



University Faculty Council

Meeting: Tuesday, March 4, 2025 - 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 (attendees in bold): Jeffrey Mellott (chair), Petrea Cober (vice-chair), Timothy Barreiro, **Natalie Bonfine, Stacey Gardner-Buckshaw, Yeong-Renn Chen, Lukas Everly, Sheila Fleming, Alex Galazyuk, Kristen Knepp, Yong Lu, Jennifer McKay, Vahagn Ohanyan, Matthew Smith, Erica Stovsky, Xinwen Wang**

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 opened the meeting at 4 pm. and informed the council members it was a working meeting. He shared that President Langell would provide the leadership report at the next meeting in April.
	2	<p>Approve previous UFC minutes 02.04.2025 <i>(Approved minutes located on NEOMED website)</i></p>	Dr. Galazyuk moved to approve the minutes; Dr. Ohanyan seconded. The minutes were approved by the council members.
	3	<p>Executive Management Team Notes Executive Management Team Spring 2025 meeting sign ups</p>	The EMT signups are going well and have representatives until June.
4:05 p.m.- 4:10 p.m.	4	<p>Ohio Faculty Council Update <i>Petrea Cober, Pharm.D., University Faculty Council Representative</i></p>	<p>Dr. Cober shared a report from the Ohio Faculty Council meeting.</p> <p>She stated that the biggest concerns revolve around Senate Bill 1 and the council discussed various issues impacting people. She reported to the council that NEOMED is working towards some of these matters. The group was surprised to learn that NEOMED records classes. They are trying to be strategic to determine what requests to make. .</p> <p>At EMT yesterday, a fact sheet was provided, stating that, as currently written, NEOMED is not required to post syllabi online since we are a graduate school. The Faculty Workload Policy and DEI are the two concerns for NEOMED from the bill.</p>

4:10 p.m.- 4:15 p.m.	5	<p>Provost notes and UFC Committee Representation Updates <i>Jeff Mellott, Ph.D., Chair, University Faculty Council</i></p>	<p>Dr. Mellott shared an update from the Provost.</p> <p>DEI – Dr Faison is exploring ways to continue student groups that have been asked to disband to ensure they are supported and can continue their activities.</p> <p>Succession Planning – Dr. Faison recognizes the need for long-term faculty and staff planning and is looking at ways to track and manage succession strategies.</p>
4:15 p.m.- 4:30 p.m.	6	<p>Faculty Workload Policy Update <i>Jeff Mellott, Ph.D., Chair, University Faculty Council</i></p> <p>Faculty Workload Policy</p>	<p>Dr. Mellott discussed the Faculty Workload Policy. It is justification for hiring faculty, however, there are ongoing different initiatives to hire faculty. Everyone should have received the updated workload policy. The course directorship details are new and can be found on the last page. Some committees have been removed following an initiative that the Provost, Deans and Chairs worked on. Dr. Mellott advised faculty to ensure that all their activities are properly documented and considered during the faculty evaluation process. In particular, teaching hours are not captured on the calendar, so these must be tracked individually by faculty to ensure accurate reporting.</p> <p>Deborah Loyet provided an update on the Faculty Information System (FIS), informing the group that the implementation team was tasked with integrating existing data from various systems into the FIS for chairs to review. However, the team discovered through the registrar’s office that not all relevant data is recorded. As a result, the FIS implementation team has been asked to develop both short-term and long-term solutions. The proposed long-term solution is to include funding for a campus scheduling guru in the 2026 budget process. In the short term, the team plans to establish a process based on course instructor evaluations. Since not all instructors are evaluated, department chairs will need to assist in filling in the gaps.</p> <p>Dr. Mellot encouraged faculty representatives attending EMT meetings to discuss the expectations surrounding “citizenship.” The definition and scope of “citizenship” remain unclear. Further clarification is needed on how this is assessed and implemented.</p> <p>He continued to say that chairs of committees should be the point people to determine the number of hours required for committees. The short-term situation is not a concern, but the long-term challenge is retaining faculty and maintaining the ability to hire.</p>
4:30 p.m.- 5:00 p.m.	7	<p>Open Forum and Department updates from Council members <i>Group Discussion</i></p>	<p>Dr. Mellott informed the council members that the Faculty Empowerment Plan (FEP) has been opened for total university participation. As the pilot has ended, the teaching bonus can go to 8% for assistant/associate professors and 7% for full professors.</p>

The current tables are also available, and the numbers support the proposed increased for each rank.

The Faculty and Staff Recognition and Awards Ceremony is scheduled for Friday, March 7, at 12 p.m. Dr. Mellott encouraged the faculty to attend and recognize the awardees.

A member raised the issue about the timeline for the Annual Performance Evaluation (APE). It pertains to the budget, but it is too early. Dr. Mellott said he plans to discuss it with Provost Faison and President Langell at their next meetings.

Dr. Cober shared that Pharmacy Practice had a very short amount of time to enroll in FEP.

A question on Zoom was asked about work in the SOAR clinic and workload. Dr. Mellott recommended consulting with the Department Chair on this issue.

A question on Zoom concerning DEI committees was raised. Dr. Cober shared that she had asked about the Awards Committee and PEC. She was informed that Awards Committees are considered citizenship and DEI will not exist in its current form and cannot be included in the Faculty Workload Policy. Dr. Mellott advised to speak to the committee chair with any concerns.

Dr. Cober advised the council members that Dr. Faison is planning to have a committee working group in the summer to discuss committees that have not been listed in the Faculty Workload Policy.

Deborah Loyet commented that the standard annual call for committee nominations for FY2025-2026 University and College Standing Committee openings will proceed as usual. Faculty members will have the opportunity to submit self-nominations. Additionally, a new review step has been introduced, requiring department chairs to review nominations before they are forwarded to the University and College nomination committees, which will then make recommendations to the Provost. Some members expressed concern that certain standing committees have been removed from the Workload Policy. Andrea Coard will follow up with the college representatives and add a note to any committees included in the annual call that have been removed from the Workload Policy and are now considered part of citizenship. The annual call is expected to be distributed within the next few weeks.

Dr. Ohanyan moved to adjourn; Dr. Smith seconded. Dr. Mellott adjourned the meeting at 4:38 PM.

Upcoming Agenda Items

April 1, 2025 – Leadership Report – President Langell

May 6, 2025 – Working Meeting

SAVE THE DATE: Upcoming Faculty/Professional Development Opportunities

COHPE: Monday, April 14. Theme - AI in Health Professions Education.

[IAMSE Spring Webinar Series](#), Thursdays at noon (Mar. 6 – Apr. 3)