



University Faculty Council

Meeting: Tuesday, September 6, 2022 - 4:00-5:30 PM

Location: G204 | <https://neomed.zoom.us/j/93232446550?pwd=UE9WRy94WDRZbTBhVIZBVzJxYk9lQT09;>

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: 932 3244 6550 | Password: 860195

Members (attendees in bold font): **Natalie Bonfine (chair), Jeffrey Mellott (vice-chair), Timothy Barreiro, 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: Rebecca German, Faye Safadi, Jeff Wenstrup, Paul Hartung, Yeong-Renn Chen, Rachel Bracken, Petrea Cober, Lukas Everly, Merri Rosen,

Administrative Support: Andrea Coard, Deborah Loyet

Time	Agenda Item	Discussion/Next steps
4:00 p.m.- 4:05 p.m.	1 Welcome <i>Natalie Bonfine, Ph.D., Chair, University Faculty Council</i>	Dr. Bonfine opened the meeting at 4 p.m. and thanked everyone for attending. She reminded the group of the upcoming HLC Comprehensive Evaluation Site Visit on Monday, Sept. 12 and Tuesday, Sept. 13 at the NEOMED campus and encouraged everyone to read the assurance argument in advance. The council members were informed of a scheduled drop-in session specifically for faculty on Tuesday, Sept. 13 from 10-10:55 a.m. in Cook Alumni Hall and encouraged to attend.
	2 Approve previous UFC minutes (08/02) <i>(Approved minutes located on NEOMED website)</i>	Dr. Galazyuk moved to approve the minutes, and Dr. DeLucia seconded. Minutes were approved.
	OLD ACTION ITEMS (from previous meetings)	
4:05 p.m.- 4:10 p.m.	4 Executive Management Team Notes.	Dr. Bonfine thanked the council members for signing up and attending the Weekly Executive Management Team meetings. She advised the Fall semester dates are complete and that Spring dates will be forthcoming when confirmed. The meeting notes are available on the UFC shared drive and available at this link .

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	5	Ohio Faculty Council August Meeting was cancelled – no update	There is no update as the August meeting was cancelled. The next meeting is scheduled for Sept. 9, 2022, and Dr. Bonfine is planning to attend on behalf of Dr. Litman. She will provide a report at the October UFC meeting.
		DISCUSSION ITEMS—NEW & FOLLOW-UP	
4:10 p.m.- 4:40 p.m.	6	University Research Council By-laws to establish University Research Council document <i>Rebecca German, Ph.D., Interim Vice President of Research</i>	<p>Dr. German discussed the proposed by-laws to establish a University Research Council. The document shared with the group reflected suggested changes received by Dr. German. She said by adding a University Research Council to the bylaws, is essentially formalizing something that exists informally. It is important as it will give faculty a voice in research management and leadership at the university irrespective of who sits in the VPR chair.</p> <p>The proposed membership is listed below and all members will have voting rights:</p> <ul style="list-style-type: none"> (i) VPR (Ex-officio) (ii) Leader of each RFA, or designee (Ex-officio) (iii) Chair of Translational Research Committee (Ex-officio) (iv) UFC selected representative of Rootstown/Research Faculty; selected faculty representatives will serve for three (3) years. The faculty representative may serve two (2) consecutive three (3)-year terms. (v) Elected Ph.D. student who has passed qualifying exams; the elected Ph.D. student will serve a one (1) year term. The selected student representative may serve a maximum of two (2) one (1)-year terms. (vi) The URC may designate additional representatives. <p>Dr. German informed the council, it is the decision of the UFC if the faculty representative should be a UFC member. The term can be reduced from 3 years to 2 years if preferred.</p> <p>She asked if a student should be on the council and shared that the University Leadership is very keen to have student representatives on all committees. She suggested the student should be a Ph.D. student and the term should be for one year.</p> <p>Once established, the URC will have the ability to designate additional representatives without having to modify the bylaws. The URC should elect the leadership of the council.</p> <p>Dr. Bonfine asked if this proposal is a change to the Appendix G Bylaws. Dr. German confirmed this will be a University Appendix G committee.</p> <p>She continued to say the UFC needs to have a clear process for determining and selecting a faculty member to the URC and whether or not they should be a council member.</p>

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		<p>Dr. Bonfine opened the floor for discussion.</p> <p>Dr. Barreiro – council should select its own membership, overlapping leadership is good for guidance, great idea for Ph.D. student as member to learn leadership and management skills, the term is not labor some. Who is the current chair of the translational research committee and what is the percentage of translational research?</p> <p>Dr. German – debatable topic on what constitutes translational research - many entities across the university. By funding - over 90% is clinical or NIH-generated basic science – very little by funding is truly translational.</p> <p>The URC will be a faculty committee led by faculty. Six focus areas for membership – 8/10 will be faculty members, one a student, and one administration. Needs to meet four times a year – is a way of giving faculty a voice and faculty governance to the research mission. There is no written policy about the Research Focus Areas (RFA). The first task of the council is to put in place self-governing rules. Dr. German would like this in place as soon as possible.</p> <p>Dr. DeLucia – resistance from his department with regards to how much time can be put into this effort.</p> <p>Dr. Wenstrup – This was identified as a gap by the HLC steering committee – do not have a faculty-run committee with oversight to research. Being discussed now in response to the overall HLC assurance argument and self-study completed for the HLC.</p> <p>Dr. Yin – likes the idea for faculty to interact – leaders of focus areas can help promote faculty with what they want to do. Is a good direction to promote research. Good to have a student involved – but maybe not voting rights.</p> <p>Question from chat for an explanation of ex officio role – a person is on the committee because of their title – person owning title sits on the committee. Question from chat regarding the frequency of meetings – four times a year but can meet more often if there is a need</p> <p>The original suggestion from leadership was for VPR to run the committee but faculty feedback states they are capable of picking own leadership.</p> <p>Dr. Galazyuk – understand why a committee is necessary but not sure if student representative is necessary – not sure of the impact – UFC does not have student representative.</p>

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		<p>Dr. Mellott asked for a definition of a student. Dr. German – idea is any student in a lab of a NEOMED faculty person or doing a Ph.D. and passed their qualifying exams. The primary advisor needs to be a NEOMED research person.</p> <p>Dr. Winters – Student perspective is important but sure they should vote.</p> <p>Dr. German – the committee will provide oversight to RFAs and first charge will be to set up a policy to govern RFA. Language is very brief and has room for growth and change. Partly how bylaws are written. Next step is to develop policies with more specifics. Faculty will be setting up policies to govern how faculty research is carried out.</p> <p>Comments from chat – important to have student representation – missed opportunity if students are excluded.</p> <p>Dr. Bonfine – as the committee is so new, if the committee is set up with the representatives named, but the URC (University Research Council) could determine the terms around student representation.</p> <p>Dr. German – having terms is in the bylaws and having it now would be useful.</p> <p>Dr. German – the original charge was much bigger than setting up a council – asked to set up rules for the RFAs – the argument is that RFAs need to have a review. Some have never been reviewed – there is no policy. A shorter and more concise document is easier to be accepted by the University Bylaws Committee.</p> <p>Dr. Yin – additional detail/clarification for chair language.</p> <p>Dr. Barreiro – concept of students – do not cheat them of opportunity. Bylaws can be decided by executive committee. Minimum of X years.</p> <p>Dr. Bonfine summarized the comments from the council:</p> <ul style="list-style-type: none"> • Clarification around translational research committee • Faculty council process for identifying a faculty representative • Length of term – 3 years or 2 years • Student role serving in committee and voting role • HLC perspective – an important element <p>Dr. German discussed next steps –</p> <ul style="list-style-type: none"> • URC is scheduled for October bylaws meeting • Inclined to leave student as voting member – per majority of people

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			<ul style="list-style-type: none"> • Organize group to vote for Ph.D. • Fewer restrictions on URC the better <p>Maria Schimer clarified the Ph.D. student's primary advisor should be a NEOMED faculty member.</p> <p>Dr. Bonfine noted the next steps for UFC:</p> <ul style="list-style-type: none"> • Continue to think about this proposal • Agenda topic for October 4 meeting for discussion • Recommendations or endorsement • Confirmed proposal is sufficient for HLC. <p>Dr. Lu – ask students if interested and willing to participate on URC.</p> <p>Maria Schimer commented the writing committee for the HLC were constantly queried about student representation on committees. Strongly suggests that HLC thinks it is important. Like all to be voting but understand if a student is in a non-voting role.</p> <p>Maria Schimer suggested facilitating through the COM Deans office and COGS and to obtain concrete feedback.</p> <p>Dr. Bonfine asked the council to share comments via email for the next UFC meeting.</p> <p>Dr. Mellot stated most university standing committees do not have any student representation. Discussions will continue at the next UFC meeting planned for October 6, 2022.</p>
4:40 p.m.- 4:45 p.m.	7	<p>Academic Freedom Task Force Update</p> <p>UFC academic freedom statement Free Speech webpage</p> <p><i>Natalie Bonfine, Ph.D., Chair, University Faculty Council</i></p>	<p>Dr. Bonfine provided a brief update and informed the council members of the links to the statement and webpage</p> <p>UFC academic freedom statement Free Speech webpage</p> <p>The Academic Freedom Task Force is concluding phase one which was to create the statement and is now working on phase two to develop university bylaws.</p> <p>The Task Force is chaired by Dr. Zarconi and has an open invitation to anyone interested in joining the meetings.</p>

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			<p>The Task Force will review the drafted bylaws at their next meeting in September. These will then be brought to the UFC in October for discussion.</p> <p>Dr. Bonfine asked the council members for any comments:</p> <p>Dr. Barreiro – is important to define what faculty is.</p> <p>Dr. Wenstrup – the definition in the bylaws includes a whole variety of different faculty to the extent with which they operate with NEOMED but NEOMED cannot control how academic freedom issues would affect a hospital or other employment situations.</p> <p>Dr. Cober – she and Dr. Gallegos are both shared faculty and are on the Task Force - representing all faculty in any capacity.</p> <p>There will be an opportunity for further discussion at the next UFC meeting.</p>
4:45 p.m.- 4:50 p.m.	8	<p>Faculty Exceptional Experience Group <i>Natalie Bonfine, Ph.D., Chair, University Faculty Council</i></p>	<p>The Faculty Exception Experience Group (FEEG) met in August and has an open policy for anyone interesting in attending and learning more about the group. A number of faculty are working to build a culture of appreciation for faculty and staff.</p> <p>Putting forward a proposal for strategic initiative plan funding in partnership with the Staff Exceptional Experience Group. Essentially, we want to do some things for new faculty and acknowledge faculty milestones and accomplishments of current faculty.</p> <p>Anyone interested in being involved should reach out to Dr. Bonfine and she will get you connected for the next meeting.</p>
4:50 p.m.- 5:05pm	9	<p>Faculty Compensation Plan Update <i>Jeffrey Mellott, Ph.D., Vice-Chair, University Faculty Council</i></p>	<p>Dr. Mellott will be reengaging with the Task Force within the next two weeks. He is waiting on a final document from Mary Taylor, VP, Operations and Finance, and will review it with the Task Force to agree on the language and that it explains the compensation correctly. He will also look at items from the pilot year that need to be addressed. There is a small list of items that need to be brought to the attention of Dr. Langell and Mary Taylor.</p> <p>Dr. Mellot asked for any additional concerns/information to be brought to his attention to discuss at the Task Force meetings.</p>
5:05 p.m.- 5:20 p.m.	10	<p>Faculty Performance Evaluation & Effort Task Force Update <i>Fayez Safadi, Ph.D., Chair, Faculty Performance & Effort Task Force</i></p>	<p>Dr. Safadi shared a presentation on the work completed by the Faculty Performance Evaluation and Effort Task Force.</p>

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		<p>Initial feedback had been collected on the Performance Evaluation Form which had been shared with the UFC and the VPAA. This was taken into consideration and updates were incorporated into the form. The UFC had the opportunity to review the revised Annual Performance Evaluation Form (APE) and the Faculty Improvement Plan (FIP) in June 2022. The documents were distributed to faculty and the UFC obtained further feedback from faculty including Department Chairs.</p> <p>The Task Force met on August 26, 2022, to discuss the feedback received regarding both documents.</p> <p>APE main issues:</p> <ul style="list-style-type: none"> • 5% faculty development section – needs clarification • Incorporating incentive bonus plan - makes form longer – have opportunity to opt-out sections if not applicable • Form is long – could be streamlined <p>Faculty Improvement Plan – feedback on the form is overall positive:</p> <ul style="list-style-type: none"> • Further information is required and for whom is applicable. <p>Recommendation for APE:</p> <ul style="list-style-type: none"> • Simplify • Flexible guidance – add an appendix/instructions • Process clarification - if disagreement with evaluation would be helpful <p>Recommendations for FIP:</p> <ul style="list-style-type: none"> • Develop or clarify rules <p>Next steps:</p> <ul style="list-style-type: none"> • Drs. Bonfine and Mellot to meet with the VPAA on August 30, 2022, and inform him of the conversation from the Task Force meeting. • Plan to invite VPAA to next meeting with task force – mid to late September • Share brief summary/memo with VPAA to guide discussion at the next meeting. Dr. Safadi to prepare. <p>Dr. Bonfine confirmed the meeting with the VPAA and that he agreed to attend the next Task Force meeting. A summary was shared about the top priorities.</p> <p>The VPAA indicated he is working with Janel Koellner, Director, Faculty Development, to identify professional development activities/opportunities.</p>

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			Dr. Gallegos asked for the timeline and Dr. Bonfine said she would ask the VPAA for this information.
5:20 p.m.- 5:30 p.m.	11	Open Forum & Adjourn and Departmental updates	<p>Dr. Bonfine provided summary points to the council:</p> <ul style="list-style-type: none"> • Please provide comments on URC proposal • Discuss again at next meeting • Dr. German would like endorsement as soon as possible • Share feedback and talk with others – get perspective • Academic Freedom – bylaws draft at next meeting • Dr. Gallegos, BOT update at next meeting • Dr. Kasmer, VPAA/COP Dean, leadership report at next meeting <p>Topics of discussion from council members:</p> <p>Dr. Barreiro began a discussion regarding residency program shortage issues and the expansion of the medical school. This is a topic for continued discussion by the UFC.</p> <p>Dr. Barreiro received request by chair from the pulmonary clinical care section to work with faculty in the division. He is not sure of the initiative but is going to send a general email to individuals within that division.</p> <p>The meeting concluded at 5:33 p.m.</p>

Upcoming agenda items/topics of interest

- Academic Freedom Task Force
- Faculty Compensation Plan
- Board of Trustees Report (Dr. Patrick Gallegos)
- Leadership Report for October - Dr. Richard Kasmer, VPAA/COP Dean