



University Faculty Council

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

Location: G204 | [https://neomed.zoom.us/j/93232446550?pwd=UE9WRy94WDRZbTBhVIZBVzJxYk9lQT09](https://neomed.zoom.us/j/93232446550?pwd=UE9WRy94WDRZbTBhVIZBVzJxYk9lQT09;);

ZOOM Information: Connection time 3:55 PM

[https://neomed.zoom.us/j/93232446550?pwd=UE9WRy94WDRZbTBhVIZBVzJxYk9lQT09](https://neomed.zoom.us/j/93232446550?pwd=UE9WRy94WDRZbTBhVIZBVzJxYk9lQT09;);

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): **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: George Litman, Mary Taylor, Charity Davis, Jordan Cinderich, Petrea Cober, Giselle Hamad, Vahagn Ohanyan, Joseph Zarconi, Yanqiao Zhang

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 began the meeting at 4 p.m. She thanked everyone for joining and confirmed there was a quorum. She shared an announcement from the VPAA that the Higher Learning Commission (HLC) had approved full accreditation to NEOMED for the next 10 years and a celebration is being planned. Dr. Bonfine advised the council that there is an open call for a faculty representative to serve on the University Research Council (URC) on behalf of the UFC. Interested faculty should submit a paragraph describing their interest and research. The individual must be a Rootstown faculty engaged in research. The deadline for nominations is Tuesday, Dec. 13. There will be a vote at the January UFC meeting.
	2 Approve previous UFC minutes (11.01) <i>(Approved minutes located on NEOMED website)</i>	Dr. Galazyuk moved to approve the minutes, and Dr. Lu seconded. The minutes were approved.
	OLD ACTION ITEMS (from previous meetings)	

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	3	Executive Management Team Notes. Executive Management Team Fall 2022 meeting sign ups Executive Management Team Spring 2023 meeting sign ups	<p>Dr. Bonfine advised the council members of an opening for a representative to attend the Executive Management Team meeting on December 12. She asked if anyone was available to please sign up on the sign-up sheet in the shared one drive folder and link provided.</p>
4:05 p.m.- 4:15 p.m.	4	<p>Ohio Faculty Council update <i>George Litman, MD., NEOMED University Faculty Council Representative</i></p>	<p>Dr. Litman provided a report from the Ohio Faculty Council meeting.</p> <p>There was a discussion concerning a request for letters from all universities regarding teaching and education and providing awards to the best teachers and educators to post on their website.</p> <p>House Bill 353 – looks like it will pass – deals with absence policies for religious holidays.</p> <p>Senate Bill 132 – women sports and transgender students</p> <p>Mental health issues in universities was the main topic of discussion. The concern is the safety and well-being of students. Students are having a lot of emotional reactions following their return from covid.</p> <p>Dr. Kimberly Moore, Dean of Students, discussed the following seven practices from Miami university.</p> <ol style="list-style-type: none"> 1 Clear view of students on campus 2 Coordinated network peer teams 3 Culture reporting 4 University buy-in 5 Resource prioritization - ways to help 6 Too many crises in a day – make changes – faculty training program 7 Leveraging technology <p><u>Ohio Technology award recipients</u> Miami University – Andrew Jones OSU – Melissa Bailey</p> <p><u>Campus Reports</u> Miami University– Attendance problems and selection of new provost University of Cincinnati – Joint faculty senate – meeting with students Wright State University – New administration leader University of Akron – Budget cuts OSU – Support from faculty University of Toledo – Too many faculty</p>

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			Dr. Bonfine discussed the possibility of having John Stilliana, Vice President of Government and External Affairs, present at a future UFC meeting to discuss the legislation moving through the House of Senate and how it might affect NEOMED.
4:15 p.m.– 4:25 p.m.	5	Board of Trustees update <i>Patrick Gallegos, Pharm.D., University Faculty Council</i>	<p>Dr. Gallegos shared an update on the NEOMED Board of Trustees meeting from December 1, 2022.</p> <p><u>President’s Report</u> HLC full accreditation awarded for 10 years – save the date for celebration to follow College of Medicine (COM) Dean update – one or two candidates will be invited back for a second visit to meet with hospital administrators and local regional leadership College of Dentistry (COD) – founding Dean – Dr. Frank Beck, Associate Dean for Academic Affairs – Dr. Victoroff. First group of students planned for 2025 Global Health Graduate Certificate program approved by Chancellor’s Council on Graduate Studies (CCGS) – next piece is to submit to HLC Transformational leaders’ day – will be an annual event for NEOMED Giving Tuesday - \$80,000 first time NEOMED participated – great result Student Trustee report – recognition of staff – Heidi Der and Mike Appleman Strategic Plan</p> <p><u>Institutional Advancement Committee</u> FY23 Progress on Goals Advancement staffing growth</p> <p><u>Academic and Scientific Affairs Committee</u> Academic Actions Approval Professor Emeritus awarded to John Chiang Commission on Dental Accreditation (CODA) update Chancellor’s Council on Graduate Studies (CCGS) update regarding the Basic and Translational Biomedicine and Global Health and Innovation Programs Research and Sponsored Programs report</p> <p><u>Fiscal, Finance Policy and Investment Committee</u> Personnel Actions Approval Finance Action Approval including: Funding ductwork, air handling unit, roof replacement and affordability and efficiency report Financial health of the organization – during executive session</p>

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			<p>Key Performance Indicator updates</p> <p>Dr. Bonfine thanked Dr. Gallegos for his report and for representing the UFC at the BOT meetings.</p>
		DISCUSSION ITEMS—NEW & FOLLOW-UP	
<p>4:25 p.m.– 4:45 p.m.</p>	<p>6</p>	<p>Faculty Empowerment Plan <i>Mary Taylor, Vice President of Operations and Finance</i> <i>Charity Davis, Director of Human Resources</i></p>	<p>Mary Taylor, Vice President of Operations and Finance and Charity Davis, Director of Human Resources were in attendance to answer any questions regarding the Faculty Empowerment Plan.</p> <p>Dr. Mellott began by providing an update. Drs. Bonfine and Mellott recently met with Dr. Langell, Mary Taylor and Charity Davis to bring about the most recent concerns remaining unresolved. The outcome was reported back to the Task Force. Major concerns have been addressed. Working on peer review evaluation tool.</p> <p>Ms. Taylor discussed the following reduced responsibility concerns for faculty -</p> <p>The planned document is short and simple. It is a word version of the calculator. Concept – to maximize institutional salary – salary that gets charged to a grant. Is written to comply with uniform guidance and institutional rules that apply. Reduced responsibility does not change faculty appointments. Does not impact faculty bylaws or any university or college policies. Intended to give the opportunity to maximize what is reported as institutional base salary. Can charge back fully funded amount of institutional-based salary to the grant. No problem with another pilot year as some elements of the plan have not been finalized. Option to opt-in or out. One more year to have more certainty. Keep to March 1 deadline if possible.</p> <p>Dr. Mellott said that faculty had found the document difficult to understand and by removing some wording including the language regarding 3 years period will be easier to understand and will not be an issue. He also discussed the recruitment issue and that it would be confusing for new hires and difficult to recruit.</p> <p>Dr. Mellott asked whether a threshold could be set for faculty who do not do enough research to cover their salary. Ms. Taylor said she would have to think further regarding a linear threshold, but an option would be not to participate in the plan. The decision can be based on where the</p>

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		<p>compensation is set. Whether inside or outside of the plan, compensation could still be higher as the AAMC are set and increase each year. Through the budget process, annual increases will still be given to those not in the plan but this is a budget decision when budgets are being put together.</p> <p>Dr. Mellott said faculty are still not clear on how faculty are compensated if not in the plan. Will there be a policy or workflow chart?</p> <p>Ms. Taylor responded by saying – Compensation was determined at the time of hire. All new recruits are hired under the plan. Raises are determined at the time of the budget. She does not anticipate a policy to specify increased percentages.</p> <p>Dr. Mellott raised the following issues - Compensation for highly functional faculty. Director stipend line but not always consistent.</p> <p>Ms. Taylor agreed there should be more certainty around stipend amounts and how it is determined based on workload or additional responsibilities.</p> <p>Ms. Taylor talked about the budget model switch. She said autonomy lies with the Dean — a lot of work has been done to try and rationalize things across departments and colleges. Human Resources will always be involved in matters of compensation including faculty compensation. Would remain at the university level to ensure we have a rational approach.</p> <p>Another point discussed by Dr. Mellott was non-competitive sources of salary and why are they not counted in the calculator.</p> <p>Ms. Taylor said the fundamental premise of the compensation plan was to incentivize the seeking and receiving of competitive grants. It was more targeted at expanding research and incentivizing research. Really trying to incentivize getting awarded research grants.</p> <p>A question was raised if money is coming to the school why is it (money from non-competitive sources) not adequate? There are some unusual opportunities that may greatly benefit the school and the individual should be permitted to be funded via that route.</p> <p>Ms. Taylor said the plan was designed to raise faculty compensation, create equity, and transparency, and incentivize research.</p>

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			<p>Ms. Davis informed faculty they should expect to hear from HR during February 2023.</p> <p>Dr. Mellott advised the Task Force will stay engaged.</p>
4:45 p.m.– 4:55 p.m.	7	<p>Operations and Finance Update – Travel Reimbursement Process <i>Mary Taylor, Vice President of Operations and Finance</i></p>	<p>Ms. Taylor discussed the Travel Reimbursement Process. She said the changes were partly because of COVID but also the Inter-University Council (IUC) had been working on a travel agency agreement prior to that. During COVID there were many cancellations which the university did not receive reimbursement refunded.</p> <p>NEOMED partnered with the IUC and are hoping to limit out of pocket expenses for faculty members, make travel easier and help them manage travel for themselves and guests. If the travel is cancelled for any reason, the benefit will come back to the university. Hoping customer service is being provided by the agency, is helpful and not a hindrance. Will be a benefit. Cheaper prices may be available but there are rules on how travel is booked.</p> <p>The system was clunky and not good to use when rolled out. The vendor had some unexpected failures, and it took some time to fix these. It is intended to protect travelers and the university and mitigate risk when there is travel. Still needs a bit of improvement.</p> <p>It was pointed out that a lot of the faculty are saying it is more expensive and conferences allow discounts which the travel agency cannot do. It was asked if research can be carved out.</p> <p>Ms. Taylor will follow up with Dori Parker to better understand discounts. Most of the complaints have come from administrative assistants regarding travel for guests coming to NEOMED. She will follow up with this question also.</p> <p>Ms. Taylor advised she had received a question regarding air miles being entered into the portal. The system allows the input of frequent flyer information, but the Ohio Ethics Law prohibits the use for personal use and is solely for business use. The university pcard should be used for all bookings to ensure the purchase is tax-free.</p> <p>Following the UFC meeting, Ms. Taylor responded via email on December 6, to questions raised during the meeting.</p>

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			<p>Grant travel should be booked using the travel system. An exception exists where a conference sponsor provides hotel or airfare discounts and that travel can be booked following the rules of the sponsor to take advantage of the discount. The new travel system protects NEOMED (and the grant funds) when travel is canceled or changed as the credit for that travel inures back to the university to be used at a later date which is not the case if travel is booked personally or booked in such a way that the hotel and/or airfare is non-refundable.</p> <p>The system does permit guest travel to be booked by an employee once they have been set up with the proper permission. Please email travel@neomed.edu with special requests. Ms. Parker is happy to work with anyone needing assistance in doing that and she is putting together a questionnaire to gather information from the traveler that should be helpful when booking that travel.</p>
4:55 p.m.– 5:05 p.m.	8	<p>Peer evaluation of teaching (Faculty Empowerment Plan)</p> <p>UFC. General Peer Evaluation of Faculty Teaching Form</p> <p><i>Natalie Bonfine, Ph.D., Chair, University Faculty Council</i></p>	<p>Dr. Bonfine talked about the Peer evaluation of the teaching component of the Faculty Empowerment Plan.</p> <p>The UFC on behalf of the Compensation Task Force has previously endorsed that the teaching component of faculty compensation to be calculated based on student evaluation, peer evaluation, course director, and chair evaluation. A draft general peer evaluation tool for faculty teaching has been created for piloting those in the Faculty Empowerment Plan. It is a general university process to be used across colleges and teaching activities. FAQs and questions have been identified around the implementation of the tool and issues to be raised with the administration. Dr. Bonfine walked through the tool with the council members. The faculty member should gather as much feedback from the three sources and provide it to their chair who will use their own resources to provide an assessment of faculty teaching and share a numeric score with Human Resources.</p> <p>Dr. Bonfine answered some questions from the council members. She advised the form should not be completed by students but by peers. As this is a pilot there currently is not a pool of peer evaluators and therefore the faculty member is required to identify someone to complete the evaluation. She continued to say there is some urgency to get the tool up and running so that faculty can achieve a score reflective of their teaching as it relates to compensation. The idea is to begin using the tool in Spring 2023 as a pilot and obtain feedback from peer evaluators and chairs on the use of the form.</p>

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			<p>It was felt that the most important feedback is from students and the course director and feedback from peers is not practical unless they are relevant to what is being taught.</p> <p>Dr. Bonfine advised the UFC have had many discussions regarding peer evaluations. Dr. Mellott added the onus to this was that faculty voted unanimously two years ago to have this piece included. Faculty were not comfortable with student evaluations being 50% of their evaluation score.</p> <p>Dr. Yin felt it would be difficult to evaluate without having content experience or expertise in what the faculty is teaching. She suggested the faculty development office could complete the evaluation. There should be standardized guidance and training for peer evaluation.</p> <p>Dr. Bonfine advised the tool has been shared with this group initially for feedback. Dr. Kasmer has reviewed the tool and will provide assistance with the implementation.</p> <p>Dr. Hoffman shared a teacher should be able to review a colleague's teaching to know if they teach well without having to be an expert in the content.</p> <p>Dr. Bonfine concluded the discussion by encouraging the council members to take the tool and talk to faculty and gather feedback for continued conversations at future meetings.</p>
5:05 p.m.– 5:15 p.m.	9	<p>Academic Freedom Task Force</p> <p>AFTF Univ Fac Bylaws -11-28-2022 recommendations.doc AFTF Appendix C -11-28-2022 recommendations.doc AFTF Appendix E -11-28-2022 recommendations.doc</p> <p><i>Natalie Bonfine, Ph.D., Chair, University Faculty Council</i></p>	<p>Dr. Bonfine talked about the recommendations to the University Faculty Bylaws from the Academic Freedom Task Force. There has been an open call for faculty to provide feedback and many faculty have shared they agree and approve the changes.</p> <p>She continued by sharing a PowerPoint highlighting the suggested modifications.</p> <p>The only change since the previous UFC discussion at the November 1 meeting, was to add the definition of the COGS director role and the academic freedom language.</p> <p>Dr. Zarconi pointed out the following open questions from the Academic Freedom Task Force as to how the grievance group would be configured.</p> <p>1. To whom should it go first - a faculty body or the VPAA?</p>

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			<p>2. Who should appoint the members of a Faculty Grievance Committee a faculty body or the VPAA?</p> <p>3. Should the Grievance Committee render a decision, or make a recommendation to VPAA.</p> <p>4. Should the process establish a right to appeal the decision? To whom?</p> <p>Following a conversation regarding this issue, Dr. Bonfine said this agenda item would be tabled for further discussion during the January 10, 2023, UFC meeting.</p>
5:05 p.m.– 5:20 p.m.	10	<p>Faculty Exceptional Experience Group (EEG) Update <i>Natalie Bonfine, Ph.D., Chair, University Faculty Council</i></p>	<p>Dr. Bonfine announced that the Faculty Exceptional Experience Group partnered with the Staff Exceptional Experience Group and submitted a strategic initiative funding proposal which was awarded for a one year period to create a culture of appreciation program for faculty and staff. A meeting is scheduled for January 4, 2023, at 2 p.m. and everyone is welcome to attend.</p>
5:20 p.m.– 5:30 p.m.	11	<p>Open Forum & Departmental updates</p>	<p>The meeting was adjourned at 5:33 p.m.</p>

Upcoming Agenda Items

Jan 2023 – Leadership Report – President Langell

Jan 2023 – New appointments and promotions process relating to clinical faculty – Dr. Hamad and Deborah Loyet

Feb 2023 – Leadership Report – Dr. Aultman

Feb 2023 – Results of Exceptional Student Experience initiative and action plan lead for University Curriculum Quality Collaborative (UCQC) – Jordan Cinderich