

Faculty Council Meeting Meeting Minutes Monday, November 21, 2022 4:00-5:30PM

Timing	Agenda Item	Presenter	Summary of discussion	Action items/Motions/ Votes
4:02-4:06PM	Welcome and Chair Announcements	Darin Croft	The Chair called the meeting to order at 4:02PM. Dr. Croft noted that meetings of most of the standing committees of the faculty are open to all SOM faculty unless they are discussing a confidential matter. A listing noting meeting days/time and a contact name for the Zoom link, agenda, etc., has been uploaded to BOX and is also available on the Faculty Governance webpage https://case.edu/medicine/faculty-staff/faculty-affairs/faculty-governance . The SOM has an events calendar, which can be viewed at https://case.edu/medicine/events/ .	
			A non-Faculty Council member from a basic science department is needed to serve on the Nomination and Elections Committee. Dr. Croft asked that members solicit nominations from their departments. Suggestions for nominations can be sent to Nicole Deming and Scott Howard.	
			The Bylaws 5-year review is ongoing. There is a Qualtrix survey link for improving, clarifying, or deleting text from the bylaws. Suggestions will go to the Bylaws Committee for their consideration.	
4:06-4:07PM	Approval of October Faculty Council Minutes	Darin Croft	When polled, there were no corrections or additions to the October Faculty Council minutes.	The minutes are accepted as presented by unanimous consent
4:07-4:11PM	Faculty Council Steering Committee Report of Activities	Matthias Buck	Dr. Buck presented a summary report of activities for the November 7 Faculty Council Steering Committee meeting.	

4:11-4:13PM	Change to the Charge of the Committee on Budget, Finance, and Compensation	Darin Croft	It was suggested that the phrase "This committee will become a standing committee of the faculty upon amendment of the Bylaws of the Faculty of Medicine expected to be approved in the fall of 2013." be deleted from the charge of the Committee on Budget, Finance and Compensation. Dr. Croft stated that it should have been previously deleted	A motion was made and seconded to end the discussion. The discussion was ended by unanimous consent. The phrase was deleted from the charge by unanimous consent.
4:13-4:24	Faculty Senate Report		Because not all agenda items can be addressed within the time constraints of the Faculty Senate Meeting, a consent agenda for the Faculty Senate Executive Committee would address many minor noncontroversial items that would come to the committee for a vote, then bring to the full Senate. Consequently, Senate meetings could be much shorter allowing them to focus on conversations on strategy rather than minor item by minor item. This will be tried at the next Executive Committee Meeting. Items on the consent agenda can always be extracted for discussion. Those nominated for an honorary degree, and who present at the graduation ceremony, have been approved by the Executive Committee. The Bylaws Committee is reworking the custody of research data. Any questions should be addressed to Peter Harte. A new Faculty Senate Committee on Campus Planning, Facilities and Space Governance is being created; the charge has not yet been formulated.	
4:24-4:52PM	Committee on Medical Students	Sarah Augustine	Medical Students. She reviewed the charge, the operational metrics, and listed the committee members. The committee motions and actions were broken down into topics, and challenges and opportunities of the committee were noted. It was suggested that a Committee on Graduate Students within the SOM could be beneficial.	
4:52-4:53PM	New Business		When polled, there were no new business topics.	
4:53PM	Adjourn		There being no further agenda items to be addressed, the chair adjourned the meeting at 4:53PM.	

Present

Robert Abouassaly Matthew Grabowski David Mihal Alicia Aguilar Alia Hdeib Attila Nemeth Blaine (Todd) Bafus Jessie Jean-Claude Elie Anthony Saade Elvera L. Baron Andrew Jones Linda Dalal Shiber Matthias Buck **Hung-Ying Kao** Bryan Singelyn Aleece Caron Erin Lamb Phoebe Stewart **Bryan Carroll** James (Jim) Strainic Alan Levine Darin Croft **David Ludlow** Nami Tajima Piet de Boer Dan Ma Patricia Taylor David DiLorenzo Mariel Manlapaz Sarah Tehranisa Jessica Fesler Danny Manor Daniel Tisch Stephen Fink Daniela Mehech Wei Xiong

William Merrick

Sam Mesiano

Absent

Bahar Bassiri Gharb

Rachael Gowen

Dean Nakamoto Moises Auron **Amy Hise** Cyrus Rabbani Corinne Bazella Peter K. Kaiser Maura Berkelhamer Eric W. Kaler Arne Rietsch **Neil Bruce** Sadashiva Karnik Anastasia Rowland-Seymour **Gaby Khoury** Dan Cai Tamer Said Mohamad Chaaban Vijaya Kosaraju Jacek Skowronski **Courtney Smalley** Patrick Collier Sangeeta Krishna Mallika Lavakumar Usha Stiefel **Andrew Crofton** Margot Damaser Kelly Lebak Ben Strowbridge Joseph Tagliaferro Meelie DebRoy Shawn Li Johannes von Lintig Katherine DiSano Lia Logio Tani Malhotra Ari Wachsman Jonathan Emery Corinna Falck-Ytter Raman Marwaha Mark Walker Robert Geertman Robert Wetzel Christopher McFarland Leon R. White Stan Gerson Nathan Mesko Ramy Ghayda Gillian Michaelson James Wilson

Sherry Yu

Raed Zuhour

Samina Yunus

Others Present

Peter Harte

Sarah Augustine Susan Freimark Cynthia Kim
Nicole Deming Joyce Helton Cynthia Kubu

Rocio Moran

Today's agenda

- 1. Chair's Announcements (Darin Croft)
- 2. Approval of October Faculty Council minutes (Darin Croft)
- 3. Steering Committee report (Matthias Buck)
- 4. Change to charge of Committee on Budget, Finance, and Compensation (Darin Croft)
- 5. Faculty Senate report (Alan Levine)
- 6. Committee on Medical Students update (Sarah Augustine)
- 7. New Business











Want to attend a committee meeting?

- Meetings of most standing committees of the Faculty are open to all SOM faculty
- Check BOX for a list of meeting days/times and whom to contact for the Zoom link, agenda, etc.
- This list is also available on the Faculty Governance webpage (and will be updated regularly):

https://case.edu/medicine/faculty-staff/faculty-affairs/faculty-governance











Committee member needed

- We need a <u>non-Faculty Council member</u> from <u>a basic</u> science department to serve on the **Nomination and** Elections Committee
- * Please solicit nominations from your department *
- Nominations should be sent to:
 - Scott Howard (<u>n.scott.howard@uhhospitals.org</u>) or Nicole Deming (<u>nmd11@case.edu</u>)









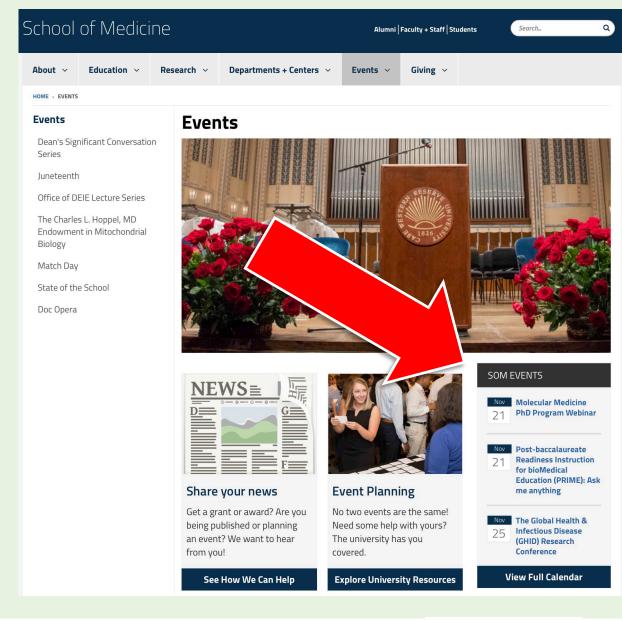


SOM calendar

 Did you know the SOM has an events calendar? It can be viewed via:

https://case.edu/medicine/events/

- Check it out to see what's going on in the School of Medicine
- To request that an event be added, use the "See How We Can Help" link on the same page













Have something to say?

- Raise your hand
 - Reactions menu in Zoom
- Wait to be acknowledged
- Be clear and to the point
- Lower your hand when done
- PLEASE: do not ask questions or have conversations in the Chat
 - use it only for attendance, posting links, etc.

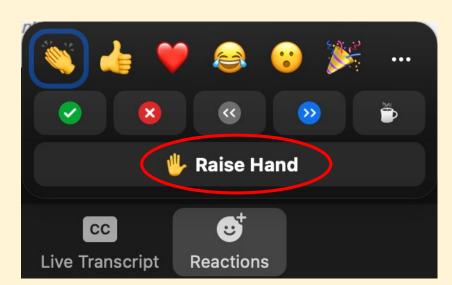












Annual Reports

Standing committee
 annual reports are now
 available on the Faculty
 Governance web page
 (though we are still in the
 process of getting reports
 from all committees)

Standing Committees

The standing committees of the Faculty of Medicine and Faculty Council are listed below. Each reports at least once per year to the Faculty Council. While some meetings are closed, others are open to School of Medicine Faculty. You can **view the meeting dates and times here**.

Admissions

- Admissions Committee 🕒
- Admissions Committee Members 2022-2023
- Annual Report (September 19, 2022)

Appointments, Promotions, and Tenure

- Committee on Appointments, Promotions, and Tenure 🔀
- Appointments, Promotions, and Tenure Committee Members 2022-2023
- Annual Report 🚨 (September 19, 2022)

Biomedical Research

- Committee on Biomedical Research 🔼
- Biomedical Research Committee Members 2022-2023
- Annual Report 🖟 (November 21, 2022)











5-year review of SOM Bylaws

- The Bylaws Committee will be starting their 5-year review of the Bylaws of the Faculty of Medicine this year
- Keep your eye out for <u>a Qualtrics survey in December</u> soliciting suggestions for amendments
 - NOTE: all suggestions will be considered but may not be included in final recommendations
- Download the current bylaws from the Faculty Governance webpage: https://case.edu/medicine/faculty-staff/faculty-governance











Agenda items for December FC meeting

- Must be submitted by <u>Nov. 23rd</u> (day after tomorrow)
 - Send to Darin Croft (dac34@case.edu) and Nicole Deming (nmd11@case.edu)
- Will be considered by the Steering Committee on Monday, December 5th (3:30-5:00 pm)
 - Set this day/time aside for possible presentation (Zoom)
- Feel free to plan ahead and send requests for January!













Faculty Council Meeting Draft Meeting MinutesMonday, October 17, 2022 4:00-5:30PM

Timing	Agenda Item	Presenter	Summary of discussion	Action items/Motions/ Votes
4:01-4:08PM	Welcome and Chair Announcements	Darin Croft	The Chair called the meeting to order at 4:01PM. Dr. Croft reminded the members that the State of the School address is scheduled for Wednesday, October 19, at noon in person at Wolstein Auditorium or via Livestream. Nominations for the Faculty Awards (Mentoring, Diversity and Inclusion, and the Star Award) are being accepted through November 15. Members were asked to share this information with their departments. A volunteer is still needed for the Faulty Senate Committee on Shared Governance. If no nominations are brought forth, Danny Manor has offered that he would be willing to serve.	A motion was proposed by a FC representative and seconded by a FC representative that Danny Manor would represent Faculty Council on the Faculty Senate Committee on Shared Governance. There were no objections. The motion passes by unanimous consent.
4:08-4:09PM	Approval of September Faculty Council Minutes	Darin Croft	When polled, there were no corrections or additions to the September Faculty Council minutes.	The minutes are accepted as posted.
4:09-4:11PM	Faculty Council Steering Committee Report of Activities	Matthias Buck	Dr. Buck presented a summary report of activities for the October 3 Faculty Council Steering Committee meeting.	
4:11-4:31PM	Med Ed Scholars Pathway and Interprofessional Scholars Collaboration in Teaching and Learning (iSCTL)	Amy Wilson- Delfosse	Dr. Wilson-Delfosse gave an overview of this new program for faculty members at CWRU School of Medicine who wish to develop skills as medical educators and scholars as one of their career goals; have innovative curriculum projects they would like to develop and implement in partnership with an M1 or PA1; and are looking for help building their scholarship for promotion. Applications are due by November 30, 2022, for those who wish to participate.	

4:31-4:52PM	Bylaws Committee Proposed Amendment to Article 3.5 – Officers of the Faculty Council	Piet de Boer	Dr. de Boer explained that the reason for changing this section of the bylaws stemmed from a request from Faculty Council to draft an amendment to the SOM bylaws detailing the procedures for dealing with a premature vacancy (chair, chair-elect and immediate past chair).	A motion was made by a FC member and seconded by a FC member to end the discussion and proceed to a vote. There were no objections and the motion passes by unanimous consent. A motion was proposed by a FC representative and seconded by a FC representative to approve the edits made to 3.5 Officers of the Faculty Council. Vote: 41 were in favor, 0 was against, and 1 abstained. The motion is approved.
4:52-5:21PM	Faculty Development Update and Discussion	Susan Freimark	Susan Freimark, Director of Faculty Development, shared some initiatives and provided an overview of the programs available to faculty. These programs increase the value of the faculty member and make them more successful in research, service or teaching positions. Susan will pursue the possibility that tuition waivers that faculty reserve for university courses could be used toward tuition of these programs. The Faculty Council strongly supports the faculty of Medicine using an endowment for these programs that would enable faculty to take them for a nominal charge. The discussion was ended by unanimous consent.	A motion was made by a FC member and seconded by a FC member that Faculty Council advocate to the Office of the Dean/Faculty of Medicine to establish an endowment fund to offset costs for SOM faculty interested in taking faculty development courses. Vote: 36 were in favor, 0 was against, and 3 abstained. The motion is approved
5:21-5:25PM	Faculty Senate Report	Alan Levine	Dr. Levine was unavailable to present. In his absence, Dr. Croft gave a summary of his report to the group. It was mentioned in the Faculty Senate Report that the pre-Covid plans for a childcare center on campus have been put on hold; the cost has gone up from \$2-3 Million to \$12 Million. A poll to determine childcare needs will be going out shortly. All are encouraged to respond as the data from the poll will be used to determine how best to spend available funds.	

5:25-5:30PM	New Business	When polled, there were no new business topics.
5:30PM	Adjourn	There being no further agenda items to be addressed, the chair adjourned the meeting at 5:30PM.

Present

Robert Abouassaly Matthew Grabowski Arne Rietsch

Alicia Aguilar Peter Harte Anastasia Rowland-Seymour

Moises Auron Alia Hdeib Tamer Said

Blaine (Todd) Bafus Amy Hise Linda Dalal Shiber
Neil Bruce Jessie Jean-Claude Bryan Singelyn
Matthias Buck Andrew Jones Courtney Smalley
Dan Cai Hung -Ying Kao Phoebe Stewart
Aleece Caron Gaby Khoury Usha Stiefel

Bryan Carroll Vijaya Kosaraju Nami Tajima
Mohamad Chaaban Erin Lamb Sarah Tehranisa
Patrick Collier Lia Logio Daniel Tisch

Darin Croft Tani Malhotra Johannes von Lintig

Andrew Crofton Danny Manor Mark Walker **Margot Damaser** Christopher McFarland Robert Wetzel Piet de Boer William Merrick Leon R. White David Mihal Katherine DiSano Wei Xiong Sherry Yu Jessica Fesler Rocio Moran Stephen Fink Dean Nakamoto Raed Zuhour

Stan Gerson Attila Nemeth Rachael Gowen Cyrus Rabbani

Absent

Elvera L. Baron Sadashiva Karnik Sam Mesiano Corinne Bazella Sangeeta Krishna Nathan Mesko Maura Berkelhamer Mallika Lavakumar Elie Anthony Saade Meelie DebRoy Kelly Lebak Jacek Skowronski James (Jim) Strainic David DiLorenzo Alan Levine Jonathan Emery Shawn Li Ben Strowbridge

Absent (Continued)

Corinna Falck-YtterDavid LudlowJoseph TagliaferroRobert GeertmanDan MaPatricia TaylorRamy GhaydaMariel ManlapazAri WachsmanPeter K. KaiserRaman MarwahaJames WilsonEric W. KalerGillian MichaelsonSamina Yunus

Others Present

Joyce Helton

Nicole Deming Cynthia Kim Tina Lining
Susan Freimark Cynthia Kubu Amy Wilson-Delfosse

Committee on Medical Students Annual Report to Faculty Council

Sarah Augustine, MD

Chair, COMS

November 2022

Charge

- Review total performance of all students within the School of Medicine
 - Concerns with academic progress
 - Professionalism concerns
 - Any Early Concerns vetted thru Professionalism Workgroup (PWG)
- Approve student promotions to next academic year
- Recommend candidates for the award of degree of Doctor of Medicine
- Review and approve recommendations for promotion, dismissal, full year remediation for CCLCM students at the request of the Medical Student Performance Review Committee (MSPRC)

Operational Metrics

- Meeting every third Thursday of the month
- Quorum required for voting (simple majority of voting members)
- Action items reviewed the following Friday
- Formal action item letters sent the following Monday
- COMS reconsideration process with student advocate
- Deans appeal on procedural grounds only
- Regular interface with legal, PWG, mental health resources

Members

ELECTED

- Sarah Augustine, MD Chair
- David Cavallo, PhD
- Sanjay Gupta, PhD
- Tawna Mangosh, PhD
- Kathryn Miller, MD
- Sayta Sahoo, PhD
- Nathan Stehouwer, MD
- Jason Thuener, MD
- Nicholas Ziats, PhD

DEAN APPOINTED

- Keith Armitage, MD
- David Friel, PhD
- Beata Jaztrzebska, PhD
- Oliver Schirokauer, MD, PhD

EX OFFICIO

- Jill Azok, MD
- Corinne Bazella, MD
- Colleen Croninger, PhD
- Marjorie Greenfield, MD
- Jason Lambrese, MD
- Lia Logio, MD
- Todd Otteson, MD, MPH
- Steven Ricanati, MD
- Angelique Redus-McCoy, MD
- Amy Wilson-Delfosse, PhD
- John Tetzlaff, MD
- Siu Yan Scott, Registrar
- Kelsey Jorgensen, Assistant Registrar

Committee Motions

Academic concerns	8
Academic concerns and Step exam issues	7
Academic concerns and extension request	1
Professionalism concerns	6
Professionalism concerns and Step exam	
issues	1
Step exam issues and or Step exam delays	11
Step exam issues and extension request	1

Demographic data

	COMS	SOM
Women	14/35 (40%)	54.2%
Men	21/35 (60%)	45.6%

	COMS	SOM
Asian	8/35 (23%)	24.4%
Black/Brown	4/25 (11%)	5.9%
Latinx	3/35 (9%)	5.6%
Caucasian	10/35 (29%)	40.8%
Mixed race	4/35 (11%)	2.8%
Unknown	6/35 (17%)	20.5%

Committee Actions

Consideration for dismissal	9
Dismissals	0
Voluntary withdrawals	3
Full academic year remediation	1
Extension requests granted	6
LOA granted	1
Referral for Fitness for Duty evaluation	1
Referral to Professionalism Working Group	6

Challenges

- Virtual format
- Lack of consistency in presentation format
- Difficulty in tracking students who delay USMLE exams
- Consistency in committee recommendations

Opportunities

- Improved efficiency
- New presentation template designed and under review
- Revised process on re-presenting all students at follow up meetings
- Creation of rubric for improved data collection
- Consideration of regular DEI representation

Committee on Budget, Finance and Compensation charge change

Piet A J De Boer <pad5@case.edu>

Wed, Oct 19, 2022 at 10:57 PM

To: Zhenghe Wang <zxw22@case.edu>

Cc: Darin Croft <dac34@case.edu>, Peter Harte <pjh3@case.edu>, Stephen Fink <sxf14@case.edu>, Mamta Singh <mks11@case.edu>, Meghan Newcomer <mmf109@case.edu>, Nicole Deming <nmd11@case.edu>, Elvera Baron <elvera.baron@va.gov>

Dear Dr. Wang,

The Bylaws committee considered your proposal to delete the introductory (and now outdated) sentence:

"[This committee will become a standing committee of the faculty upon amendment of the Bylaws of the Faculty of Medicine expected to be approved in the fall of 2013.]"

from the charge document of the Committee on Budget, Finance and Compensation, and we unanimously (6/6) approved this proposed change.

We also recommend that you now seek approval from the Faculty Council for this change at the next FC meeting.

For the bylaws committee,

10900 Euclid Avenue Cleveland, OH 44106-4960

pad5@case.edu

Zhenghe Wang <zxw22@case.edu> Piel A J De Boer <pad5@case.edu> Thu, Oct 20, 2022 at 7:02 AM To:

Cc: Darin Croft <dac34@case.edu>, Elvera Baron <elvera.baron@va.gov>, Mamta Singh <mks11@case.edu>, Meghan Newcomer <mmf109@case.edu>, Nicole Deming <nmd11@case.edu>, Peter Harte <pjh3@case.edu>, Stephen Fink <sxf14@case.edu>

Thank you, Piel!

Approved by Faculty Council 4/23/12

Case Western Reserve University

School of Medicine

Committee on Budget, Finance and Compensation

[This committee will become a standing committee of the faculty upon amendment of the Bylaws of the Faculty of Medicine expected to be approved in the fall of 2013.]

- I. With regards to Budget and Finance, the purpose of this Committee is to serve as the faculty's principal forum for the consideration of matters relating to the SOM's budgeting and financing. The Committee will:
 - a. Review proposed budgets for consistency with SOM strategic plan priorities.
 - b. Analyze and report on SOM sponsored research activity.
 - c. Provide the Faculty Council (FC) with financial overviews of the SOM based on data obtained from the Vice-Dean for Finance for the SOM.
 - d. Provide annual recommendations to the FC on the allocation of SOM resources.
 - e. Be assigned additional duties from time to time by the FC related to Budget and Finance.
- II. With regards to Compensation, the purpose of this Committee is to consult with and advise the SOM administration on the formation and review of SOM policies and procedures concerning faculty compensation. The responsibilities of the committee shall include:
 - a. Consultation with SOM administration regarding compensation and the annual allocation of funds available for faculty compensation.
 - b. An annual review of the guidelines and policies for faculty compensation for each Department considering issues of comparability in policies across Departments, and review of the implementation of those guidelines and policies at each Department.
 - c. Competitive analyses of faculty compensation in peer universities nationwide.
 - d. The effect of compensation on the ability of the SOM to attract and retain top faculty.
 - e. Other matters of policy and equity brought to its attention by the faculty or administration.
- III. The structure of the Faculty Committee on Budget, Finance and Compensation is
 - a. Seven members elected by the Faculty of Medicine; the elected committee members shall have the right to vote on committee business;
 - i. 2 elected members from basic science departments
 - ii. 2 elected members from clinical science departments
 - iii. 3 elected at large members
 - iv. Ex -officio non-voting members
 - 1. Vice Dean for Finance for the SOM
 - 2. Basic Science Chair appointed by the Chair of the Council of Basic Science
 - 3. Clinical Chair appointed by the Chair of Council of Clinical Chairs
 - v. The Committee may at its discretion have a faculty member of Case Western Reserve University who is an expert in budget and finance serve as a non-voting member.
 - b. Elected members serve three-year terms.
 - c. All elected faculty members of this Committee may serve for a maximum of six consecutive years and thereafter shall be eligible for re-election to the Committee only after the lapse of at least one year.
 - d. The Committee will meet no fewer than four times a year.

2022-2023 Faculty of Medicine and Faculty Council Standing Committees Meeting Dates CWRU School of Medicine

Committee	Meeting Dates	Contact Information
Admissions	Confidential, not open to faculty	If you have questions, please contact Lina Mehta, Associate Dean for Admissions, at lina.mehta@case.edu
Appointments, Promotions, and Tenure	Confidential, not open to faculty	If you have questions, please contact Cynthia Kim, Assistant Director of Faculty Affairs, at cynthia.kim@case.edu
Biomedical Research	To be determined	To be determined
Budget, Finance and Compensation	Generally meets on the 2 nd Wednesday of the month at 2:30 PM	To attend, please contact John Wang, Chair, at zhenghe.wang@case.edu
Bylaws	Generally meets on the 2 nd Thursday of the month at 4PM, via Zoom September 8, October 13, November 10, December 8, January 12, February 9, March 9, April 13, May 11, (possibly) June 8	To attend, please contact Piet de Boer, Chair, at pad5@case.edu
Lecture	To be determined	If you have questions, please contact David Buchner, Chair, at dab22@case.edu
Medical Education	Generally meets on the 4 th Thursday of the month, 4-5:30 PM	To attend, please contact Beth Day at ead110@case.edu
Medical Students	Confidential, not open to faculty	If you have questions, please contact Sarah Augustine, Chair, at sarah.augustine@va.gov
Nominations and Elections	Open to Faculty of Medicine: November 8 (11AM-12PM), December 6 (12-1PM), January 9 (3-4PM) Possibly Confidential Meetings: February 13 (3-4PM), March 13 (3-4PM), April 10 (3-4PM), May 8 (3-4PM), June 12 (3-4PM)	To attend, please contact Joyce Helton, Department Assistant for Faculty Affairs, at Joyce.Helton@case.edu
Program Review	To be determined	If you have questions, please contact Nicholas Ziats, Chair, at npz@case.edu
Women and Minority Faculty	Meets at 5 PM via Zoom on the following dates: October 12, November 9, December 14, January 11, February 8, March 8, April 12, May 10, June 14	To attend, please contact Amy Hise, Chair, at amy.hise@case.edu