



University Faculty Council

Meeting: Tuesday, December 2, 2025 - 4:00-5:00 PM

Location: G204 | <https://neomed.zoom.us/j/97164904258?pwd=o497jt1rAjGMfe2t2EPPsvEwhcNbps.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: 971 6490 4258 | Password: 583611

Members (attendees in bold): Jeffrey Mellott (chair), Petrea Cober (vice-chair), Ahmed Abdelkarim, 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, Alexandra Ukmar, Xinwen Wang

Speakers: Katherine Miranda, University Registrar

Administrative Support: Andrea Coard, Deborah Loyet

4:00 p.m.- 4:05 p.m.	1	Welcome <i>Jeff Mellott, Ph.D., Chair, University Faculty Council</i>	Dr Mellott convened the meeting at 4 p.m.
	2	Approve previous UFC minutes 11.04.2025 <i>(Approved minutes located on NEOMED website)</i>	There were no questions or concerns regarding the previous meeting minutes. Dr. Galazyuk moved to approve the minutes; Dr. Cober seconded. The minutes were approved. Dr. Mellott introduced Dr. Ukmar from the Bitonte College of Dentistry as the Department of General Dentistry representative on the council.
	3	Executive Management Team Notes Executive Management Team Fall 2025 meeting sign ups Executive Management Team Spring 2026 meeting sign ups	Dr. Mellott reminded the council members to sign up for the Spring 2026 EMT meetings if they have not already done so.
4:05 p.m.- 4:10 p.m.	4	Ohio Faculty Council Update <i>George Litman, M.D., University Faculty Council Representative</i>	Drs. Litman and Cober provided an update on the Ohio Faculty Council (OFC). The new president for the OFC, Dr. Rosemary Pennington, Miami University, proposed a joint white paper SB1's impact on Ohio higher education and shared governance, to be submitted to the media and legislators, and will poll members for interest. Most of the meeting focused on shared governance concerns and not enough input by

			<p>faculty. Each university shared current issues. Do not have the same problems at NEOMED. Concern around tenure and workload. Undergraduate enrollment is becoming an increasing concern, particularly at YSU.</p> <p>Miami University has a shared governance model with a component that includes a student representative. The students made a motion to disband the senate. It did not come to fruition but was concerning.</p> <p>A question was asked about the discussion on tenure. Faculty were concerned about reevaluation and the lack of guarantee of tenure and post tenure review changes without much faculty discussion.</p>
<p>4:10 p.m.- 4:30 p.m.</p>	<p>5</p>	<p>Course Dog Report <i>Katherine Miranda, University Registrar</i></p>	<p>Katherine Miranda provided a presentation on Coursedog - https://www.coursedog.com – An intelligent Academic Operations Platform to support the ESE and EEE.</p> <p>UFC Coursedog scheduling presentation</p> <p>Katherine shared proposed deadlines for reserving space during the Pilot Year AY 2026-2027.</p> <p>A template will be available to use for exam planning. Exam schedule will be available from Feb. 20, 2026</p> <p><u>Questions and comments:</u> Research space will be reviewed by the committee, with final decisions executed by the Vice President for Research. The committee’s role is to facilitate high-level communication and address related issues comprehensively.</p> <p>The scheduling system will be used only for classrooms and events, not research space or offices.</p> <p>A question was asked about scheduling an urgent meeting. These can be scheduled through the system. Coursedog will display available rooms and attributes (e.g., capacity), increasing transparency and enabling reservations and scheduling.</p> <p>Another question was asked about testing for small courses e.g. four week courses. Next year will mainly stay the same though the template will include a question allowing instructors to indicate a preferred day.</p> <p>A question was raised about whether the scheduling template will be reused each year once the system goes live. The response was that while there will be a defined timeframe, departments will have a</p>

			<p>starting template rather than rebuilding it annually. Timeframes will remain consistent, with backend rules in place to improve automation. The system will also include classroom diagrams, allowing users to indicate preferred setups or request changes.</p> <p>Flexibility was discussed in the event schedule changes are needed. Because the cohort model creates a domino effect, the system should ensure that once a change is made, all related impacts are accounted for. A change-management timeline will be established to guide these adjustments. The software includes conflict-checking tools to optimize space usage and establish more effective scheduling patterns, while recognizing that changes will inevitably occur.</p> <p>Collaboration space needs can be entered before the May reservation window, though they will not be reviewed or finalized until that time.</p> <p>Dr. Cober advocated for including the Wasson Center in the system at the same time, if not earlier. The committee will hopefully meet monthly to monitor these issues, with the Wasson Center potentially added in a future phase. It is not included in the initial model.</p> <p>In response to questions about rules, the space scheduling policy is being updated to support prioritization. Once these rules are built into the software, it will improve efficiency, including checks such as appropriate room size.</p> <p>The template is being finalized. Meetings are scheduled for those who will use it for scheduling exams.</p> <p>Some of our partner universities have adopted this software and report that it has been both successful and an improvement.</p>
4:30 p.m.- 4:45 p.m.	6	Provost notes and UFC Committee Representation Updates <i>Jeff Mellott, Ph.D., Chair, University Faculty Council</i>	No updates
4:45 p.m.- 5:00 p.m.	7	Open Forum and Department updates from Council members <i>Group Discussion</i>	<p>Dr. Mellott reminded council members that the UFC meeting in January would take place on the second Tuesday, January 13.</p> <p>President Langell and Dean Kent-Stollo, Student Services, will provide leadership reports during the January meeting.</p>

			There being no additional items for discussion, Dr. Cober moved to adjourn; and Dr. Galazyuk seconded. The meeting adjourned at 4:55 p.m.
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Upcoming Agenda Items

January 13 – Leadership Reports from President Langell, and Dr. Kent-Strollo, Dean of Student Services

February 3 – Leadership Reports from Dr. Kat Tromp, COP Dean, and Dr. Julie Aultman, COGS Dean

Upcoming Faculty Development Opportunities

Hands-On PointSolutions Tech Practice in the Great Hall

Date: Thursday, December 18, 2025

Time: *Complete the [following survey](#) by December 1 and indicate your preferred 20-minute timeslots between 1:00 – 4:00 p.m.

(Note: We will send you an Outlook invite with your practice time session after December 1.)

Location: Great Hall

IAMSE 2026 Winter Webinar Series “*From Hype to Reality: AI’s Rapid Transformation of Health Sciences Professions Education*”
Each Thursday at 12 p.m., from Jan. 8 – Feb. 5.

[Register](#) to receive the link to register with IAMSE (you will also receive calendar invitations to all sessions (with the webinar link) and access to all recordings and resources).

Watch [The Pulse](#) and <https://www.neomed.edu/faculty/> for more information!
These events are incentivized in the Faculty Service Incentive Plan