College of Medicine Council Meeting  
Draft Minutes  
105 HEB  
Tuesday, April 21, 2015  
5:00 p.m.

**Council Members Present:**  
Hill, J; Novella, I; Oliver, G; Porter, M; Saltzman, B; Singla, A; Smirnoff-Poling, J; Weldy, D; Williams, K; Yoon-Krawczyk, Y

**Council Members Absent:**  
Baugh, R; Bieszczad, J; Elmer, L; Fedorov, A; Filatoff, G; Gatto-Weis, C; Geisler, J; Hejeebu, S; Huntley, J (excused); Mukundan, D; Mustapha, A; Nazzal, M; Pearson, D; Rais, A; Sanchez, E; Schwann, T; Tinkel, J; Vazquez, G; Wall, J; Willey, J

**College of Medicine (COM) Faculty and Guests:**  
Assaly, R; Brickman, K; Giovannucci, D; Howard, M; Woodson, D; Sawicki, T

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<th>Agenda Item</th>
<th>Discussion/Report/Presentation/Action</th>
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<td>Call to Order</td>
<td>• By Council President Singla at 5:05 p.m.</td>
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<td>Minutes</td>
<td>• Wednesday, November 5, 2014 and Tuesday, December 16, 2014 were approved as written</td>
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**Dean’s Report**  
• *Email hygiene reminder*  
  o Don’t rant in an email; wait 24 hours  
  o All UT email are public documents  
• *UTMC affiliation progress report*  
  o Phase One - Study done on UTMC, COM, Regulations and national trends  
  o Phase Two (RFP)  
    ▪ Cast a wide net for partners – north up to Flint, west to Fort Wayne, south to Cincinnati and east to Cleveland  
    ▪ Received dozens of responses and narrowed down in January 2015  
      • 2 in market area & 1 out of market area  
  o Negotiation Phase  
    ▪ All 3 in parallel  
    ▪ Money  
      • Capital to rebuild COM – classroom upgrades and labs  
      • Capital for operating expenses – clinical & basic science faculty  
      • $35mil from UTMC goes to COM each year but this is unsustainable  
      • Slots needed – residencies, medical and other health professional students  
      • Need funding for faculty development and research  
      • Wrap up in the next few weeks then a selection will occur  
        • Criteria for decision - Meets academic needs & Deal we can do  
      • Strengths in negotiation  
        • COM  
        • Clinical trainees want jobs with academic affiliation  
        • UT has ability to transform  
      • May take years to fully implement but signed agreement may be in place in this calendar year  
    o Need funding for faculty development and research which can occur with this affiliation
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<td><strong>Invited Presenters</strong></td>
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| **Douglas Sinnott** | *Email and security issues*  
  - IT very busy dealing with email, file sharing and authentication issues  
  - Best to contact IR mid-semester; not first two weeks of semester  
  - Disk space –  
    - Tight because 10 times the disk space is used for backup; 2 weeks’ worth of email and data  
    - If extra space is needed for reasonable purpose, contact IT  
    - Beginning 2015-16, will be using the Cloud for email (50 gigs) and H-drive (1 terabyte); security agreement with Microsoft  
  - DO NOT USE Dropbox.com because it isn’t secure!  
  - Secure data transfer – use elf.utoledo.edu; log in using UTAD account  
  - HSC voicemail system is antiquated and will be going to VOIP (voice over IP) system in the future for phones  
  - Apples don’t work well with all IT systems  
  - Email: all email from your UT email account should never be forwarded to a personal account (i.e., gmail, yahoo, etc.) because UT can be fined for a HIPAA violation |
| **Jennifer Hill, PhD** | *Update on Workload Metrics*  
  - Reminder Current document posted on COM Council Website  
  - Recommendations for the Dean's Office on Faculty Activity Recording and Metrics April 2015  
  - One year to date that this committee has been convened to work on workload metrics  
  - Dean requested something simpler so committee met and composed this document housed on the COM Council Website  
  - Suggest that the Annual Review of Professional Activities (ARPA) be the basis for annual review of work  
  - No points and will be created for COM with form for following year activities  
  - Dean will meet with the Chairs to discuss; ARPA between faculty and Chair |
| **Elections (M. Porter)** | - Please send nominations for Vice President and Secretary/Treasurer to COMCouncilSecretary@UToledo.Edu  
  - Election will be held in May 2015 |
| **Bylaw Revisions (K. Williams)** | - Amendment to bylaws concerning officer vacancies V. Officers A. 7. Vacancies of Office a. & b. – revised wording to be consistent as well as allowing the Council Executive Committee to appoint a Council member until the next scheduled election (May).  
  - The amendment was posted with the meeting announcement; discussion occurred at the meeting with all in agreement to include for a vote on the election ballot in May 2015. |
### Agenda Item  
**Research Council Report**  
(M. Howard)  
- Money available for faculty – majority endowed for bio sciences and have gone to COM  
- Faculty Development funds for meetings and workshops  
- IRB and summer projects – looking at expedition of IRB approval for students who work summers

### Agenda Item  
**Graduate Council Report**  
(D. Giovannucci)  
- College of Graduate Studies (COGS) Dean assessment is open for members of Graduate Council – reminder to complete

### Agenda Item  
**Senate Report**  
(M. Porter)  
- Currently conducting assessments of a number of deans but not the COM&LS dean because he is new

### Next Meetings
- **May 2015**  
  - Election of Vice President and Secretary/Treasurer  
  - Election of 1/3 of Council Representatives  
- **Tuesday, June 23, 2015 5:00 p.m. - 6:00 p.m. HEB 105**

### Adjourn
- By Council President Singla at 6:18 p.m.

### Minutes Submitted
- By Past President/Secretary Porter on Monday, April 23, 2015