



University Faculty Council

Meeting: Tuesday, May 7, 2024 - 4:00-5:00 PM

Location: G204 | <https://neomed.zoom.us/j/97362108510?pwd=VTVXUkFIY1J5RExKS3hqWUVpOTJXQT09>

ZOOM Information: Connection time 3:55 PM

<https://neomed.zoom.us/j/97362108510?pwd=VTVXUkFIY1J5RExKS3hqWUVpOTJXQT09>;

Or Telephone: +1 312 626 6799 (US Toll); +1 646 876 9923 (US Toll)

Meeting ID: 973 6210 8510 | Password:609086

Members (attendees in bold): **Jeffrey Mellott (chair)**, **Petrea Cober (vice-chair)**, Timothy Barreiro, **Natalie Bonfine**, **Yeong-Renn Chen**, **Lukas Everly**, Sheila Fleming, **Alex Galazyuk**, Kristen Knepp, **Yong Lu**, Vahagn Ohanyan, **Erica Stovsky**, Xinwen Wang, Taylor Watson, **Liya Yin**

Administrative Support: Andrea Coard, Deborah Loyet

4:00 p.m.- 4:05 p.m.	1	<p>Welcome <i>Jeff Mellott, Ph.D., Chair, University Faculty Council</i></p>	Dr. Mellott convened the meeting at 4 p.m. and confirmed that a quorum was present.
	2	<p>Approve previous UFC minutes 04.02.24 <i>(Approved minutes located on NEOMED website)</i></p>	Dr Galazyuk moved to approve the minutes; Dr. Lu seconded. The minutes were approved by the council members.
	3	<p>Executive Management Team Notes Executive Management Team Fall 2024 meeting sign ups</p>	Dr. Mellott discussed the EMT notes and reminded the council members that the Fall sign-up sheet is available in the OneDrive folder.
4:05 p.m.– 4:10 p.m.	4	<p>UFC Chair and Vice Chair Election Process <i>Jeff Mellott, Ph.D., Chair, University Faculty Council</i></p>	<p>Dr. Mellott informed the group that he and Dr. Cober are currently serving one-year terms as Chair and Vice Chair, respectively. According to the bylaws, these terms are meant to last for two years. Consequently, an election is required to fill these positions. Andrea Coard will send an email requesting self-nominations for the Chair and Vice Chair roles. The election will take place during the June UFC meeting.</p> <p>There will be no meeting in July and the meeting in August will have leadership reports from Dean Basson and Dean Beck.</p>
4:10 p.m.- 4:20 p.m.	5	<p>Provost notes <i>Jeff Mellott, Ph.D., Chair, University Faculty Council</i></p>	Dr. Mellott provided an update from his meeting with the Provost and Dr. Cober.

			<p>Morale Survey – The administration plan to conduct a survey to measure faculty morale during the Fall semester. An independent company outside of NEOMED will be appointed to administer the survey. The UFC leadership requested that this survey be conducted on a five-year consistent cycle.</p> <p>The College of Medicine Admissions Committee will reserve 8 seats in the upcoming cycle for military services. In the future this could be expanded to include College of Pharmacy and College of Dentistry.</p> <p>There have been some issues concerning room reservations and scheduling rooms for faculty and staff. Dr. Everly has attended meetings to explore software solutions for room scheduling. He noted that many of the problems are due to inconsistent application of the existing policy or untimely submission of requests for academic space. Implementing a new system would make it easier to determine the true footprint relative to academic space. Dr. Bonfine commented that the Academic Management Partnership (AMP) has discussed this topic during meetings. There may need to be a review of the policy for reserving space. Dr. Mellott asked for specific examples to be provided to him to share with the administration.</p> <p>The Provost is continuing to look at Wasson Center from an efficiency standpoint.</p>
<p>4:20 p.m.- 4:25 p.m.</p>	<p>6</p>	<p>Changes to University Faculty Bylaws – Appendix B: Appointment, Promotion and Tenure GC 3349-03-105 University Appendix B-2 University Appendix B Recommendations from Provost Faison <i>Jeff Mellott, Ph.D., Chair, University Faculty Council</i></p>	<p>The University Tenure and Promotions Committee (UTPC) recommended a number of changes to Appendix B: Appointment, Promotion and Tenure. The majority of the changes are editorial.</p> <p>The wording in section 10 regarding the independent external evaluators has been updated. Dr. Mellott asked for an open conversation regarding the changes. He asked if the council members were comfortable to vote to endorse the modifications today or if they wanted to take it back to their constituents for discussion.</p> <p>A council member asked if the change would be applied for the current cycle. Ms. Loyet confirmed it is too late for the upcoming cycle and it is proposed to be in effect the following year.</p> <p>The council members asked for the following provisions to be considered:</p> <ul style="list-style-type: none"> • “Independent External Evaluator” the need for external evaluators to be tenured is not required. Is this an omission or the intent of the Tenure and Promotions committee. The opinion of the UFC Council is

			<p>that external evaluators should be tenured to provide letters for our faculty who are seeking tenure or full professor status w/ tenure.</p> <ul style="list-style-type: none"> It was requested that “presentation” be further defined as the council felt that the interpretation could be too broad. An example given was if a faculty member chairs a symposium at a conference, and/or asked to present at a conference symposium, are the faculty they present with and/or co-chair the symposium with now excluded as a potential evaluator? <p>The council members will discuss the proposed changes and additional recommendations with their constituents and wait until the June meeting to vote. Dr. Mellott will present the recommendations to the UTPC for consideration.</p>
4:25 p.m.- 4:35 p.m.	7	<p>Workload Policy Update <i>Jeff Mellott, Ph.D., Chair, University Faculty Council</i></p>	<p>The Provost is compiling a list of items to present to the Board of Trustees.</p> <p>Dr. Mellott informed the council members that the biggest comment he received was regarding the course directing being categorized as service instead of teaching. He shared this with Provost Faison.</p> <p>Dr. Mellott asked the council members to pass along any specific comments or major concerns regarding the workload policy.</p> <p>Dr. Everly noted there still is no overwork policy within the workload policy and believes this is a required element of the workload policy.</p> <p>Some council members discussed how their teaching percentages shifted when adding administrative and service activities. Dr. Mellott said he would ask if the algorithms used on the Excel spreadsheet can be provided.</p>
4:35 p.m.- 5:00 p.m.	8	<p>Open Forum and Department updates from Council members <i>Group Discussion</i></p>	<p>Dr. Christine Crish will be representing the UFC on the Institute for Teaching Excellence (ITE) board.</p> <p>The deadline for the submission of committee nominations has been extended to May 15.</p> <p>The College of Dentistry is seeking a representative to serve on the UFC in response to CODA requirements. Once a department has full-time salaried faculty members, it is entitled to have a representative on the UFC. The College of Dentistry will have two departments: General and</p>

			<p>Specialty. The College is currently in the process of hiring a chair for the General department and is expediting some appointments for existing faculty. The four deans could transition to Dentistry, and four COP faculty members have dual appointments. This will establish an inaugural faculty of eight members, enabling the bylaws to be approved within 30 days.</p> <p>The meeting was adjourned at 4:51 p.m.</p>
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Upcoming Agenda Items

June 2024 - Dr. Forrest Faison, Provost and Senior VP, Academic Affairs

July 2024 – No meeting

Upcoming Faculty/Professional Development Opportunities

Celebration of Health Professions Education – Monday, October 21 – more information to follow