

“Approved Minutes”

College of Medicine Faculty Council Meeting
Friday December 20, 2019
12 noon - 1 pm
DH 2315

1. Call to Order by past CoMLS President Dr. Stan Stepkowski at 12:09PM.

Faculty Present: Andre Aguillon, Pam Brewster, Dean Christopher Cooper, Evana DelSerna, Lori Deshetler, Joan Duggan, Runjun Gong, Rajesh Gupta, Steven Haller, Jason Huntley, Ocasio Joseph, Punit Kaur, David Kennedy, Sadik Khuder, Beata Lecka-Czernik, Shi-he Liu, Jyl Matson, Robert Mccullumsmith, Kevin Pan, Thomas Papadimos, Shobha Ratnam, Stan Stepkowski, Travis Taylor, Vice Provost Amy Thompson, Hanna Wafaa, David Weldy, James Wiley, Kandace Williams, Randy Worth, Youngsook Yoon-Krawczyk

2. A motion for the approval of minutes from previous COM Council meeting (October 18, 2019) was approved.

3. Dean's Report: Dean Christopher Cooper, MD., presented report on UTCOMLS Mission and Vision statement. Please look at the link below:

<https://www.utoledo.edu/med/about/mission.html>

Also, Dean Cooper discussed UTCOMLS Standing Committees. **Please see attached slides.**

All of the comments/suggestions will be emailed to Dr. Punit Kaur at COMCouncilSecretary@utoledo.edu and Dr. Joan Duggan, Vice Dean Clinical Affairs will discuss in next COM Council Faculty meeting before approval.

4. Provost's Version of the Mentoring Program: Dr. Amy Thompson, Ph.D., Vice Provost for Faculty Affairs presented the Provost's version of the mentoring program. Dr. Thompson encouraged to nominate those faculty who excelled in mentoring. The other award will be given to the outstanding faculty. The department chairs will be meeting every month for mentoring program. The women's mentoring program is going very well and the next workshop on leadership will be on February 28, 2020. New faculty mentoring program Tenure and Promotion Program is launched to mentor junior faculty. Besides this, the under-represented mentoring is also started by Provost's office. **Please see the link below:** <https://www.utoledo.edu/offices/provost/faculty-mentoring.html>

5. Mentoring Steering Committee Report: Dr. Stan Stepkowski, Ph.D., Professor Medical Microbiology and Immunology presented mentoring committee report. **Please see attached slides.**

6. Report of the Standing Committees of the Council: Office of Faculty Affairs and Development updates was given by Dr. Joan Duggan, M.D. and Vice Dean, Clinical Affairs and Ms. Wafaa Hanna, M.B.A., Director, Human Resources. **Please see attached slides.**

7. **Graduate Council Report:** Dr. Kandace Williams, Ph.D., Associate Dean for Graduate School presented Graduate Council report. **Please see attached slides.**
8. **The meeting was adjourned** at 1:02PM.



**COLLEGE OF MEDICINE
AND LIFE SCIENCES**

THE UNIVERSITY OF TOLEDO

College of Medicine and Life Sciences Faculty Council December 20, 2019

- **Call to Order**

COMLS FACULTY COUNCIL EXECUTIVE COMMITTEE FOR 2019/2020

President

Stanislaw Stepkowski, Ph.D. (MMI)

Vice President

Nicholas Horen, M.D. (Medicine)

Secretary/Treasurer

Punit Kaur, Ph.D. (Medicine)

Past-President

Shobha Ratnam, M.D. (Medicine)

Director of Faculty Affairs

Wafaa Hanna

Faculty Affairs Committee Co-Chairs

Jorge Ortiz, M.D. (Surgery)

Kathryn Eisenmann, Ph.D. (Cancer Biology)

Academic Affairs Committee Co-Chairs

Joan Duggan, M.D. (Medicine)

Joseph Margiotta, Ph.D. (Neuroscience)

Agenda:

- Approval of Minutes from previous COM Council meeting (October 18, 2019)**

Agenda:

Dean's Report:

Christopher Cooper, MD

Dean's Report:
Christopher Cooper, M.D

1)UTCOMLS Mission and Vision

<https://www.utoledo.edu/med/about/mission.html>

Dean's Report:
Christopher Cooper, M.D

2) Charges of UTCOMLS Standing Committees

Academic Progress Committee

Academic Progress Committee Charge

The purpose of the academic progress committee is to provide a forum to review student academic and professional progress through the preclinical and clinical portions of the curriculum through integrating the efforts of faculty members, course directors, and the offices of Student Affairs and Medical Education, with its counseling and tutorial services that work together to ensure-the academic success of its students. Academic success encompasses all aspects of medical student professional activities including but not limited to professionalism, performance in the classroom and the clinical environment, as well as during all formative and summative experiences.

Admissions Committee

Admissions Committee Charge

The COMLS MD Program Admissions Committee at The University of Toledo, in accordance with Liaison Committee on Medical Education (LCME) accreditation standards, has the final responsibility for accepting students to the medical school in a manner that is not influenced by any political or financial factors. The Admissions Committee is charged with promoting fair, effective, and efficient practices for the holistic review of applicants and for the acceptance of students who will best meet the mission of the College of Medicine and Life Sciences.

Responsibilities of the Committee include: (a) reviewing (by a subgroup of the Committee) the American Medical College Application Service (AMCAS) application of each applicant; (b) interviewing, along with ad-hoc interviewers from COMLS and the Greater Toledo community, selected applicants on-site using the Multiple Mini Interview (MMI) format; and (c) evaluating the complete file of each interviewed applicant and voting based on the quality of the application and the applicants' overall MMI score.

Appointments, Promotions and Tenure Committee

Appointments Promotions and Tenure Committee Charge

The charge of the University of Toledo College of Medicine and Life Sciences (UT COM&LS) Appointment Promotion and Tenure (APT) Committee is to oversee the appointment, promotion and tenure process for basic science and clinical faculty at UT COM&LS. The committee provides recommendations to the COM&LS Dean for core faculty appointments and promotions at the ranks of Associate Professor and Professor, as well as adjunct faculty appointments at the rank of Professor. The APT committee also provides recommendations to the COM&LS Dean for tenure of core and adjunct faculty at ranks of Associate Professor and Professor. The Dean then forwards a final recommendation for appointment and promotion, as well as tenure to the UT Provost and President for action by the UT Board of Trustees.

Assessment Committee

College of Medicine & Life Sciences Assessment Committee Charge

The COMLS Assessment Committee (AC) monitors assessment activity at the program level, reviews and provides feedback on annual reports, and provides guidance on preparation for program accreditation and reaccreditation for all programs within the COMLS. The COMLS AC collaborates with the appropriate internal and external resources to provide leadership for the professional development of faculty, administration, and staff on assessment and accreditation processes. Specifically, the COMLS AC will:

- Communicate with COMLS senior leadership regarding: program preparedness for accreditation and reaccreditation; review of annual assessment report summaries; and COMLS AC recommendations.
- Provide assistance to COMLS programs in preparing for visits from outside accreditors and in formulating action plans to address deficiencies or concerns raised by accrediting bodies.

Assessment Committee

- Review assessment information aggregated and make recommendations that inform COMLS's decision-making, strategic planning, and budgeting processes.
- Collaborate with the University Assessment Committee of the University of Toledo (UAC) to provide leadership for training faculty in the use of assessment tools such as portfolios, surveys, formative and summative instruments, capstone experiences, applied experiences, course embedded assessment and use of multiple measures in student outcomes assessment.
- Identify external professional development opportunities to help faculty understand the complexities of assessment and to help articulate learning outcomes.
- Provide resources for self-studies, HLC reports and other entities as requested.

Clinical Curriculum Committee

Clinical Curriculum Committee Charge

It is the responsibility of the CCC to align the clinical clerkships with specific educational program objectives of the medical school. It is the responsibility of the CCC to review the stated objectives of the individual educational experiences in each clerkship, as well as methods of pedagogy and student evaluation, to assure congruence with educational program objectives and core competencies of this institution. The CCC must develop, implement and monitor policies related to the amount of time students spend in required activities including the total required hours spent in clinical and education activities during clinical clerkships. The CCC must review guidelines regarding the requirements for adequacy of clinical experience in each required clerkship. The CCC must monitor student performance in years 3 and 4 related to medical knowledge, professionalism, and clinical skills.

COMLS Dean's Faculty and Staff Awards Committee

COMLS Dean's Faculty and Staff Awards Charge

The Faculty and Staff Awards Committee is appointed by the Dean and will be composed of faculty and staff from the College of Medicine and Life Sciences. The committee will publicize award opportunities, review nomination materials, complete an evaluation based on award criteria, and after deliberation, make recommendations for awardees to the Dean. The committee is responsible for the coordination of the presentation of awards to recipients at the COMLS Faculty and Staff Recognition Dinner.

COMLS Translation: The University of Toledo Journal of Medical Science Committee

COMLS Translation: The University of Toledo Journal of Medical Science Committee Charge
This committee's purpose is to provide a forum to apply, evaluate and provide ongoing editorial support for PubMed indexing of the COMLS journal. This committee will also be responsible for the technical evaluation of the journal contents.

Continuing Medical Education Committee

Continuing Medical Education Committee Charge
The University of Toledo Center for Continuing Medical Education is the central coordination unit for the CME Program. The overall leadership of the Continuing Medical Education Program is under the direction of Joan Duggan, Associate Dean for Faculty Affairs and Development. This committee is responsible as a whole to oversee the entire CME Program and to assure that the ACCME Standards for Accreditation are being met.

Criminal History Review Committee

Criminal History Review Committee Charge

The Committee reviews applicants with conditional acceptances when there is a negative finding on criminal background checks. The purposes is to identify accepted applicants who have a criminal history that may preclude them from participating in the clinical training programs, including but not limited to, care of patients in vulnerable populations, to assure compliance with various regulatory or accrediting agencies that require or recommend such checks, and to put applicants with a criminal history on notice that there may be an issue with respective licensing boards regarding the impact of the criminal history on their ability to obtain professional licensure.

Curriculum Evaluation Committee

Curriculum Evaluation Committee Charge

- It is the responsibility of the curriculum evaluation committee to periodically at regular intervals of not more than a year evaluate the curriculum and recommend changes to the executive curriculum committee based on these evaluations.
- The curriculum evaluation committee must evaluate effectiveness of programs by outcome analysis, using national norms as a frame of reference, supplemented by other objective and subjective methods of evaluation.
- The responsibility of this committee is to annually evaluate systems/courses and clerkships in the curriculum, measured against: 1) student feedback, 2) end of course student performance, and 3) corresponding subject tests in licensure exams (Step 1, Step 2 CS, and Step 2 CK).

Curriculum Evaluation Committee

Curriculum Evaluation Committee Charge

- The curriculum evaluation committee will review each system/course and clerkship for assessment of course and educator quality.
- The curriculum evaluation committee must monitor the performance and content of the curriculum by reviewing an annual action plan submitted by each system/course or clerkship director the previous academic year. Recommendations based on evaluation of these plans and current performance and feedback should be submitted to the relevant curriculum committee within 90 days of the system/course or clerkship review.

Dean's Advisory Committee on Diversity and Inclusion

Dean's Advisory Committee on Diversity and Inclusion Charge

The COMLS Dean's Advisory Committee on Diversity and Inclusion is responsible for advancing the College mission relating to diversity and inclusion. The Committee advises the Dean of the College of Medicine and Life Sciences on matters related to recruitment and retention of students, faculty, staff, and senior administrators in COMLS programs (MD and graduate) as well as initiatives to create and nurture an inclusive learning environment in the College. The full committee meets twice per quarter, with additional sub-committee meetings occurring as needed.

Executive Curriculum Committee

Executive Curriculum Committee Charge

The charge of the Executive Curriculum Committee is to develop, implement and evaluate the curriculum of the medical school and to provide oversight to all the committees that report to it (Foundational Sciences, Clinical, and Curriculum Evaluation Committees). This curriculum must be organized, well designed and integrated both horizontally and vertically. The Executive Curriculum Committee must periodically review vertically integrated programs including but not limited to ethics, professionalism and cultural competency. This committee must monitor the content and workload in each discipline including the identification of omissions and redundancies. The committee should also ensure that each academic period maintains common standards of content. These standards should address the depth and breadth of knowledge required for a general professional education regardless of subsequent career specialty. The Executive Curriculum Committee should receive periodic reports and recommendations from its committees. These recommendations should be discussed by the membership and submitted to the Dean as soon as possible but no longer than 60 days of receipt to bring closure to relevant issues.

Faculty Appeals Committee

Faculty Appeals Committee Charge

This committee is appointed by the Dean and convenes on an ad hoc basis to review the results and findings of the faculty member's completed independent investigation related to reports of unprofessional or disruptive behavior. The committee will allow the faculty member to submit a written statement or meet with the committee if desired. The committee will forward their findings and written recommendations to the Dean.

Foundational Sciences Curriculum Committee

Foundational Science Curriculum Committee Charge

The Foundational Science Curriculum Committee has an instrumental duty to work collaboratively with fellow colleagues to align and integrate the basic and clinical science disciplines across the continuum of the foundational science curriculum. Furthermore, the committee has an important role in leading, directing, coordinating and reporting all facets of a well-orchestrated curricular design to promote a culture of life-long learning and educational excellence. The committee is to review the core educational objectives outlined by the educational experiences for each of the systems that constitutes a thread/course. The committee has an important responsibility to review current pedagogical practices and provide ongoing instruction/direction towards advancement on effective methods to influence student learning, retention and retrieval. The committee must review student and system evaluations to assure congruence with educational program objectives of the College of Medicine. The Committee is to facilitate collaboration to motivate/facilitate needed change to grow our educational program, student learning experience and preparation for success on the National Boards.

Foundational Sciences Curriculum Committee

The Foundational Science Curriculum Committee must constructively review curricular content and its associated alignment/organization and integration across the basic and clinical sciences. A regular review of the educational course objectives must-be-done to ensure the proper organization, clarity and intentional planning. The changes to curricular content, structure and organization must be a reflection of this review along with the ongoing feedback provided by both faculty and students.

The committee has responsibility to oversee all aspects of the foundational science curriculum (M1 & M2 academic years) and to work collaboratively with faculty that oversee the clinical curriculum (M3 & M4 academic years) to ensure and reinforce intentional integration of the basic and clinical sciences.

Global Health Committee

Global Health Committee Charge

The Global Health Committee meetings are held on a quarterly basis to provide and approve international experiences for students of the College of Medicine and Life Sciences. This committee oversees all Global Health activities including mission and academic rotations that are conducted at international institutions or mission sites. It primarily has historically served the medical students from UT COMLS, but also incorporates activities of the College of Pharmacy and the College of Nursing as well. For mission activities, this not only would involve potentially medical students, but also could involve residents and undergraduate students that could participate in these mission experiences. The focus of these programs is to educate our healthcare learners in the cultures, values, medical resources, and medical practices of healthcare institutions throughout the world.

For mission activities the focus is to provide healthcare to an often resource limited region that otherwise does not have adequate medical provisions for the local community. Our focus is to educate and elevate the resources and knowledge of the local community working with these local providers in improving the medical opportunities for their community.

In addition to mission and educational rotations, Disaster Medicine also falls within the Global Health framework. Disaster trips have been a focus of faculty and healthcare providers at the University of Toledo Medical Center over the past several years. The effort is to provide a self-sustained team who can assist the local region in providing healthcare resources in often limited and traumatized healthcare environment.

Graduate Medical Education Committee

Graduate Medical Education Committee Charge

The ACGME has required that each institution establish a GME Committee that is responsible for monitoring and advising the training programs on all aspects of resident education. GMEC that includes at least the following voting members: the DIO; a representative sample of program directors (minimum of two) from its ACGME-accredited programs; a minimum of two peer-selected residents/fellows from among its ACGME-accredited programs; and, a quality improvement or patient safety officer or designee. Additional GMEC members and subcommittees: In order to carry out portions of the GMEC's responsibilities, additional GMEC membership may include others as determined by the GMEC. Subcommittees that address required GMEC responsibilities must include a peer-selected resident/fellow. Subcommittee actions that address required GMEC responsibilities must be reviewed and approved by the GMEC.

Graduate Medical Education Committee

The responsibilities of the committee include:

Oversight of:

1. The ACGME accreditation status of the Sponsoring Institution and each of its ACGME-accredited programs;
2. The quality of the GME learning and working environment within the Sponsoring Institution, each of its ACGME accredited programs, and its participating sites;
3. The quality of educational experiences in each ACGME accredited program that lead to measurable achievement of educational outcomes as identified in the ACGME Common and specialty/subspecialty-specific Program Requirements;
4. The ACGME-accredited program(s)' annual evaluation and improvement activities; and,
5. All processes related to reductions and closures of individual ACGME-accredited programs, major participating sites, and the Sponsoring Institution.

Graduate Medical Education Committee

Review and approval of:

1. Institutional GME policies and procedures;
2. Annual recommendations to the Sponsoring Institution's administration regarding resident/fellow stipends and benefits;
3. Applications for ACGME accreditation of new programs;
4. Requests for permanent changes in resident/fellow complement;
5. Major changes in each of its ACGME-accredited programs' structure or duration of education;
6. Additions and deletions of each of its ACGME-accredited programs' participating sites;
7. Appointment of new program directors;
8. Progress reports requested by a Review Committee;
9. Responses to Clinical Learning Environment Review (CLER) reports;
10. Requests for exceptions to duty hour requirements;
11. Voluntary withdrawal of ACGME program accreditation;
12. Requests for appeal of an adverse action by a Review Committee; and,
13. Appeal presentations to an ACGME Appeals Panel.

Graduate Medical Education Committee

The GMEC must demonstrate effective oversight of the Sponsoring Institution's accreditation through an Annual Institutional Review (AIR).

1. The GMEC must identify institutional performance indicators for the AIR, which include:
2. Results of the most recent institutional self-study visit;
3. Results of ACGME surveys of residents/fellows and core faculty members; and,
4. Notification of each of its ACGME-accredited programs' accreditation statuses and self-study visits.
5. The AIR must include monitoring procedures for action plans resulting from the review.
6. The DIO must submit a written annual executive summary of the AIR to the Governing Body.

The GMEC must demonstrate effective oversight of underperforming program(s) through a Special Review process.

- The Special Review process must include a protocol that:
 1. Establishes criteria for identifying underperformance; and,
 2. Results in a report that describes the quality improvement goals, the corrective actions, and the process for GMEC monitoring of outcomes.

Graduate Medical Education Committee

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 - Results of the most recent institutional self-study visit;
 - Results of ACGME surveys of residents/fellows and core faculty members; and,
 - Notification of each of its ACGME-accredited programs' accreditation statuses and self-study visits.
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 2. Results in a report that describes the quality improvement goals, the corrective actions, and the process for GMEC monitoring of outcomes.

Graduation Committee

Graduation Committee Charge

The Committee works with the Dean's office to plan and implement activities for COM graduation, including the graduation ceremony, the awards ceremony held the day before, the graduation booklet, student photographs, student volunteers, and other things needed (hoods/gowns; invitations to invited guests; email and other announcements. Graduation is a multi-step event and faculty, staff and student involvement is crucial.

Dean's Committee on Libraries

Dean's Committee on Libraries Charge

To serve as a communication vehicle between students/residents/faculty and the Libraries at UT, helping the Dean to learn of needs and issues in a timely manner.

M.D./Ph.D. Committee

MD/PhD Committee Charge

The MD/PhD committee is the oversight committee for the COMLS MD/PhD dual degree program. The committee evaluates applicants, makes recommendations for tuition scholarships, tracks and reviews student progress, and reviews and modifies program structure and delivery.

Student Appeals Committee

Student Appeals Committee Charge

This committee is appointed by the Dean and convenes on an ad hoc basis to hear the student's appeal related to conduct and ethics, promotion and/or academic progress. The committee will meet with the student and review all documentation provided. The committee will provide the Dean with a written recommendation.

Medical Student Conduct and Ethics Committee

Medical Student Conduct and Ethics Committee Charge

The committee handles complaints associated with medical student and physician assistant conduct, ethics and professionalism. The students are typically brought to the attention of the committee through the Office of Student Affairs and/or the Senior Associate Dean for Academic Affairs, Professionalism and Diversity. When a student has not responded to efforts to remedy a lapse in professional/ethical behavior or after a particularly egregious behavior, the Committee determines whether more serious steps, up to and including suspension or dismissal from the College of Medicine and Life Sciences might be necessary.

Medical Student Research Committee

Medical Student Research Committee Charge

The Medical Student Summer Research Committee reviews project descriptions submitted by faculty to ensure that students will have a meaningful role in hypothesis driven research over the 10 week period.

Medical Student Scholarship and Awards Committee

Medical Student Scholarship and Awards Committee Charge

This committee is charged with the task of identifying medical students who are eligible to receive scholarships and then choosing the recipients from the eligible students. The committee works with the office of Medical School Admissions, UT Foundation, Student Affairs, Medical Education, and Financial Aid to maintain an ongoing database of available scholarships. Awardees are voted upon by the scholarship committee in a timely manner at either in-person or virtual meetings.

Research Advisory Council

Research Advisory Council Charge

The purpose of the Research Advisory Council (RAC) is to advise the Dean of the College of Medicine and Life Sciences on matters related to the research mission. Some of the responsibilities of the RAC include; making recommendations for investments in capital equipment and research infrastructure (e.g., core facilities), evaluation of proposals for bridge funding, evaluation of applications for Medical Research Society awards, review of policies that impact the research enterprise (e.g., research incentive plans, space allocation), and discussion of strategic directions for operation and/or expansion of research programs and centers.

Student Promotions Committee

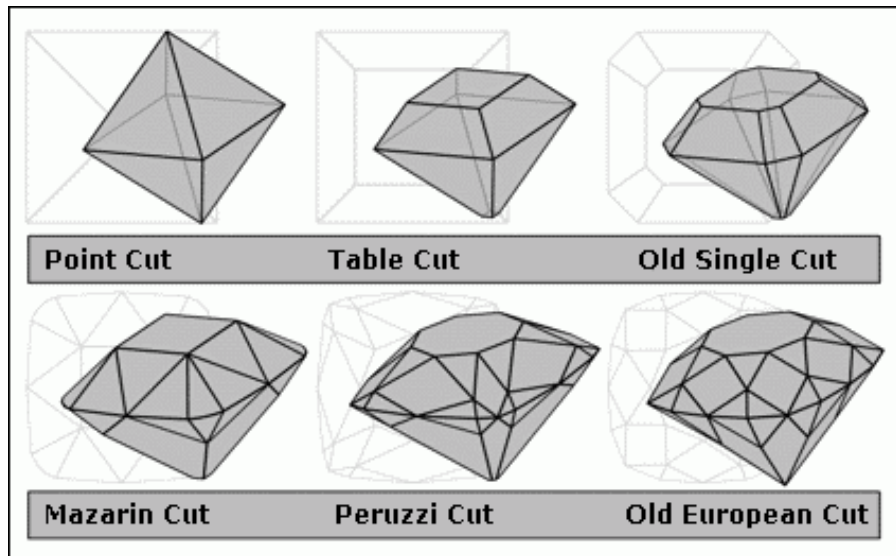
Student Promotions Committee Charge

The Medical Student Promotions committee evaluates all aspects of student performance (academic and associated professionalism behaviors). If students are not achieving satisfactory academic progress, the promotions committee will review the total student performance record, interview the student, and determine if further intervention is needed. The committee may determine that remedial work or repetition of one or more curriculum components is needed, or that the student should be dismissed. The decision may be appealed to the Dean of the College of Medicine. The committee is guided by the “Medical student academic promotion, remediation and dismissal/due process/appeals” policy (3364-81-04-013-02).

Provost's version of the Mentoring Program:

**Amy Thompson, Ph.D.,
Vice Provost for Faculty Affairs**

Mentoring program to shape our future



Promotion Mentoring Committee:

Joan Duggan MD, Senior Associate Dean of Faculty Affairs & Development

Wafaa Hanna MBA, Director of Faculty Affairs

Kathryn Eisenmann PhD, Department of Cancer Biology

Ipe Ninan MD, Department of Neurosciences

Beata Lecka-Czernik PhD, Department of Orthopedics

Shobha Ratnam MD, Department of Medicine

Alexzander Asea PhD, Department of Medicine

Punit Kaur PhD, Department of Medicine

Guillermo Vazquez PhD, Department of Physiology

Jerzy Jankun PhD, Department of Urology

Rujun Gong MD, PhD, Department of Internal Medicine

Jorge Ortiz MD, Department of Surgery

Jason Huntley PhD, Department of Medical Microbiology and Immunology

Stanislaw Stepkowski, PhD, President, COM Council

We are proposing to establish two mentoring programs for University of Toledo College of Medicine

Departmental Mentoring Program (each department)

Mentoring Program for Women and Minorities (one program for the UT-College of Medicine)

Departmental Mentoring Committee (DMC)

Our recommendation is to establish the Departmental Mentoring Program for each of all basic science and clinical departments.

All tenure track faculty members at the rank of Assistant Professor must be mentored by the Departmental Mentoring Committee (DMC).

All tenure track faculty members at the rank of Associate Professor may be mentored by the DMC

The DMC should be created specifically for individual needs of the mentee taking into consideration: specialty, basic science interests or/and clinical interests and goals.

The DMC should have minimum three members at the rank of Associate Professor or Professor for mentoring of an Assistant Professor and at the rank of Professor for mentoring of an Associate Professor.

The DMC will select a Chair.

It is recommended that the Mentee will be consulted about the DMC composition.

It is recommended that the Chair of the Department will be excluded from the DMC membership.

The three Mentors may be from the same department or from different related departments.

It is recommended that the DMC will meet with the mentee at least two times in each calendar year.

The DMC will discuss with the Mentee the following aspects: 1) Publications; 2) Grants and Extramural Funding; 3) Participation in the UT committees and departmental activities; 4) Professionalism; and 5) Clinical activities and clinical educational activities (when relevant).

The Chair of DMC will write a summary that will be exchanged with all DMC members. The agreed summary will be sent to the Mentee and to the Chair of the Department.

The Mentee will have two weeks to respond in writing addressing all discussed issues with specific plan to address all recommendations by the DMC. The agreed action plan will be sent to the Chair of the Department. It is recommended that the Chair of the Department will meet with the Mentee at least once a year to discuss the mentoring program.

The specific activities of the DMC of every Department will be submitted not later than November of each year for the Review by the Mentoring Committee at the UT Medical College.

It is recommended that the DMC mentoring program will be implemented within 60 days from January 1, 2020, by all departments at the UT College of Medicine.

It is expected that the Promotion Mentoring Committee for the UT College of Medicine will meet in March 2020 and each member will report on the progress in each department.

It is expected that each department will report for the activities in November 2020 and the review will be presented to the COM Faculty in December 2020.

The Women and Minorities Mentoring Committee

We recommend creating one committee for mentoring women and minorities called the Mentoring Committee for Women and Minorities (MCWM).

It is recommended that the MCWM will have three to five members including a Chair elected by the MCWM members.

The MCWM members should be at the rank of an Associate Professor or Professor.

It is recommended that the MCWM will work together with the DMC (Departmental Mentoring Committee) to mentor an Assistant Professor or Associate Professor.

It is advised that the MCWM will nominate one member of the DMC as one of at least three members or as an extra member.

It is recommended that the MCWM will meet with the mentee at least two times a year to discuss the progress.

The Chair of the MCWM may communicate with the Chair of the DMC or/and, if necessary, with the Associate Dean for Faculty Affairs and Development.

It is also recommended that, if necessary, the Associate Dean will communicate with the Chair of the Department to discuss the progress or to discuss any suggestions made by the MCWM.

It is recommended that the MCWM mentoring program will be implemented within 60 days from January 1, 2020, at the UT College of Medicine.

It is recommended that the activity of MCWM will be presented in March 2020 to the Promotion Mentoring Committee.

The specific activities of the MCWM committee should be submitted in November of 2020 to the Promotion Mentoring Committee at the UT College of Medicine.

Report of the Standing Committees of the Council

Office of Faculty Affairs and Development:

Updates:

Joan Duggan, MD

Wafaa Hanna, MBA

February 20, 2020

- 1** 8-10 a.m. – UT HSC, HEB 105
“Grantsmanship”
Robert McCullumsmith, M.D., Ph.D.

March 18, 2020

- 2 & 3** 11:30 a.m.-1 p.m. – UT HSC, COB 1230
 5:30 p.m.-7 p.m. – UT HSC, COB 1230
“Appointment, Promotion & Tenure Workshop”
*Prabir Chaudhuri, M.D., Joan Duggan, M.D.
 & Wafaa Hanna, M.B.A.*

April 1, 2020

- 7:30 am – 8:30 am – TTH Ottawa Room, Jobst 3rd Floor
4 **“Appointment, Promotion & Tenure Workshop”**
Joan Duggan, M.D. & Wafaa Hanna, M.B.A.

April 17, 2020

- 5** 12-1 p.m. – TTH Educator Center
“Professionalism”
Joan Duggan, M.D., Stacy Latta, J.D. & Katrina Nottke

September 1, 2020

- 6** **“Pedagogy” - Webinar**
Angela Paprocki, Ph.D.

October 2020

- 7** **“LCME Update” - TBA**

November 19, 2020

- 8** 8 – 10 am – UT HSC, TBA
**“Research and Writing for the
 Medical Literature”**
Margaret Hoogland, MLS, AHIP

E MODULES

**-Precepting in the
 Outpatient setting**

**-Precepting in the
 Hospital**

-Curriculum

-Feedback

-Diversity

Agenda: UT Graduate Council:

Voting members

James Willey MD (Dep. Of Medicine)

Saurabh Chattopadhyay, PhD (MMI)

Jennifer Hipp MD, PhD (Dep. Of Pathology)

Nagalakshmi Nadiminty MD (Dep. Of Urology)

Executive Committee:

Wendy Cochrane PhD (School of Intervention & Wellness)

Martha Sexton PhD, MSN, RN, CNS (College of Nursing)

Agenda:

Graduate Council Report:

Kandace Williams PhD

Associate Dean For Graduate School

UT Graduate Faculty Membership

<http://www.utoledo.edu/graduate/facultystaff/>

FACULTY

Graduate Council

Web Extender

Behavior Response Guide

Graduate Students in Distress

PowerPoint

Academic Dismissal Procedure

Graduate Advisor Resources

Posthumous degree award

Graduate Faculty Membership

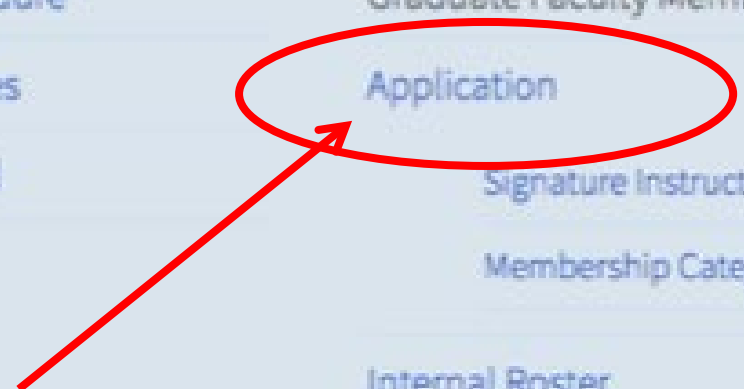
Application

Signature Instructions

Membership Categories

Internal Roster

External Roster





Graduate Faculty Membership Application

Directions for Submission:

- Download this form and save to your computer before entering information.
- Use Adobe Acrobat Pro DC to open the application, not Adobe Acrobat Reader.
- Complete the entire application, including your signature and CV.
- Send to Department Chairperson and ~~College Dean~~ for summary appraisal and signatures.
- Required electronic signatures (Applicant, Chair, Dean) follow instructions at "http://www.utoledo.edu/graduate/forms/Signature_Instructions_Grad%20Fac%20App.pdf".
- Submit via email to GraduateCollegeGraduateFacultyMembership@utoledo.edu.
- Incomplete applications will delay the application review process.
- Inquiries should be directed to the Graduate College at GraduateCollegeGraduateFacultyMembership@utoledo.edu.
- The Graduate Faculty Membership Committee will review applications and COGS will send notification of membership status.

Send to KW after your chair



APPLICANT INFORMATION**ALL APPLICANTS - Complete this section**

Applicant's Name

Highest Degree

Date Attained

Is this the Terminal Degree in your Discipline?

Yes

E-mail Address

INTERNAL APPLICANTS ONLY (UT) - Complete this section

Faculty Rank

ASSISTANT, ASSOCIATE OR FULL

Rocket ID

College

Medicine and Life Sciences

Department

If other, specify

Mail Stop

Are you Tenured or in a Tenure Track Position?

Yes

Full Time or Part Time

Full Time

EXTERNAL APPLICANTS ONLY (Non-UT) - Complete this section

Institution/Company Affiliation

Department/Division/Unit

Mailing Address

UT Department/Program affiliated with

MEMBERSHIP CATEGORIES

Application Type

New



Current Member Status

NA



Applying for

Full



Complete this section ONLY if applying for Special Membership, indicating desired privileges below:

- ☐ Teach graduate level courses (not including thesis, scholarly project and dissertation research).
- ☐ Teach graduate level courses (including thesis, scholarly project and dissertation research).
- ☐ Serve on, but not chair, Master's advisory committees, comprehensive examination committees, graduate projects/internships.
- ☐ Serve on, but not chair, Doctoral advisory committees, comprehensive examination committees, graduate projects/internships.
- ☐ Serve on and chair Master's advisory committees.
- ☐ Serve on and chair Doctoral advisory committees.
- ☐ Other (please specify below).

- II. List graduate advising, research supervision, and thesis, project, and/or dissertation committee membership during the last seven years. List names of students, degree and date, and subject area. If not at The University of Toledo, please indicate where. If additional space is needed, please indicate "See Attached" and attach additional documents.
- a. Served as major advisor

See CV

- b. Served as committee member

See CV

- III. List other activities in graduate level teaching, scholarship, and research grants during the last seven years. If additional space is needed, please indicate "See Attached" and attach additional documents.

See CV

IV.

<div></div> <div>Applicant Name (print)</div>	<div></div> <div>Applicant Signature</div>	<div></div> <div>Date</div>
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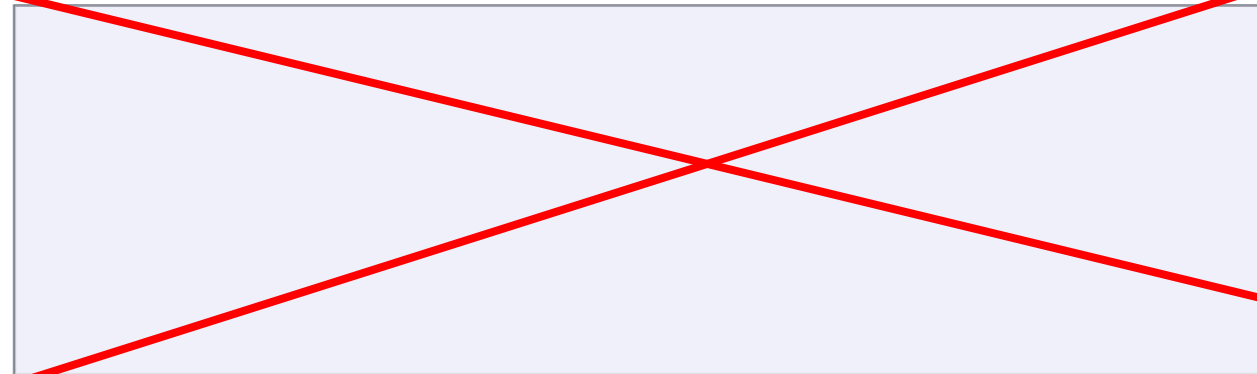


CHAIR'S BLURB ABOUT YOU

Dr. so and so is very competent to teach and advise graduate students in COMLS.....

☐ Applicant does not have Terminal Degree in the same Discipline as (s)he will be teaching.

For those graduate faculty applicants holding less than a terminal degree, outline how the applicant meets the university's minimum threshold of five years of experience or demonstrated skills in the same area in which the potential instructor will be teaching. *This may include breadth and depth of experience in real-world relevant situations to what the faculty is teaching and/or industry credentials.*



CHAIR'S SIGNATURE

Name (print)

Signature

Date

**SEND APPLICATION AND YOUR CV TO KANDACE.WILLIAMS@UTOLEDO.EDU
I WILL GET THIS PART AND SEND TO GRADUATE COUNCIL**

VI. Summary appraisal and recommendation with membership category specified by College Dean.

I completely agree with Dr. so and so's chair.

Dean's signature

Name (print)

Signature

Date

Agenda

Report of the Executive Committee: Shobha Ratnam, MD, PhD: *No new business to report*

Research Council Report: Frank Calzonetti, PhD: *No new business to report*

Clinical Affairs Committee Report: Nicolas Horen, MD: *No new business to report*

Faculty Senate Report: David Giovannucci, PhD: *No new business to report*

Agenda:

Old Business:

Update on Faculty Compensation Plan: Bryan Pyles and
Nikki Russell: *No new business to report*

Update on New Medical School Curriculum: Shirley Bodi, MD:
No new business to report

Adjourn: