



**Present:** Mathew Smith, Ph.D., Angelo DeLucia Ph.D., Bernhard Fassl M.D, Scot Wisneski Ph.D., Julie Aultman Ph.D., Vivian Von Gruenigen M.D, Erin Franks Ph.D., Rebecca Fischbein Ph.D., Priya Raman Ph.D., Amy Lee M.D., Natalie Bonfine Ph.D., Nath Flath, Lynda McPhail, Jodie Turosky, RPH, Alexander Galazyuk Ph.D., Nicolas Osborne, Phil Jenkinson, Kelly Shrock, Greg Koman- Cronauer, Chelsea Luli, Alexander Peralta

**Absent:** Jesse Young Ph.D., Vahagn Ohanyan M.D., Michael Kempe, Brienne Seekford

**Meeting Minutes**

Agenda Item	Discussion	Action
1. Call to Order at 1:30 pm	Dr. Aultman entertained a motion to vote. Voted for the first motion was Dr. Smith and was seconded by Dr. Lee. None opposed, and the July 2023 meeting minutes were approved unanimously.	Vote
2. Old Business: a. Student GFC Committee	The GFC will endorse student GFC membership – All program directors (PDs) will need to think about a nomination of a student to GFC – we will have the two students currently on GFC assist in the nomination process to fill in the chairs. This committee will be an accumulation of all programs across COGS. Along with this Nicholas Osbourne will be sending out the required documents with information about the verbiage of creating a student committee in accordance with the institution. This will be tabled for our next meeting where we will discuss further creating the constitution of the committee. PD/GFC will have access to student affairs to help assist in the process.	Informational
3. New Business: a. Dean Update	New members: Dr. Keszenheimer, Brienne Seekford, and Michael Kempe, were all welcomed. Each was given a brief introduction to their work and reason for joining GFC.  SIF Update: \$500k was awarded and another \$500k was awarded. 66% of our proposals were approved. Dr. Aultman explains the reason why only 66% of our proposals were accepted. The office of the Dean will send out a calendar of the review schedule to GFC. The SIF review group is double in size.  Elective courses were emphasized by the Dean who mentioned there is an ongoing conversation with the provost to create these electives to assist with early assurance students who according to data are struggling within medical school and the purpose of these courses is to better prepare them for the rigor of medical schools. These newly created elective courses will hopefully better prepare students for their future in medicine. Another thing that was messaged to the Dean from the provost and echoed to GFC was that these elective courses must be able to create a separation of	Informational



medical students and non-medical students. The target date to create, approve, and launch will need to be for FY 2023-2024. There will also be an assessment team to see how these courses are directly impacting students' capabilities in medical school. The College has been tracking students' performance for the last three years and will continue following this pattern with the newly implemented courses and assessment team.

Early Assurance Students & Traditional Students: 141 COGS students are currently enrolled. This does not include the CAA students who will be starting later this year. Overall, there will be over 150 students by the start of next Spring.

Dental College Update: Dr. Aultman mentioned to the group that the CODA application/approval process has been delayed. Also mentioning that faculty members will be heavily recruited by the new College to assist in the HLC process.

AMP Update: Katherine Miranda mentioned that the group should be actively reviewing the new faculty workload policy that is in place. Especially with the many changes coming from the state and federal levels. This will coincide with the faculty handbook that was also sent out to faculty members earlier. Dr. DeLucia asked how the institution will be calculating credits and if it will be the same as it was in years past. Katherine mentioned that the indication of how exactly that will be calculated is currently unclear as the policy is still underdeveloped. Dr. DeLucia mentioned maybe mirroring with some improvements with what COM has in place, referring to the faculty handbook – also noted that it's inefficient and would need to be reworked. Dr. Aultman mentioned that working throughout all the colleges each does calculations differently and hopefully, with this new update, it will be more uniform. More details surrounding calculations and the policy itself will continue to come forth in the near future.

4. Workload Policy	Dr. Wisneski is presenting the workload policy and will be assisting the provost in collecting data and feedback from the college – the main group collecting institution-wide feedback, which Dr. Wisneski is a part of, met for the first time the day before GFC met ( <i>August 21, 2023</i> ) and he shared insight from their meeting. Dr. Wisneski mentioned how the group has outlined their plan. The provost gave them a directive that all comments/reports should be submitted to him by Sept. 30, and the provost will be meeting with UFC on Sept. 5th – Dr. Wisneski is asking for comments to be submitted to him by no later than Monday, August 28 and mentioned comments should address what is missing and what needs clarity. There will be additional meetings/discussions leading up to Sept 30. Dr. Aultman mentioned to the provost that	Informational/Discussion
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	<p>the Program Director is missing from being mentioned in the faculty handbook, and they should be included. Also mentioned that the current by-laws are being revised by the General Counsel. Nate Flath commented that the calculations are a bit off and need clarification. Dr. Wisneski mentioned how that conversation is ongoing surrounding how things will be calculated to reflect accurately. Dr. Smith asked what type of comments are needed from them to be clear on what to look for when reviewing the policy. Dr. Wisneski is open to accepting all comments to fill in his report that will be given to the provost.</p> <p>AMP Update: Dr. Wisneski was at the last AMP meeting. Dr. Kat Tromp was the person who initiated the conversation surrounding the prioritization of classroom and lecture space and creating a “<i>Space Utilization Group</i>” that coordinates that. But the main point is to prioritize classrooms/lecture space. Dr. DeLucia mentioned that it’s complex and that this is a good thing. However, classes are very nuanced so it may be difficult to address which class/lecture is more important than the other. Katherine Miranda followed up with a comment that having a class priority list may be able to mitigate the issue. Katherine also mentioned that in NEOMED’s history, it has never followed any sort of scheduling patterns, if the institution did an optimization scheduling pattern this may help resolve the nuances when it comes to class “priority” and class space that Dr. DeLucia mentioned.</p>	
5. Orientation Debriefing	<p>Dr. Lee mentioned everything went well but wanted to know how students are supposed to complete the FERPA training as an onboarding process. Greg Koman-Cronauer commented that he will reach out and make a 1:1 meeting to go over exactly how that should be accomplished.</p> <p>Dr. Franks mentioned an issue with Canvas. Since class did not start till after orientation, she wanted to know if there would be any way of completing the necessary docs/assignments before their first official day. Katherine Miranda mentioned that if a student needs to turn in a necessary assignment, PD will need to include it in Orientation rather than after orientation. This will avoid the issue that Dr. Franks ran into.</p>	Informational
6. Inter-faculty and New Students to GFC Committee	<p>Nate Flath presented both faculty members, Dr. Bao Nguyen, and the student nominee to GFC, Enkhjin Enkhsaikhan.</p> <p>Nate mentioned how both are outstanding candidates for the roles he has nominated them to and they will be able to contribute in an impactful matter. They both have excellent track records working with the CAA program.</p>	Informational/Vote



	<p>After the presentation, Dr. Aultman entertained a motion to vote for approval for the two candidates. Dr. Smith motioned first to approve and Dr. Wisneski voted second to approve. All approved except for Dr. DeLucia who voted for an extension to review materials.</p>	
<p>7. Admissions Update</p>	<p>86 newly enrolled fall students: 74 new master's students (inclusive of 4 Certificate to master program changes), 12 new Certificate students, *69 students were projected. 12 Ph.D. students will enroll in Fall classes. 112 master's students will enroll in Fall classes/have been accepted into programs. 18 Certificate students will enroll in Fall classes. A total of 142 COGS students will enroll in Fall classes/have been confirmed into COGS programs, including 1 LOA student from M2.</p> <p>Projected for Spring Enrollment: A minimum of 17 students are anticipated to join enrollment (14 from CAA and 3 PhD students). We anticipate a class of 14-15 CAA students who will start in January depending on the availability of clinical rotation spots. 159-160 COGS students are anticipated to enroll in Spring classes/have been accepted into the program (includes 14-15 additional CAA deposited students and 3 Ph.D. students)</p> <p>More information on PowerPoint Presentation with data that Greg was able to collect and share with the group.</p> <p>Dr. Macpherson's team will be sending out a comprehensive survey for students to complete. The purpose is to collect data as the College grows it will be vital on what needs to be improved and what worked well. Greg mentioned it would be very important for them to complete the survey and for the Program Director to reiterate this to their students.</p>	<p>Informational</p>
<p>8. Curriculum Update</p>	<p>Kelly Shrock reminded the group of the different levels if changes were to take place and the approval roles.</p> <p>PDs and their advisory committees have the ability to change course directors or co-directors, syllabi and schedules, and changes in the following:</p> <ul style="list-style-type: none"> <li>• Course learning objectives</li> <li>• Required textbook</li> <li>• Optional textbook</li> <li>• Course focus</li> <li>• Assignments</li> <li>• Assessment weighting</li> </ul> <p>She also presented to the group the University Course Approval Form Items. Specific to the Advisory Committee and Dean:</p> <ul style="list-style-type: none"> <li>• Change in semester &amp; or term</li> <li>• Change in subject code and/or number</li> <li>• Change in grading scale</li> <li>• Change in credit hour</li> </ul>	<p>Informational</p>



	<ul style="list-style-type: none"> <li>• Change in Pre-requisite(s)</li> <li>• Course deactivation</li> </ul> <p>She then mentioned the advisory committee, Dean, and GFC:</p> <ul style="list-style-type: none"> <li>• New Programs</li> <li>• New courses</li> <li>• Change in course title</li> <li>• Change in teaching method (change greater than 25%, lecture, lab, online, core/elective, etc.)</li> <li>• Change in description</li> <li>• COGS Subject Codes (Master List)</li> <li>• COGS grading scales (Master List)</li> </ul> <p>Tentative Program Curriculum Updates:</p> <p>There are four programs going through a slight change in curriculum. Those four programs are the following:</p> <ul style="list-style-type: none"> <li>• GLBH – in moving the Understanding Health Systems to Fall and Principles in Digital Innovation to Spring</li> <li>• BTB Innovation – New Curriculum: 6 credits of Medical Device, 4 credits of research innovation, and 1 credit Capstone will replace the current 11 credits of Research</li> <li>• MFM – Due to the impacts of COM curriculum changes for AY 2024-2025 MFM is considering curricular changes. Plans are still under development.</li> <li>• New Early Assurance Courses – Piloting Pre-Med course for Early Assurance Students + Special Topic/New Professional Development Elective Course for all others</li> </ul> <p>Lastly, Kelly reminded the group that there will be changes to the COGS syllabus and there is a working template. She also reminded the group of the Course Deactivation Policy.</p>	
<p>9. Diversity Committee</p>	<p>Dr. Lee gave a summary of the past Diversity Committee Meeting.</p> <ul style="list-style-type: none"> <li>- Shared multiple events with the group which will be posted on the next GFC agenda.</li> <li>- The committee discussed the impact of the Senate bill on diversity and how the University is looking further into navigating through that as that will directly impact us.</li> <li>- President of the University and others are trying to implement a plan for URM students. Further discussion will be made.</li> </ul>	<p>Informational</p>
<p>10. Student Nominee</p>	<p>This will be tabled till September/October and Dr. Franks will be presenting three candidates to fill the vacancies to the standing committees.</p>	<p>Informational/Vote</p>

**END OF MEETING: 3:10pm**