

**Faculty Senate Meeting**  
Thursday, October 20, 2011  
3:30 p.m. - 5:30 p.m. – Adelbert Hall, Toepfer Room

TENTATIVE AGENDA

3:30 p.m.	Approval of Minutes from the September 28, 2011 Faculty Senate meeting, <i>attachment</i>	G. Chottiner
	President's and Provost's Announcements	B. Snyder B. Baeslack
	Chair's Announcements and Introduction of New Senators <i>attached to agenda</i>	G. Chottiner
3:40 p.m.	Report from the Executive Committee	R. Dubin
	Report from Secretary of the Corporation	L. Keefer
3:45 p.m.	Nursing By-laws <i>attachment</i>	D. Singer L. Madigan
3:55 p.m.	Department Name Change for Family Medicine <i>attachment</i>	C. Snyder
4:05 p.m.	Report from the FSCUE: Concentrations and SAGES University Seminars <i>attachments</i>	L. Parker
4:10 p.m.	Draft Plan for Internationalization <i>attachment</i>	G. Chottiner

# Faculty Senate 2011-2012

New members are highlighted.

## Officers

[Gary CHOTTINER](#), **chair**

Department of Physics  
Rockefeller Bldg., LC: 7079  
368-4024 e-mail: gary.chottiner

[Robin DUBIN](#), **chair-elect**

Department of Economics  
Peter B. Lewis Building, LC: 7235  
368-3981 e-mail: robin.dubin

[Alan LEVINE](#), **past-chair**

Department of Medicine  
BRB, 4th floor LC: 4952  
368-0342 e-mail: alan.levine

Liz WOYCZYNSKI

Secretary of the University Faculty  
Adelbert Hall 109 LC: 7001  
368-4316 e-mail: elizabeth.woyczynski

## Members

[Barbara R. SNYDER](#)

President

[W. A. "Bud" BAESLACK III](#)

Provost & Executive Vice President

[J.B. SILVERS](#)

Chair, Budget Committee

[David SINGER](#)

Chair, Committee on By-Laws

[Nicholas ZIATS](#)

Chair, Committee on Faculty Compensation

[Patricia HIGGINS](#)

Chair, Committee on Faculty Personnel

[Martin SNIDER](#)

Chair, Committee on Graduate Studies

[Ray MUZIC](#)

Chair, Committee on Information & Communication Technology

Raymond KU

Chair, Committee on Minority Affairs

Susan TULLAI-McGUINNESS

Chair, Nominating Committee

Mark CHANCE

Chair, Committee on Research

Larry PARKER

Chair, Committee on Undergraduate Education

Mary QUINN GRIFFIN

Chair, Committee on the University Libraries

Karen FARRELL

Chair, Committee on Women Faculty

### **Elected Senators**

Daniel AKERIB (2011-2014)

CAS

Hussein ASSAF (2010-2013)

SODM

Bruce AVERBOOK (2010-2013)

SOM

TIM BEAL (2009-2012)

CAS

Jessica BERG (2009-2012)

LAW

Ronald BLANTON (2010-2013)

SOM

Lee BLAZEY (2010-2013)

WSOM

Ben BROUHARD (2010-2013)

SOM

Richard BUCHANAN (2011-2014)

WSOM

Matthias BUCK (2011-2014)

SOM

Elizabeth CLICK (2010-2013)  
SON

David CRAMPTON (2010-2013)  
MSASS

Chris CULLIS (2011-2014)  
CAS

Lisa DAMATO (2010-2013)  
SON

Mary DAVIS (2009-2012)  
CAS

William DEAL (2010-2013)  
CAS

Thomas EGELHOFF (2011-2014)  
SOM

Karen FARRELL (2009-2012)  
PHED

Steven FOX (2011-2014)  
SODM

John FREDIEU (2011-2014)  
SOM

Alfredo HERNANDEZ (2010-2013)  
SODM

Patricia HIGGINS (2011-2014)  
SON

Christine HUDAK (2010-2013)  
SON

Mark JOSEPH (2011-2014)  
MSASS

Thomas KELLEY (2011-2014)  
SOM

Kurt KOENIGSBERGER (2010-2013)  
CAS

Deborah LINDELL (2011-2014)  
SON

Zheng-Rong LU (2011-2014)

CSE

Joseph MANSOUR (2010-2013)

CSE

Laura McNALLY (2010-2013)

LAW

Dale NANCE (2011-2014)

LAW

G. Regina NIXON (2009-2012)

MSASS

John ORLOCK (2009-2012)

CAS

Daniel ORNT (2009-2012)

SOM

Leena PALOMO (2010-2013)

SODM

Alan ROCKE (2010-2013)

CAS

Robert SAVINELL (2011-2014)

CSE

David SINGER (2011-2014)

CAS

Sorin TEICH (2009-2012)

SODM

Lee THOMPSON (2010-2013)

CAS

George VAIRAKTARAKIS (2009-2012)

WSOM

Georgia WIESNER (2009-2012)

SOM

Dave WILSON (2009-2012)

CSE

Xin YU (2010-2013)

CSE

Nicholas ZIATS (2009-2012)  
SOM

**Undergraduate Student**

Steven CUMMINS, 2011-2012

**Graduate Student**

Quentin JAMIESON, 2011-2012

**Professional Student**

Julie REDDING, 2011-2012

**Faculty Senate Meeting**  
Thursday, October 20, 2011  
3:30-5:30pm – Adelbert Hall, Toepfer Room

**Members Present**

Bruce Averbook	John Fredieu	Larry Parker
Bud Baeslack	Patricia Higgins	Alan Rocke
Jessica Berg	Christine Hudak	Betsy Short
Ronald Blanton	Quentin Jamieson	David Singer
Lee Blazey	Mark Joseph	Martin Snider
Gary Chottiner	Thomas Kelley	Barbara Snyder
Chris Cullis	Kurt Koenigsberger	Lee Thompson
Steven Cummins	Alan Levine	Susan Tullai-McGuinness
Lisa Damato	Deborah Lindell	George Vairaktarakis
Mary Davis	Joseph Mansour	Georgia Wiesner
Robin Dubin	Laura McNally	David Wilson
Thomas Egelhoff	Ray Muzic	Elizabeth Woyczynski
Karen Farrell	Dale Nance	Nicholas Ziats
Steven Fox		

**Members Absent**

Hussein Assaf	William Deal	Leena Palomo
Timothy Beal	Alfredo Hernandez	Mary Quinn Griffin
Ben Brouhard	Raymond Ku	Julie Redding
Richard Buchanan	Zheng-Rong Lu	Robert Savinell
Matthias Buck	G. Regina Nixon	JB Silvers
Mark Chance	John Orlock	Sorin Teich
Elizabeth Click	Daniel Ornt	Xin Yu
David Crampton		

**Others Present**

Christine Ash	Liz Madigan	John Sideras
John Clochesy	Ermin Melle	Clint Snyder
Donald Feke	Marilyn Mobley	Christian Swol
Amy Hammett	Dean Patterson	Jeff Wolcowitz
Libby Keefer		

**Call to Order**

Professor Gary Chottiner, chair, Faculty Senate, called the meeting to order at 3:30pm

**Approval of minutes**

The minutes for the meeting of the Faculty Senate on September 28, 2011 were approved as submitted.

### **President's announcements**

President Barbara Snyder thanked faculty for their support for Bluebash, the kickoff event for the university's capital campaign. For the first time the alumni associations of all eight constituent faculties participated in the university's Alumni Weekend. This month Carolyn Gregory, vice president for human resources, gives presentations to faculty and staff about pending changes to health care benefits. The State of the University address for faculty and staff will be held in the Ballroom, in Thwing Center on Friday, October 28 at 12 noon.

### **Provost's announcements**

Provost Bud Baeslack said that Prof. Bob Miller, vice dean for research, School of Medicine, has been appointed as the university's new vice president for research. Provost Baeslack said the job search for the dean of the Case School of Engineering will wrap up shortly. The recently appointed search committee for a new dean of the Weatherhead School of Management is actively identifying qualified candidates.

### **Chair's announcements**

Prof. Gary Chottiner, chair, Faculty Senate, introduced senators who started new terms on the Faculty Senate. This year's meeting of the University Faculty, which includes the State of the University Address by President Snyder, takes place on Friday, October 28 at 12 noon; the meeting of the faculty of the College of Arts Sciences will follow at 12:45pm. Prof. Chottiner announced that the Office of Inclusion, Diversity and Equal Opportunity seeks faculty volunteers for the Sexual Harassment Board. Prof. Chottiner encouraged chairs of faculty senate standing committees and senators to submit notices for inclusion in the next faculty senate newsletter.

### **Report from the Executive Committee**

Prof. Robin Dubin, chair-elect, Faculty Senate, said that in addition to the agenda items the Faculty Senate would consider at today's meeting, the Executive Committee approved an honorary degree for Ms. Aretha Franklin to be awarded the Tribute Concert for the annual American Music Masters Series on Saturday, November 5.

### **Report from Secretary of the Corporation**

Ms. Libby Keefer, secretary of the corporation and general counsel, said the Board of Trustees approved: \$15.5M in new funding, new faculty appointments, a name change for the Department of Geology, and an honorary degree for Aretha Franklin. Reports were provided to the Board about the faculty climate survey, the diversity strategic action plan, and the Faculty Senate.

### **Nursing By-laws**

Prof. Liz Madigan, from the School of Nursing, presented the proposed changes to the bylaws of the School of Nursing; the changes concern appointments for research faculty. The changes, attached to these minutes, were endorsed by the Faculty Senate Committee on By-laws and the Executive Committee. The Faculty Senate voted to approve the proposed changes to the bylaws of the School of Nursing. The updated bylaws will be posted on the website for the Faculty Senate.

### **Department Name Change for Family Medicine**

Prof. Clint Snyder, vice-chair, Department of Family Medicine, summarized the proposal to change the name of the Department of Family Medicine to the Department of Family Medicine and Community Health. The field of family medicine has changed considerably since the department was established. The new name better reflects the department's many community relationships. The proposal, attached



to these minutes, was approved by the department and the faculty of the School of Medicine. The Faculty Senate voted to approve the department name change for final consideration by the Board of Trustees.

### **Report from the FSCUE: Concentrations and SAGES Seminars**

Prof. Gary Chottiner explained how decisions made by the Faculty Senate Committee on Undergraduate Education (FSCUE) are reviewed by the Faculty Senate. The FSCUE can implement certain decisions on its own authority but others, including all changes in policy, are brought to the attention of the chair of the Faculty Senate. The chair can approve implementation of routine policy changes, reporting these to the Executive Committee, or the chair can bring these to the Executive Committee for review. The Executive Committee may similarly approve changes and report this approval to the Faculty Senate or require that the change be reviewed by the Senate. At its October meeting, the Executive Committee asked the chair of the FSCUE to report to the Faculty Senate, without requiring a vote, on the FSCUE's decisions 1) to allow concentrations on transcripts and 2) to communicate the option to allow SAGES university seminars to count as electives for majors and minors.

Prof. Larry Parker, chair, FSCUE, summarized the proposals which are attached to these minutes. Departments with existing tracks and concentrations will have to submit the required form to the Office of Undergraduate Studies to have the concentrations recognized on transcripts and audited in SIS. Concentrations will appear on transcripts, not diplomas. Regarding SAGES university seminars, students can still make requests to have seminars count as electives for majors and minors. According to the proposal, departments will now be asked to determine which SAGES university seminars will count as electives towards their major(s) and minor(s) and a list of eligible seminars will be publicized. Engineering majors should find it easier to complete minors. A senator stressed the importance of faculty oversight of university seminars; another senator regretted the increased use of university seminars to fulfill requirements for majors and minors rather than breadth requirements.

### **Draft Plan for Internationalization**

Prof. Gary Chottiner introduced a resolution, approved by the Executive Committee, to endorse the Draft Plan for Internationalization which is attached to these minutes. In response to a question about the budget implications for the Draft Plan, Provost Baeslack said that the new University Budget Committee has improved the process for strategic budget planning. He suggested that the University Budget Committee make a presentation at an upcoming meeting of the Faculty Senate. As the Office of International Affairs fulfills its strategic plan, specific initiatives will come back to the Faculty Senate for review and final approval. The Faculty Senate voted to approve the following resolution:

*The Faculty Senate Committee on Undergraduate Education ("FSCUE") has provided the following resolution to the Faculty Senate Executive Committee (the "Executive Committee"):*

*"The Faculty Senate Committee on Undergraduate Education ("FSCUE") has reviewed the general direction of the internationalization of Case Western Reserve University and the process to arrive at such general direction, as described in the Draft Plan for Internationalization, dated May 13th, 2011 (the "Draft Plan"), and considers the general direction and process as described in the Draft Plan to be reasonable and appropriate. The FSCUE therefore recommends that the University Faculty Senate endorse the general direction for the internationalization of the university. The Draft Plan anticipates that there are items involving internationalization that will properly come before the FSCUE and the University Faculty Senate for further consideration and approval. The FSCUE reserves its prerogative to examine and provide recommendations to the University Faculty Senate of such items, including undergraduate admissions, academic standing, student life, career placement, curriculum, programs, courses and other consequences of internationalization."*

*Based on the resolution adopted by the FSCUE, the Executive Committee recommends that the Faculty Senate adopt the following resolution:*

*Whereas, the Faculty Senate Committee on Undergraduate Education ("FSCUE") and the Executive Committee of the Faculty Senate (the "Executive Committee") have reviewed the direction of the internationalization of Case Western Reserve University as described in the Draft Plan for Internationalization, dated May 13th, 2011 (the "Draft Plan"*

*[http://www.case.edu/international/news/draft\\_plan\\_for\\_internationalization.html](http://www.case.edu/international/news/draft_plan_for_internationalization.html) );*

*Whereas, FSCUE and the Executive Committee consider the general direction and process as described in the Draft Plan to be appropriate and consistent with the strategic plan of the university;*

*Whereas, the Executive Committee recognizes that the Provost's charge to the International Planning Committee ("IPC") asked the IPC to initially focus most of its efforts on undergraduate education and opportunities; and,*

*Whereas, the Draft Plan recommends that the University engage in a further internationalization planning process that encompasses graduate, professional and post-doctoral education, together with research.*

*NOW THEREFORE, be it resolved that the Faculty Senate:*

- 1. Endorses the draft plan for internationalization of the University;*
- 2. Anticipates the exciting opportunities that will develop for our students and the community;*
- 3. Welcomes a similar initiative for graduate, professional and post-doctoral education, together with research; and,*
- 4. Thanks the many members of the university faculty, and others, who have devoted considerable time and energy over the past two years to developing this plan.*

The meeting was adjourned at 4:35pm.

APPROVED  
by the  
FACULTY SENATE



ELIZABETH H. WOYCZYNSKI  
SECRETARY OF UNIVERSITY FACULTY

1978 – 79  
1979 – 80  
1980 – 81  
1981 – 82  
1982 – 83  
1985 – 86  
amended 5/92  
approved by faculty senate 5/92  
amended 1/95  
approved by faculty senate 4/95  
corrections to the 11/02 amendments 12/12/02  
approved by faculty senate 1/03  
amended 4/04  
approved by faculty senate 5/04  
amended 2/07  
amended 5/09  
amended 1/10  
amended 4/10  
approved by faculty senate 1/11

CASE WESTERN RESERVE UNIVERSITY  
FRANCES PAYNE BOLTON SCHOOL OF NURSING

BYLAWS OF THE FACULTY

ARTICLE I

PURPOSE OF THE BYLAWS

These bylaws of the Frances Payne Bolton School of Nursing of Case Western Reserve University (1) define the duties of the Faculty of Nursing, committees and officers, (2) provide for establishment of committees and (3) provide for election of representatives of the Faculty of Nursing to the Faculty Senate, and to university assemblies as requested.

ARTICLE II

RESPONSIBILITIES OF THE FACULTY OF NURSING

Section 1: This faculty shall have responsibility to:

- a. Adopt rules to govern its procedures, provide for its committees and make recommendations to the dean for such organization of the teaching staff as it may determine.
- b. Organize and execute the educational program of the School of Nursing including admission and progression policies, curriculum content, degree requirements, instruction, and establishment and dissolution of academic programs, other than degree programs which require additional review and approval procedures as noted in the Faculty Handbook
- c. Make recommendations to the dean of initial appointments to the ranks of instructor, assistant professor, associate professor and professor.
- d. Establish policies relating to appointment, re-appointment, promotion and tenure for voting faculty and policies for appointment and promotion for special faculty members.
- e. Make recommendations to the dean for tenure and promotion of faculty.
- f. Elect members to the Faculty Senate and to university assemblies as requested.

## ARTICLE III

### MEMBERSHIP

#### Section 1 Exception to Rule In Faculty Handbook

Because of the practice nature of the discipline, the Provost has granted the School of Nursing an exception to the Faculty Handbook provision requiring that a majority of the voting faculty shall be tenured or tenure track. The goal of the School of Nursing is to reach such a majority..

#### Section 2            Voting members

The president and the chief academic officer of the university next in rank to the president and all persons holding full-time tenured/tenure track and full-time non-tenure track appointments to Faculty of Nursing at the rank of professor, associate professor, assistant professor, and instructor shall be voting members of the faculty.

#### Section 3            Special Faculty (Non-voting members)

Special faculty shall consist of faculty members who are appointed by the dean of the school and 1.) hold full-time academic appointments but have specific, limited responsibilities for the duration of a specific project or for a limited duration, or 2.) hold part-time academic appointments. Special faculty shall have voice but no vote. Subject to approval by the provost, the types and titles of special faculty are as follows:

a.            Lecturer

All persons designated as lecturer are those:

1. Who have responsibility for teaching one or more courses included in the school's curricula; and
2. Whose academic qualifications and competencies are other than those for established university ranks.

b.            Clinical Faculty

Includes all persons designated at the ranks of clinical professor, clinical associate professor, clinical assistant professor, and clinical instructor, and whose primary appointments are in service agencies whose resources provide settings, by agreement, for students and faculty to have opportunities to engage in education, research and service in accordance with policy and procedures of the School of Nursing.

c.            Preceptor

All persons designated as preceptor are those:

1. Whose academic qualifications and competencies are other than those for established university ranks
2. Whose primary appointments are in service agencies whose resources provide settings, by agreement, for students and faculty to have opportunities to engage in education, research and service in accordance with policy and procedures of the School of Nursing.

d.            Adjunct Appointments

Persons designated at university ranks of adjunct professor, adjunct associate professor,

adjunct assistant professor, and adjunct instructor are those:

1. Whose special competencies can provide a desired complement for some designated service, activity or development of the School of Nursing; and
2. Whose academic qualifications meet criteria established for appointees at the same ranks and tracks as shown in Attachment A.

**e. Research Faculty**

**Persons designated at university ranks of research assistant professor, research associate professor, or research professor are those whose primary responsibilities are related to the research mission of the school and university. Neither teaching nor service (other than that related to the research mission) is part of the responsibilities of the research faculty member.**

1. **Research experience and qualifications are comparable to those of tenured/tenure track faculty at corresponding ranks.**
2. **Appointment as a research faculty member is contingent upon the availability of research funds to totally cover costs of the research and compensation. The appointment will terminate either prior to or at the end of the current appointment period in the absence of sufficient funds to cover these costs.**
3. **In the case of new appointments and promotions, the Committee on Appointment, Reappointment, Promotion and Tenure will provide a full review, comparable for that done for appointments and promotions of regular faculty to the ranks of assistant professor, associate professor, and full professor.**

ARTICLE IV

SELECTION OF TRACK

Tenure or non-tenure track must be identified at the time of appointment or promotion to assistant professor or higher. The pre-tenure period in the School of Nursing begins at the rank of assistant professor or higher in the tenure track and is nine (9) years in length.

Tenured and tenure track faculty member obligations to the university include 1) teaching, 2) research, and 3) service to the university community. Non-tenure track faculty member obligations include two of the three.

ARTICLE V

OFFICERS

Section 1 Chairperson – The president of the university shall preside at faculty meetings. In the president's absence, the chair of the Executive Committee shall chair the meeting; in the absence of the Executive Committee chair, the dean's designee shall preside.

Section 2 Secretary – The secretary shall be appointed annually by the Executive Committee. The functions of the secretary are:

- a. Monitoring the preparation of the minutes of the faculty meetings. Signing the official copy of the minutes.
- b. Being responsible for distribution of these minutes to the faculty.
- c. Serving on the Executive Committee.

## ARTICLE VI

### MEETINGS

- Section 1.        Regular Meetings – At least four (4) regular meetings shall be held between September 1 and May 31.
- Section 2.        Special Meetings – Special meetings may be called by the president, by the dean or upon request of three members of the voting faculty.
- Section 3.        Executive Committee Meetings – At least four (4) meetings shall be held between September 1 and May 31.
- Section 4.        Quorum – Forty percent of the voting members of the faculty shall constitute a quorum.
- Section 5.        Voting Body – See Article III, Sections 2 and 3 of these bylaws.

## ARTICLE VII

### STANDING COMMITTEES

- Section 1        Membership and Voting Privileges
- a. The president of the university and the dean of the School of Nursing shall serve as members ex-officio of all faculty committees. Ex-officio status here and in subsequent sections of the bylaws carries with it voting privileges.
  - b. Persons holding appointments as special faculty may serve on committees and may vote in committees as designated in these bylaws.
  - c. Students serving on standing committees of this faculty may vote in committees unless otherwise indicated by these bylaws.
  - d. A faculty member may serve in no more than two (2) elected positions per year on standing committees of these bylaws.
  - e. An elected member shall be eligible for no more than two (2) consecutive terms on the same committee. An appointment to fill a vacancy on a committee does not constitute a term.
  - f. An administrative person serving as an ex-officio member of a standing committee shall convene the first meeting of the year, assist with administrative functions of the committee and provide continuity in the committee activities.
  - g. A quorum of any standing committee shall be one half the voting members unless specifically stated in the by-laws .
- Section 2        Election and Appointment – The members of all standing committees shall be elected by the voting faculty or appointed as specifically stated. Faculty nominate themselves for positions on the ballot prepared by the Executive Committee. Committee vacancies will be filled by Executive Committee appointment. Elections will be held spring semester with newly elected and appointed members assuming duties beginning fall semester.
- Section 3        Term of Office – The members shall serve for a specified term on each appointed or elected committee as designated in Article VII, Sections 6-15 of these bylaws.
- Section 4        Chairperson – When the chairperson of a standing committee is not designated, and an ex-officio member is not regularly a member of the committee, a faculty member selected by the Executive Committee shall convene the first meeting of the academic year. The chairperson of each standing committee shall be elected annually in the fall by committee members, unless otherwise specified.

Section 5            Reporting – Each standing committee shall submit a written report to the faculty for each faculty meeting.

Section 6            Executive Committee of the Faculty

- a.        Membership – The committee shall be composed of:
1. Eight (8) faculty members: six (6) members shall be voting faculty; two (2) shall be special faculty.
  2. The dean of the School of Nursing – *ex-officio*.
  3. The executive associate dean for academic programs or an administrative officer who has academic status, appointed by the dean – *ex-officio*.
  4. The associate dean for research – *ex-officio*.
  5. The secretary of the faculty – *ex-officio*.
- b.        Term - Faculty shall be elected for a term of two (2) years. Four (4) faculty members shall be elected in even years and four (4) faculty members elected in odd years.
- c.        Functions
1. Identify immediate and long-range issues needing faculty study and action.
  2. Provide all faculty the opportunity for discussion of proposals for faculty action.
  3. Prepare the agenda for each faculty meeting.
  4. Prepare and submit proposed changes in the bylaws to all faculty.
  5. Prepare a ballot and conduct an election for all elected positions within the school and university. Electronic ballots are permissible.
  6. Appoint *ad hoc* committees of the faculty. The Executive Committee shall provide each such *ad hoc* committee with a specific charge stated in writing and the *ad hoc* committee shall confine itself to the fulfillment of this charge unless otherwise authorized in writing by the Executive Committee. The maximum term of any such *ad hoc* committee shall be twelve months, subject to extension at the discretion of the Executive Committee.
  7. Act on behalf of the faculty between regular meetings of the faculty. Such action shall be reported by the chairperson of the Executive Committee at the next regular meeting of the faculty.
  8. Make appointments to fill vacancies on standing and *ad hoc* committees unless otherwise stated in these bylaws.
  9. Make recommendations to the dean on faculty-requested academic leaves of absence.
  10. Evaluate specific cases of student progression/retention as requested by program directors or students.

Section 7            Budget Committee

- a.        Membership – The committee shall be composed of:
1. Six (6) voting faculty members three (3) of whom are elected and three (3) of whom are appointed. Appointments are made by the Executive Committee.

2. The dean of the School of Nursing – *ex-officio*
- b. Term – Voting faculty are elected or appointed for a three (3) year term with one (1) faculty elected and one (1) faculty appointed each year.
- c. Functions
  1. Review proposed budgets for consistency with strategic plan priorities.
  2. Review fiscal reports biannually and as needed.
  3. Advise the dean on fiscal matters.
  4. Advise the dean on the number and type of faculty and staff positions.
  5. Recommend to the dean allocation of resources to faculty.

Section 8      Committee on Curricula

- a. Membership – The committee shall be composed of:
  1. Four (4) voting faculty members and one (1) special faculty member.
  2. Four (4) students: one (1) from the BSN program, one (1) from the MSN program, one (1) from the MN program, and one (1) from the DNP program.
  3. Program directors for the BSN, Grad Entry, MSN and DNP programs – *ex-officio*.
  4. The executive associate dean for academic programs – *ex-officio*.
- b. Term – Voting faculty shall be elected for a term of two (2) years. Two (2) voting faculty members shall be elected in even years and two (2) voting and one (1) special faculty member shall be elected in odd years. Students are selected by the appropriate student association and shall serve for one (1) year.
- c. Functions
  1. Evaluate the curricula and courses in the BSN, MN, MSN, and DNP programs, and other approved academic programs..
  2. Recommend to faculty changes to existing programs or courses, creation of new programs, specialties, majors or courses, and deletion of current programs, specialties, majors or courses.
  3. Recommend policies to the faculty regarding the progression and graduation of students.

Section 9      Committee on Admission to the Master of Nursing (MN) Program

- a. Membership – The Committee shall be composed of:
  1. Five (5) elected and up to three (3) appointed faculty members all of whom must be voting faculty.
  2. Director of the MN Program who shall serve as chair.
- b. Term – Faculty shall be elected for a term of two (2) years; three (3) members shall be elected in even years and two (2) members elected in odd years. Up to three (3) faculty shall be appointed annually by the director of the MN program.
- c. Functions



1. Evaluate MN program admission policies and criteria and recommend changes to the faculty.
2. Interview non-nurse, post-baccalaureate applicants to the MN program.
3. Admit applicants to the MN program.

Section 10      Committee on Admission to the Doctor of Nursing Practice Program (DNP)

- a. Membership – The committee shall be composed of:
  1. Three (3) elected and two (2) appointed faculty members all of whom must be voting faculty.
  2. Director of the DNP program who shall serve as chair.
- b. Term – Faculty shall be elected for a term of two (2) years; two (2) members shall be elected in even years and one (1) member elected in odd years. Two (2) faculty shall be appointed annually for one (1) year terms by the associate dean for doctoral programs.
- c. Functions
  1. Evaluate DNP program admission criteria and policies and recommend changes to the faculty.
  2. Interview applicants for admission to the DNP program.
  3. Admit qualified applicants to the DNP program.

Section 11      Committee on Admission to the Master of Science in Nursing (MSN) Program

- a. Membership – The Committee shall be composed of:
  1. Four (4) members; all must be voting faculty.
  2. Director of the MSN Program, who shall serve as chair.
- b. Term – Faculty shall be elected for a term of two (2) years; two (2) members shall be elected in even years and two (2) members elected in odd years.
- d. Functions
  1. Evaluate admission policies and criteria, for the MSN Program and recommend changes to the faculty.
  2. Admit qualified applicants for admission to the MSN program.
  3. Interview applicants, if appropriate.

Section 12      Bachelor of Science in Nursing (BSN) Program Admission and Progression Committee

- a. Membership – The committee shall be composed of:
  1. Two (2) elected and two (2) appointed faculty members all of whom must be voting faculty. Faculty shall be appointed by the director of the BSN program.
  2. Director of the B.S.N. Program, who shall serve as chair.

- b. Term – One (1) faculty shall be elected and one (1) shall be appointed in even years; one(1) faculty shall be elected and one (1) faculty shall be appointed in odd years; elected and appointed faculty shall serve two (2) year terms. Faculty shall be appointed by the director of the BSN program.

- c. Functions

1. Evaluate Bachelor of Science in Nursing admission policies and criteria and recommend changes to the Office of Undergraduate Admission.
2. Evaluate applications as requested by the Office of Undergraduate Admission.
3. Advise the director of the BSN program on issues of admission and progression of individual undergraduate nursing students.

### Section 13

#### Board of Appeals

- a. Membership

1. Equal number of students and faculty.
2. Three (3) voting members of the faculty shall be elected. Student representatives shall be appointed as needed by the Undergraduate Student Nurses Association and the Graduate Student Nurses Association with one each from the BSN, MSN, and MN program.
3. One (1) of the elected faculty members will be designated as chairperson by the dean.
4. If for any reason there are not at least two (2) faculty and two (2) student members of the Board of Appeals available to hear the appeal, the Executive Committee of the faculty shall designate faculty member(s) as replacements and the Executive Committees of the Student Associations designate student member(s) as replacements.

- b. Term – Faculty shall be elected for a term of two (2) years. Two (2) shall be elected in odd-numbered years and one (1) in even-numbered years.

- c. Functions

1. Schedule and conduct hearings according to policy and procedure after notification of an official appeal of a grievance or after official notification of a potential violation of academic integrity for which the School of Nursing has jurisdiction.
2. Submit recommendations to the dean upon adequate deliberations following the hearing.

### Section 14

#### Committee on Faculty Appointment, Reappointment, Promotion and Tenure

- a. Membership

1. The dean of the school who serves as chairperson.
2. All voting members of the faculty holding rank of professor with tenure.
3. Additional members may be appointed from among the tenured faculty at the discretion of the dean so long as the number does not exceed the number of professors with tenure.

- b. Functions

1. Recommend to the faculty revisions or changes in the definitions of faculty appointments to the School of Nursing. (see attachment A)

2. Make recommendations for emeritus status.
3. Review university and school policies relevant to faculty appointments, reappointments, promotion and tenure and to make recommendations for needed change through appropriate channels to the faculty of nursing and to the Faculty Senate.
4. Review procedures relevant to faculty appointments, reappointments, promotion and tenure and make recommendations for needed change through appropriate channels to the faculty of nursing and to the Faculty Senate.
5. Recommend appointments, reappointments, promotions and tenure for the voting faculty.
6. Review the resources and time (taking into account rank and type of faculty appointment) needed for scholarly growth, academic achievement and professional development including the commitment of resources that accompanies an award of tenure, and recommend changes to the faculty of nursing and administration.

Section 15      Committee for Evaluation of Programs

a.      Membership

The committee shall be composed of:

1. Four (4) voting faculty members.
2. Five (5) students: one (1) from each of the four programs, BSN, MSN, MN, DNP and PhD selected by the appropriate student association.
3. The program directors for the BSN, MSN, MN, DNP and PhD Programs – *ex officio*.
4. The executive associate dean for the academic programs – *ex officio*.

b.      Term

Faculty shall be elected for a term of two (2) years; two (2) members to be elected in even years, and two (2) members elected in odd years. Student members shall be selected by the respective student associations annually.

c.      Functions

1. Develop forms and procedures to evaluate educational process, course and program outcome criteria. Individual faculty members and program directors will be responsible for evaluating courses and teaching effectiveness.
2. Implement, monitor and revise an ongoing system for evaluation.
3. Report its findings and recommendations to the faculty for action.

Section 16      PhD Council of the School of Nursing

a.      Membership

1. Nine elected members with voting privileges; all voting faculty members with research doctorates (e.g., PhD, DNSc, EdD); one (1) will serve as chair of the admissions committee; the composition of membership will include.
  - a. Two (2) to four (4) members from each rank: Assistant Professor, Associate Professor, and Full Professor.
  - b. The majority of Council members should be tenured or on the tenure-

track.

2. Four (4) ex officio members (Dean, Associate Deans for Doctoral Education, Academic Programs, and Research; these members will have voting privileges.
3. The Director of Institutional Research in the School of Nursing (non-voting).
4. One PhD student representative (non-voting)

b. Elections

1. Faculty members will nominate themselves or be nominated by colleagues. Members will be elected from the pool of nursing faculty members who hold research doctorates (i.e., PhD, DNSc, EdD) and have an active program of research (i.e., have conducted and published research within the past three (3) years) and are eligible to teach in the PhD program and/or advise/mentor PhD students.
2. Eligibility for placement on the ballot and the determination of the composition of the committee will be made by a two (2) to three (3) member subcommittee of the PhD Council.

c. Terms of office

1. Three Council members will be elected in the Spring semester each year to serve a three (3) year term so that the terms are staggered; members may serve for not more than two (2) consecutive terms.
2. If a Council member is unable to fulfill his or her term for any reason, the remaining members of the PhD Council will appoint another eligible faculty member to fulfill the term.

d. Functions

1. Establish and maintain criteria for appointment of PhD Council.
2. Establish and maintain all policies for admission, progression, candidacy, and graduation of students in accordance with the policies governing requirements for the PhD in Nursing and the School of Graduate Studies.
3. Develop, evaluate, and change the curricular requirements of the PhD in Nursing program.
4. Recommend to the School of Graduate Studies:
  - a. PhD nursing students for candidacy.
  - b. PhD students for graduation
5. Provide advice to the program director on issues related to admission, progression, and evaluation of courses and PhD program.
6. Collaborate with the Office of Student Services at the School of Nursing in PhD student recruitment.
7. Communicate with and obtain feedback from the pool of nursing faculty members who hold research doctorates (e.g., PhD, DNSc, EdD).
8. Monitor the progress of the PhD program in meeting quality indicators.

e. Meetings

1. Monthly meetings will be held during the academic year and as needed during the summer months.
2. Meetings will be open to all nursing faculty members with research doctorates (e.g., PhD, DNSc, EdD).

Section 17      Committee on Admission to the PhD Program

a.      Membership

1. Six (6) members; all voting faculty members with research doctorates (e.g., PhD, DNSc, EdD).
2. Chairperson elected from PhD Council.
3. Director of the PhD program is a member Ex-officio.

b.      Election

Faculty members will nominate themselves or be nominated by colleagues; members will be elected from the pool of nursing faculty members who hold research doctorates (e.g., PhD, DNSc, EdD) and an active program of research/scholarship and are eligible to teach in the PhD program and/or advise/mentor PhD students.

c.      Terms of office

1. Faculty shall be elected in the Spring semester of each academic year for a term of two (2) years; three (3) members shall be elected in even years and three (3) members elected in odd years.
2. If a committee member is unable to fulfill his or her term for any reason, the remaining members of the PhD Council will appoint another eligible faculty member to fulfill the term.

d.      Function

Recommend to the Associate Dean for Doctoral Education and School of Graduate Studies qualified applicants for admission to the PhD in nursing program.

ARTICLE VIII

SPECIAL COMMITTEES

Special committees may be designated to carry on faculty business not otherwise specified in these bylaws. Members shall be appointed by the dean. Special committees shall submit regular reports to the faculty.

ARTICLE IX

UNIVERSITY FACULTY SENATE

Section 1      Representation

- a.      The faculty of nursing shall elect senators to the Faculty Senate. The number of senators shall be in accordance with the Constitution of the University Faculty.
- b.      The student body of the School of Nursing may have elected members on the Faculty Senate in accordance with the Constitution of the University Faculty.

Section 2      Election

- a.      The senatorial elections shall be held in the spring term.

- b. Faculty Senators from the School of Nursing shall be voting members of the faculty. These senators shall be elected to serve three (3) year terms; one-third of them shall complete their term of office on commencement day each year. A Senator shall not be seated unless at least 40% of the voting members have returned ballots in the election.

#### ARTICLE X

##### REVISION OF BYLAWS

These bylaws may be amended by a two-thirds affirmative vote of the voting members present at any meeting, provided copies of proposed changes have been distributed to all members, both voting and non-voting, at least two (2) weeks before the meetings at which the vote is taken.

If changes have not been distributed at least two (2) weeks in advance, these bylaws may be amended by a 95% affirmative vote by the voting members of the faculty present at any meeting.

#### ARTICLE XI

##### PARLIAMENTARY AUTHORITY

Robert's Rules of Order Newly Revised (most recent revision)

Case Western Reserve University  
 Frances Payne Bolton School of Nursing  
 Bylaws Attachment A (Effective July 1, 2005)

Criteria for Appointment, Reappointment, Promotion and Tenure for Voting Tenured/tenure Track, and Nontenure Track and Special Faculty Members

	<u>Full-Time Tenured/tenure Track</u>	<u>Full-Time Nontenure Track</u>	<u>Special</u>
<b>Obligations:</b>	teaching, research and service to the University community	2 of the 3 listed for tenure track	1 of the 3 listed for tenure track
<b>Lecturer</b>	criteria not applicable	criteria not applicable	Academic qualifications and competencies are other than those for established University ranks.
<b>Instructor</b>	criteria not applicable	<ol style="list-style-type: none"> <li>1. Master's degree in nursing or Master's degree in a field of special need.</li> <li>2. Evidence of competence in teaching and in the practice of nursing or in a field of special need.</li> <li>3. Recognized professional expertise and leadership in a specialty area.</li> </ol>	<ol style="list-style-type: none"> <li>1. Master's degree in nursing or masters degree in a field of special need.</li> <li>2. Evidence of competence in teaching and in the practice of nursing or in a field of special need.</li> <li>3. Recognized professional expertise and leadership in a specialty area.</li> </ol>
<b>Assistant Professor</b>	<ol style="list-style-type: none"> <li>1. Earned doctorate.</li> <li>2. Experience in teaching and research in area of expertise.</li> <li>3. Scholarly productivity as evidenced by research, publications in refereed journals, presentations, school/professional committee memberships, and state and local recognition.</li> </ol>	<ol style="list-style-type: none"> <li>1. Earned doctorate.</li> <li>2. Excellence in clinical practice and teaching.</li> <li>3. Scholarly productivity as evidenced by publications in clinical and professional journals, presentations, school/professional committee memberships, and state and local recognition.</li> </ol>	<ol style="list-style-type: none"> <li>1. Earned doctorate.</li> <li>2. Excellence in clinical practice and teaching.</li> <li>3. Scholarly productivity as evidenced by publications in clinical and professional journals, presentations, school/professional committee memberships, and state and local recognition.</li> </ol>

**Associate  
Professor**

1. Excellence in teaching.
2. Evidence of academic leadership.
3. Research productivity and scholarship
4. Contribution to international scholarship through publications and presentations.
5. University, School, and professional organization committee membership.
6. Contributions to national organizations.

1. Expertise in clinical practice.
2. Evidence of academic and clinical leadership.
3. Clinical scholarship
4. National and international recognition in the profession.
5. University, School, and professional organization committee membership.
6. Contributions to national organizations.

1. Expertise in clinical practice.
2. Evidence of academic and clinical leadership.
3. Clinical scholarship
4. National and international recognition in the profession.
5. University, School, and professional organization committee membership.
6. Contributions to national organizations.

**Professor**

1. Major University, School and professional organization committee leadership.
2. Substantive scholarly contributions nationally and internationally.
3. Influence in public policy on a national and international level.

1. Major University, School and professional organization committee leadership.
2. Substantive scholarly contributions nationally and internationally.
3. Influence the development of professional policies through national or international leadership activities.

1. Major University, School and professional organization committee leadership.
2. Substantive scholarly contributions nationally and internationally.
3. Influence the development of professional policies through national or international leadership activities.





CASE WESTERN RESERVE  
UNIVERSITY

SCHOOL OF MEDICINE

Pamela B. Davis, M.D., Ph.D.  
Dean  
Vice President for Medical Affairs

Office of the Dean

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April 28, 2011

Alan Levine, MD  
Chair, Faculty Senate

Dear Dr. Levine,

Dr. George Kikano, Chair of the Department of Family Medicine at University Hospitals Case Medical Center, has requested that the name of his department be changed to the Department of Family Medicine and Community Health. The proposal was considered by the medical school's Faculty Council on April 18, 2011, and was approved by a vote of 27 in favor, 0 opposed, 0 abstaining.

This proposal has my unqualified support. The mission and scope of family medicine has changed considerably since the department was established with its current name, and leading medical schools and hospitals have changed the name of their departments accordingly. The new name better reflects the department's many community partnerships and relationships.

Since this proposal has the support of the department's faculty and the Faculty of Medicine as a whole, along with my own support, I hope that the Faculty Senate will agree and forward this proposal on to the Board of Trustees for action.

A copy of a supporting document provided by Dr. Kikano is enclosed. Please let me know if you have any questions. Thank you.

Sincerely,

Pamela B. Davis, MD, PhD

enc.

c.c. Dr. G. Kikano



Memorandum

To: Pamela B. Davis, M.D., Ph.D.  
Dean, School of Medicine

From: Joseph Carter, M.D.  
Chair, Faculty Council 2011

Date: April 20, 2011

Re: Proposed Name Change for the Department of Family Medicine-(UH)

At its most recent meeting (April 18, 2011), the Faculty Council reviewed a proposal to change the name of the Department of Family Medicine (University Hospitals Case Medical Center) to the Department of Family Medicine and Community Health.

The department name change was proposed and presented to Faculty Council by Dr. George Kikano, Chair, Department of Family Medicine (University Hospitals of Cleveland). A copy of his proposal is enclosed with this memo.

The Council concluded that many departments of family medicine nationally are expanding their mission and practices to better serve the community. Changing the name of the department will better position the UH department to be more competitive in recruiting medical students and residents and securing external funding. This name change will aid our strong clinical linkages and relationships with community agencies in northeast Ohio.

Accordingly, the Faculty Council concluded that the name change would be beneficial. The Council voted unanimously to recommend approval of the proposal .

Please let me know if you have any questions or need further information. Thank you for your consideration.

C: Dr. George Kikano

January 25, 2011

Pamela B. Davis, MD, PhD  
Dean and Vice President of Medical Affairs  
Case Western Reserve University School of Medicine

Fred Rothstein, MD  
Chief Executive Officer  
UH Case Medical Center

Dear Drs. Davis and Rothstein:

*Pam & Fred*

The Department of Family Medicine at Case Western Reserve University (CWRU) and University Hospitals Case Medical Center (UHCMC) is proposing to change its name to the Department of Family Medicine and Community Health. Over the 35 years of the department's existence, its mission and scope have changed significantly, and the Department of Family Medicine title no longer reflects this evolution. Changes in the department are also reflected nationally, as departments are expanding their missions and practices to better serve the needs of the community. Changing the name of the department to Family Medicine and Community Health will better position us to be competitive in recruiting medical students into the discipline, attracting top-notch residents into graduate training, and securing external funding to the department. It also captures our strong clinical linkages and relationships with community agencies in northeast Ohio.

The Department of Family Medicine at CWRU and UHCMC has been in existence since 1975. Since its founding, the Department of Family Medicine has become one of the premier departments in the country, consistently appearing in the *US News and World Report* rankings as one of the top departments in the country. The scope of the department has expanded from its initial structure. There is a significant effort toward the community, with care of medically vulnerable populations being a part of the clinical practice as well as the residency training program. One example is the House Calls Program, where physicians and nurse practitioners provide medical care in the home for low mobility and low income seniors. With its close affiliation with the Master of Public Health program in the School of Medicine, the department offers residents the opportunity to gain an MPH in an expanded, four year residency program. The department further offers medical students and residents opportunities in Global Health, which introduces learners to health care issues in developing nations, refugee medicine and disaster medicine.

With the advancements that the department has made over its 35 years, it is now ideally poised to expand to the Department of Family Medicine and Community Health to better represent its scope and function. During their family medicine required rotations, medical students are assigned to work with family physicians preceptors at local federally-qualified health centers and the greater Cleveland Free Clinic. A large percentage of our residency graduates chose to establish practices in underserved urban and rural communities. The

department has now ongoing efforts to secure funding in order to establish primary care clinics at local shelters and develop a curriculum for medical students and residents to prepare them for the special needs of an underserved population.

Nationally, there has been a trend toward departments of family medicine revising their names to better reflect their scope and function. In a review of departments at allopathic medical schools in the country, just over half of the departments are named "The Department of Family Medicine" (see Table 1). While the departments have a variety of names, nearly 40% of all departments have a name with "community" in the title. This reflects the nationwide shift of departments of family medicine to a significant presence and function in the community. This is very much in keeping with the Department of Family Medicine at Case.

There has been a significant shift in the national external funding situation, favoring community focused efforts and research. For example, The Department of Health and Human Services, through Health Resources and Services Administration (HRSA), provides funding opportunities in the areas of Pre doctoral Training in Primary Care, Residency Training in Primary Care, Academic Administrative Units in Primary Care, and Physician Faculty Development in Primary Care. In each of these funding areas, HRSA has specifically addressed the need for proposals to address a community orientation and to address the needs of the community. Further, private funding to the department is increasingly addressing needs of the community and service to medically vulnerable populations. Priority is given to departments that show the ability to successfully implement projects in these areas, and a change in title to the Department of Family Medicine and Community Health would be a reflection of the department's success in these settings.

The Department of Family Medicine will be well-served by a change in its name to the Department of Family Medicine and Community Health. This title better reflects the evolution of the department. It encompasses the scope and function of the faculty and their efforts. The Department of Family Medicine and Community Health is a better representation of what the department has to offer and what it does, and a change in name will situate the department to continue to grow and thrive in the important area of community health and community-based care. I look forward to hearing from you about this proposed change and the next steps needed to formalize it.

Sincerely,



George E. Kikano, MD, CPE, FAAFP  
Dorothy Jones Weatherhead Professor of Family Medicine  
Chairman, Department of Family Medicine

Enclosure

Name of Family Medicine Departments by NIH Rank

Rank	Name	Funding	Department Name
1	UNIVERSITY OF CALIFORNIA SAN DIEGO	\$11,689,854	Family and Preventive Medicine
2	UNIVERSITY OF MINNESOTA TWIN CITIES	\$3,781,894	Family Medicine and Community Health
3	DARTMOUTH COLLEGE	\$3,683,859	Community and Family Medicine
4	WAYNE STATE UNIVERSITY	\$3,130,952	Family Medicine and Public Health Sciences
5	UNIVERSITY OF CALIFORNIA LOS ANGELES	\$2,807,817	Family Medicine
6	ALBERT EINSTEIN COL OF MED YESHIVA UNIV	\$2,221,671	Family and Social Medicine
7	UNIVERSITY OF MICHIGAN AT ANN ARBOR	\$2,024,704	Family Medicine
8	UNIVERSITY OF PENNSYLVANIA	\$2,005,628	Family Practice and Community Medicine
9	WAKE FOREST U HEALTH SCIENCES	\$1,871,031	Family and Community Medicine
10	UNIVERSITY OF NEW MEXICO	\$1,787,498	Family and Community Medicine
11	UNIV OF MASSACHUSETTS WORCESTER	\$1,563,287	Family Medicine and Community Health
12	UNIVERSITY OF KANSAS MEDICAL CENTER	\$1,373,999	Family Medicine
13	UNIVERSITY OF CALIFORNIA SAN FRANCISCO	\$1,298,619	Family and Community Medicine
14	CASE WESTERN RESERVE UNIVERSITY	\$1,236,325	Family Medicine
15	UNIVERSITY OF SOUTH FLORIDA	\$1,217,510	Family Medicine
16	UNIVERSITY OF UTAH	\$1,140,614	Family and Preventive Medicine
17	UNIVERSITY OF ARIZONA	\$1,033,338	Family and Community Medicine
18	UNIVERSITY OF WISCONSIN MADISON	\$1,027,753	Family Medicine
19	UNIVERSITY OF MARYLAND BALTIMORE	\$947,804	Family and Community Medicine
20	MEHARRY MEDICAL COLLEGE	\$848,528	Family and Community Medicine



CASE WESTERN RESERVE  
UNIVERSITY

SCHOOL OF MEDICINE



**University Hospitals**<sup>™</sup>  
Case Medical Center

# Proposal to Rename the Department of Family Medicine

SOM Faculty Council

April 2011

# Proposal

The *Department of Family Medicine* at Case Western Reserve University (CWRU) and University Hospitals Case Medical Center (UHCMC) is proposing to change its name to the *Department of Family Medicine and Community Health*.

# Rationale

- Mission and scope of department have changed significantly
- Nationally departments are expanding their missions and practices to better serve the needs of the community
- Changing the name of the department will better position us to be competitive in recruiting medical students into the discipline, attracting top-notch residents into graduate training, and securing external funding
- The name change captures our strong clinical linkages and relationships with community agencies in northeast Ohio



# Why Family Medicine and Community Health?

- Allows our to maintain the identity of “Family Medicine” by retaining it in our title
- 40% of all departments nationally have “community” in their titles
- “Community Health” captures the scope of all that the department does, from clinical care to community-based education to research





January 25, 2011

Pamela B. Davis, MD, PhD  
Dean and Vice President of Medical Affairs  
Case Western Reserve University School of Medicine

Fred Rothstein, MD  
Chief Executive Officer  
UH Case Medical Center

Dear Drs. Davis and Rothstein:

*Pam & Fred*

The Department of Family Medicine at Case Western Reserve University (CWRU) and University Hospitals Case Medical Center (UHCMC) is proposing to change its name to the Department of Family Medicine and Community Health. Over the 35 years of the department's existence, its mission and scope have changed significantly, and the Department of Family Medicine title no longer reflects this evolution. Changes in the department are also reflected nationally, as departments are expanding their missions and practices to better serve the needs of the community. Changing the name of the department to Family Medicine and Community Health will better position us to be competitive in recruiting medical students into the discipline, attracting top-notch residents into graduate training, and securing external funding to the department. It also captures our strong clinical linkages and relationships with community agencies in northeast Ohio.

The Department of Family Medicine at CWRU and UHCMC has been in existence since 1975. Since its founding, the Department of Family Medicine has become one of the premier departments in the country, consistently appearing in the *US News and World Report* rankings as one of the top departments in the country. The scope of the department has expanded from its initial structure. There is a significant effort toward the community, with care of medically vulnerable populations being a part of the clinical practice as well as the residency training program. One example is the House Calls Program, where physicians and nurse practitioners provide medical care in the home for low mobility and low income seniors. With its close affiliation with the Master of Public Health program in the School of Medicine, the department offers residents the opportunity to gain an MPH in an expanded, four year residency program. The department further offers medical students and residents opportunities in Global Health, which introduces learners to health care issues in developing nations, refugee medicine and disaster medicine.

With the advancements that the department has made over its 35 years, it is now ideally poised to expand to the Department of Family Medicine and Community Health to better represent its scope and function. During their family medicine required rotations, medical students are assigned to work with family physicians preceptors at local federally-qualified health centers and the greater Cleveland Free Clinic. A large percentage of our residency graduates chose to establish practices in underserved urban and rural communities. The

# Existing Community Linkages

- Practice-Based Research Networks
- Community outreach through CTSA
- Preventive Medicine Residency
- Prevention Research Center
- Strong ties with GC Free Clinic and Care Alliance
- Innovative House Calls Program
- HRSA funding for Medically-Vulnerable Populations

# Departments of Family Medicine at US Allopathic Medical Schools (n=124)

Department Name	Number	Percentage
Family Medicine	65	52%
Family and Community Medicine	31	25%
Family and Preventive Medicine	7	5%
Community and Family Medicine	4	3%
Family Medicine and Community Health	4	3%
One of each of the following: Center for Education in Family and Community Medicine (part of Department of Medicine), Community Health and Family Medicine, Division of Family Medicine, Family and Community Health, Family and Geriatric Medicine, Family and Social Medicine, Family Medicine and Public Health Sciences, Family Medicine and Rural Health, Family Practice and Community Medicine, Family, Community and Preventive Medicine, Family, Community and Rural Health, Prevention and Community Health, Public Health and Community Medicine	13	13%
<b>TOTAL</b>	124	

# Family Medicine Department Names for Top 20 in the NIH

Rank	Name	Department Name
1	UNIVERSITY OF CALIFORNIA SAN DIEGO	Family and Preventive Medicine
2	UNIVERSITY OF MINNESOTA TWIN CITIES	Family Medicine and Community Health
3	DARTMOUTH COLLEGE	Community and Family Medicine
4	WAYNE STATE UNIVERSITY	Family Medicine and Public Health Sciences
5	UNIVERSITY OF CALIFORNIA LOS ANGELES	Family Medicine
6	ALBERT EINSTEIN COL OF MED YESHIVA UNIV	Family and Social Medicine
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8	UNIVERSITY OF PENNSYLVANIA	Family Practice and Community Medicine
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11	UNIV OF MASSACHUSETTS WORCESTER	Family Medicine and Community Health
12	UNIVERSITY OF KANSAS MEDICAL CENTER	Family Medicine
13	UNIVERSITY OF CALIFORNIA SAN FRANCISCO	Family and Community Medicine
14	<i>CASE WESTERN RESERVE UNIVERSITY</i>	<i>Family Medicine</i>
15	UNIVERSITY OF SOUTH FLORIDA	Family Medicine
16	UNIVERSITY OF UTAH	Family and Preventive Medicine
17	UNIVERSITY OF ARIZONA	Family and Community Medicine
18	UNIVERSITY OF WISCONSIN MADISON	Family Medicine
19	UNIVERSITY OF MARYLAND BALTIMORE	Family and Community Medicine
20	MEHARRY MEDICAL COLLEGE	Family and Community Medicine

Questions?



## NOTING CONCENTRATIONS IN MAJORS ON STUDENTS' TRANSCRIPTS

In October 2010, the Faculty Senate Executive Committee approved a FSCUE Statement on Academic Certificate Programs for Undergraduates. That statement included the following provision:

*There is often a wish to recognize and certify focused work within a student's major. The FSCUE requests that the University Registrar and the Dean of Undergraduate Studies explore ways to include the name of the specific track or specialty sequence completed by a student as part of his or her major on the transcript. Once developed, the FSCUE will expect that this recognition only be granted to well-defined tracks that are part of the approved structure of the major and that include at least 9 credit-hours of defined work for the track that count toward the major.*

The FSCUE followed up on this item at its meetings of April 5, May 3, and September 20, 2011, reviewing the various tracks, specialty sequences, breath sequences, and concentrations listed in the *Handbook for Undergraduates* either as parts of majors or as options within majors (see Appendix).

The FSCUE decided to develop a process for recognizing these clusters of courses on students' transcripts, but felt that it was important to do so with a common designation, agreeing on the term **concentration**, as these course clusters represent concentrated work in a particular area of the major.

The FSCUE agreed that concentrations may be cited on transcripts beginning with degrees awarded in May 2012, provided that

- There is a well-defined set of courses summing to at least 9 credit-hours that comprise the concentration and are presented in the General Bulletin and audited as part of a student's Academic Requirements report.
- A major's desire to have the concentration noted on the transcript is approved by the degree-granting school's curriculum committee, the school's dean, and the FSCUE (generally through the Curriculum Subcommittee), using the attached form. (Future revisions to the program action form may incorporate this action.)

Several additional things to note:

- A student who completes more than one concentration in a major can have all noted on the transcript.
- The system can accommodate majors that offer the option of a concentration without requiring that all students complete one, noting a concentration only if a student chooses to complete one.
- A student will need to indicate his or her concentration when declaring a major and update the major declaration if he or she wishes to change concentrations or add or delete a concentration.
- For now, the concentration will be noted on the student's Academic Requirements report as soon as it is declared, and will be noted on the transcript upon the conferral of the undergraduate degree. The set-up of SIS will not allow the inclusion of concentrations on advising or official transcripts prior to the awarding of a degree unless all parts of the University agree to having the information they code in the "subplan" field in SIS printed on transcripts prior to the awarding of the degree; this cannot be configured on a program-by-program or degree-by-degree basis. The University Registrar will continue to explore the possibility of noting concentrations on the transcript prior to graduation.

## **APPENDIX**

### **Tracks, Concentrations, Specialty Sequences, etc. noted in the most recent Handbook for Undergraduates (prepared 5/3/2011)**

#### Anthropology major/minor – concentrations

- General Anthropology
- Medical Anthropology
- Archaeology
- Physical Anthropology

#### Artificial Intelligence minor – tracks

- Technology
- Cognitive Science

#### Classics minor – concentrations

- Latin
- Greek
- Classics

#### Ethnic Studies minor – concentrations

- African Studies
- African American Studies
- Latin American & Caribbean Studies
- Global Ethnic Studies

#### Music major – concentrations

- General Musicianship
- Performance
- Music History and Literature
- Early Music Performance Practice
- Music Theory
- Audio Recording

#### Physics BS – concentrations (optional)

- Mathematical Physics
- Biophysics

#### Sociology major – concentrations (optional)

- Crime and Delinquency
- Health and Aging
- Gender, Work, and Family
- Social Inequality

#### Theater major/minor – concentrations

- General Theater
- Acting
- Design/Tech

Directing  
Dramatic Writing  
Theater and Society

Biomedical Engineering major – specialty sequences

Bioelectric Engineering  
Biological Imaging  
Biomechanics  
Imaging and Computing  
Instrumentation  
Orthopedic Biomaterials  
Polymeric Biomaterials  
Systems and Control  
Tissue Engineering

Chemical Engineering major – breadth sequence

Biochemical Engineering  
Biomedical Engineering  
Computing  
Electrochemical Engineering  
Environmental Engineering  
Electronic Materials  
Management/Entrepreneurship  
Research  
Polymer Science  
Systems and Control  
Advanced Study

(also Biochemical Engineering concentration)

Civil Engineering major – technical electives

Environmental Engineering  
Structural Engineering  
Geotechnical Engineering  
Construction Engineering and Management  
Engineering Mechanics

Computer Engineering minor – tracks

Hardware  
Software

Engineering Physics major – concentration

4 courses in an engineering discipline

Management major – concentration

Finance  
Marketing  
Dean's Approved Concentration

**The Faculty Senate Committee on Undergraduate Education (FSCUE) approved the following plan on October 4, 2011, and the Faculty Senate Executive Committee approved the plan on October 12, 2011:**

### Plan for communicating University Seminars can count as electives to majors and minors

For some time, there has been discussion of the perceived difficulty of completing minors or additional majors under SAGES. In Spring 2011, a suggestion was made that a potential approach to alleviating the problem would be to codify a process for identifying SAGES University Seminars that count as electives in majors and/or minors. While it has always been permissible for students to petition departments to allow University Seminars to count as electives in majors or minors, this option has been poorly understood and is not well known to both students and faculty.

In order to better publicize the opportunity to have University Seminars count as electives and to codify the process, it is recommended that:

- 1) Departments or programs should be asked whether any of the existing University Seminars could serve as electives for majors and or minors under their auspice,
- 2) If department or program faculty approves one or more University Seminars as electives, they would communicate this by memo to the Dean of Undergraduate Studies, and
- 3) Means would be identified to allow students/advisors to recognize which University Seminars may count as electives in majors/minors

Each of these points is explained in greater detail below:

Departments or programs would be asked whether any of the existing University Seminars could serve as electives for majors and or minors under their auspice. Faculty in departments/programs would consider whether any University Seminars would be suitable as an elective to majors and/or minors under their auspices. Departments may choose to limit the number of University Seminars that may count toward major and/or minor electives. University Seminars would still not count toward general education breadth requirements. To support the consideration of such approval, SAGES would provide a summary of all University Seminars offered in the last five years including the course number (e.g. USNA 226), course title (e.g. Evolution of human behavior), course description, and instructor(s). For more information about the course (for example, for a syllabus) the department could ask SAGES for the material or ask the seminar instructor (since in many cases the instructor is in the department). In the future, the approval process for a new course would include departmental consideration of the appropriateness of listing the seminar as an elective for the major and/or minor, and this would be submitted on the Course Action Form.

If department or program faculty approves one or more University Seminars as electives, they would communicate this by memo to the Dean of Undergraduate Studies. A list of University Seminars

deemed suitable as electives for a major/minor by vote of faculty in departments, would be communicated to Jeffrey Wolcowitz, Dean of Undergraduate Studies.

Means would be identified to allow students/advisors to recognize which University Seminars may count as electives in majors/minors

Several mechanisms exist to allow recognition of University Seminars approved as electives in majors/minors

- 1) Once approved as an elective to a minor or major, the University Seminar would appear in a student's
  - A) Academic Requirements in SIS if they had declared the major and/or minor, and
  - B) "What if" degree audit report available in SIS.
  
- 2) Other ways that these courses might be recognized include
  - A) Listed as a course note on the Schedule of Courses (e.g. "USSY 292 F is an approved elective for the English minor" (does not require filing a CAF),
  - B) Shown in the Course List - a drop-down menu in the Schedule of Courses (currently includes a list of Departmental Seminars, Global and Cultural Diversity courses, etc),
  - C) The list of major and minor requirements in the General Bulletin,
  - D) A maintained list at the SAGES website, and/or
  - E) A maintained list in departments and programs.

A publicity campaign would be undertaken by SAGES and Undergraduate Studies to alert students and faculty to the opportunity to count select University Seminars in majors and/or minors and how to discover which seminars count for which majors and/or minors.

The steps described above do not require a vote to change SAGES in as much as SAGES is not altered. The steps merely codify a process for identifying and communicating those University Seminars that can count as approved electives. Faculty in each department/program retain the authority to decide whether to allow such electives in principle and to decide which, if any, University Seminars are approved electives.

**Larry Parker, chair**

**Christine Cano, vice-chair**

**Liz Woyczynski, secretary of the university faculty**

## **Faculty Senate Resolution Regarding Internationalization** *draft 10/12/2011*

The Faculty Senate Committee on Undergraduate Education ("FSCUE") has provided the following resolution to the Faculty Senate Executive Committee (the "Executive Committee"):

*"The Faculty Senate Committee on Undergraduate Education ("FSCUE") has reviewed the general direction of the internationalization of Case Western Reserve University and the process to arrive at such general direction, as described in the Draft Plan for Internationalization, dated May 13th, 2011 (the "Draft Plan"), and considers the general direction and process as described in the Draft Plan to be reasonable and appropriate. The FSCUE therefore recommends that the University Faculty Senate endorse the general direction for the internationalization of the university. The Draft Plan anticipates that there are items involving internationalization that will properly come before the FSCUE and the University Faculty Senate for further consideration and approval. The FSCUE reserves its prerogative to examine and provide recommendations to the University Faculty Senate of such items, including undergraduate admissions, academic standing, student life, career placement, curriculum, programs, courses and other consequences of internationalization."*

Based on the resolution adopted by FSCUE, the Executive Committee recommends that the Faculty Senate adopt the following resolution:

Whereas, the Faculty Senate Committee on Undergraduate Education ("FSCUE") and the Executive Committee of the Faculty Senate (the "Executive Committee") have reviewed the direction of the internationalization of Case Western Reserve University as described in the Draft Plan for Internationalization, dated May 13th, 2011 (the "Draft Plan" [http://www.case.edu/international/news/draft\\_plan\\_for\\_internationalization.html](http://www.case.edu/international/news/draft_plan_for_internationalization.html));

Whereas, FSCUE and the Executive Committee consider the general direction and process as described in the Draft Plan to be appropriate and consistent with the strategic plan of the university;

Whereas, the Executive Committee recognizes that the Provost's charge to the International Planning Committee ("IPC") asked the IPC to initially focus most of its efforts on undergraduate education and opportunities; and,

Whereas, the Draft Plan recommends that the University engage in a further internationalization planning process that encompasses graduate, professional and post-doctoral education, together with research.

**NOW THEREFORE, be it resolved that the Faculty Senate:**

1. Endorses the draft plan for internationalization of the University;
2. Anticipates the exciting opportunities that will develop for our students and the community;
3. Welcomes a similar initiative for graduate, professional and post-doctoral education, together with research; and,
4. Thanks the many members of the university faculty, and others, who have devoted considerable time and energy over the past two years to developing this plan.