



University Faculty Council

Meeting: Tuesday, August 6, 2024 - 4:00-5:30 PM

Location: Stockdale Boardroom | <https://neomed.zoom.us/j/97592756946?pwd=mqrXS6oUNTHbu2fm9ACJXmG02HFTeK.1>

ZOOM Information: Connection time 3:55 PM

<https://neomed.zoom.us/j/97592756946?pwd=mqrXS6oUNTHbu2fm9ACJXmG02HFTeK.1>

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

Meeting ID: 975 9275 6946 | Password: 928357

Members (attendees in bold) : Jeffrey Mellott (chair), Petrea Cober (vice-chair), Timothy Barreiro, Natalie Bonfine, Yeong-Renn Chen, Lukas Everly, Sheila Fleming, Alex Galazyuk, Kristen Knepp, Yong Lu, Jennifer McKay, Vahagn Ohanyan, Erica Stovsky, Xinwen Wang, Liya Yin, **Matthew Smith**

Speakers: Dr. Marc Basson, Dr. Kristin Victoroff

Administrative Support: Andrea Coard, Deborah Loyet

4:00 p.m.- 4:05 p.m.	1	<p>Welcome <i>Jeff Mellott, Ph.D., Chair, University Faculty Council</i></p>	Dr. Mellott convened the meeting at 4:01 p.m. and welcomed the council members back to the new academic year. He welcomed the two new members – Dr. Jen McKay and Dr. Matthew Smith.
	2	<p>Approve previous UFC minutes 06.04.2024 <i>(Approved minutes located on NEOMED website)</i></p>	Dr. Bonfine moved to approve the minutes; Dr. Cober seconded. The minutes were approved by the council members.
	3	<p>Executive Management Team Notes Executive Management Team Fall 2024 meeting sign ups</p>	Dr. Mellott thanked the council members for signing up for the EMT meetings and reminded the members to take notes using the template in the OneDrive. These should be forwarded to Andrea within one week if possible.
4:05 p.m.- 4:10 p.m.	4	<p>UFC Committee Representation <i>Jeff Mellott, Ph.D., Chair, University Faculty Council</i></p> <p><i>University Research Council Junior Faculty Award Committee Liebelt-Wheeler Award Committee</i></p>	<p>Dr. Mellott announced that the University Research Council (URC) has an opening for a UFC representative. Anyone interested should contact him directly.</p> <p>The Junior Faculty Award Committee requires representatives from COM and COP. Further details will be provided in an upcoming email. Additionally, the Liebelt-Wheeler Award for Faculty Excellence Committee requires representatives from COP and COGS who are currently serving on the UFC. Drs. McKay and Smith agreed to serve on the committee.</p>

<p>4:10 p.m.- 4:15 p.m.</p>	<p>5</p>	<p>AI Workgroup Efforts <i>Petrea Cober, Vice Chair, University Faculty Council</i></p>	<p>The Provost tasked Dr. Turk to form a committee to develop a policy for AI at NEOMED. Dr. Cober provided the status of this work.</p> <p>The following AI subgroups have been created and will meet twice monthly until December. Administration – Maria Schimer, Amy Furey-Ligan and Jonathan Wagner Research – Drs. Reneker, Fischbein, Hieronymus and Colleen Duchon Education – Drs. Cober, Bonfine, Gustafson, Hoffmaster, and Brian Harrell They will be gathering best practices for the use of AI in these areas to develop a white paper that will guide the formulation of policies and procedures.</p> <p>A member asked a question about medical charting or clinical functionality and where it would fit. Dr. Cober said it may go under administration and academic.</p>
<p>4:15 p.m.– 4:35 p.m.</p>	<p>6</p>	<p>Leadership Report <i>Dean Marc Basson, M.D., Ph.D., M.B.A.</i> <i>College of Medicine</i></p>	<p>Dr. Basson provided an update on the College of Medicine and shared a presentation. COM presentation to UFC 08.06.24</p> <p>A question was raised regarding plans for medical school capacity as class sizes as growing. Dr. Basson shared that the Provost and deans would be conducting a tabletop exercise to assess room utilization using the 2024-25 academic year schedules. This review would determine what is needed to support the expanding curriculum as colleges grow and how the new College of Dentistry would be integrated.</p> <p>A council member inquired about research within the College of Medicine. Given that many of our Rootstown faculty are actively engaged in research, there is concern about potentially moving in the wrong direction.</p> <p>Dr. Basson stated that research is a crucial component of the university's mission and that there are no plans to eliminate it. The state funds our salaries to provide teaching. Research support strategies are overseen by Dr. German. Currently, the COM is navigating HR processes to post two new faculty positions that include research responsibilities.</p> <p>Dr. Faison emphasized that research is vital to the university and there is no intention to downsize or reduce it. A key priority is how to secure funding for competitive startup packages to attract top-tier educators and researchers. It is essential, and we need to invest in it.</p>

			<p>A question was raised regarding the need to hire additional curriculum coordinators in response to increasing class sizes. Dr. Basson clarified that the role of the curriculum coordinator is tied to the curriculum itself, not directly to student numbers. At this time, we are focused on improving efficiencies rather than hiring new coordinators. However, we have recently brought on two new full-time staff members dedicated entirely to educational functions. M3 will hire a coordinator at one of our clinical sites.</p>
4:35 p.m.- 4:55 p.m.	7	<p>Leadership Report <i>Kristin Victoroff, D.D.S., Ph.D.</i> <i>Associate Dean for Education and Academic Affairs</i> <i>Bitonte College of Dentistry</i></p>	<p>Dr. Victoroff shared a presentation on the Bitonte College of Dentistry. BCOD presentation to UFC 08.06.24</p> <p>A question was raised about the availability of space for simulators if the class size exceeds 50 students. Currently, there are five additional simulators reserved for students who need to repeat a year. Beyond this capacity, additional planning will be necessary.</p> <p>Another question concerned the structure of the program, particularly the first two years versus the second two years. The first two years focus on didactic learning and simulation, while the second two years involve rotations, where students will spend time at various clinic sites as well as the onsite clinic, with rotations lasting four weeks each.</p> <p>Questions were also asked about support staff for administration and curriculum. We are planning to hire three curriculum coordinators, along with a significant number of clinical staff to operate our clinic.</p> <p>Regarding clinical faculty, there was a query about their roles and how they will fit in. We will be bringing in both non-tenure track and tenure track faculty to support the program.</p> <p>Dr. Faison mentioned that we will be reviewing the Faculty Empowerment Plan (FEP) this year. Currently, some faculty members are permitted to opt in, while others are not. Our goal is to expand participation in the program, ideally before we start hiring faculty for the College of Dentistry. More details will be provided as we move forward.</p> <p>A question was asked if faculty positions will be tenure-track? Typically, dental schools offer two tracks.</p>
4:55 p.m.- 5:30 p.m.	8	<p>Open Forum and Department updates from Council members <i>Group Discussion</i></p>	<p>Dr. Mellott shared the following announcements</p> <p>The Faculty Empowerment Plan – no longer a pilot and now requires a peer evaluation. Chairs have been notified.</p>

The Faculty Incentive Plan has been distributed, and there are concerns among faculty that it is overly restrictive, particularly since teaching and research components have been removed. Dr. Mellott invited Dr. Young to discuss how this change is impacting the curriculum committees. Course Directors have expressed surprise at the removal of these elements from the Incentive Plan, and we are now facing difficulties in populating the committees. Overall, faculty are feeling a sense of disincentive regarding their involvement in research and teaching.

Provost Faison emphasized that the faculty do an excellent job supporting the university's mission. The Faculty Workload Policy is mandated by state law, and between this policy and the Faculty Incentive Plan, we must accurately capture all the contributions faculty make to advancing NEOMED's mission. If we keep the same items in the Incentive Plan every year, the list will grow continuously, which could limit what can be credited under the Workload Policy. The goal is for faculty to receive appropriate recognition for all their efforts across both plans. This year, the Incentive Plan will prioritize increased involvement in student activities and university events, along with a stronger focus on faculty development.

Provost Faison said we are reviewing the roles of course directors, acknowledging that their responsibilities vary. A working group has been tasked with recommending appropriate credit allocations for course directors under the Faculty Workload Policy. The key takeaway is that faculty should receive recognition for all their contributions across both the Faculty Workload Policy and the Faculty Incentive Plan.

A question was raised regarding the availability of the final Faculty Empowerment Plan and whether it has been posted. Maria Schimer said that she and Provost Faison will look into the matter and will follow up.

Dr. Cober asked Dr. Basson about the role of the Comprehensive Basic Science Examination (CBSE) as a prerequisite before taking the United States Medical Licensing Examinations (USMLE) Step 1, expressing concern that it might act as a gatekeeper. Specifically, she asked whether students who don't pass the CBSE would be required to remain in the M2 year. Dr. Basson explained that the CBSE is used because, while failing it doesn't guarantee failure on Step 1, it is a strong predictor of performance. Failing Step 1, however, is a significant concern, as it can be flagged during the Residency Application Process.

Dr. Lucas inquired whether there was a replacement for Dr. Gallegos in his role with the Board of Trustees. Dr. Mellott responded that he would

			<p>reach out to Dr. Gallegos to ask if he is interested in continuing in this capacity.</p> <p>Dr. Cober moved to adjourn the meeting and Dr. Bonfine seconded. The meeting concluded at 5:37 pm.</p>
--	--	--	---

Upcoming Agenda Items

September 3 – Working Meeting

October 1 – Leadership Report – President Langell

SAVE THE DATE: Upcoming Faculty/Professional Development Opportunities

Integrating AI and ChatGPT in Academic Writing: Considerations and Applications in Medical and Higher Education – Tuesday, October 8, 11 a.m.-12 p.m. (Zoom)

Celebration of Health Professions Education – Monday, October 21, afternoon – more information to follow