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

Faculty Present:

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
Faculty Council Meeting
April 20, 2018
Dowling Hall 2315
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.
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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
12. Adjourn: Next Meeting June 15, 2018
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.
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12. Adjourn: Next Meeting June 15, 2018
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12. Adjourn: Next Meeting June 15, 2018
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
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
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.
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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

12. Adjourn: Next Meeting June 15, 2018
Revision of the Provost’s University-wide Tenure and Promotion Guidelines

University of Toledo

Guidelines for Faculty Evaluation of Tenure and Promotion

TABLE OF CONTENTS

Preamble

I. Principles of Guidelines ............................................ page X
II. Methods of Evaluation ........................................... page X
III. Categories of Evaluation ....................................... page X

A. Teaching ................................................................ page X

B. Professional Activity (Research, Scholarship, and Creative Activity) ........................................ page X

C. Service ................................................................ page X

IV. Timelines .............................................................. page X

Academic Affairs Committee
Joan Duggan
David Giovannucci
Jeffrey Hammersley
Joseph Margiotta
Beata Lecka-Czernik
Major Changes after two revisions (March 14 and April 18)

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.
Next steps

1) 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.

3) The endorsed guidelines is scheduled to go the the BOT in June.
Agenda

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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
1. Call to Order

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6. **Graduate Council Report: Andrea Kalinoski, Ph.D.**

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9. **Faculty Senate Report: David Giovannucci, Ph.D., Jeffrey Hammersley, MD**

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10. Old Business:

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

11. New Business:

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12. Adjourn: Next Meeting June 15, 2018
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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12. Adjourn: Next Meeting June 15, 2018
Action Item: If COMLS faculty have issues with how this is affecting business please contact dianne.devault@utoledo.edu
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