



## University Faculty Council

Meeting: Tuesday, July 12, 2022 - 4:00-5:30 PM

Location: G204 | <https://neomed.zoom.us/j/98305687480?pwd=OGpqK3VPNWs2RzZmcDhCU1FFaVgzQT09>

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

<https://neomed.zoom.us/j/98305687480?pwd=OGpqK3VPNWs2RzZmcDhCU1FFaVgzQT09>

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

Meeting ID: 983 0568 7480 | Password: 415619

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

**Guests:** Richard Kasmer, Joseph Zarconi, Jeff Wenstrup

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

Time	Agenda Item	Discussion/Next steps
4:00 p.m.	<p style="text-align: center;">1</p> <p><b>Welcome</b> <i>Natalie Bonfine, Ph.D., Chair, University Faculty Council</i></p> <p><b>Action Item Review</b> <i>Natalie Bonfine, Ph.D., Chair, University Faculty Council</i></p>	<p>Dr. Bonfine opened mtg at 4 pm. She thanked Dr. Gallegos for continuing to serve as a member of the council and for his service as chair for the prior two years.</p> <p>Dr. Bonfine introduced new members, Dr. Stacey Gardner-Buckshaw and announced that the College of Medicine (COM) held an election for the COM affiliated representative on Council, Dr. Tim Barriero, D.O., professor of internal medicine, who received the top number of votes.</p> <p>Dr. Bonfine announced a call for nominations for a UFC faculty representative to serve as a member to the Academic Management Partnership (AMP) committee, which is a university standing committee dealing with academic operations and policies. Members are asked to discuss this opportunity to provide communication and representation between AMP and UFC with their departmental faculty. An AMP faculty member does not have to be a Council member but will represent Council to AMP.</p>
	<p style="text-align: center;">2</p> <p><b>Approve previous UFC minutes (06/07)</b> <i>(Approved minutes located on <a href="#">NEOMED website</a>)</i></p>	<p>Dr. Galazyuk moved to approve the minutes, Dr. Mellott seconded. Minutes were approved.</p>

	3	<b>Departmental updates</b>	No departmental updates shared. There will be space at each meeting for updates.
		<b>OLD ACTION ITEMS (from previous meetings)</b>	
4:05 p.m.	4	<a href="#">Executive Management Team Notes</a> , <a href="#">Executive Management Team Fall 2022 meeting sign ups</a>	Members were reminded to sign up for EMT meetings to represent UFC. Dr. Bonfine stressed the importance of UFC and EMT communications. There are only a couple of gaps in the schedule at present.
4:10 p.m.	5	<b>Ohio Faculty Council Update</b> <i>George Litman, M.D., Professor Emeritus of Internal Medicine</i> <i>NEOMED University Faculty Council Representative</i>	<p>The dominant topics at the last Ohio Faculty Council meeting was a presentation and discussion with the Higher Learning Commission's president, Barbara Danely Gellman. Dr. Litman explained that the Council was hoping she would discuss academic freedom but she did not go into any depth. They talked about faculty integrity and credentialing. They also discussed the decline in traditional college-aged students (18 – 21) due to the low birth rate. Currently the majority of learners are adults. There was also some discussion about shared governance, and serving on boards and committees. She noted that higher education has been sidelined by the federal government and nothing has been done for the past 10 years. There is a need for more adjunct faculty in the country. The HLC recommends keeping board meetings on campus and is pushing Boards of Trustees to listen to faculty and attend classes to understand students/classes. There is no Ohio Faculty Council meeting in July.</p> <p>A question was asked about other Ohio schools having faculty on their Boards of Trustees? Dr. Litman did think that this was the case.</p> <p>Dr. DeLucia said he heard there were 1.4 million fewer students on college campuses – not sure if it is a matter of students not applying or attending college. Are there predictions about what is going to happen in the fall? Dr. Litman said the discussion was more about how budgets will be affected. Student debt was also discussed.</p> <p>There may be more need for adjunct faculty.</p>
		<b>DISCUSSION ITEMS—NEW &amp; FOLLOW-UP</b>	
4:15 p.m.		<b>HLC Update</b> <i>Richard Kasmer, Pharm.D., Vice President for Academic Affairs</i>	<p>Dr. Kasmer said the Higher Learning Commission (HLC) effort to prepare for the NEOMED 2022 Comprehensive Evaluation and Site Visit started in spring 2021. It has taken a small army to keep the effort moving forward. The NEOMED HLC Steering Committee identified possible compliance issues from a first draft of the HLC Argument. The VPAA worked with them to create Action Plans to address potential gaps in compliance with accreditation requirements.</p> <p>See Dr. Kasmer's slides for full details. The HLC uses five overarching <a href="#">Criteria for Accreditation</a> and a <a href="#">Federal Compliance Filing</a> Form as</p>

requirements for each institution's evaluation. [Criterion 3](#) and [Criterion 4](#) are focused on teaching and learning.

NEOMED is preparing an Assurance Argument, limited to 35,000 words, to address the Criteria for Accreditation and their Core Components. Through drafts of the Argument, we have looked at areas of possible compliance and non-compliance and have spent the last several months resolving issues. The Argument is currently out to an external reviewer who will provide constructive feedback about compliance, non-compliance, or areas that will likely be monitored. Dr. Kasmer anticipates monitoring on four items. COGS because of new programs, Distance Education, Finance and Admin structure because of new practices and policies, and Academic Freedom.

Monitoring is not a problem – it is still compliance.

What did we do to change the not compliant to compliance? The Strategy Office is conducting a new annual review process. COM and COP are approved through their program accreditors. The new annual review process will create a formalized way to evaluate needs. The new process will be piloted in COGS, which is where the need exists.

The format of the site visit is anticipated to include two walk in visits one on Monday and one on Tuesday (see slides). There will be required visits and then sessions that are unique to us.

A question was asked about the schedule – do we determine it or does HLC? We recommend and they can decide yes or no.

Is there opportunity for faculty and students to meet with the group? Yes, faculty and students will be involved in sessions and can attend open sessions.

A Student Opinion Survey was conducted by the HLC in April. Almost 50% of students responded. Top results highlighted:  
Knowledgeable faculty (highest rated)  
Academic planning was lowest rated.

See slide for student comments.

Results have been closely reviewed by the President and Deans.

Projects completed:  
Revision of HLC webpage  
Academic Freedom webpage

			<p>Professional Licensure Disclosure  University monitor slides  Updates to all college departments  Drop-in session  President</p> <p>There will be training for all participants in the sessions. A question was asked about when we can read the Assurance Argument? August 15, which is the date by which the Argument will be in final form and submitted to HLC. What happens after Sept. 13? The site visit team's report is submitted to HLC and its Institutional Actions Committee will review and determine NEOMED's accreditation status. The entire process takes some months after the visit.</p>
4:30 p.m.	6	<p><b>Annual Performance Evaluation Update</b>  <a href="#">APE Form</a></p> <p><b>Faculty Improvement Plan</b>  <a href="#">Faculty Improvement Plan</a>  <i>Natalie Bonfine, Ph.D., Chair, University Faculty Council</i></p>	<p>Dr. Bonfine said that considerable feedback has been received on the APE Form. As a Task Force, we plan to summarize comments and share them with the VPAA by end of July. The current performance year is a pilot year; mid-year reviews occur in mid-August.</p> <p>In general, there are questions around the elements of the new compensation plan; incentive bonus items; confusion around areas of research, teaching, service. Confusion for folks that did not opt in. Faculty development is embedded in the new forms. Course evaluations for teaching. Applicability for faculty who are shared (COP). Form itself – length of form, rating scale, definitions, calculations. Name of the form.</p> <p>The general timeline is to have our recommendations submitted as quickly as possible so they can be used for mid-year reviews in August. The deadline from faculty to provide feedback was last Friday.</p> <p>The Faculty Improvement Plan (FIP) is a form used for faculty who are struggling with performance. Used to create an individualized plan for improvement. UFC chair and vice chair are working on how best to gather feedback – esp. needed from chairs. Will be asking for your feedback.</p> <p>To clarify a question on chat – 5% of FTE is the amount on the APE document for the faculty development requirement for all faculty. This is different from the FIP Form.</p> <p>Is the 5% still up in the air b/c unclear what it is? The confusion around this issue is part of our feedback.</p>

4:50 p.m.	7	<p><b>Academic Freedom Statement and Policy Development Update</b>  <i>Joseph Zarconi, Ph.D., Academic Freedom Task Force lead</i>  <i>Jeff Wenstrup, Ph.D., HLC steering committee</i></p>	<p>Dr. Zarconi said there are three attendees today representing the task force, Joe, Jeff Wenstrup, and Rachel Bracken. The topic relates to academic freedom in teaching and learning environments. Became clear in working on HLC Assurance Argument that we have sufficient information to put forward but we do seem to have a gap with the absence of a statement or policy on academic freedom (as a university). We reached out to UFC, which supported the conclusion that we do need to develop a statement. A task force was formed and we have talked a lot about academic freedom or freedom of expression or both.</p> <p>Freedom of expression is a separate body of work. We are focused on academic freedom. We have reviewed other university websites to read other policies and statements. We also developed core principles or values that should be included. Next, we felt it time to create a draft of a statement/policy. Bracken and Wenstrup volunteered to do this for review by task force and UFC.</p> <p>Wenstrup – started out with something akin to a policy and a rationale. The larger task force wanted a statement on academic freedom.</p> <p>Key points:</p> <ul style="list-style-type: none"> <li>- Right and responsibilities associated with instructional roles</li> <li>- Same for research/scholarship</li> <li>- Same associated with faculty governance</li> <li>- Same when faculty act as private citizens</li> <li>- Articulate university’s support for faculty academic freedom shall be</li> <li>- Develop a process for violation of the policy.</li> </ul> <p>Once the statement was worked on, we fed back to task force which has given feedback and edits were made. Task force</p> <p>Dr. Bonfine sent the document out on July 7 and requested feedback from UFC on the document. Want this feedback in short order</p> <p>Timeline for feedback? Dr. Zarconi said we would have a quasi-finalized draft at end of August. Intent is to vet by faculty at large before submission to VPAA.</p> <p>We want to be able to post something on our website by end of August so we have something we can refer to when HLC comes for its review.</p> <p>Dr. Bonfine advised Council members to share with departments so your feedback from your departments can be collected now. Our task force will incorporate your feedback into the final product.</p>
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5:15 p.m.	8	<p><b>Strategic Plan funding proposal idea: Faculty Exceptional Experience Group</b>  <i>Natalie Bonfine, Ph.D., Chair, University Faculty Council</i></p>	<p>An idea is to apply for a SIF geared toward enhancing faculty experience. Came out of former past chairs of UFC, who wanted to do work on a culture of appreciation for faculty successes and welcome new faculty to our community and create a community of faculty. Conversation has been on going and is gaining new steam/momentum. There is also an opportunity to coordinate/collaborate with other similar groups at NEOMED, such as a staff resource group and other employee resource groups, if we want to position our EEG group to enhance faculty and employee experiences.</p> <p>There is an idea on the table to do this. If you're interested in participating in this discussion, we're planning a meeting in August to brainstorm activities and events. How much funding are we talking about? Probably only a few thousand dollars to host events and speakers of relevance to our faculty. Formal and informal information sharing to spotlight what they're doing, etc.</p> <p>Dr. Lu recalled a celebratory event in the past where the Dean hosted a gathering to celebrate promotions. Was warm and inviting.</p> <p>Dr. Bonfine said the idea is to think big and encourage anyone to come forward.</p>

5:20 p.m.	10	<b>Open Forum &amp; Adjourn</b>	<p>Dr. Bonfine said she has been invited to serve on the VP for Research search committee (not going with a search firm). Have met once to discuss desired qualities. There is faculty representation from COM, COP and Faculty Council.</p> <p>Dr. DeLucia thanked Dr. Bonfine for leading this first meeting. Dr. Bonfine said to be sure to tell us if there are ways to enhance these meetings. Dr. Lu said thank you as well.</p>

**Upcoming agenda items for August**

- 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)
- Share Academic Freedom statement with faculty in departments