



University Faculty Council

Meeting: Tuesday, June 7, 2022 - 4:00-5:30 PM

Location: G204 | <https://neomed.zoom.us/j/96052565876?pwd=UkJKMUIrVjVwREljaytBS2IRU1ZyZz09>

ZOOM Information: Connection time 3:55 PM

<https://neomed.zoom.us/j/96052565876?pwd=UkJKMUIrVjVwREljaytBS2IRU1ZyZz09>

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

Meeting ID: 960 5256 5876 | Password: 572802

Members (attended in bold) : **Patrick Gallegos (chair)**, Natalie Bonfine (vice chair), **Mariquita Belen, Rachel Bracken, Yeong-Renn Chen, Angelo DeLucia, Sheila Fleming, Alex Galazyuk, Alex Hoffman, Yong Lu, Jeffrey Mellott, Erin Reed-Geaghan, Erica Stovsky, Taylor Watson, Liya Yin**

Guests: Eugene Mowad, Interim Dean, College of Medicine, Brian Harrell, Writing Center Specialist, Jordan Cinderich, George Litman, Petrea Cober

Administrative Support: Andrea Coard, Deborah Loyet

Time	Agenda Item	Discussion/Next steps
4:00 p.m.	<p style="text-align: center;">Welcome <i>Patrick Gallegos, PharmD., Chair, University Faculty Council</i></p> <p style="text-align: center;">UFC Leadership Transition <i>Jeffrey Mellott, Ph.D., Incoming Vice Chair, University Faculty Council</i></p> <p style="text-align: center;">Action Item Review <i>Patrick Gallegos, PharmD., Chair, University Faculty Council</i></p>	<p>Dr. Gallegos commenced the meeting at 4:02 pm and shared this was his last meeting as Chair. He thanked everyone for their commitment and dedication to the university</p> <p>Dr. Gallegos introduced Dr. Jeff Mellot as incoming UFC Vice Chair. Dr. Mellott presented Dr. Gallegos with a personalized baseball bat and recognized his efforts during the past two years. A slide was presented from Dr. Bonfine also thanking him.</p> <p>Dr. Gallegos provided an action item review.</p> <ul style="list-style-type: none"> - Call for UFC COM Clinical Representative – some interest received -hope to fill soon. - Strategic Plan funding proposal ideas – rolling out end of summer to partner with staff EEG group and organize an appreciation group. - Call for additional Academic Freedom Task Force members - Call for Academic Management Partnership (AMP) committee representative – no nominations as yet.
	<p>Approve previous UFC minutes (5/3/22)</p>	<p>The minutes from the previous meeting on 5/3/22 were approved</p>

		(Approved minutes located on NEOMED website)	
	3	Departmental updates	Dr. Mellot informed the group that Dr. Hans Thewissen had been announced as the new Chair of Anatomy & Neurobiology Department. Dr. Gallegos said it was great news and congratulated Dr. Thewissen.
OLD ACTION ITEMS (from previous meetings)			
4:10 p.m.	4	Executive Management Team Notes , Executive Management Team Fall 2022 meeting sign ups	<p>Dr. Gallegos discussed the Executive Management Team (EMT) meetings and sign-ups for Fall 2022 with the council. All UFC members are required to attend one EMT meeting per semester. The UFC chair and vice chair will attend one meeting each per month. Sign up at link provided. Be ready to provide UFC summary to EMT during the meeting. Each EMT member will report an update. UFC representative will record notes and share with UFC Chair, Vice Chair and Andrea Coard. Posted on UFC shared one drive.</p> <p>Dr. Belen shared an HLC update from the EMT meeting regarding the Academic Task Force. Dr. Gallegos informed the group, a plan is being developed by Dr. Zarconi for submission to the VPAA by 8.1.2022. A working draft of an Academic Freedom Statement is planned for submission to VPAA by 8.15.2022.</p>
4:15 p.m.	5	Ohio Faculty Council Update <i>George Litman, MD., Professor Emeritus of Internal Medicine</i> <i>NEOMED University Faculty Council Representative</i>	There was no Ohio Faculty Council update.
DISCUSSION ITEMS—NEW & FOLLOW-UP			
4:20 p.m.	6	Annual Performance Evaluation Update APE Form <i>Patrick Gallegos, PharmD., Chair, University Faculty Council</i>	<p>The Draft Annual Performance Evaluation (APE) Form was shared with the council and Dr. Gallegos talked about the content of the document. It was pointed out that under the section for outstanding performance, the phrase ‘outside recognition’ is not clear and required clarification. The weighted rating will self-populate in the final version of the template. The Faculty Development component is a concern for some faculty members with an expectation of 5% effort across the board .</p> <p>Dr. Mellott said there are potential pitfalls including grants and non-tenure track faculty. He continued to say it is not clear what constitutes faculty development and having an itemized list is imperative.</p>

		<p>Dr. Gallegos said a concern was protected time and should be put in writing. He likes the idea, but faculty need to have the time available for this.</p> <p>Service incentive bonus points –committee membership and participation requires updating.</p> <p>Dr. Bracken asked about the incentive plan lists to share with members of her department and where they are located. Any update regarding 75% of events from VPAA and how to calculate this? She also asked for details of student events.</p> <p>Dr. Gallegos and Dr. Mellot received an email from Charity Davis, HR stating she had reached out to Mary Taylor for answers.</p> <p>This will be raised with the VPAA for guidance on how to track this.</p> <p>Dr. Gallegos talked about Janel Koellner, Director, Faculty Development, trying to open up faculty activities to the entire university e.g., College of Pharmacy conference was available to everyone for faculty development. Academic Impressions is also available.</p> <p>Dr. Gallegos discussed the incentive list which was approved by Dr. Langell. The list will be sent to all members of the UFC again.</p> <p>The list should be updated every year. A set date and time for updating to occur is required – needs to be an annual practice.</p> <p>Dr. Kasmer had asked for evidence of what had been accomplished to be reviewed by the Chair.</p> <p>The issues raised during the meeting will be brought to the VPAA for comments and feedback to the UFC.</p> <p>Dr. Cober advised the group, she meets with Dr. Hillyer and Janel Koellner, monthly to discuss how to do professional faculty development as a university throughout the different groups. Janel has attendance record documentation for the COP event in May. She also has access to Academic Impressions and can generate reports to show sessions completed by individuals. The incentive bonus list needs to be available sooner to ensure adequate time is available to appropriate time and resources effectively.</p> <p>Dr. Gallegos asked for any additional comments regarding inaccuracy of the APE Form to be sent to Andrea Coard, Jeff Mellott, Natalie Bonfine or Patrick Gallegos and these will be forwarded to the VPAA.</p>
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4:30 p.m.	7	<p>Academic Freedom Statement and Policy Development Update <i>Patrick Gallegos, PharmD., Chair, University Faculty Council</i></p>	<p>Dr. Gallegos provided an update from the Academic Freedom Task Force on behalf of Dr. Zarconi, Chair</p> <ul style="list-style-type: none"> - A plan with milestones and dates is being developed by Dr. Zarconi for submission to the VPAA by 8.1.2022. - Will be shared with UFC to review - Task Force charges - Meetings dates and times - Draft for vetting - Final approval - Creating of placement - Next phase – policy bylaws – long term task - Drs. Bracken and Wenstrup tasked to create original draft with Amy Furey-Ligan, Dr. Mellot will provide backup if required - Task force will edit draft - Will come to UFC early July for review - Working draft of Academic Freedom Statement planned for submission to VPAA by 8.15.2022.
4:40 p.m.	8	<p>Leadership Report <i>Eugene Mowad, MD., Interim Dean, College of Medicine</i></p>	<p>Dr. Gallegos introduced Dr. Mowad to the University Faculty Council (UFC). Dr. Mowad thanked the group for the opportunity to speak. He shared his role as the interim dean, College of Medicine, began at the beginning of 2022. The interim vice president of health affairs is being co-managed by Drs. Langell and Boltri and is not part of Dr. Mowad’s responsibilities.</p> <p>Dr. Mowad shared a slide presentation (attached) and told the council he would be sharing current major initiatives within the College of Medicine including:</p> <ul style="list-style-type: none"> - Student satisfaction and success - Faculty satisfaction and success - Curriculum evolution and QI - Accreditation follow up - Admissions and growth - Strategic plan - Dean search <p><u>Student Satisfaction and Success</u> Benchmark surveys from AAMC are used for student satisfaction and success. The Year 2 Questionnaire (Y2Q) – administered at beginning of second year and reflective of first year.</p>

Graduation Questionnaire (GQ) – administered at spring semester of the final year.

The surveys show students results in the lowest 10 percentile of colleges of medicine – similar statistics for the past 4-5 years.

Dr. Mowad said he is hoping the new curriculum will impact the results. Watching closely.

NEOMED self-administered survey results continue to creep up each year.

Success on NBME examinations – data to show

Match

SOAP – supplemental offer and acceptance program for students who did not match the first time

Other data

Step 1 NEOMED vs National

A slide was shared to show the trend of NEOMED vs National Step 1 scores. Students cannot progress without passing this exam. Deborah Loyet asked for clarification that the data was reflective of the old curriculum and not the new curriculum. Dr. Mowad confirmed this was correct.

Step 2 NEOMED vs National

The next slide showed data for the Step 2 CK examination. It is thought this will become the new Step 1 examination. It measures the clinical sciences, and the trend shows that NEOMED fluctuates around the National average results.

Match Rates

NEOMED Match Rates were traditionally close to the national average before the supplemental match happened. From 2018 onwards the ability has become more difficult nationwide for students to match.

NEOMED has been very successful in the SOAP and pair students with a faculty advisor for guidance throughout the process.

Student success is very good but there is work to be done with regards to student satisfaction.

Faculty Satisfaction and Success

Faculty have raised concerns about the Post Tenure Review Process, and the Compensation Plan. Dr. Mowad felt the UFC have helped faculty more than anyone to navigate through those issues.

Faculty Morale Survey

Dr. Welton talked to faculty, and many are feeling undervalued, under communicated with, curriculum/lack of voice and general concern about rapid pace of change at the university and College of Medicine.

World Café

The College of Medicine are having an event in August to address the faculty morale survey called World Café.

Six questions will be presented, and each question will be facilitated by a chair of a department. Faculty will rotate from station to station and build upon the responses of the group before. Faculty have opportunity to share insights on how to solve problems and given a voice.

Dr. Mowad said he feels good on the trajectory of where faculty satisfaction and success is going.

Curricular Evolution and Peer Instruction (PI)

Tiny changes have occurred dictated by a quality improvement (QI) process led by Alison Hawkes.

Data to be reviewed including results of the upcoming Step1 examination to understand the impact on students.

Peer Instruction is an active classroom experience which does not rely on many faculty. Small groups of students that require few faculty.

Can be stressful for students.

During the LCME accreditation, administrative chairs were used to keep things moving through the curriculum committees. Faculty chairs are now in charge of the curriculum committees with administrative support.

Changes are being made to the Appendix G.

Clinical Curriculum will be going through some changes.

Accreditation Follow Up

There were two elements the LCME did not judge in the green category.

A written status report is required by 12/1 – on target.

Involves survey work from students on the topics:

- Integration of curriculum
- Responsiveness of Dean
- Responsiveness of Curriculum Committee

Two questions to be addressed:

Is M2 implemented, integrated and mapped?

What have you done to enhance student feedback?

Admissions and Growth

Increase from 6-8% to 30% of under representative minority students last year for first year class. On target this year for 20-25%

Major goals are to work on articulations with COGS

- MFM – Master in Foundation of Medicine program
Previously known as Masters’ Program in Modern Anatomical Sciences
- MLHSS – Master of Leadership and Health Systems Science
- Global Health
- Innovation

These will articulate with the College of Medicine and offer students a 1+ 4 experience. If students want a guaranteed seat from an undergraduate university, they will be required to commit to one of these programs. Want early assurance seats to help create transformational leaders.

Enrollment growth
Dr. Langell has successfully negotiated with clinical partners for more breadth in experiences for better resources. With these commitments, the expectation is to grow the class from 162 to 175.

COM Dean Search
Search firm engaged.
Search Advisory Committee formed – under leadership Dr. Joe Zarconi. Timeline being handled by the Office of the President.

Dr. Mellott inquired about the MFM program and said the admissions committee was asked for a one-year exception last year. Will there be another step prior to that? Dr. Mowad advised the students in the program did not have guaranteed seats like the MFM program but will have met higher criteria. If they apply into Medical School, the likelihood will be very high for acceptance.

Dr. Doug Moses and Mr. Jim Barrett are looking at 506 being the new 500 MCAT score. Raising standards and want students to be consistently exceling. The MFM is a foundational program that gives students educational skills to lead them into Medical School.

Dr. Bracken asked about the COM enrollment increase and timeline for increase to 175. Dr. Mowad confirmed it will increase to 175 this academic year and if this goes well, will apply to LCME to make this a permanent increase. As a one-year increment, it falls below the LCME threshold but if it continues year after year, we will need to apply to LCME.

The President’s goal is 200 but Dr. Mowad would like to see how resources work out. The tuition increase will bring in additional dollars for clinical institutions to support cost to implement additional clerkships,

			<p>university overhead and some portion will come back to the COM. An assessment will be made regarding the need for additional faculty, counselors, and career advisors. This needs to be proved.</p> <p>A question was asked how the enrollment expectation of 175 compares with CASE and Ohio State. Ohio State is around 230, CASE is low 200s.</p> <p>Having enrollment of 200 students will put NEOMED in the ballpark with others. 175 keeps us a little smaller.</p> <p>Dr. Gallegos thanked Dr. Mowad for his presentation</p>						
5:10 p.m.	9	<p>Writing Center Presentation <i>Brian Harrell, MA., Writing Center Specialist</i></p>	<p>Dr. Gallegos introduced Mr. Brian Harrell, Writing Center Specialist and thanked him for talking about the Writing Center.</p> <p>Mr. Harrell said he was hired at NEOMED as an adjunct faculty member in 2018 to teach in COGS. He recognized very quickly a writing center was required. Many medical schools do not have writing support however, the really successful stand-alone medical schools do. He suggested in 2018 a writing center could be helpful for some of the initiatives. It was put on hold due to COVID and he officially started in the new Writing Center role on February 14, 2022. It is currently a two-year program and Mr. Harrell is employed for 20 hours per week (also please see his presentation slides attached). His current hours are :</p> <p>Tuesday 10 am – 10 pm Thursday 10 am – 3 pm Summer in-person hours will change.</p> <p>Appointments can be made on Campus App and are changing so that all students will have 50-minute scheduled appointments and not only English as a Second Language (ESL) students.</p> <p><u>Total Student Tutoring Sessions as of June 7, 2022</u></p> <table data-bbox="1115 1154 1419 1247"> <tr> <td>Asynchronous</td> <td>132</td> </tr> <tr> <td>Zoom Synchronous</td> <td>45</td> </tr> <tr> <td>In-Person</td> <td>23</td> </tr> </table> <p>Most of the work has been Asynchronous – students upload CVs / personal statements. Mr. Harrell reviews, provides comments and returns to students to work on.</p> <p>The most successful stand-alone medical school in South Carolina reported to have 70% of Asynchronous work.</p>	Asynchronous	132	Zoom Synchronous	45	In-Person	23
Asynchronous	132								
Zoom Synchronous	45								
In-Person	23								

As of June 7, 2022. 190 students have been assisted. Most of these are repeat students.

Total Tutoring Sessions as of June 7, 2022

COM 143
COP 11
COGS 30
Faculty 4
Staff 2

Most of these students have been repeat students. Individual students account for 67 with each student having 3 sessions each.

Additional activities available from the Writing Center includes:

- Workshop creation and distribution
- Academic Professional committees
- Academic Journal copyediting and revision
- Assessment
- Administrative Duties

Mr. Harrell shared he is excited to be involved with new student orientation during July.

Elements of good writing apply across all academic principles and include:

- Perspective
- Audience
- Evidence
- Logic
- Correctness

Tutoring Services provided to date by the Writing Center:

- CV creation and revision
- Personal Statements for away rotations and residency
- Master's Thesis writing, defending, & copy-editing
- Dissertation writing for College of Pharmacy
- Grant Writing
- Student Journal editing
- Formatting for submissions for academic and medical journal publication
- Short Biographical Letters for away rotations
- Literature Review writing
- Essays for scholarship applications
- SOAP Revisions
- Workshop Creation

Mr. Harrell continued by discussing NEOMED Partnerships.

College of Medicine requirements

- Create required workshops
- CV Writing for M1s
- Making the most of your time at NEOMED in relationship to the CV
- Personal Statements
- Work with the M3s submitting their CVs and Personal Statements for residency and away rotations
- Work with M4 SOAP Students revising documents

College of Pharmacy requirements

- Create monthly writing workshops
- High Stakes Professional Writing
- Plagiarism
- Formal English Writing Conventions
- Professional Writing Practices
- Work with the P3s submitting their CVs and personal writing for residency etc...

College of Graduate Studies

- COGS Certificates
- COGS Masters
- COGS Ph.D

Faculty and Staff Needs

The Writing Center is available for all faculty & staff needs, specifically formatting, identifying publishing opportunities, reading of drafts for revision and editing, and invention phases for academic publications.
Syllabus creation

Brian has planned the following summer workshops
(to be Recorded/Online/In-Person)

June

- Conventions of Formal Writing
- Plagiarism
- Creating the Professional Email
- LinkedIn

July-August

- APA Formatting
- NLM Formatting
- NEOMED Thesis and Dissertation Formatting
- CV Labor
- Professional Writing Practices

			<p>Dr. Gallegos said he is excited about the Writing Center and thanked Mr. Harrell for being here. He asked about ESL and plans for support. Mr. Harrell advised there is partial funding to hire someone starting July 1. He continued to say it is a major need.</p>
5:25 p.m.	10	Open Forum & Adjourn	<p>Dr. Gallegos discussed the upcoming agenda items for July</p> <ul style="list-style-type: none"> - Academic Freedom Task Force - Annual Performance Evaluation (APE) Form - Faculty Improvement Plan (FIP) - Compensation “Lessons Learned” - Leadership Report for August – President Langell <p><u>Action Items</u></p> <ul style="list-style-type: none"> - Call for COM Clinical Representative - Strategic Plan funding proposal ideas - Call for UFC Representative for Academic Management Partnership (AMP) <p>The meeting concluded at 5:30 pm and Dr. Gallegos thanked everyone for attending.</p>

Upcoming agenda items for July

- Academic Freedom Task Force
- Annual Performance Evaluation Form
- Faculty Improvement Plan
- Compensation Lessons Learned
- Leadership Report for August – President Langell

Action Items

- Call for COM Clinical Representative
- Strategic Plan funding proposal ideas
- Call for UFC Representative for Academic Management Partnership (AMP)