



University Faculty Council

Meeting: Tuesday, December 5, 2023 - 4:00-5:30 PM

Location: G204 | <https://neomed.zoom.us/j/93232446550?pwd=UE9WRy94WDRZbTBhVIZBvzJxYk9lQT09;>

ZOOM Information: Connection time 3:55 PM

<https://neomed.zoom.us/j/97362108510?pwd=VTVXUkFIY1J5RExKS3hqWUVpOTJXQT09;>

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

Meeting ID: 973 6210 8510 | Password:609086

Members: Jeffrey Mellott (chair), Petrea Cober (vice-chair), Timothy Barreiro, Natalie Bonfine, Yeong-Renn Chen, Angelo DeLucia, Lukas Everly, Sheila Fleming, Alex Galazyuk, Kristen Knepp, Yong Lu, Erica Stovsky, Xinwen Wang, Taylor Watson, Liya Yin

Speakers: Provost Faison, VP for Research, Rebecca German, Patrick Gallegos

Administrative Support: Andrea Coard

4:00 p.m.- 4:05 p.m.	1	Welcome <i>Jeff Mellott, PhD, Chair, University Faculty Council</i>	The meeting began at 4 p.m. and Dr. Mellott shared the format for today's meeting. Dr. German will provide the administrative leadership report. There will be an open forum at the end for discussion regarding the Faculty Workload Policy and Dr. Faison is available to answer any questions from the group.
	2	Approve previous UFC minutes (11.07.23) (11.21.23) <i>(Approved minutes located on NEOMED website)</i>	Dr. Galazyuk moved to approve the minutes from the meeting on November 7, 2023. Dr. DeLucia seconded. Dr. DeLucia moved to approve the minutes from the special meeting on November 21, 2023. Dr. Galazyuk seconded. The minutes from the previous two meetings were approved.
		OLD ACTION ITEMS (from previous meetings)	
4:05 p.m.- 4:10 p.m.	3	Executive Management Team Notes Executive Management Team Spring 2024 meeting sign ups	Dr. Mellott thanked the council members for signing up and attending the weekly EMT meetings during the Fall 2023 semester. The Spring 2024 schedule is available and Dr. Mellott asked for everyone to sign up for a session. He confirmed that Dr. Cober and himself have signed up to participate each month.

4:10 p.m.- 4:20 p.m.	5	<p>Provost notes <i>Jeff Mellott, Ph.D., Chair, University Faculty Council</i></p>	<p>Dr. Mellott shared some updates. He advised the group that Dr. DeLucia would be retiring at the end of December 2023, and this would be his last meeting. Dr. Mellott thanked Dr. DeLucia for his service to the UFC. Dr. DeLucia said it was a great honor to participate and have the trust of the faculty he represents on the council. Andrea will work with the UNMC to fill the vacant Integrative Medical Sciences (IMS) role on the UFC. The next UFC meeting is scheduled for the second Tuesday in January which is January 9, 2024. The deadline for submission of nominations for the NEOMED Faculty Recognitions Awards has been extended to December 15. Any nominations should be submitted to Andrea by this date. Senate Bill 83 – has not received the support it needs to be passed. There is a fear that the bill may be reintroduced in its original format and without any of the concessions granted. The IUC is tracking progress closely. The OFC is continuing its lack of support for Senate Bill 83. A list of senators' names and phone numbers has been provided for individuals interested in reaching out or contacting call centers to seek support. The Faculty Workload Policy received approval from the Board of Trustees during the November 2023 meeting, incorporating some minor modifications. The Policy was shared with the UFC members today and will be distributed to all faculty members after the conclusion of this meeting. Dr. Faison announced that the Learning Center has recruited two new counselors to support the expanding colleges and to assist students before they encounter any course-related challenges. Dr. Mellott asked if the faculty had any questions concerning the JEDD Tax for Ms. Schimer or Dr. Faison. There were no questions. Dr. Mellott asked Dr. Bonfine if she had received any response from her request for faculty to provide a warm welcome to new faculty as they come on board. She received a few willing to assist and asked again if anyone is interested to let her know. Dr. Mellott asked if anyone is interested in helping to improve NEOMED communications to the faculty. Ms. Coon, Special Assistant to the President, is currently leading a small group in collaboration with Mr. Rod Ingram for the initiative and is seeking a faculty representative to join. If interested, please reach out to Dr. Mellott and he will forward your details to Ms. Coon.</p>
		<p>DISCUSSION ITEMS—NEW & FOLLOW-UP</p>	
4:20 p.m.- 4:40 p.m.	8	<p>Leadership Report <i>Rebecca German, Ph.D., VP for Research</i></p>	<p>Dr. German provided a leadership report to the group. She had a request to discuss the Basic Translational Biomedicine (BTB) Graduate Program and how it would interface with University Hospitals (UH). To</p>

emphasize the NEOMED Ph.D. BTB program, resources need to be put towards it as opposed to the BMS/KSU program. She said that Dr. Aultman, Dean, College of Graduate Studies and Provost Faison would have more input than HER.

She is happy to talk and support faculty but this is not in her work portfolio. A council member pointed out that Dr. German's advocacy is very important, and she agreed.

She said to keep in mind that there will be a movement from BMS to the NEOMED programs.

She has been talking to departments and plans to talk to all concerned.

Some of this information may have already been heard.

She talked about the FAME R program FAME E program which has been around for 25 years

She is not leading FAME R which involves getting clinical partners and clinical teachers involved in clinical research.

There will be money for SEED grants with UH and one of the criteria is a UH collaborator and partner. She said starting to look for collaborators now will help as you go forward when resources are announced.

She is actively engaged in incorporating NEOMED and UH information into an online database. This initiative will prove beneficial for students by facilitating matching into our labs and will also serve as a valuable resource for identifying UH individuals who can potentially collaborate with us. Hopefully, this will be available in FY25.

She is responsible for establishing an Institute for Clinical Research at NEOMED. It will be a clearinghouse for getting clinical research done, largely for clinical faculty partners, but her goal is to make the resources available to Rootstown-based Faculty. Dr. Philip Turk has been recruited to lead the institute. The institute needs to be self-supporting. Dr. German has been asked by faculty for help with biostatistics and thinks this institute has the potential for this and many other things.

Dr. Cober said that clinical faculty do not always have financial resources. Dr. German agreed and said she has had discussions with a number of research leaders at partnership institutes who support this initiative and there might be financial support coming.

Dr. Bonfine asked how the new institute would interface with the research focus areas. Dr. German said communication is important. She hopes the University Research Council (URC) will continue to serve as an equivalent voice for research, similar as the University Faculty Council (UFC) is for faculty matters. It is possible for a representative from the institute to participate on the URC, or if the institute has a governing body, to appoint a representative from the URC, to ensure communication flows in all directions.

			<p>The primary focus of the URC is to facilitate and promote the Rootstown based research faculty, whereas the institute serves as a resource for accomplishing research work.</p> <p>Dr. Galazyuk talked about senior researchers' retirement and replacements needed. We have previously lost good faculty due to two factors – startups and graduate students. He agreed there is a need to aggressively grow the BTB program.</p> <p>Dr. German said she does not have the budget and NEOMED will not be able to hire 20 people with the seed money. Everybody needs to look at what they can do to make it happen. To make it happen will fall on the departments and the RFAs.</p> <p>A concern was raised regarding faculty retiring and not being replaced. Dr. German said departments need to take the initiative to hire younger people for research and make arguments to convince leadership we need to hire young researchers.</p> <p>Dr. DeLucia commented that faculty rely on philanthropic assistance.</p> <p>Dr. German advised that departments and faculty must be visibly seen as doing good things for leadership to consider investing more money.</p> <p>Dr. DeLucia asked Dr. German's vision for biostatistics and biostatistics bioinformatics.</p> <p>Help will come from Dr, Turk building a group generating an income by teaching. She has a lot of ideas about getting money from clinical partners but does not know what will work.</p> <p>One of the ten year goals is a biostatistics bioinformatics focus area to bring in faculty. Another goal is to build a biostatistics department. Part of Dr. Turk's contract is to teach. Another goal is to have a COGS biostatics class.</p> <p>She talked about her grand vision but needs to determine how it will be paid.</p> <p>Dr. German concluded her report by telling faculty her door is always open.</p>
4:40 p.m.- 4:45 p.m.	6	<p>Board of Trustees update <i>Patrick Gallegos, Pharm.D., Associate Professor Pharmacy Practice</i></p>	<p>Dr. Mellott thanked Dr. Gallegos for attending the Board of Trustees meeting and for providing a report at today's meeting.</p> <p>Dr. Gallegos began by saying the most important thing discussed was the University Faculty Workload Policy.</p>

			<p>The following modifications were proposed during the meeting:</p> <ul style="list-style-type: none"> • Office hours were eliminated. • Teaching-Project Advising – limitation of 3 credit hours per year • Summer Researcher fellowship advisor – only active advising time • Undergraduate or high school research mentorship – limited to a maximum credit of 1 hour per year. <p>There is flexibility to continue to make changes to the policy with the provost.</p> <p>Dr. Everly asked where the policy lives now that has received approval from the Board of Trustees. Provost Faison confirmed it is a policy and not bylaws.</p> <p>Dr. Gallegos continued to highlight some additional items from the meeting:</p> <ul style="list-style-type: none"> • Creation of a new platform called NEOMED Connect for Alumni • Emeritus Status granted to Dr. Rick Kasmer • College of Dentistry – <ul style="list-style-type: none"> - HLC on site Dec. 11 and 12, 2023 - CODA on site Apr. 4 and 5, 2024 • Updated agreement with University Hospitals • NEOvations B2B competition • NEOMED partnering with Bounce Innovation Hub <ul style="list-style-type: none"> - Kinetic Labs • Dental College creating thirty occupancy dental space. <p>A council member asked if the Board of Trustees expects a report on how well the Faculty Workload Policy is doing. Dr. Gallegos did not believe this would be required.</p>
4:45 p.m.- 5:30 p.m.	9	<p>Open Forum and Department updates from Council members and discussion with Provost Faison</p>	<p>Following Dr. Gallegos's report, the conversation continued on the topic of the Faculty Workload Policy.</p> <p>Provost Faison told the council members that two of the Board of Trustees members, Drs. Beach and Zelman looked at the policy closely. They are faculty members at other institutions.</p> <p>The changes they made were the removal of office hours. We initially had separated office hours. Office hours that are not related to classroom support have been included with advising. A revision was added to expand advising. Dr. Mellott had identified a typo regarding the independent study. This has been corrected to 0.016 credit hours for every hour of impact which aligns with the other hours of credit.</p>

The Board of Trustee members said the policy was very comprehensive and they liked it. They are aware it is a work-in-progress collaboration with the faculty and will need to be tweaked. The resolution means that modifications can be made to the policy without having to request approval from the Board of Trustees.

Provost Faison informed the group he is planning lunch and learn sessions in January. He said some faculty members had volunteered to be life case studies during these sessions and he was very appreciative of this. After working through the case studies, there will be an opportunity for questions. The target audience is the deans and department chairs, but the sessions will be open to anybody interested. Department chairs need to attend so everyone is doing the calculations the same way. From the end of January through to June, everyone will do a baseline to see where everyone is. We will tweak the policy based on that. The plan is to implement the policy in 2025.

With regards to collecting the data, the new Faculty Information System (FIS) recently purchased, has a module to be able to account for faculty activity. We are working with the vendor to get the system installed and conduct training between now and the end of June. so that it is fully functional on the first of July. In between then, Deborah Loyet is creating a template to share with the faculty.

The provost's office will distribute the policy to all faculty tonight so that everyone has a copy.

Provost Faison asked if anyone had any questions.

A member asked about office hours. Provost Faison responded by saying office hours that are related to classroom instruction are not counted. Those hours are accounted for in the credit given for the class. For classes that are 40 or less, faculty will get 2 hours for every hour of classroom contact. For larger classes, 3 hours will be given for every hour of classroom contact, for office hours.

Credit will be granted for office hours for advising a student about a summer research project or lecture. This falls under the definition of advising.

Dr. Mellott asked about small and large classes. A large class is seen as 40+ students but in reality, many faculty teach 200 students in a class. Provost Faison said this was the purpose of the tweaking period. The intent is to give full credit for everything that is related to the university's mission.

Dr. Bonfine followed up on Dr. Everly's question on where the Policy will live. Will this be within the policy portal and will the other policies it references, i.e. Faculty Empowerment Plan, Annual Performance Evaluation, University Research Incentive Plan, also be made shareable?

		<p>Provost Faison will reach out to Ms. Schimer, General Counsel, for confirmation and report back.</p> <p>Provost Faison said that he is currently working with the President to ensure the faculty workload policy works with the faculty empowerment plan.</p> <p>Dr. Everly pointed out that the policy referenced March as the deadline for submission to Human Resources. Provost Faison said that has been corrected.</p> <p>A discussion occurred regarding the annual performance review dates. It is thought this is changing to align with the fiscal year (July 1 to June 30).</p> <p>Dr. Cober asked about the provision for new tenure track faculty but there was none for non-tenure track. Provost Faison advised the intent was to give time for tenure-track faculty to set up labs. He said this could be looked at. Dr. Cober also mentioned that some Pharmacy Practice faculty have clinics that would be similar. Provost Faison will look at that.</p> <p>Dr. DeLucia asked about the credentials of the new counselors recruited for the Learning Center. Provost Faison confirmed they will be helping with study techniques and study skills. They will not be involved with mental health.</p> <p>.</p> <p>Dr. Mellott referred back to Dr. German's report and said he agreed largely that hiring should be department driven but thought that it should also be on central administration's radar.</p> <p>The faculty shared their concerns and Provost Faison said he will be working with the deans on succession planning to continue to grow the faculty. He said he is also working on equipment life cycle management with Dr. German.</p> <p>Dr. Mellot concluded the meeting at 5:30 p.m.</p>
--	--	--

Upcoming Agenda Items

January 2024 – Working Meeting

February 2024 – Leadership Reports – College of Graduate Studies, College of Pharmacy