

Approved Minutes
College of Medicine Faculty Council Meeting
Friday April 20, 2018
12 noon – 1 pm
Dowling Hall Room 2315

1. Call to Order by President Dr. David Kennedy at 12:03 p.m.

Faculty Present:

Stan Stepkowski, Joan Duggan, Lance Dworkin, David Giovannucci, Steven Haller, Jeffrey Hammersley, Jennifer Hill, David Kennedy, Shobah Ratnam, Joseph Margiotta, Rande Worth, Robert Mrak, Chris Cooper, David Weaver, Andrea Kalinoski, Kandace Williams, William Maltese, John M. Wryobeck, Deepa Mukundan, Diya Raman, Wafaa Hanna, Kam Yeung, James Judkins, Bill Gunning, George Moukarbel, Cathy VanHook, Andrew Hsu, Melissa Gregory, Travis Taylor, David Weldy, Kate Eisenmann, Alexei Fedorov, Sadik Khuder, Gretchen Tietjen, Jeffrey Hammersley, Kristi Williams, Beata Lecka-Czernik, Jennifer Hill, Lance Talmage, Nagalaksami Nadiminity, Amira Gohara, Jyl Matson, Viviana Ferreira, Juan Jaume, Thomas Papadimos, Michael Rees, Patrick Frank, Steven Haller, Jason Huntly, Champa Jayasuriya, James Judkins, Saurabh Chattopadhyay, Edward Kakish, Ruili Xie, Haitham Elsamaloty, Mehmood Rashid, James Van Hook, Jerzy Jankun, Jiayong Ciu, Vithal Shendge, Rajesh Gupta, Lucy Goodenday, Cynthia Smas, Jiang Tian, David Kennedy, Shirly Bodi, Shi-he Liu, Marthe Howard, Kevin Pan, Li Hongyan, Linda Speer, Youngsook Yoon-Krawczyk, Ritu Chakravarti, James Molnar, Scott Pappada, Tian Jiang, Liu Jiayong.

2. A motion for the approval of the February 16, 2018 COM Faculty Council minutes was approved.

3. The Dean's Report was given by Christopher Cooper, M.D.; See new business including Provost's request for identifying high impact journals and proposal to move PA program into and as a Division under Dept of Family Medicine

4. Report of the Executive Committee: David Kennedy, PhD **{See associated slides}**
The Executive Committee met April 5, 2018 and included action on:

1. Review minutes from February meeting
2. Elections committee: election preparation made for VP and secretary votes
3. –appointment/reappointment of all standing committees, votes needed for confirmation of the following

Faculty Affairs Committee (Clinical and Basic Science Co-Chairs)

Jorge Ortiz, M.D., Associate Professor, Department of Surgery

Hongliu (Daisy) Sun, M.D., Assistant Professor, Department of Pathology

Kathryn Eisenmann, Ph.D. Associate Professor, Department of Cancer

Biology

Jyl Matson, Ph.D. Assistant Professor, Department of Medical

Microbiology and Immunology

Two additional members, one clinical and one basic science, are needed

Elections Committee (Chair is Secretary of COMLS Faculty Council)
Stan Stepkowski, Ph.D. Professor, Department of Medical Microbiology
and Immunology
Kimberly Jenkins, M.D., Associate Professor, Department of
Anesthesiology
Kandace Williams, Ph.D. Professor, Department of Cancer Biology

Bylaws Committee (Chair is VP of COMLS Faculty Council)
Shobha Ratnam, M.D. Professor, Medicine
Dawn-Alita Hernandez, M.D., Assistant Professor, Medicine
Andrea Kalinoski, Ph.D., Associate Professor, Surgery

Academic Affairs Committee (Clinical and Basic Science Co-Chairs)
Terms expires in June, new appointments/nominations needed
Joan Duggan-Co-Chair
Joseph Margiotta -Co-Chair
David Giovannucci
Jeffrey Hammersley
Beata Lecka-Czernik

All members of the Academic Affairs Committee agreed to be reappointed
for the 2018-2019 term

New business discussed:

-IT changes in email affecting faculty/staff; New changes to
University e-mail have made sorting through quarantined email
cumbersome and inefficient. Faculty are encouraged to submit
complaints and requests for resolution to:

william.mccreary@utoledo.edu

-animal research controlled substance policy; the faculty suggest
that central DEA license reside with DLAR (Elaine Joseph, Ph.D.,
Compliance Analyst) as one available option to help streamline the
use of controlled substances and compliance with DEA
requirements

-Proposal to move PA program into and as a Division under Dept of
Family Medicine was discussed by the Dean

-Update on strategic plan relative to identifying and increasing
faculty publishing in high impact journals

5. Report of the Standing Committees of the Council

-Academic Affairs Committee:

Update on Provost Hsu's requested University guidelines for
Appointments, Promotion and Tenure; David Giovannucci Ph.D. and
Joseph Margiotta, Ph.D.

There were the following major changes after revisions (March 14 and
April 18, 2018)

The document now includes exclusionary language and indicates that COMLS bypasses UCAP. The Dean makes promotion and tenure recommendations directly to the Provost. The document now includes COMLS's request for a clause indicating that if the Tenure and Promotion Guidelines conflict with our Faculty Rules and Regulations, the latter has supremacy and takes precedence (lines 41-42). An earlier draft of the tenure/promotion guidelines originally included an extensive preamble on the benefits of tenure. This was deleted with the rationale that it fell outside the scope of a document designed to focus on the operational aspects of the faculty review process.

The next steps will be that: 1) the COMLS Council will vote whether to endorse the Tenure and Promotion Guidelines document to give our Faculty Senate representatives guidance; 2) Faculty Senate will vote at their last meeting for the academic year (April 24) to endorse the guidelines; and 3) The endorsed guidelines is scheduled to go the the BOT in June.

A motion was advanced from the floor to approve the changes suggested by the Academic Affairs Committee. The motion was unanimously approved by a voice vote.

-Elections Committee:

Faculty Council Election announcements: Kandace Williams, Ph.D.

6. The Graduate Council Report was given by Andrea Kalinoski, Ph.D. The COGS sponsored Three minute thesis had excellent representation from COMLS students
7. The Clinical Affairs Committee Report was given by Shobha Ratnam, M.D.
8. Research Council Report: Marthe Howard, Ph.D. (no update since February meeting)
9. Faculty Senate Report: David Giovannucci, Ph.D.
New Faculty senate elections include the following slate of candidates from COMLS
 Steve Haller Terry Hinds Viviana Ferreira Douglas Federman Jiang Tian Joan Duggan Jeffrey Hammersley Laura Murphy David Giovannucci Saurabh Chattopadhyay Ivana DeLaSerna
10. Old Business:
 - Update on Faculty Compensation Plan: (no update since February meeting)
 - Update on New Medical School Curriculum: Jeremy J. Laukka, Ph.D. will update at June meeting after current thread is complete in May
11. New Business:

- Development of Journal Rankings resources for COMLS {See associated slides} Dr. Cooper asked that any additions or changes to the proposed list from Dr. Beau Case be forwarded to David Kennedy.
- Movement of Department of Physician Assistant Studies into, and as a Division of Department of Family Medicine {See associated slides}

- Controlled substance policy for animal research {See associated slides}
- IT changes in email affecting COMLS faculty/staff {See associated slides}

12. The meeting was adjourned at 1:07 p.m.



**COLLEGE OF MEDICINE
AND LIFE SCIENCES**

THE UNIVERSITY OF TOLEDO

College of Medicine
Faculty Council Meeting
April 20, 2018
Dowling Hall 2315

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1. Call to Order

2. Approval of Minutes from previous COM Council meeting (February 16, 2018)
3. Dean's Report: Christopher Cooper, M.D.
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Report of Executive Committee

The COM Council Executive Committee met April 5, 2018

1. Review draft minutes from February and set April 20 agenda
2. Reconstituting the standing committees:
 1. Academic Affairs Committee
 2. Elections Committee
 3. Bylaws Committee
 4. Faculty Affairs Committee



Report of Executive Committee

Academic Affairs Committee

1. Duties and Responsibilities:

- a. To review and provide counsel to the Executive Committee on policy, procedural and programmatic changes initiated or recommended by the COM Administration that affect the Faculty and/or the academic mission of the COM including:
 - i. **Academic freedom and equal opportunity for faculty members;**
 - ii. **Academic and professional growth of faculty members (faculty leave, professional travel, etc.)**
 - iii. **Advancement, promotion, tenure**
- b. To **review and provide counsel on academic policies, procedures and programs** of the COM for both pre-doctoral and post-doctoral trainees, in both basic science and clinical training programs, in coordination with existing COM academic and curriculum committees;
- c. To participate **in long term strategic planning regarding academic issues** relevant to the COM and its Faculty;
- d. Provide an oral report to the Executive Committee of significant programmatic changes recommended by the COM administration quarterly and an annual report as directed by the Executive Committee.



Report of Executive Committee

Academic Affairs Committee

Joan Duggan-Co-Chair

Joseph Margiotta-Co-Chair

David Giovannucci

Jeffrey Hammersley

Beata Lecka-Czernik



Report of Executive Committee

Elections Committee

1. Duties and Responsibilities:

To prepare a slate of candidates for the offices of the Vice President and Secretary/Treasurer;

To present the slate of candidates to the Executive Committee at its regular April meeting, and then to the Council at the May meeting.

Nominate Chairs and Members to standing and ad hoc committees of the Council, with the advice and consent of the Executive Committee, followed by supervision of the election when indicated.

2. Membership

The Elections Committee shall **be chaired by the Secretary/Treasurer of the Council.**

The Committee will consist of one Council Member from the clinical department and one from the basic science department. Members are appointed by the Secretary/Treasurer and approved by the Executive Committee.



Report of Executive Committee

Elections Committee

- Stan Stepkowski, Ph.D. Professor, Department of Medical Microbiology and Immunology
- Kimberly Jenkins, M.D., Associate Professor, Department of Anesthesiology
- Kandace Williams, Ph.D. Professor, Department of Cancer Biology



Report of Executive Committee

Bylaws Committee

1. Duties and Responsibilities:

To review the Bylaws and propose revisions when needed, but at least biennially;

To review all changes or additions to the Bylaws.

To present any proposed changes or additions to the Bylaws to the Executive Committee, the Council, the Administration and the Board of Trustees.

2. Membership

The Bylaws Committee shall be **chaired by the Vice President.**

The Committee will consist of faculty members representing both clinical and basic science departments, appointed by the Vice President and approved by the Executive Committee.

The Director of Faculty Affairs may serve as a non-voting ex-officio member.



Report of Executive Committee

Bylaws Committee

- Shobha Ratnam, M.D. Professor, Medicine
- Dawn-Alita Hernandez, M.D., Assistant Professor, Medicine
- Andrea Kalinoski, Ph.D., Associate Professor, Surgery



Report of Executive Committee

Faculty Affairs Committee

1. Duties and Responsibilities:

To review faculty salaries and to prepare an annual report to the Council, comparing national salary trends;

To review benefits for active and retired faculty members;

To review policies and procedures that affect faculty rights and privileges, including:

- i. Ethical conduct at the academic, professional and administrative levels
- ii. Fair practices and due process for all faculty members;
- iii. Disciplinary actions and grievances.

2. Membership

The **Co-Chairs, one from a clinical department and one from a basic science department**, of the Faculty Affairs Committee will be appointed by the President and approved by majority vote of the Executive Committee.

The committee will consist of **three members from clinical departments and three from basic science departments**, nominated and appointed by the Executive Committee with approval by the Council.



Report of Executive Committee

Faculty Affairs Committee

- Jorge Ortiz, M.D., Associate Professor, Department of Surgery
- Hongliu (Daisy) Sun, M.D., Assistant Professor, Department of Pathology
- Kathryn Eisenmann, Ph.D. Associate Professor, Department of Cancer Biology
- Jyl Matson, Ph.D. Assistant Professor, Department of Medical Microbiology and Immunology
- Andrew Kriegel, M.D. Assistant Professor, Department of Surgery
- **Additional member still needed**



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Revision of the Provost’s University-wide Tenure and Promotion Guidelines

University of Toledo Guidelines for Faculty Evaluation of Tenure and Promotion

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Next steps

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COMLS FACULTY COUNCIL ELECTIONS FOR 2018/2019

Current nominees for Vice President (need to be basic scientist):

Beata Lecka-Czernik

Stanislaw Stepkowski

Current nominee for Secretary (can be any faculty):

Steven Haller

We invite more nominations today – nominate yourself or your best “frenemy”

Elections will be held before next Council meeting, at which newly elected council members will be announced

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10. Old Business:

Faculty Compensation Plan and Medical School Curriculum will be updated in June

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New Business

Journal Ranking Resource for COMLS

JOLENE M. MILLER, MLS, BS, AHIP

Director, Mulford Health Science Library

Assistant Professor, Library Administration

Instructor, Physician Assistant Studies

jolene.miller@utoledo.edu

MARGARET HOOGLAND, MLS, AHIP

Clinical Medical Librarian

Mulford Health Sciences Library

margaret.hoogland@utoledo.edu



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Dear Faculty Investigator:

As part of ongoing regulatory compliance, we are working to develop educational tools and resources aimed at the use of controlled substances in research. As part of the endeavor, it is vitally important that you let me know the following:

Do you use controlled substances (i.e., ketamine, pentobarbital) as a part of your animal research?

If so, from where do you procure them? DLAR? Do you have your own DEA license? Do you use another faculty member's license, and if so whose?

Elaine Joseph, Ph.D.
Compliance Analyst
CCE 2109, MS 1020
419-383-4251

Action Item: Does COMLS support having one central license for controlled substances that would be housed in DLAR?

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<https://antispam.utoledo.edu:10020>

The screenshot shows a web-based email interface for 'antispam.utoledo.edu:10020'. The page title is 'Secure' and the URL is 'https://antispam.utoledo.edu:10020/euweb/login'. The interface includes a navigation bar with 'Apps', 'Favorites', and 'Bookmarks Menu'. Below the navigation bar is the University of Toledo logo and a search bar. The main content area is titled 'Spam - Quarantined' and displays a list of 45 messages. The list has columns for 'From', 'Subject', 'Date', and 'Size'. The messages are sorted by date, with the most recent at the top. The interface also includes a 'Quarantine' sidebar on the left and a 'Messages 1 - 40 of 45' indicator at the top right.

From	Subject	Date	Size
cvconferences@northwestern.edu	Northwestern CME Updates!	2018-04-20 11:21:33	71 KB
Email-Manager@email.infobaselearning.com	Ohio Colleges and Universities, Don't Lose Access to Science...	2018-04-20 09:52:59	40 KB
mailinglist@fbresearch.org	Teamwork: Sign the Letter	2018-04-19 17:28:03	58 KB
appliedmicroscopy@leica-microsystem.com	Perform visual and chemical material analysis 90% faster	2018-04-19 15:08:40	33 KB
noreply@citiprogram.org	Are you ready for the revised Common Rule revisions?	2018-04-19 13:52:00	48 KB
ndrisciser@ndrioutreach.org	Human Biospecimens for Cardiovascular/Respiratory Research	2018-04-19 12:04:49	41 KB
obesity@madridgeconference.com	Present your research at Obesity-2018 Netherlands	2018-04-19 02:54:57	12 KB
btucker@kendallhunt.com	Enhance Student Learning with Our New Study App	2018-04-18 23:52:58	22 KB
updates@novusbio.com	Multiplex immunoassays made easy	2018-04-18 14:39:31	33 KB
customer07@btconnect.com	RE: Utoledo Help Desk	2018-04-18 12:38:17	16 KB
engage@qiagen.com	Now get 3 years of Service Agreement for the price of 2 - sp...	2018-04-18 11:30:32	63 KB
medicalcasereports@eursciconvent.com	Follow-up: Exploring Advances in Clinical & Medical Case Rep...	2018-04-18 10:48:40	11 KB
physiciansurgeons@eursciconvent.com	Follow up: Avail few left Speaker Opportunities Physicians & ...	2018-04-18 10:38:01	13 KB
OEC@theOEC.org	3 urgent issues you need to know about this Earth Day	2018-04-18 09:44:00	25 KB
resource@acc.org	Registration is Now Open for Heart Valve Summit	2018-04-17 15:32:31	23 KB
mailinglist@fbresearch.org	Let's Change Hearts and Minds	2018-04-17 12:40:29	69 KB
alissa.mague@crl.com	Reminder: Cleveland Drug Discovery Boot Camp	2018-04-17 11:51:34	11 KB
news@biotage.com	Biotage Webinar Invite - Practical Considerations for Sample...	2018-04-17 08:40:47	27 KB
engage@qiagen.com	Get an awesome "Nobel Prize" series T-shirt with your next Q...	2018-04-16 11:44:41	73 KB
micenews@jax.org	CRISPR/Cas9: Moving from Founder Mice to Phenotyping	2018-04-16 10:01:06	28 KB
alison.brady@tophat.com	Free eBook: Work Life Balance, a Handbook for Professors	2018-04-16 08:50:59	37 KB
engage@qiagen.com	Reminder: See what's happening at AACR 2018	2018-04-16 08:17:23	101 K
engage@qiagen.com	AACR 2018 is just 1 day away - plan your visit	2018-04-13 13:30:17	101 K
gagheosp0@b.mail-zr.com	Welcoming Oregon's Willamette Valley Wine Producers With Two...	2018-04-13 13:23:34	20 KB
theditor@technologynetworks.com	Tracking Syphilis With Google Sex Searches	2018-04-13 07:29:28	167 K
no-reply@eppendorf.de	New Webinar: Switching from Manual to Automated NGS Library ...	2018-04-12 08:50:56	41 KB
theditor@technologynetworks.com	What Makes Us Parent?	2018-04-12 07:27:19	169 K
cardiologycasereport@meettheglobal.com	Gentle Reminder: Honorable Speaker Invitation	2018-04-12 05:45:43	10 KB
copdconference@meettheglobalexperience.com	Global visibility for your research : COPD Conference 2018	2018-04-12 05:33:31	13 KB
cardiacnursing@scientificmeet.com	Unleash your research ideas at Cardiology Care Congress 2018	2018-04-12 04:43:45	12 KB
physiciansurgeons@eursciconvent.com	Get coverage of important new developments in Physicians & S...	2018-04-12 02:10:31	13 KB
medicalcasereports@eursciconvent.com	Make Your Presence at Clinical & Medical Case Reports 2018	2018-04-12 02:02:45	11 KB

Action Item: If COMLS faculty have issues with how this is affecting business please contact dianne.devault@utoledo.edu

Agenda

1. Call to Order
2. Approval of Minutes from previous COM Council meeting (February 16, 2018)
3. Dean's Report: Christopher Cooper, M.D.
4. Report of the Executive Committee: David Kennedy, PhD
5. Report of the Standing Committees of the Council
 - Academic Affairs Committee: Joan Duggan, M.D. and David Giovannucci, Ph.D.
 - Elections Committee: Kandace Williams, Ph.D.
6. Graduate Council Report: Andrea Kalinoski, Ph.D.
7. Clinical Affairs Committee Report: Shobha Ratnam, M.D.
8. Research Council Report: Marthe Howard, Ph.D.
9. Faculty Senate Report: David Giovannucci, Ph.D., Jeffrey Hammersley, MD
10. Old Business:
11. New Business:
 - Development of Journal Rankings resources for COMLS
 - Movement of Department of Physician Assistant Studies into, and as a Division of Department of Family Medicine
 - Controlled substance policy for animal research
 - IT changes in email affecting COMLS faculty/staff

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COLLEGE OF MEDICINE
AND LIFE SCIENCES

THE UNIVERSITY OF TOLEDO