Faculty Council Meeting  
Meeting Minutes  
Monday, April 18, 2022  
4:00-5:30PM – ZOOM Meeting

<table>
<thead>
<tr>
<th>Timing</th>
<th>Agenda Item</th>
<th>Presenter</th>
<th>Summary of discussion</th>
<th>Action items/Motions/ Votes</th>
</tr>
</thead>
<tbody>
<tr>
<td>4:02-4:08PM</td>
<td>Welcome and Chair Announcements</td>
<td>Darin Croft</td>
<td>Dr. Croft called the meeting to order at 4:02PM. There is still time for those interested in running for the vacant positions to submit their statements of interest. It was hoped that there would be at least two nominees for each vacancy. Members with terms expiring this year should ensure that their department elects their replacement by the end of April.</td>
<td>Nicole Deming will provide an update of the open positions. Anyone interested in drafting a proposal for the ad hoc committee on Community Engagement should contact Dr. Croft. Jonathan Haines’ presentation from November is uploaded in BOX.</td>
</tr>
<tr>
<td>4:08-4:09PM</td>
<td>Approval of the March 21 Faculty Council Minutes</td>
<td></td>
<td>A correction was made in the attendance recorded in the March 21 minutes.</td>
<td>The minutes were accepted as corrected.</td>
</tr>
<tr>
<td></td>
<td>Faculty Council Steering Committee Report of Activities</td>
<td>Matthias Buck</td>
<td>Cynthia Kim was introduced as the new Assistant Director of Faculty Affairs in the Office of Faculty Affairs &amp; HR.</td>
<td></td>
</tr>
<tr>
<td>4:09-4:12PM</td>
<td>Update from the Faculty Senate Ex Com Representative</td>
<td>Robert Bonomo</td>
<td>Dr. Bonomo provided a summary of the Faculty Senate and Faculty Senate Executive Committee Meetings. He noted the concern expressed on a university level regarding the current conflict in the Ukraine and the full support to the CWRU community. Covid control is going well.</td>
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</tr>
<tr>
<td>4:22-4:40PM</td>
<td>Committee on Medical Education Update on Curriculum Changes</td>
<td>Corinne Bazella</td>
<td>Dr. Bazella provided a summary of the calendar and curriculum changes effective for the class of 2026.</td>
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<tr>
<td>Time</td>
<td>Topic</td>
<td>Presenter</td>
<td>Details</td>
<td>Notes</td>
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<tr>
<td>4:40-4:52PM</td>
<td>Medical Student Admissions Committee Charge</td>
<td>Julian Stelzer</td>
<td>Dr. Stelzer summarized the changes and reasons behind revising the Admissions Committee charge and changing the name of the committee to the Medical Student Admissions Committee (MSAC). The proposal put forward by the committee does not require a second. Vote: 45 were in favor, 0 were against, and 1 abstained. The motion is approved.</td>
<td></td>
</tr>
<tr>
<td>4:52-5:29PM</td>
<td>Title IX Report</td>
<td>Rachel Lutner</td>
<td>Rachel Lutner, Senior Vice President in the Office of Equity, provided an overview of Title IX including information on available support for students experiencing sexual harassment, the CWRU Sexual Harassment Policy, conduct that constitutes sexual harassment and sexual violence, and how to be a Responsible Employee and what must be reported to Equity.</td>
<td></td>
</tr>
<tr>
<td>5:29-5:30PM</td>
<td>New Business</td>
<td></td>
<td>There was some concern that the meeting was being recorded. It will not be saved after the fact. Dr. Croft stated that since it was 5:30 and time to adjourn, any new business items should be sent to him and they will be added to the May Faculty Council Meeting agenda.</td>
<td></td>
</tr>
<tr>
<td>5:30PM</td>
<td>Adjourn</td>
<td></td>
<td></td>
<td>Dr. Croft declared the meeting adjourned.</td>
</tr>
</tbody>
</table>
**Members Present**

Moises Auron  
Blaine (Todd) Bafus  
Corinne Bazella  
Robert Bonomo  
Neil Bruce  
Matthias Buck  
Alecece Caron  
Mohammad Chaaban  
Darin Croft  
Margot Damaser  
David DiLorenzo  
Jonathan Emery  
Wendy Goodman  
Thomas Gerken  
Matthew Grabowski  
Peter Harte  
Amy Hise  
Alex Huang  
Alyssa Hubal  
Jessie Jean-Claude  
Andrew Jones  
Peter K. Kaiser  
Vinod Labhasetwar  
Erin Lamb  
Kelly Lebak  
Lia Logio  
Peter MacFarlane  
Danny Manor  
William Merrick  
Sam Mesiano  
David Mihal  
Dean Nakamoto  
Anastasia Rowland-Seymour  
Elie Anthony Saade  
Hemalatha Senthilkumar  
Linda Dalal Shiber  
Usha Stiefel  
Ben Strowbridge  
Daniel Tisch  
Satish Viswanath  
Johannes von Lintig  
Mark Walker  
Susan Wang  
James Wilson  
Jamie Wood  
Wei Xiong  
Samina Yunus

**Members Absent**

Melissa Bonner  
Dan Cai  
Bryan Carroll  
Jae Sung-Cho  
Katherine DiSano  
Corinna Falck-Ytter  
Stephen Fink  
Robert Geertman  
Stan Gerson  
Alia Hdeib  
Jeffrey Hopcian  
Eric W. Kalar  
Ankur Kalra  
Thomas J. Knackstedt  
Vijaya Kosaraju  
Sangeeta Krishna  
Bill Leatherberry  
Mariel Manlapaz  
Jennifer McBride  
Nathan Mesko  
Rocio Moran  
Attila Nemeth  
George Ochenjele  
Nimitt Patel  
Arne Rietsch  
Tamer Said  
Ashleigh Schaffer  
Jacek Skowronski  
Courtney Smalley  
Joseph Tagliaferro  
Sarah Tehranisa  
Allison Vidimos

**Others Present**

Nicole Deming  
Joyce Helton  
Cynthia Kim  
Cynthia Kubu  
Rachel Lutner  
Marvin Nieman  
Julian Stelzer
Today’s agenda

1. Chair’s Announcements (Darin Croft)
2. Approve Minutes from March Meeting
3. Steering Committee Report (Matthias Buck)
4. Committee on Medical Education Curriculum Update (Corinne Bazella)
5. Revised Medical Student Admissions Committee Charge (Julian Stelzer)
6. Faculty Senate Executive Committee (Robert Bonomo)
7. Office of Equity/Title IX Presentation (Rachel Lutner)
8. New Business
School of Medicine Elections

***Deadline extended to April 22 (this Friday)***

- Standing committee openings (22 total)
  - Bylaws (2 seats)
  - Appointments, Promotions, and Tenure (5 seats: certain rank/TT status reqs.)
  - Biomedical Research (2 seats, one from VA)
  - Budget, Finance and Compensation (2 seats)
  - Committee on Medical Students (2 seats)
  - Lecture (1 seat)
  - Medical Education (4 seats)
  - Medical Student Admissions (3 seats)
  - Nomination and Elections (3 seats from UH, VA, SOM basic science dept.)
- Please encourage your colleagues (incl. junior ones) to run!
  - Contact Nicole Deming (nmd11@case.edu) for additional information
June 13th Faculty Council Meeting

*** Hybrid format ***

• Will take place in Wolstein Auditorium
• Year-end reception to follow
• Please mark your calendar and plan to attend!
Departmental Representatives

• Does your term expire at the end of this year?
• If so, your department must elect a replacement by April 30th
  • You can check when your term expires by looking at the Faculty Council roster on the Faculty Affairs website (https://case.edu/medicine/faculty-staff/faculty-affairs-hr)
  • You can also email Nicole Deming (nmd11@case.edu) or to Darin Croft (dac34@case.edu)
May 16th Faculty Council meeting

• We will elect *Faculty Council representatives* to the Nominations and Elections and Steering committees
  • Please consider running for election!
  • Contact Scott Howard (n.scott.howard@uhhospitals.org) or Nicole Deming (nmd11@case.edu) if interested or for additional information

• Agenda items be submitted by **April 19th** (tomorrow - Tuesday!)
  • Send to Darin Croft (dac34@case.edu) and Nicole Deming (nmd11@case.edu)
  • Steering Committee will meet on **Mon., May 2nd** (3:30-5:00 pm)
Have something to say?

• Raise your hand (Reactions menu) (and lower when done).
• Wait to be acknowledged.
• Be clear and to the point.
• Please do not have side conversations or ask questions in the Chat; we want everyone to participate equally in the discussion.
## Faculty Council Meeting

**Draft Meeting Minutes**  
Monday, March 21, 2022  
4:00-5:30PM – ZOOM Meeting

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| 4:04-4:08PM  | Welcome and Chair Announcements                                               | Darin Croft     | Dr. Croft called the meeting to order at 4:04PM. Any agenda items for the Faculty Council Meeting on April 18 must be submitted by March 22 to Dr. Croft or Nicole Deming. He reminded those members whose Faculty Council term ends this year to notify their departments so replacements can be solicited; the department must elect a replacement by April 30. Any statements of interest for the vacancies on the NEC must be submitted by April 8.  
The third meeting of the SOM Faculty will be held on April 15 – 9:00-10:30AM. |                                                                                               |
| 4:08-4:09PM  | Approval of February Faculty Council Minutes                                 |                 | There were no suggested edits/corrections to the February 28 Faculty Council Meeting Minutes.                                                                                                                                 | A motion was proposed by a FC member, and seconded by a FC member to approve the meeting minutes as presented.  
Vote: All were in favor, 0 were against, and 0 abstained. The motion is approved. |
| 4:09-4:11PM  | Faculty Council Steering Committee Report of Activities                      | Matthias Buck   | Dr. Buck presented a summary report of activities for the March 7 Faculty Council Steering Committee meeting. It was noted that Dr. Elie Saade, who had volunteered to put together a Faculty Council newsletter, has to postpone his participation indefinitely.  
As new business, Dr. Buck initiated discussion on a new kind of tenured faculty appointment between the School of Medicine and UH which could require clarification. Finance has taken up the matter and will update the FCSC and then Faculty Council. | Anyone interested in volunteering to work on the Faculty Council newsletter should contact Dr. Buck. |
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<td>4:11-4:39PM</td>
<td>Presentation on Research at the Cleveland Clinic</td>
<td>Serpil Erzurum</td>
<td>Dr. Erzurum, the Chief Research and Academic Office for the Lerner Research Institute provided an overview of research being conducted at the Cleveland Clinic.</td>
</tr>
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<td>4:39-4:56PM</td>
<td>Report on the Committee for Biomedical Research</td>
<td>Tony Wynshaw-Boris</td>
<td>Dr. Wynshaw-Boris, Chair of the Committee for Biomedical Research and the Research Portfolio, provided an overview of the committee’s activities and areas of focus.</td>
</tr>
<tr>
<td>4:56-5:01PM</td>
<td>Report 2020-2021 Committee on Appointments, Promotions and Tenure</td>
<td>Bill Schiemann</td>
<td>Dr. Schiemann presented the Promotion and Tenure statistical report for the 2020-2021 academic year.</td>
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<td>Update from the Faculty Senate Ex Com Representative</td>
<td>Robert Bonomo</td>
<td>Dr. Bonomo will present an overview of the topics discussed at the February and March Faculty Senate Meetings next month; he was unable to update today.</td>
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<tr>
<td>5:01PM</td>
<td>New Business</td>
<td></td>
<td>When the committee was polled, no new business topics were suggested.</td>
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<tr>
<td>5:01PM</td>
<td>Adjourn</td>
<td></td>
<td>There being no further business to be discussed, a motion was made to adjourn the meeting.</td>
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<tr>
<td>Nicole Deming</td>
<td>Joyce Helton</td>
<td>William Schiemann</td>
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</table>

3
Calendar and Curriculum Changes
Effective Class of 2026

Committee on Medical Education
Corinne Bazella MD
April 18, 2022
Curricular Change

**Challenge:** Medical students have limited time for career exploration after finishing their core clerkships (M3) prior to the deadlines for residency applications.

**Process:**
- Commitment for University Program (UP) and College Program (CP) clinical rotations to remain aligned
- **UP:** Task force created Spring 2021- stakeholders then divided into M1-4 taskforces; these taskforces reported recommendations to JCOG (Joint Clinical Oversight Group) and WR2 curriculum committee respectively which then reported to CME committee for approval
- **CP:** CCLCM leadership, Curriculum Steering Committee, CEC, BSE worked with their program and faculty and will report to CME committee.
## University Program Curriculum - Current

### Foundations of Medicine and Health - Years 1&2

<table>
<thead>
<tr>
<th>Block 1</th>
<th>Block 2</th>
<th>Block 3</th>
<th>Block 4</th>
<th>Summer Break</th>
<th>Block 5</th>
<th>Block 6</th>
</tr>
</thead>
<tbody>
<tr>
<td>July – mid-May Year 1</td>
<td>No Instruction</td>
<td>August – mid-March Year 2</td>
<td></td>
<td>Core Clerkship Rotations</td>
<td>Research 8 weeks included</td>
<td>3 wk Break</td>
</tr>
</tbody>
</table>

### Clerkship Phase - Year 3

<table>
<thead>
<tr>
<th>Mar/Apr</th>
<th>July-December</th>
<th>Jan-June</th>
</tr>
</thead>
<tbody>
<tr>
<td>Board Study- Step 1 (6-8 weeks)</td>
<td>Core Clerkship Rotations</td>
<td>Core Clerkship Rotations</td>
</tr>
</tbody>
</table>

### Advanced Training Phase Year 4 - Acting Internships, Electives, Research, Board Study- Step 2

| July | August | Sept Residency Application Due | Oct | Nov | Dec | Jan | Feb | March | April | May |
|------|-------|--------------------------------|-----|-----|-----|-----|-----|-------|-------|-----|    |
Curriculum Structure- New Shifts

<table>
<thead>
<tr>
<th>Blocks 1,2,3,4 7,8</th>
<th>12w Research</th>
<th>Blocks 5,6,7,8</th>
<th>6w Step 1</th>
<th>Clerkship Year</th>
<th>8w Step 2</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Includes 4w Research and 4w electives</td>
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<td></td>
<td>AI’s, electives, interviews, teaching selective, residency prep</td>
</tr>
</tbody>
</table>

Phase 1: *Foundations of Medicine and Health*

Completion of first 12w of research between Years 1&2
Adjustment of allotted Step 1/Step 2 study time
Early May start to clerkships
Fourth year required Residency prep
Fourth year required Teaching Selective

Phase 2: *Clerkships*

Phase 3: *Advanced Training*

*Not drawn to scale*
1: Require 12w research, 5 Flex days during this time

Phase 1: *Foundations of Medicine and Health*

Phase 2: *Clerkships*

Phase 3: *Advanced Training*
2: Step 1 study shifts from typical 8w to 6w

Phase 1: Foundations of Medicine and Health
Phase 2: Clerkships
Phase 3: Advanced Training

Blocks 1,2,3,4 7,8
12w Research
Blocks 5,6,7,8
6w Step 1
Clerkship Year
8w Step 2
AI’s, electives, interviews, teaching selective, residency prep

Includes 4w Research and 4w electives
Result: Clerkships will begin late Apr/early May

Phase 1: *Foundations of Medicine and Health*
Phase 2: *Clerkships*
Phase 3: *Advanced Training*

Late Apr/Early May

- **Blocks 1,2,3,4 7,8**
- **12w Research**
- **Blocks 5,6,7,8**
- **6w Step 1**
- **Clerkship Year** Includes 4w Research and 4w electives
- **8w Step 2** Al’s, electives, interviews, teaching selective, residency prep
3: Allow for 8w study for Step 2

Phase 1: *Foundations of Medicine and Health*

Phase 2: *Clerkships*
- 6w Step 1
- Includes 4w Research and 4w electives

Phase 3: *Advanced Training*
- 8w Step 2
- AI's, electives, interviews, teaching selective, residency prep
4: Requirement for teaching selective and residency prep in 4th year

TBD – # required weeks of electives, teaching selective, and residency prep

Phase 1: Foundations of Medicine and Health
Phase 2: Clerkships
Phase 3: Advanced Training
Next Steps

- Planning residency prep experiences for all UP students
- Developing new teaching/education electives
- Preparing students for earlier research
- Creating plans/opportunities for students who need more time

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Phase 1: *Foundations of Medicine and Health*  
Phase 2: *Clerkships*  
Phase 3: *Advanced Training*
Faculty Comments

Questions?

CME is an open committee. We invite and welcome your insight.
Charge:

The Committee participates in both annual decision-making regarding individual applicants and in the establishment of admissions policy and procedure. The Committee will recommend standards of Medical School admission for undergraduate medical students and M.D./Ph.D. candidates, assist in the interview process, and approve candidates for; 1) the traditional CWRU MD program (“the University Program”), 2) the Cleveland Clinic Lerner College of Medicine of CWRU program (“the College Program”), and 3) the Medical Scientist Training program (“the MSTP program”) for admission.

Membership:

The Committee will have nine members elected from among the full-time faculty. At least 3 of the elected members shall be from preclinical departments and at least 5 of the elected members shall be from clinical departments. The dean may appoint up to four additional full-time faculty to serve as members of the committee. These elected and appointed faculty committee members will have voting privileges and each shall serve a five-year term. Members may serve consecutive terms without limit.

One Society Dean, appointed by the Chair of Faculty Council in consultation with the Associate Dean for Admissions, and the Medical Education Director of Diversity Initiatives and Community Outreach Programs or their designees, shall serve ex officio with voting privileges; the Associate Dean for Admissions, Assistant Dean for Admissions and the Director of Admissions will serve ex officio without voting privileges.

The Committee will also include four slots to be filled by medical students: two from the second year class and one from the third and fourth year classes, respectively. One of the second year class committee members shall be elected by the medical student body; the other slot shall be filled on a rotating basis by the chairs of the Student Committee on Admissions (SCA), with an election occurring within this group at the end of second year to name the third year representative. Both second year committee members shall serve without voting privileges. The third and fourth year student committee member slots will be filled respectively, on a rotating basis by these elected students. Only one of the third year students and one of the fourth year students will be expected to attend each committee meeting, and the one student in attendance from each of those two classes shall have voting privileges. All student committee members must remain in good standing with no significant academic difficulties.

The quorum required to conduct the Committee’s business shall be 1) the presence of 50% or more of the voting members with 2) at least half of the voting members present being elected or appointed faculty members.

The Admissions Committee of the School of Medicine has final authority for the University Program, the College Program, and the MSTP Program admissions decisions. The Admissions Committee works with two admissions subcommittees, one from the College Program and one from the MSTP Program, both of whom submit recommendations for acceptance of candidates with final approval made by the Admissions Committee of the School of Medicine. The subcommittees may appeal to the Admissions Committee for formal reconsideration of a negative acceptance decision by the Admissions Committee; the Admissions Committee vote on reconsideration represents the final decision and will prevail.

Due to the sensitive nature of the admission process, faculty and students serving on the committee and subcommittees must maintain the highest levels of confidentiality and professionalism. Alleged breaches of these standards will be reviewed by the committee and by
the Associate Dean for Admissions, and may be referred to other administrative offices as required by Faculty Handbook and University Policy, with appropriate action taken at their discretion.

September 19, 2016 amended by Faculty Council September 21, 2015, amended by Faculty Council April 1, 2013, amended by Faculty Council May 15, 2007, amended by Faculty Council April 25, 2003, amended by Faculty Council October 19, 2001, approved by Faculty of Medicine December 11, 2000, amended by Faculty Council December 19, 1983, amended by Steering Committee of Faculty Council October 11, 1982, original charge approved by Faculty Council
Charge:

The Committee participates in both annual decision-making regarding individual applicants and in the establishment of admissions policy and procedure. The Committee will recommend standards of Medical School admission for undergraduate medical students and M.D./Ph.D. candidates, assist in the interview process, and approve candidates for; 1) the traditional CWRU MD program (“the University Program”), 2) the Cleveland Clinic Lerner College of Medicine of CWRU program (“the College Program”), and 3) the Medical Scientist Training program (“the MSTP program”) for admission.

Justification: Committee name change (already approved by FC on 2/28/2022).

Membership:

The Committee will have nine members elected from among the full-time faculty. At least 3 of the elected members shall be from preclinical departments and at least 5 of the elected members shall be from clinical departments. The dean may appoint up to four additional full-time faculty to serve as members of the committee. These elected and appointed faculty committee members will have voting privileges and each shall serve a five-year term. Members may serve consecutive terms without limit.

One Society Dean, appointed by the Chair of Faculty Council in consultation with the Associate Dean for Admissions, and the Medical Education Director of Diversity Initiatives and Community Outreach Programs or their designees, shall serve ex officio with voting privileges; the Associate Dean for Admissions, Assistant Dean for Admissions and the Director of Admissions will serve ex officio without voting privileges.

Justification: Easier to read in two sentences. The 'Director of Admissions' was replaced with the 'Senior Associate Director of Admissions and Financial Aid' as non-voting ex-officio member to reflect an added responsibility of the former 'Director of Admissions'.

The Committee will also include four slots to be filled by medical students: two from the second year class and one from the third and fourth year classes, respectively. One of the second year class committee members shall be elected by the medical student body; the other slot shall be filled on a rotating basis by the chairs of the Student Committee on Admissions (SCA), with an election occurring within this group at the end of second year to name the third year representative. Both second year committee members shall serve without voting privileges. The third and fourth year student committee member slots will be filled respectively, on a rotating basis by these elected students. Only one of the third year students and one of the fourth year students will be expected to attend each committee meeting, and the one student in attendance from each of those two classes shall have voting privileges. All student committee members must remain in good standing with no significant academic difficulties.

The committee will have two voting student members, one from the second-year class and one from the fourth-year class. Given the nature of medical student commitments, two students from each class will be eligible to vote, ensuring that student participation will be maximized. For the first half of the admissions cycle, one student from the second-year Student Committee on Admissions (SCA) group will vote at each meeting. Permanent student committee members will then be elected near the end of the first semester by the medical student body, normally from members of the SCA who wish to be considered. Certain situations may lead to non-SCA members being considered for election. These elected second-year student members will serve as eligible voting members of the committee for the duration of this admissions cycle, with one
voting at each meeting. In the third year, these elected student members will not attend
admissions committee meetings and will serve as application screeners, returning as voting
members in their fourth year. Fourth-year medical students may also serve as application
screeners, based on their availability.

Justification: Number of voting student members reduced from four to two to conform to Bylaws
2.6b: Standing Committees of the Faculty of Medicine: The majority of the voting members of
each of these Standing Committees shall be elected by the regular members of the Faculty of
Medicine. It is important for the committee to have student representation and engagement,
however, students have the opportunity to contribute to the discussion regardless of their voting
status so the reduction in student voting members will not diminish their significance.

No existing text on committee Chair.

The MSAC Chair will be appointed from amongst elected or appointed faculty committee
members by the Chair of the Faculty Council upon recommendation by the Associate Dean for
Admissions, with interest solicited from current committee members. Chair selection will be
based on several criteria including: years of service on the committee, familiarity with medical
school admissions processes, leadership skills, organizational skills, and commitment to
diversity and inclusion. The appointed Chair will serve a five-year term, unless deemed
otherwise by the Chair of the Faculty Council and/or upon recommendation by the Associate
Dean for Admissions. The MSAC Chair may serve a maximum of two consecutive terms, and is
eligible to rejoin the committee as a regular member or chair following a one-year hiatus.

Justification: New stipulations on the appointment, term-limit and desired qualifications of the
MSAC Chair.

The quorum required to conduct the Committee’s business shall be 1) the presence of 50% or
more of the voting members with 2) at least half of the voting members present being elected
or appointed faculty members.

The quorum required to conduct the committee’s business shall be the presence of 50% or
more of the voting members.

Justification: Given the composition of MSAC membership, the second 'old' condition was
inherent to the first and, therefore, redundant and potentially confusing.

The Admissions Committee of the School of Medicine has final authority for the University
Program, the College Program, and the MSTP Program admissions decisions. The Admissions
Committee works with two admissions subcommittees, one from the College Program and one from the MSTP Program, both of whom submit recommendations for acceptance of candidates with final approval made by the Admissions Committee of the School of Medicine. The sub-committees may appeal to the Admissions Committee for formal reconsideration of a negative acceptance decision by the Admissions Committee; the Admissions Committee vote on reconsideration represents the final decision and will prevail.

The Medical Student Admissions Committee of the School of Medicine has final authority for the University Program, the College Program, and the MSTP Program admissions decisions. The MSAC works with two admissions subcommittees, one from the College Program and one from the MSTP Program, both of whom submit recommendations for acceptance of candidates with final approval made by the MSAC. The subcommittees may appeal to the MSAC for formal reconsideration of a negative acceptance decision by the MSAC; the MSAC vote on reconsideration represents the final decision and will prevail.

Justification: Committee name change (already approved by FC on 2/28/2022).

Due to the sensitive nature of the admission process, faculty and students serving on the committee and subcommittees must maintain the highest levels of confidentiality and professionalism. Alleged breaches of these standards will be reviewed by the committee and by the Associate Dean for Admissions, and may be referred to other administrative offices as required by Faculty Handbook and University Policy, with appropriate action taken at their discretion.

Justification: Not needed (no change).

September 21, 2015, amended by the Faculty Council
April 1, 2013, amended by Faculty Council
May 15, 2007, amended by Faculty Council
April 25, 2003, amended by Faculty Council
October 19, 2001, approved by Faculty of Medicine
December 11, 2000, amended by Faculty Council
December 19, 1983, amended by Steering Committee of Faculty Council
October 11, 1982, original charge approved by Faculty Council
CASE WESTERN RESERVE UNIVERSITY MEDICAL STUDENT
ADMISSIONS COMMITTEE

Charge:

The Medical Student Admissions Committee (MSAC) participates in both annual decision-making regarding individual applicants and in the establishment of admissions policy and procedure. The committee will recommend standards of Medical School admission for undergraduate medical students and M.D./Ph.D. candidates, assist in the interview process, and approve candidates for; 1) the traditional CWRU MD program ("the University Program"), 2) the Cleveland Clinic Lerner College of Medicine of CWRU program ("the College Program"), and 3) the Medical Scientist Training program ("the MSTP program") for admission.

Membership:

The committee will have nine members elected from among the full-time faculty. Three of the elected members shall be from basic science departments and six of the elected members shall be from clinical departments. The dean may appoint up to four additional full-time faculty to serve as members of the committee. These elected and appointed faculty committee members will have voting privileges and each shall serve a five-year term. To be eligible for membership on the committee, individuals should have completed at least one-year of applicant interviews for the University Program, College Program, or MSTP Program (10 interviews minimum). Members may serve a maximum of two consecutive terms, but are eligible to rejoin following a one-year hiatus from the committee.

One Society Dean, appointed by the Chair of Faculty Council in consultation with the Associate Dean for Admissions, and the Medical Education Director of Diversity Initiatives and Community Outreach Programs or their designees, shall serve ex officio with voting privileges. The Associate Dean for Admissions, Senior Associate Director of Admissions and Financial Aid, and Assistant Dean for Admissions, will serve ex officio without voting privileges.

The committee will have two voting student members, one from the second-year class and one from the fourth-year class. Given the nature of medical student commitments, two students from each class will be eligible to vote, ensuring that student participation will be maximized. For the first half of the admissions cycle, one student from the second-year Student Committee on Admissions (SCA) group will vote at each meeting. Permanent student committee members will then be elected near the end of the first semester by the medical student body, normally from members of the SCA who wish to be considered. Certain situations may lead to non-SCA members being considered for election. These elected second-year student members will serve as eligible voting members of the committee for the duration of this admissions cycle, with one voting at each meeting. In the third year, these elected student members will not attend admissions committee meetings and will serve as application screeners, returning as voting members in their fourth year. Fourth-year medical students may also serve as application screeners, based on their availability.
The MSAC Chair will be appointed from amongst elected or appointed faculty committee members by the Chair of the Faculty Council upon recommendation by the Associate Dean for Admissions, with interest solicited from current committee members. Chair selection will be based on several criteria including: years of service on the committee, familiarity with medical school admissions processes, leadership skills, organizational skills, and commitment to diversity and inclusion. The appointed Chair will serve a five-year term, unless deemed otherwise by the Chair of the Faculty Council and/or upon recommendation by the Associate Dean for Admissions. The MSAC Chair may serve a maximum of two consecutive terms, and is eligible to rejoin the committee as a regular member or chair following a one-year hiatus.

The quorum required to conduct the committee’s business shall be the presence of 50% or more of the voting members.

The Medical Student Admissions Committee of the School of Medicine has final authority for the University Program, the College Program, and the MSTP Program admissions decisions. The MSAC works with two admissions subcommittees, one from the College Program and one from the MSTP Program, both of whom submit recommendations for acceptance of candidates with final approval made by the MSAC. The subcommittees may appeal to the MSAC for formal reconsideration of a negative acceptance decision by the MSAC; the MSAC vote on reconsideration represents the final decision and will prevail.

Due to the sensitive nature of the admission process, faculty and students serving on the committee and subcommittees must maintain the highest levels of confidentiality and professionalism. Alleged breaches of these standards will be reviewed by the committee and by the Associate Dean for Admissions, and may be referred to other administrative offices as required by Faculty Handbook and University Policy, with appropriate action taken at their discretion.

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December 11, 2000, amended by Faculty Council
December 19, 1983, amended by Steering Committee of Faculty Council
October 11, 1982, original charge approved by Faculty Council
Summary of Faculty Senate Meetings
March 21 +, 2022

Robert A. Bonomo, MD
President and Provost remarks
- Provost: Concerns about Ukraine; full support of CWRU community;
- Status of Covid control/Omicron/Boosters/Vaccine all “going well”; after Spring Break 99.7 % booster compliance/ no evidence of class transmission
- Child Care Facility moving forward
- 9% increase in Undergraduate enrollment; elevate academic excellence; will keep Student Faculty ratio at 11/1 – continued discussion
- Senior VP Research and Tech management
- Faculty Hiring North Star-highest caliber –diversity; Think Big/ Strategic Plan; too many departments with just 1 URM
- Positive developments with Ohio Link
- Case.edu/commencement
- CWRU wide survey -Gallup

Bylaws
- Email can be used for notifying faculty of non-renewal of term appointments
- Dean can consider the recommendation of the CAPT for secondary appointments
- Department of BME –amendment (SOM and Engineering)
Other Highpoints

• Loosing scholarships; academic nonperformance and tuition enhancements
• Ad hoc committee on Covid impact going forward;
• Approved status of the Department of Biomedical Engineering in 2 separate schools
• Concern about the diminishing number of non tenure track faculty
• Faculty Senate Committee on grad students all 15 initiatives approved
• Nutrition and Lifestyle Medicine –offer a minor
• Visual Design-minor
• Provost is trying to diversify the pool of lecturer’s
Case Western Reserve University
Office for Equity
Information for Responsible Employees About Reporting Discrimination and Harassment, Including Sexual Harassment and Sexual Violence

February 2022
Presentation Objectives

- Introduce the Office of Equity
- Learn about support available for students experiencing sexual harassment
- Discuss the CWRU Sexual Harassment Policy
- Identify conduct that constitutes sexual harassment and sexual violence
- Learn about being a Responsible Employee and what must be reported to Equity
- Identify other kinds of discrimination and harassment
Why are we talking about this? Sexual Harassment happens on university campuses.

- In a 2018 survey of 2162 medical students, 58.9% students reported being exposed to sexually harassing behavior, 31.8% reported unwanted physical sexual contact and 8.5% faced forced sexual contact such as oral, anal or vaginal penetration, intercourse and rape. Most victims (85%) identified as female. Perpetrators were mostly patients, followed by medical superiors and educators, and colleagues.

- Sexual harassment is not harmless 'flirting' or 'joking around. Victims of sexual harassment are less likely to succeed at school. Students avoid classes. Employees disengage from work. Student victims report lower rates of overall health, lower GPAs and higher rates of mental health diagnoses and alcohol use. Employees use more sick days and are less productive.

Most people do not report their experience. This is one reason why your role as a Responsible Employee is so important!
Title IX of Education Amendments of 1972

- No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.

- The Department of Education Office of Civil Rights (OCR) enforces Title IX and establishes regulations outlining the Universities responsibilities under Title IX.
Title IX’s impact on campus:

- Schools must provide students equal access to education regardless of gender, sexual orientation or gender identity.
- Schools must prevent and eliminate sexual harassment when it affects a student.
- Schools must use a process that is fair and respectful to all parties involved in a matter in which sexual misconduct is alleged.
- CWRU complies with Title IX through the Office for Equity.
Under Title IX, sexual violence is a severe form of sexual harassment

- **Sexual harassment** is UNWELCOME conduct that occurs between same sex or opposite sex persons, regardless of gender expression or identity. It can be verbal or physical, ex. unwelcome gifts, touching, innuendo, attention etc.

- **Sexual violence** is **conduct of a sexual nature** that occurs without affirmative consent or when one is incapable of giving affirmative consent.

- **Sexual assault** is sexual contact or intercourse without affirmative consent.

- **Sexual exploitation** is: causing someone to become incapable of giving (or withholding) consent; observing sexual activity without consent; sharing videos or pictures of sexual activity (such as on social media) without consent.

- **Relationship violence** is violence or the threat of violence that is sexual, financial, emotional or psychological that may not include physical violence.

- **Stalking** is conduct directed at a person reasonably causes fear and substantial emotional distress.
Reporting to the Office for Equity

- The university strongly encourages persons who experience sexual harassment to tell the Office of Equity about what happened. This is part of how CWRU complies with Title IX.

- **This doesn’t always happen.** To ensure that people who need help receive it, most CWRU employees (Faculty, Staff) are Responsible Employees who share the information with the Office of Equity, so that the victim receives support, assistance and is informed of all options.

- The Office of Equity is reachable by email, drop in visit, appointment, phone, online form and text.
Required Reporting: Responsible Employees

• All university faculty, staff, officials and student employees have the responsibility to report instances of potential sexual harassment in which that employee learns the name of a person who might benefit from outreach by the Office for Equity.

• Report if you see or hear it or overhear it.
• Report if you learn about it first hand, second hand or third hand, including if it is a rumor, so long as you know the name of a person who might have experienced the sexual harassment.
• Report if you learn about it from a “confidential” conversation, complaint, concern or grievance process.
Required Information Sharing - What NOT to do instead of reporting

When you learn information that someone has experienced sexual harassment, here are some things NOT to do before sharing information with the Office for Equity:

- Do NOT investigate the information to assess if sexual harassment or sexual violence occurred.
- Do NOT assess the credibility of the information.
- Do NOT share the information with others who do not have a university-related reason for knowing that information.
- Do NOT tell the student that you will delay sharing the information until something else happens (e.g. the student has a chance to go to Equity first or talk to the person who engaged in the sexual harassment).
Required Reporting: What happens when information is shared with Equity

- The Office of Equity will outreach to the person student or employee who is the subject of the information provided, offer resources to that person, share information about University processes available to assist and support the person and identify interim measures to support the student or employee in the aftermath of the situation.

- The student or employee does not need to respond to or engage with the Office of Equity. And you can say this.

- What doesn’t happen: Equity will not call anyone’s parents or compel a person to go to the police or take any action the person doesn’t want or isn’t ready to take.
Interim Measures and Accommodations

Interim measures and accommodations are reasonable measures that CWRU, through the Office for Equity can put in place to provide immediate support and protection for persons who have experienced or been accused of sexual harassment or sexual violence. Some measures include, but not limited to:

- No Contact Directives
- Persona Non Grata (Limiting an individual or organizations access to university facilities or activities pending resolution)
- Alternative Work Arrangements
- Academic Accommodations (rescheduling exams, assignments, change in class schedule, or voluntary leave of absence)
- Academic Support Services (Tutoring, etc)
- Transportation arrangements; and/or
- Living arrangement modifications.
All persons involved in a sexual harassment investigation process have the same rights:

- **Participation**: To participate or not participate in the investigation process. A decision not to participate, however, doesn’t stop the process.
- **Information**: To have questions answered promptly and fully. To be given access to pertinent information that may impact you.
- **Respect**: To be treated with respect and courtesy at all times.
- **Privacy**: The university keeps complaints private to the extent possible and consistent with legal requirements.
- **Advisor**: To the assistance and support of an advisor at meetings, investigation and during resolution proceedings and any hearing.
- **Notification**: Both parties will be simultaneously informed in writing of the outcome of the process.
- **No retaliation**: Both sides have the right not to experience retaliation. CWRU takes allegations of retaliation very seriously. If we don’t, people won’t use our process.
Sexual Harassment Policy describes the investigation and outcome process.

- Information is shared with the Office for Equity
- Initial Assessment and Outreach
- Investigation
- Outcome
Impact on other processes

Sometimes conduct that must be reported to the Office for Equity for investigation under the *Sexual Harassment Policy* may impact other CWRU processes, such as employee evaluation, conduct unbecoming of a person in a particular position, or professionalism policies.

The SOM is not required to ignore other misconduct or lack of professionalism that violates SOM rules or expectations that are separate from conduct covered by the *Sexual Harassment Policy*, but there may be reason to delay or coordinate processes.

Equity investigations and processes may support or be relevant to conclusions or outcomes of other processes.
Anonymous Reports

In the event that CWRU receives an anonymous report of sexual harassment, the Office for Equity will investigate.

Investigations of anonymous complaints are often very difficult to effectively investigate.
The Office for Equity implements CWRU’s Non-Discrimination and Anti-Harassment Policies
Other kinds of discrimination and harassment

- **Investigation and complaint resolution**: Equity is responsible for the prompt investigation and fair resolution of all complaints of unlawful discrimination and harassment. Equity provides assistance with problem solving and training for individuals and groups on these topics.

- **Nondiscrimination and harassment compliance**: Oversees compliance with federal and state laws including Title VI, Title VII, Title IX and ADA that prohibit discrimination and harassment based on race, sex, pregnancy, religion, color, age, national origin, veteran and/or military status, genetic information, disability, sexual orientation, gender identity or expression, marital status or parental status.

- **Process**: Investigation and Report. No hearings. No required process. Equity strives for a fair and appropriate process for the situation. Equity makes a recommendation to an appropriate office or person to take action to eliminate the discrimination or harassment.