



University Faculty Council

Meeting: Tuesday, March 3, 2026 - 4:00-5:00 PM

Location: G-204 | <https://neomed.zoom.us/j/97164904258?pwd=o497jt1rAjGMfe2t2EPPsvEwhcNbps.1>

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: 971 6490 4258 | Password: 583611

Members: Jeffrey Mellott (chair), Petrea Cober (vice-chair), Ahmed Abdelkarim, Timothy Barreiro, Natalie Bonfine, Stacey Gardner-Buckshaw, Yeong-Renn Chen, Lukas Everly, Sheila Fleming, Alex Galazyuk, Kristen Knepp, Yong Lu, Jennifer McKay, Vahagn Ohanyan, Matthew Smith, Erica Stovsky, Alexandra Ukmar, Xinwen Wang

Speakers: Leah Sheridan, Associate Dean of Medical Education

Administrative Support: Andrea Coard, Deborah Loyet

4:00 p.m.- 4:05 p.m.	1	Welcome <i>Jeff Mellott, Ph.D., Chair, University Faculty Council</i>	Dr. Mellott welcomed the attendees and opened the meeting at 4 p.m.
	2	Approve previous UFC minutes 02.03.2026 <i>(Approved minutes located on NEOMED website)</i>	There were no questions or concerns regarding the previous meeting minutes. Dr. Cober moved to approve the minutes; Dr. Bonfine seconded. The minutes were approved.
	3	Executive Management Team Notes 2026 Executive Management Team Spring 2026 meeting sign ups	The EMT sign-ups are complete through to the end of June.
4:05 p.m.- 4:10 p.m.	4	Ohio Faculty Council Update <i>Petrea Cober, Pharm.D., Ohio Faculty Council Representative</i>	Dr. Cober reported confusion regarding HB 698 and noted that it does not appear likely to advance at this time. The House is allowing SB1 to proceed further before considering any related or prospective legislation. The concerns of the OFC most likely will not come to fruition. A committee member asked whether accessibility efforts have been discussed with peer institutions. Dr. Cober indicated that many institutions have addressed accessibility issues for a significant period, and as a result, it is not a

			<p>prominent concern for them. She also noted that institutions with a stronger liberal arts focus may find their instructional materials easier to remediate.</p> <p>Dr. Gardner-Buckshaw added that undergraduate institutions often serve a different student population than professional schools and may have more experience supporting students with documented disabilities.</p> <p>Dr. Cober shared that Blackboard at other institutions includes an accessibility checker that assists faculty in reviewing course materials.</p>
<p>4:10 p.m.- 4:25 p.m.</p>	<p>5</p>	<p>University Instructor and Course Evaluation Revision Workgroup – Update <i>Leah Sheridan, Ph.D., Associate Dean of Medical Education</i></p>	<p>Dr. Sheridan noted this was her first visit to UFC. She was charged by the Provost with developing four evaluation tools:</p> <ol style="list-style-type: none"> 1. NEOMED course evaluation (could be adapted for clinical courses) 2. Faculty evaluation conducted by students 3. APE – Peer evaluation 4. APE – Course director evaluation for their course <p>Membership includes representatives from all colleges and has been highly collaborative. There is a great group working on this. Draft course and faculty evaluations have been completed and reviewed by the Provost and Deans. Instruments should align with the Strategic Plan, with the goal of a single, valid university-wide course evaluation.</p> <p>Recent work has focused on peer evaluation and course director evaluation. Productive discussions have occurred regarding workload implications. The workgroup’s charge is to complete its work by the first week of April.</p> <p>Also creating standard operating procedure and timeline for when to administer these.</p> <p>We are also supposed to comment on the workload-related item to receive peer eval from equal or greater rank.</p> <p>COP raised concerns about evaluation frequency, particularly for full professors. Dr. Sheridan noted the need to meet SB1 requirements (minimum of one evaluation per academic year), with additional evaluations open for discussion.</p>

			<p>The group debated whether to create a new peer evaluation form or revise the existing one currently in use. The decision was to retain the current form with updates to make it more meaningful, including adding comment fields and shifting language toward expectations of good/excellent teaching rather than basic job performance.</p> <p>Questions were raised about accommodating varied teaching formats (e.g., facilitation, small group, large lecture). The group acknowledged these differences but noted that chairs have requested a quantitative outcome for annual evaluations.</p> <p>Discussion acknowledged limitations of the current peer evaluation model and assumptions about seniority equating to teaching quality. Dr. Sheridan indicated these issues have been actively discussed within the workgroup.</p> <p>Colleges may add their own questions; the workgroup is focused on university-level items. Faculty review before submission to the Provost was discussed. Dr. Sheridan is happy to share with the faculty for feedback and make adjustments if necessary.</p>
4:25 p.m.- 4:35 p.m.	6	<p>Provost Notes and UFC Committee Representation Updates <i>Jeff Mellott, Ph.D., Chair, University Faculty Council</i></p>	<p>Committee members were advised that they should become familiar with current accessibility efforts in Panorama.</p> <p>Although not formally designated as mandatory, the associated trainings are being perceived as required.</p> <p>Several questions about the process and expectations remain unresolved.</p> <p>Members with teaching responsibilities were encouraged to familiarize themselves with these efforts promptly.</p> <p>The accessibility training session recordings and resources are housed in the ITE Faculty Professional Development course in Canvas and can be accessed through the Faculty Professional Development Course link (requires NEOMED login). All of the recorded videos and PPT slides for the Panorama accessibility trainings are located on the ITE Sessions on Accessibility: Faculty Professional Development page under the “Panorama Training Sessions” tab in the Faculty Professional Development course.</p>

4:35 p.m.- 5:00 p.m.	7	Open Forum and Department updates from Council members <i>Group Discussion</i>	<p>Dr. Bonfine provided an update from AMP. Questions have arisen regarding copyright in relation to accessibility requirements. Specifically, on the use of images. Dr. Cober noted that a journal pdf cannot be altered. Additional training may be needed to clarify what is permissible under copyright and images.</p> <p>The draft scheduling policy and room scheduling were discussed, which includes priorities for different academic spaces. There will be a scheduling champion who will help resolve conflicts. Questions were raised regarding how this role would function and how tie-breaker decisions would be resolved.</p> <p>Dr. Bonfine moved to adjourn; and Dr. Gardner-Buckshaw seconded. The meeting was adjourned at 4:41 p.m.</p>
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Upcoming Agenda Items

April 7 – Leadership Report – President Langell

May 5 – Working Meeting

UPCOMING FACULTY PROFESSIONAL DEVELOPMENT OPPORTUNITIES:

IAMSE Spring 2026 Webinar Series: “Tough but Fair” Standards with Support: Empowering Success

Thursdays March 5-April 2 noon – 1 p.m. via Zoom webinar

This series is tailored for medical educators, particularly those teaching in the pre-clerkship curriculum. We'll explore how to set ambitious, yet achievable, standards for your students, fostering the rigorous foundation future physicians need. Beyond just raising the bar, this series provides you with practical strategies to ensure your students not only meet these high expectations but truly excel. Discover how to balance a demanding curriculum with the essential guidance that empowers the next generation of medical professionals.

Faculty may [register](#) to receive the information to receive the link and calendar invitations directly from IAMSE. Please follow the directions provided in the email response to your registration. (neomed.edu email address required for registration with IAMSE).

Teaching & Learning Sessions offered by the Institute for Teaching Excellence
 Panorama Trainings

Introduction to Panorama for Accessibility Remediation for Canvas and Non-Canvas Users (1 hour)

Audience: All NEOMED Faculty and Staff (including non-Canvas users)

Description:

This session provides a practical introduction to improving document accessibility using YuJa Panorama and related tools. Participants will learn the essential steps for remediating documents in DocHub as well as applying structural edits to PDFs using Panorama's structural remediation tool. The session focuses on common issues that affect accessibility scores and offers clear strategies for correcting them.

Dates:

- **Tuesday, March 3: 12:00 – 1:00 pm**

Join from PC, Mac, Linux, iOS or Android: [March 3rd Zoom Meeting Link](#)

Password: 981165

- **Tuesday, March 10: 12:00 – 1:00 pm**

Join from PC, Mac, Linux, iOS or Android: [March 10th Zoom Meeting Link](#)

Password: 513235

Panorama for Canvas Courses (30 minutes)

Audience: NEOMED Faculty and Staff Canvas Users

Description:

This focused session explores how YuJa Panorama integrates with the Canvas environment to support instructors in real time. Participants will learn how to access and interpret Course Reports, identify accessibility concerns in course materials, and use the Microsoft Office Add in to create more accessible Word and PowerPoint files. The session highlights how instructors can make quick improvements without leaving the course, helping them maintain accessible course content throughout the semester.

Dates:

- **Wednesday, March 4: 12:30 – 1:00 pm**

Join from PC, Mac, Linux, iOS or Android: [March 4th Zoom Meeting Link](#)

Password: 406727

- **Wednesday, March 11: 12:30 – 1:00 pm**

Join from PC, Mac, Linux, iOS or Android: [March 11th Zoom Meeting Link](#)

Password: 959352

Understanding Alternative Formats in Panorama (30 minutes)

Audience: NEOMED Faculty and Staff Canvas Users

Description:

This session provides a clear overview of the Alternative Formats available through YuJa Panorama and how learners can benefit from them. Participants will explore how Panorama generates these formats, where to find them in Canvas, and how they can be used to support flexible learning needs.

Dates:

- Thursday, March 5: 12:30 – 1:00 pm

Join from PC, Mac, Linux, iOS or Android: [March 5th Zoom Meeting Link](#)

Password: 567003

- Thursday, March 12: 12:30 – 1:00 pm

Join from PC, Mac, Linux, iOS or Android: [March 12th Zoom Meeting Link](#)

Password: 323803

New Faculty Onboarding Session 8: Office of Research & Sponsored Programs/Grants Accounting

Monday, March 30 2-3 p.m. Training Room (AC 106)

Faculty are invited to join Bianka Hernández, M.P.A., Director of Grants Accounting, and Angelina Steiner, M.P.A., C.R.A., Director and eRA Manager, to learn more about the Office of Research & Sponsored Programs (ORSP), which is a university service area established to provide information, services and support for members of the University community to compete for and successfully manage outside funding to conduct scientific, educational and clinical research, and to support critical University programs.

All faculty are encouraged to attend and become involved!

Watch **The Pulse** and <https://www.neomed.edu/faculty/> for more information! If you have any questions, please contact facdev@neomed.edu.

*[Please rsvp](#) for NEOMED Commencement (May 2, 2026) if you plan to participate in the faculty procession.