

# 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

| Agenda Item   | Discussion/Report/Presentation/Action   |
|---------------|---|
| Call to Order | <ul style="list-style-type: none"><li>By Council President Singla at 5:05 p.m.</li></ul>  |
| Minutes       | <ul style="list-style-type: none"><li>Wednesday, November 5, 2014 and Tuesday, December 16, 2014 were <i>approved as written</i></li></ul>  |
| Dean's Report | <ul style="list-style-type: none"><li><u>Email hygiene reminder</u><ul style="list-style-type: none"><li>Don't rant in an email; wait 24 hours</li><li>All UT email are public documents</li></ul></li><li><u>UTMC affiliation progress report</u><ul style="list-style-type: none"><li>Phase One - Study done on UTMC, COM, Regulations and national trends</li><li>Phase Two (RFP)<ul style="list-style-type: none"><li>Cast a wide net for partners – north up to Flint, west to Fort Wayne, south to Cincinnati and east to Cleveland</li><li>Received dozens of responses and narrowed down in January 2015<ul style="list-style-type: none"><li>2 in market area &amp; 1 out of market area</li></ul></li></ul></li><li>Negotiation Phase<ul style="list-style-type: none"><li>All 3 in parallel</li><li>Money<ul style="list-style-type: none"><li>Capital to rebuild COM – classroom upgrades and labs</li><li>Capital for operating expenses – clinical &amp; basic science faculty</li><li>\$35mil from UTMC goes to COM each year but this is unsustainable</li></ul></li><li>Slots needed – residencies, medical and other health professional students</li><li>Need funding for faculty development and research</li><li>Wrap up in the next few weeks then a selection will occur<ul style="list-style-type: none"><li>Criteria for decision - Meets academic needs &amp; Deal we can do</li></ul></li><li>Strengths in negotiation<ul style="list-style-type: none"><li>COM</li><li>Clinical trainees want jobs with academic affiliation</li><li>UT has ability to transform</li></ul></li><li>May take years to fully implement but signed agreement may be in place in this calendar year</li></ul></li><li>Need funding for faculty development and research which can occur with this affiliation</li></ul></li></ul> |

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| <b>Invited Presenters</b>            |   |
| <i>Douglas Sinnott</i>               | <p><u><i>Email and security issues</i></u></p> <ul style="list-style-type: none"> <li>• IT very busy dealing with email, file sharing and authentication issues</li> <li>• Best to contact IR mid-semester; not first two weeks of semester</li> <li>• Disk space –               <ul style="list-style-type: none"> <li>○ Tight because 10 times the disk space is used for backup; 2 weeks' worth of email and data</li> <li>○ If extra space is needed for reasonable purpose, contact IT</li> <li>○ Beginning 2015-16, will be using the <i>Cloud</i> for email (50 gigs) and H-drive (1 terabyte); security agreement with Microsoft</li> </ul> </li> <li>• DO NOT USE Dropbox.com because it isn't secure!</li> <li>• Secure data transfer – use <a href="http://elf.utoledo.edu">elf.utoledo.edu</a>; log in using UTAD account</li> <li>• HSC voicemail system is antiquated and will be going to VOIP (voice over IP) system in the future for phones</li> <li>• Apples don't work well with all IT systems</li> </ul> <p>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</p> |
| <i>Jennifer Hill, PhD</i>            | <p><u><i>Update on Workload Metrics</i></u></p> <ul style="list-style-type: none"> <li>• Reminder <a href="#">Current document</a> posted on COM Council Website</li> <li>• <a href="#">Recommendations for the Dean's Office on Faculty Activity Recording and Metrics April 2015</a></li> <li>• One year to date that this committee has been convened to work on workload metrics</li> <li>• Dean requested something simpler so committee met and composed this document housed on the COM Council Website</li> <li>• Suggest that the Annual Review of Professional Activities (ARPA) be the basis for annual review of work</li> <li>• No points and will be created for COM with form for following year activities</li> <li>• Dean will meet with the Chairs to discuss; ARPA between faculty and Chair</li> </ul>  |
| <b>Elections (M. Porter)</b>         | <ul style="list-style-type: none"> <li>• Please send nominations for Vice President and Secretary/Treasurer to <a href="mailto:COMCouncilSecretary@UToledo.Edu">COMCouncilSecretary@UToledo.Edu</a></li> <li>• Election will be held in May 2015</li> </ul>   |
| <b>Bylaw Revisions (K. Williams)</b> | <ul style="list-style-type: none"> <li>• <a href="#">Amendment to bylaws</a> concerning officer vacancies V. Officers A. 7. Vacancies of Office a. &amp; 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).</li> <li>• 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.</li> </ul>  |

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| <b>Research Council Report</b><br>(M. Howard)      | <ul style="list-style-type: none"><li>• Money available for faculty – majority endowed for bio sciences and have gone to COM</li><li>• Faculty Development funds for meetings and workshops</li><li>• IRB and summer projects – looking at expedition of IRB approval for students who work summers</li></ul> |
| <b>Graduate Council Report</b><br>(D. Giovannucci) | <ul style="list-style-type: none"><li>• College of Graduate Studies (COGS) Dean assessment is open for members of Graduate Council – reminder to complete</li></ul>   |
| <b>Senate Report</b><br>(M. Porter)                | <ul style="list-style-type: none"><li>• Currently conducting assessments of a number of deans but not the COM&amp;LS dean because he is new</li></ul>   |
| <b>Next Meetings</b>                               | <ul style="list-style-type: none"><li>• <b>May 2015</b><ul style="list-style-type: none"><li>○ Election of Vice President and Secretary/Treasurer</li><li>○ Election of 1/3 of Council Representatives</li></ul></li><li>• <b>Tuesday, June 23, 2015 5:00 p.m. - 6:00 p.m. HEB 105</b></li></ul>              |
| <b>Adjourn</b>                                     | <ul style="list-style-type: none"><li>• By Council President Singla at 6:18 p.m.</li></ul>  |
| <b>Minutes Submitted</b>                           | <ul style="list-style-type: none"><li>• By Past President/Secretary Porter on Monday, April 23, 2015</li></ul>  |