8 - Grades Due*

*May 10 - OT Hooding Ceremony and Reception (6-10pm, EC-1222 and HSB lobby)*

## UPCOMING EVENTS/ DEADLINES (Continued)



*May 11 - MCG Graduation (2pm, Richmond County Civic Center)*

*May 15 - Annual Staff Appraisals Due in HR*

*May 15 – Summer Classes Begin*

*May 28 - Memorial Day Holiday*

*June 1 - SAHS Faculty Council (12:00-2:00pm, EF-145)*

*June 6 - SAHS Chairs Meeting (9:00-11:30am, EF-145)*

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## MCG NOON CONCERT SERIES

Sponsored by SAHS April 17, 2007  
Large Auditorium

<i>Name</i>	<i>Department</i>	<i>Act</i>
1. Beth Fletcher & Casey Ryals	PA Students	Sing and play on guitar & violin
2. Dr. Shelley Mishoe & Casey Ryals	SAHS Dean PA Student	Accordion (accompany Dr. Mishoe on guitar)
3. Thomasena Germany	DHI	Gospel Song
4. MCG Players Lynn Jaffe (Director)	OT	Playwriting 101: The Rooftop Lesson by Rich Orhff
5. Stephen Rozier & Summer Green	PA Students	Argentine Tango
6. Sharon Chestnut & Dr. Chris Sheils	BRT Faculty GRTC Physician	Piano
7. Tim Varghese	PT Student	Swing Dance Routine
8. DPT Class of '09 Males Students	PT Students	Song and Dance Routine

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## **STAFF DEVELOPMENT**

*A draft staff training program has been developed with input from the Human Resource Department. This proposed program will utilize courses currently offered by HR. Training courses that support the job responsibilities of the various staff classifications are listed in the draft program. In addition to creating an organized training program for staff, it will enhance the annual performance review process. The goal is to have a completed training guide available by April.*

## **NEW FACULTY**



*Susan Whiddon (RT) – appointed as Instructor (2/1/07).*

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## MCG PROTOCOL FOR INTERACTION WITH STATE LEGISLATURE

1. *Per agreed upon protocol, employees are expected to first contact the Division of University Advancement's Office of State Relations (Julie Kerlin at 706-836-9343) prior to contacting a legislator, a legislative leader, a legislative staffer, an executive agency official, etc. regarding any matter. Should you be contacted directly by a legislator please turf any request to Ms. Kerlin for follow-up, unless you have already discussed it with her and are familiar with how it fits with MCG overall.*
2. *Should your professional associations, other state agencies, industry representatives, etc. invite your testimony or that of your faculty or other expert, this should come to State Relations as a request prior to acceptance of the invite to evaluate it based upon MCG priorities. (THIS IS VERY IMPORTANT, as last year a faculty member testified against a sanctioned MCG position on a bill at the invite of an Association.)*
3. *As per Office of Legal Affairs, unless delegated responsibility to speak on behalf of MCG, employees are free to speak as "citizens" to issues with the following caveat: they should clearly state they are not representing MCG or affiliated organizations, their opinions are their own and they are at the Capitol on their own time and at their own expense.*
4. *With as much advance notice as possible and recognizing that things happen fast, State Relations Office is happy to collaborate with you or others to craft testimony, provide insight into committee membership and political minefields, and to support logistics for visits to the Capitol.*
5. *We invite your requests to Ms. Kerlin for bill tracking as you learn of initiatives just as we invite your feedback on the impact of bills. Ms. Kerlin will be in touch as she identifies the scope of a bill's effect your area of interest. Understand, however, if we are provided the opportunity at the request of a legislator or staffer to provide input on a measure, we have limited time to respond - quick action will be required on your part or our opinions will have no impact.*

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## MCG PROTOCOL FOR INTERACTION WITH STATE LEGISLATURE (CONTINUED)

*Should you be aware of anyone or any MCG group deserving of significant accolades, let Ms. Kerlin know as we will try to get a Resolution passed recognizing them (i.e.: MCG resident Dr. Jaddick who received a Navy Bronze Star or an athletic team winning a national championship). This week's issue of the Legislative Update is available online for downloading at <http://www.usg.edu/pubs/lu/>. Back issues of the newsletter are also available.*

## LIFETIME MEMBERSHIP CHALLENGE

*In an effort to endow the Alumni Association Lifetime Membership account, which will help fund scholarships, Dr. Mishoe has joined the Alumni Association as a lifetime member and has sent out a letter challenging our alumni to join her. Her efforts netted the Alumni Association five new lifetime members. The SAHS Alumni Association would like to challenge faculty and staff also to consider becoming lifetime members. A lifetime membership is \$500 and can be broken into payments. If faculty and/or staff join as lifetime members before June 30, 2007, they will receive a beautiful MCG desk clock courtesy of the Dean's Office. Please contact Gia Johnson for further information.*

## UNIVERSITY ADVANCEMENT TEAM MCG

**REMINDER:** TEAM MCG'07 campaign runs from **February 19 - March 30**. Please remember that participation is not based on dollars raised but percentage of employees that participate. Contributions of ANY AMOUNT count towards SAHS participation. Please contact your department office manager for further information.

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## RESEARCH

*In the Report of Recommendations dated February 1, 2005, the Task Force for Clinical Research Initiatives recommended a mandatory, training program for all new coordinators (or new team members who perform coordinator duties). Study coordinators are required to know and understand federal, local and institutional regulations related to human subjects research and apply them in the context of their studies. The Office of Human Research Protection has designed Coordinator University to provide instruction on all aspects of coordinating a research study within the MCG Health System. This training program will give the research coordinator (or the individual who performs these duties) the necessary tools and resources required to effectively organize and manage a research study at MCG, Medical College of Georgia Health, Inc. (MCGHI), and the Veterans Administration Medical Center (VAMC). Investing time in this training program will benefit the research coordinator, the Principal Investigator of the studies, and most importantly, the human subjects involved in the research. The spring session of Coordinator University is tentatively scheduled for the week of April 16th (details will be announced in the near future).*



## MCG ID BADGES

*Campus Public Safety has been receiving feedback that indicate MCG faculty, staff and students are again not wearing the MCG ID as required by MCG institutional policy. The Police Bureau will begin a new round of badge checks to enforce the policy, as directed by the Senior Administration. MCG Public Safety officers will begin to randomly select buildings for badge checks, usually in the morning as people start arriving to work or class. Any person not having the MCG ID will be denied access to the building. Other badge checks will be done randomly throughout the work day. This process is designed to provide a safer, more secure working and learning environment. As most are aware, the campus has experienced a number of thefts from its buildings. The Police Bureau believes that these crimes are being committed by non-MCG persons. Wearing the MCG ID badge as required will assist everyone in identifying persons not authorized to be in our buildings.*

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## DON'T FORGET TO RUN WINDOWS UPDATE EVERY MONTH

All faculty and staff should remember to run windows update on the first day of every month in order to keep your system up-to-date. Ignoring this is like running your car forever without an oil change. Failure to keep your computer system up-to-date will make your system vulnerable to attacks from spyware, viruses, and hackers. If you have automatic updates turned on, you will still need to run the manual updates in order to get each of the updates you need. All you need to do is follow this simple, four-step process to get the updates you need to keep your computer up-to-date:

Click Start, All Programs, then select Windows Update near the top of the list. Click the Custom button to scan for updates. You may need to update your Windows Update, before you can proceed. On the left panel you will see a list of available updates. You should **install ALL High Priority updates, EXCEPT FOR INTERNET EXPLORER 7**. You have the option not to install Optional Software, but it is advisable that you **install ALL Optional Software updates** also. **DO NOT INSTALL ANY OPTIONAL HARDWARE UPDATES**. This could cause your system to crash. As you browse through the Optional Software updates in each category, click in the box to place a check mark in it and select the update of your choice and add it to the collection of updates you want to install. You can also read a full description of each item by clicking on the + box and the **Details** link. When you have selected all the updates, click **Install Updates**. You may get another button with "**Install Updates,**" if so, click it.

### IMPORTANT

In Windows XP Home Edition, you must be logged on as a computer administrator to install components or modify Automatic Updates settings. In Windows XP Professional, you must be logged on as an administrator or a member of the Administrators group. If your computer is connected to a network, network policy settings might also prevent you from completing this procedure. Some updates might require that you restart your computer. Save your work and close any open programs before beginning the installation process.

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## MEDIA RELATIONS

*Media Relations works closely with administration, faculty, staff and students to produce news releases for external distribution as well as feature stories for MCG publications that provide in-depth information about research and educational activities on campus.*

*Jennifer Hilliard (1-8604, [jhilliard@mcg.edu](mailto:jhilliard@mcg.edu), 3-7383) serves as the media relations coordinator and main public relations contact for the schools of Nursing, Dentistry and Allied Health and Kim Miller (1-8605, [kmiller@mcg.edu](mailto:kmiller@mcg.edu)), media relations specialist, covers education and student news for all five schools. They serve as liaisons with news organizations to assist them in developing accurate, informative and timely material for print, broadcast and web-based publications. Please be sure to contact Ms. Hillard and/or Ms. Miller if you are interested in submitting any SAHS features and/or articles.*

## ALUMNI DATABASE

*Please remember that our School has our own online alumni database, which has been available since last year ([http://www.oacs.mcg.edu/sah/alumni/alumni\\_entry.aspx](http://www.oacs.mcg.edu/sah/alumni/alumni_entry.aspx)). The database should be carefully reviewed with the data from the Foundation Office and staff should contact Ms. Suzi Johnson if there are any changes. Ms. Johnson will then correct the information and submit the data to Ms. Ilona Bass in the Foundation Office.*

## FACULTY AND STAFF COMPUTING FUNDAMENTALS CLASS TO BEGIN SOON

*The Computing Fundamentals class has been delayed due to the transition of this class over from WebCT to Vista. Details will follow.*