



## University Faculty Council

Meeting: Tuesday, September 3, 2024 - 4:00-5:00 PM

Location: G204 | <https://neomed.zoom.us/j/97592756946?pwd=mqrXS6oUNTHbu2fm9ACJXmG02HFTeK.1>

### ZOOM Information: Connection time 3:55 PM

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

Meeting ID: 975 9275 6946 | Password: 928357

**Members (attendance 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, Jennifer McKay, Vahagn Ohanyan, Matthew Smith, Erica Stovsky**

**Speakers:** Faculty Information System (FIS) Implementation Team – Gary Young, Deborah Loyet, Janel Koellner, Martha Meyer, Katherine Miranda, Brian Zahn

**Administrative Support:** Andrea Coard, Deborah Loyet

4:00 p.m.- 4:05 p.m.	1	<p><b>Welcome</b> <i>Jeff Mellott, Ph.D., Chair, University Faculty Council</i></p>	Dr. Mellott opened the meeting at 4 p.m. and welcomed everyone.
	2	<p>Approve previous UFC minutes <a href="#">08.06.24</a> <i>(Approved minutes located on <a href="#">NEOMED website</a>)</i></p>	Dr. Cober moved to approve the minutes; Dr. Galazyuk seconded. The minutes were approved by the council members.
	3	<p><a href="#">Executive Management Team Notes</a> <a href="#">Executive Management Team Fall 2024 meeting sign ups</a></p>	Dr. Mellott reminded the council members of the importance of having a UFC representative present at the EMT weekly meetings and expressed gratitude to those who have signed up and attended.
4:05 p.m.- 4:15 p.m.	4	<p><b>Faculty Information System (FIS) Implementation Update</b> <i>FIS Implementation Team</i></p>	<p>The FIS implementation team provided an update and shared a presentation.</p> <p><a href="#">NEOMED's Faculty Information System (FIS) UFC 09.03.2024</a></p> <p>Dr. Cober asked who the primary contact would be if faculty need assistance. The team on campus are Martha Meyer, Deborah Loyet and Janel Koellner. Martha will be the first point of contact. The following email has been created for this purpose <a href="mailto:fissupport@neomed.edu">fissupport@neomed.edu</a>. IT will also be available for assistance.</p>

			<p>Interfolio assistance will be shared when information has been obtained.</p> <p>Dr. Cober asked a question about the workload data being pulled from banner and that some is related to teaching. Does Banner accurately track teaching hours, and how will this data be entered? There is a capability for faculty to enter this themselves.</p> <p>She asked if this would be time consuming and if Dr. Chairs should be responsible for entering the hours.</p> <p>Dr. Soric has inquired about pre loading workload but this would be a second phase. The group will be working with that.</p> <p>A drop down menu is available with standardized course names for selection to enter workload hours. The credit hour equivalents, based on the workload policy, have already been preloaded. A report will be generated for the department chair to calculate and verify the workload. The course names need to be standardized. How they are listed in the compass and course syllabus is how they must be listed in the FIS. The course number is also required.</p> <p>Does banner have any data related to service or scholarship?. This information will have to be populated by the faculty themselves.</p> <p>A question was asked about committee membership and data. The existing information in banner will be preloaded into FIS with current membership.</p> <p>For Tenure and Promotion, the Office of the Provost will open a case for each individual to upload their materials with the approval of their chair. The Office of the Provost will also appoint the committee who will be reviewing each case.</p> <p>The modules talk to each other. Review, Promotion &amp; Tenure (RPT) talks to Faculty Activity Reporting (FAR).</p>
4:15 p.m.– 4:20 p.m.	5	<p><b>Provost notes</b> <i>Jeff Mellott, Ph.D., Chair, University Faculty Council</i></p>	<p>FEP is meant for everyone – there will be an effort underway with Pharmacy Practice and College of Dentistry to discuss if it will be appropriate and if it makes sense. The plan has been University wide per Dr. Langell.</p> <p>Dr. Gardner-Buckshaw said if faculty are not writing grants and bringing in income, she is not sure what the benefit would be.</p> <p>Dr. Cober has volunteered to serve as a test case for clinicians, allowing them to explore what this process means for their roles. Currently, she is</p>

			<p>unable to receive a pay increase, regardless of the teaching evaluations she receives.</p> <p>Dr. Everly mentioned that in 2021 there was a task force put together by Dean Kasmer under the request of the President to look at the FEP and to make a College of Pharmacy specific one. The group met several times and produced various working documents. It is unsure what happened.</p> <p>There is another round of Town Halls being planned for junior and senior faculty. Dr. Mellott encouraged the council members to attend if they wanted their voices to be heard. Administrators don't know what faculty concerns are if you don't share.</p> <p>A member said that anonymous requests are made through the University updates and a text comes back saying "this question will be answered if you disclose your identity". Faculty are feeling uncomfortable to ask questions/comment. Dr. Mellott said he and Dr. Cober will inquire with the President about this. Dr. Langell is the speaker at next month's UFC meeting.</p> <p>Dr. Bonfine noted that all members of Council should be empowered to communicate this issue to Administration in general.</p>
4:20 p.m.- 5:00 p.m.	6	<p><b>Open Forum and Department updates from Council members</b> <i>Group Discussion</i></p>	<p>Dr. Mellott reminded the members to complete the Fraud training.</p> <p>Dr. Langell will be presenting to the UFC at the October meeting. General Counsel will be coming in November to discuss DEI.</p> <p>Dr. Gardner is concerned that the University Diversity Council, which previously advised university leadership, now reports through Sandra MacPherson. There is a worry that current decisions are neither student-driven nor faculty-driven.</p> <p>Dr. Everly – is there a way to counteract this walk back? We need certain elements to be addressed in order to meet accreditation standards.</p> <p>Dr. Cober moved to adjourn the meeting and Dr. Galazyuk seconded. The meeting concluded at 5:06 p.m.</p>

**Upcoming Agenda Items**

October 1 – Leadership Report – President Langell

November – Working Meeting

**SAVE THE DATE: Upcoming Faculty/Professional Development Opportunities**

NEOMED Master Teacher Guild-sponsored panel discussion “Shaping Future Clinicians: Professionalism Insights, and Transformative Feedback in Medical and Pharmacy Education” Wednesday, September 11, 6 p.m.-7:45 p.m. [rsvp](#)

Integrating AI and ChatGPT in Academic Writing: Considerations and Applications in Medical and Higher Education – Tuesday, October 8, 11 a.m.-12 p.m. (Zoom)

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