

**Faculty Council Meeting
Draft Meeting Minutes**

Monday, January 27, 2020
4:00-5:30PM – BRB 105

4:00-4:10PM	Welcome and Chair Announcements	Jennifer McBride
4:10-4:12PM	Approval of Faculty Council Meeting Minutes from the October 21, 2019 Meeting (with proposed edits)	Jennifer McBride
4:12- 4:15PM	Approval of Faculty Council Meeting Minutes from the December 16, 2019 Meeting	Jennifer McBride
4:15-4:25PM	Faculty Council Steering Committee Activities Report	Jennifer McBride
4:25-4:30PM	Senate Report from Executive Committee (continuation from last FC meeting)	Ahmad Khalil
4:25-4:45PM	SOM Faculty Council Ad hoc Committee on Awards and Honors (continuation from last FC meeting)	
4:45-5:05PM	Faculty Senate Ad hoc Committee on HEC (continuation from last FC meeting)	Maureen McEnery
5:05-5:20PM	Vote on Nutrition Degree program Offered Online	Hope Barkoukis
5:20-5:30PM	New Business	
5:30PM	Adjourn	

Members Present

Corinne Bazella
Robert Bonomo
Matthias Buck
Shu Chen
Jae-Sung Cho
Travis Cleland
Darin Croft
Brian D'Anza
Piet de Boer
Philipp Dines
William Dupps
Todd Emch
Judith French

Thomas Gerken
Monica Gerrek
Amy Hise
Alex Huang
Robert Hughes
Beata Jasztrzebska
David Katz
Allyson Kozak
Varun Kshetry
Vinod Labhasetwar
Maria Cecilia Lansang
Charles Malemud

Jennifer McBride
Maureen McEnery
Vincent Monnier
Satya Sahoo
Ashleigh Schaffer
Hemalatha Senthilkumar
Heather Vallier
Susan Wang
Nicole Ward
Jo Ann Wise
Jamie Wood
Richard Zigmond

Members Absent

Alicia Aguilar	Ankur Kalra	Anand Ramamurthi
Tracey Bonfield	Ahmad Khalil	Steve Ricanati
Cathleen Carlin	Laura Kreiner	Ben Roitberg
Sudha Chakrapani	Suet Kam Lam	Barbara Snyder
Gary Clark	Peter MacFarlane	Daniel Sweeney
Pamela Davis	Ameya Nayate	Patricia Taylor
Jennifer Dorth	Vicki Noble	Krystal Tomei
Anna Maria Hibbs	George Ochenjele	Carlos Trombetta
Jeffrey Hopcian	Clifford Packer	Allison Vidimos
Darrell Hulisz	Nimitt Patel	Satish Viswanath

Others Present

Mark Chance	Joyce Helton	Raed Bou Matar
Nicole Deming	Matthew Lester	Anna Miller

Welcome and Chair Announcements

Jennifer McBride, Chair-Elect of Faculty Council, convened the meeting at 4:00PM. Dr. McBride reminded the members that Faculty Council follows Robert's Rules of Order in their proceedings.

All of the bylaws amendments recently voted upon by the full faculty have been passed and forwarded to Dean Davis. A spreadsheet with the detailed voting results with shared with the members.

Approval of Faculty Council Meeting Minutes from the October 21, 2019 Meeting (with proposed edits)

A motion was made and seconded to approve the meeting minutes from the October 21, 2019 Faculty Council meeting as amended with the proposed edits. There being no further discussion, a vote was taken. 30 were in favor, 0 opposed, and 2 abstained. The motion passes.

Approval of Faculty Council Meeting Minutes from the December 16, 2019 Meeting

A motion was made and seconded to approve the meeting minutes from the December 16, 2019 Faculty Council meeting as amended with the proposed edits. There being no further discussion, a vote was taken. 27 were in favor, 0 were opposed, and 3 abstained. The motion passes.

A member asked about the election process, including the role of the Nomination and Elections. Discussion was deferred until the end of the meeting under new business.

Faculty Council Steering Committee Activities Report (Jennifer McBride)

The Faculty Council Steering Committee met on January 6. At that meeting, they approved the meeting minutes from their October 7 meeting. In order to provide the committee time for review, approval of the December meeting minutes was postponed until the February meeting.

It was noted that ninety-five percent of the equity review process carried out by the FCSC for appointments, promotion and tenure for 2019-2020, has been completed.

Dr. Matthias Buck presented an update on the Committee on Finance, Budget and Compensation. The FCSC suggested that it might be beneficial for the Committee on Finance, Budget and Compensation to hold a second town hall meeting. The previous one, scheduled for November 25 (the day before Thanksgiving), was poorly attended and conflicted with the senate meeting. Dr. Buck will identify a more expedient date and time for a second town hall.

The committee will address the particulars regarding the ad hoc committee on Code of Conduct at the February 3 meeting at which time Dr. Cynthia Kubu will present documentation regarding structure and the charge in process for discussion. The Committee review the SOM CAPT recommendations for equity. The Committee provided advice to the Dean on chair appointments.

Senate Report from Executive Committee (continuation from last FC meeting) (Ahmad Khalil) –
Dr Khalil was not in attendance. The report will be on the next Faculty Council agenda.

SOM Faculty Council Ad hoc Committee on Awards and Honors (continuation from last FC meeting)

The charge for this committee has already been approved by Faculty Council. Discussion was opened for the methods to be employed in recruiting people to serve on the committee. The Nomination and Elections Committee is responsible for reading the statements of those interested in serving and putting those qualified candidates through to Faculty Council for approval. While the ad hoc Committee on Awards was initially created as an ad hoc committee of Faculty Council, there is a potential for it to become an ongoing committee. Six members are being sought for the committee.

A motion was made and seconded that the Nomination and Elections Committee will review nominees and create a ballot for the Faculty Council to vote and elect the committee members for the ad hoc Committee on Awards and Honors. There being no further discussion, a vote was taken. 27 were in favor, 0 were opposed, and 3 abstained. The motion passes.

Faculty Senate Ad hoc Committee on HEC (continuation from last FC meeting)

It was noted that this was an outstanding agenda item from the December 16 Faculty Council Meeting.

Some faculty and staff from the School of Medicine, the School of Nursing and the Dental School moved to the HEC campus. In April, an ad hoc committee on HEC transition was formed by the Faculty Senate. The committee is comprised of three senators from each School (SOM, SODM, SON), one senator from MSASS, and a representative from the Faculty Senate Committee on Personnel and Committee on Budget and Finance.

The committee is charged to gather information from faculty, share this information with faculty and the Faculty Senate, and make recommendations on behalf of faculty.

This committee will sunset in May of 2020. Dr. McEnery stated that the HEC is a vibrant building with a tremendous amount of activity.

The committee met with Ellen Lubers (IPE) and K. Cole Kelly (IPE Transition) to confirm that there was no overlap or duplication of effort between the HEC ad hoc Committee charge and the IPE committees' goals and activities. The IPE committees are concerned with the IPE education curriculum and faculty team building, while the ad hoc Committee's focus is on the communication between administration and faculty regarding the HEC transition.

The committee spent significant time actively soliciting feedback from faculty on their experiences with the Health Education Campus, which has been broken down into the following headings: Campus building management, logistics, process, and philosophical considerations. (see attached report).

Dr. McEnery stated that there was a concern that moving to the HEC would be a barrier to participation from the different affiliates, but this does not appear to be so. Engagement is regarded overall to be incredibly positive. Educators are commenting on the positive environment.

The committee also feels that it is important to encourage a positive climate through a strong sense of community. The committee heard reports that those in the building do not feel that it is their building, but that they are merely tenants. The ad hoc committee hopes the President's Office will get involved.

There have been comments regarding the decoration of the building. A member of Faculty Council stated that the building has no soul. In response, Dr. McEnery shared that the committee shared with the President at the Faculty Senate meeting several statements that agreed to artifacts and history of SOM being represented in the building. President Snyder stated that they have incorporated some of the key moments in all of the schools in the art. Some FC representatives stated that the white walls and lack of art makes the building feel cold and sterile. The ad hoc committee received comments expressing concern that the school's long and distinguished history as an innovator of medical education and many other areas was not displayed in the new building.

The committee also heard concerns regarding the building design as it relates to privacy and confidentiality. Sensitive conversations can be difficult to have when staff and faculty do not have office space. The committee heard support for activities to unite students, faculty and staff. Dr. McEnery encouraged faculty to bring any concerns including possible solutions regarding the HEC to the committee's attention.

Vote on Nutrition Degree Program Offered Online (Hope Barkoukis)

Dr. Barkoukis, Chair of the Department of Nutrition presented an overview of the department's history in education and its vision for the future. She stated that CWRU trails behind other institutions in terms of online education. While the Nutrition Degree Program already exists; the department would like to add a platform for delivery of content by putting it on-line. She stated that the request has been reviewed by the Ad Hoc Committee on Graduate Programs chaired by

Dr. Nicholas Ziats. Dr. Barkoukis stated that the program is a very high quality, top-notch educational program and will not change as an on-line program. It is compliant with the laws in Ohio.

On a regular basis, the state mandates a review of educational programs; a report was submitted in 2019. To graduate with a MS degree in Nutrition a minimum of 30 graduate credits total, a minimum cumulative GPA of 3.0, and successful completion of a comprehensive examination (Plan B degree). The department is making zero changes to curriculum and zero changes to requirements whatsoever.

Some of the program's main competitors have gone fully on line and the department must adapt to remain competitive. Not all courses will be offered online. However, there is a need for this as the department discovered through a survey which showed a shocking number of students who have to take night courses to accommodate their schedules.

Faculty and content will remain the same. All courses have been in existence and have not been created for this on-line program. The cost of the online courses is the same as in person courses on campus. As the product will be the same, there will be no discount for online delivery. It is not less of a product; it is not a discount product. We want every faculty member to value teaching both on-line and in person.

Under Cheryl's guidance and strategic thinking, the on-line working community works with faculty for a year. This is not taping your lecture and hitting autopilot. Faculty are trained to have a more sophisticated approach to on-line education by making the student feel welcome and engaged. It is actually a high level of quality – nothing is sacrificed because it is moving to a different format.

Probably 88% of the students who get this Plan B master's degree are clinical oriented and ultimately will be in clinical positions (hospitals, government, public health institutes). Of that cohort some will go on to a PhD. The remaining students are PhD oriented. Probably less than 10% go into industry.

The employment rate to do with regions is high -- from 93% to 88% within 18 months of graduation. Students in internships would have 1500 hours of mandated clinical interface with patients (all different rotations, ICU all the way through).

A motion was made and seconded to approve the online Nutrition Degree Program. There being no further discussion, a vote was taken. 31 were in favor, 1 was opposed, and 1 abstained. The motion passes.

NEW BUSINESS

The conversation regarding the NEC and the recent ballot on the proposed amendments to the bylaws resumed. The NEC charge stated in the SOM Bylaws was read and there was a disagreement regarding whether the NEC was charged with reviewing ballots for proposed amendments in addition to the clearly stated charge to nominate candidates for elections and review those ballots before they are presented to Faculty Council for the May election and the

faculty for election of the senators and SOM committees. The issue was discussed by the SOM Bylaws Committee at its meeting and Darin Croft, Chair of the SOM Bylaws Committee was in attendance at Faculty Council. The question of whether the SOM Bylaws stated the NEC was charged with approved ballots for proposed amendments to the Bylaws was put to Dr. Croft and he stated it was not. It was agreed that the process for reviewing the ballots for proposed amendments to the Bylaws could be expanded upon by amending the SOM Bylaws. While this matter will continue to be discussed in Bylaws; there was no violation in this past process. It was initially sent to the NEC and they put it on the agenda for October and stated that the NEC will not review the proposed amendments to the bylaws.

Dr. McBride stated that voting on the proposed amendment is closed and the amendments have already passed. Additional amendments can be submitted at a future date, but for now, the matter is closed.

There being no further items to be addressed, a motion was made and seconded to adjourn the meeting. All were in favor, no one opposed. The motion passes.

The meeting was adjourned at 5:05pm.

Respectfully submitted,

Joyce Helton

Meeting of the School of Medicine Faculty Council

January 27, 2020
BRB 105 4:00 p.m.

Gary Clark, MD, (MetroHealth), Chair

Jennifer McBride, PhD, (CCLCM), Chair-Elect

Sudha Chakrapani, PhD, (Physiology and Biophysics), Past-Chair

Nicole Deming, JD, MA, Assistant Dean For Faculty Affairs and Human Resources

Secretary of Faculty of Medicine



SCHOOL OF MEDICINE

CASE WESTERN RESERVE
UNIVERSITY

Chair Announcements

- Welcome
- Robert's Rules of Order
- Bylaws Amendment – Closed – Amendments passed



SCHOOL OF MEDICINE

CASE WESTERN RESERVE
UNIVERSITY

SOM Proposed Bylaws Amendments

2019-2020

Ballet	In favor	Against	Abstain
1. All Proposed Bylaws Amendments	204	4	5
27. Article 1- Purpose, 2.1: Membership of the Faculty of Medicine; and 2.2:Officers of the Faculty	220	5	9
28. 2.3 Authorities and Powers of the Faculty of Medicine	222	4	8
29. 2.4: Meetings of the Faculty of Medicine	221	4	8
30. 2.5: Voting Privileges	221	4	9
31. 2.6: Standing Committees of the Faculty of Medicine - Section a	220	4	10
32. 2.6: Standing Committees of the Faculty of Medicine - Section b, and Section c	220	5	8
33. 2.6: Standing Committees of the Faculty of Medicine - Section d	220	4	9
34. 3.1: Purpose and Functions of the Faculty Council	219	5	9
35. 3.2: Membership of the Faculty Council - Section a Voting Members	221	8	4
36. 3.2: Membership of the Faculty Council - Section b Non-voting Members	219	5	9
37. 3.3: Election of the Members of the Faculty Council	216	7	9
38. 3.4: Terms of Office of Faculty Council Representatives	220	5	7
39. 3.5: Officers of the Faculty Council	222	4	6
40. 3.6: Committees of the Faculty Council - Section a -Steering Committee	219	6	7
41. 3.6: Committees of the Faculty Council - Section b - Nomination and Elections Committee	215	7	10
42. 3.6: Committees of the Faculty Council - Section C - Special Committee to Nominate Candidates for the Search Advisory Committee	219	7	6
43. 3.7: Meetings of the Faculty Council - Section d	216	10	5
44. ARTICLE 4 - DEPARTMENTS	207	17	7
45. 4.2: Function of Departments - Section a	209	16	7
46. 4.2: Function of Departments - Section b and c	217	6	9
47. 4.2: Function of Departments - Section d and e	216	5	10
48. 4.7: The Division of General Medical Sciences (DGMS)	212	12	8
49. ARTICLE 6 - AMENDMENT OF THE BYLAWS	219	4	9

Approval of Minutes:

- October Faculty Council Minutes



SCHOOL OF MEDICINE

CASE WESTERN RESERVE
UNIVERSITY

Approval of Minutes:

December Faculty Council Minutes



SCHOOL OF MEDICINE

CASE WESTERN RESERVE
UNIVERSITY

Steering Committee Activities Report

Meeting Date: January 6, 2020

Members: Gary Clark, Sudha Chakrapani, Jennifer McBride, Monica Gerrek, Robert Bonomo, Allyson Kozak, Maureen McEnery, Jo Ann Wise

- Approval of Minutes
- Equity Review for CAPT recommendations
- Advice to Dean Davis regarding Chair Appointments
- Matthias Buck, Chair of Committee on Budget, Finance and Compensation
- Code of Conduct bring forward for discussion in February Steering Committee Meeting



SCHOOL OF MEDICINE

CASE WESTERN RESERVE
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Faculty Senate Executive Committee Report



SCHOOL OF MEDICINE

CASE WESTERN RESERVE
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Revision of Ad hoc Committee on Awards and Honors Charge



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Update: Faculty Senate's Ad Hoc Committee on the HEC



SCHOOL OF MEDICINE

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Faculty Council's Ad Hoc Committee On Graduate Programs:

Chair – Nicholas Ziats

Members include:

- SOM Graduate Program Directors**
- Faculty Senate Graduate Studies Committee**
- Associate Dean for Graduate Education**



SCHOOL OF MEDICINE

CASE WESTERN RESERVE
UNIVERSITY

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Faculty Council Meeting
Draft Meeting Minutes
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4:00-5:30PM – BRB 105

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4:10-4:12PM	Approval of Faculty Council Meeting Minutes from the September 23, 2019 Meeting	Gary Clark
4:12- 4:15PM	Faculty Council Steering Committee Activities Report	Jennifer McBride
4:15-4:30PM	Bylaws Amendment, Addition of VA Representatives	Robert Bonomo & Darin Croft
4:30-4:55PM	NEC Report	David Buchner
4:55-5:10PM	CAPT Report	Dana Crawford
5:10-5:15PM	Election of Faculty Council Representatives on NEC	
5:15PM	Faculty Senate Executive Committee Report	Ahmad Khalil
	New Business	
	Adjourn	

Members Present

Corinne Bazella
Robert Bonomo
Matthias Buck
Cathleen Carlin
Sudha Chakrapani
Jae-Sung Cho
Gary Clark
Brian D'Anza
Piet de Boer
Philipp Dines
Todd Emch
Judith French
Thomas Gerken

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Maureen McEnery
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Vicki Noble
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Nimitt Patel
Satya Sahoo
Ashleigh Schaffer
Hemalatha Senthilkumar
Daniel Sweeney
Patricia Taylor
Krystal Tomei
Carlos Trombetta
Allison Vidimos
Susan Wang
Jo Ann Wise
Jamie Wood

Members Absent

Tracey Bonfield	Robert Hughes	Clifford Packer
Shu Chen	Ankur Kalra	Anand Ramamurthi
Travis Cleland	Ahmad Khalil	Ben Roitberg
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Alex Huang	Charles Malemud	Satish Viswanath
Hannah Hill	Anna Miller	Nicole Ward
Darrell Hulisz	Ameya Nayate	Richard Zigmond

Others Present

Alicia Aguilar	Darin Croft	Gilles Pinault
Jesse Jean-Claude	Nicole Deming	Usha Stiefel
Dana Crawford	Joyce Helton	

Welcome and Chair Announcements

Gary Clark, Chair of Faculty Council, convened the meeting at 4:00PM. He reminded the council that for purposes of decorum and orderly discussion Faculty Council follows Robert's Rules of Order for a call out of issues that need to be resolved by parliamentary rule. A supplemental solicitation for standing committee members has gone out. A slate of those people, who have come forward, will go out tomorrow. The voting will be open for two weeks to fill these committee vacancies and then will close.

The proposed bylaws amendments, which were approved by Faculty Council through last spring, will be sent to SOM faculty for a vote and then forwarded to Faculty Senate. The annual reports from the NEC and the CAPT (held over from last June when we ran out of time) will be presented today. The report from the Committee on Biomedical Research is scheduled for the December Faculty Council meeting.

Steering Committee Activities

The minutes from the October 7 Faculty Council Steering Committee meeting were reviewed and approved. The committee reviewed several emeritus appointments and made their recommendations to the Dean. The committee reviewed the SOM CAPT recommendations for equity (these included faculty packets for promotion to associate professor and professor and the award of tenure). The Faculty Council recommendation from last spring to increase VA representation was discussed. Modifications to the Faculty Activity Summary Form were reviewed. It was decided to hold these recommendations for further clarification and determine what other amendments might be made to the form before bringing it forward.

Approval of Faculty Council Meeting Minutes from the September 23, 2019 Meeting

When the council was polled for edits or corrections to the minutes, it was noted that Thomas Gherkin attended the September 23 meeting, but was listed as absent in the minutes. The minutes will be corrected to reflect his attendance.

Several edits were suggested: Line 12 on page 4, should read “met with the Provost and the various deans”, and Line 35 on page 4, the webpage address should be corrected to “hec@case.edu”.

A motion was made and seconded to approve the minutes of last month’s meeting as amended. There being no further discussion, a vote was taken. 31 were in favor, 0 were opposed, and 1 abstained. The motion passes.

Bylaws Amendment, Addition of VA Representatives (Robert Bonomo, Darin Croft)

Last spring significant debate was held over several meetings regarding the increase of VA representation on Faculty Council. Currently, there is one institutional representative that represents faculty at the VA. A motion was put forward to propose modifications to the bylaws adding six additional representatives to Faculty Council from the VA.

Dr. Bonomo started his presentation with a photo of the VA noting that they have come a long way since their early time. The VA is a vibrant and integrated facility in the community, proud of where they practice and the contributions they make to the university.

On April 15, Faculty Council approved to increase the VA’s representation on Faculty Council by adding six representatives to represent the SOM faculty primarily based at the VA. They are part of the academic community, and as an entity would like to be represented and share in the progress that this body is making. The Bylaws Committee presented its recommendations to the Steering Committee on October 7, and today it is being presented to Faculty Council for a vote.

The VA will group its faculty by services: Medicine, Primary Care (to include COPS), Surgery/Anesthesia, Research, Neuropsychiatry (Neurology, Psychiatry, Psychology), and Diagnostic Services (Pathology and Laboratory Medicine, Radiology). The VA will elect one person to represent each of the six service areas.

Darin Croft, Chair of the Bylaws Committee, noted that this is a significant change and elaborated further on what recommendations were made by the Bylaws Committee. On the Dean’s advice, Dr. Clark, Chair of Faculty Council, reached out to University Hospital’s clinical chairs (Mitchell Machtay and Robert Salata), soliciting their specific opinions or points of statement concerning this proposal. Dr. Clark had not received their input.

For the benefit of the new representatives to Faculty Council, Dr. Croft explained that the Bylaws Committee is a standing committee of the Faculty of Medicine, consisting of six elected members and one ex officio member. He explained how the bylaws can be amended and the processes that we follow.

The original proposal, 3.2 Membership of the Faculty Council, was amended with the addition “and six representatives from the Louis Stokes Cleveland VA Medical Center”. These representatives “, including VA representatives,” was added. The rationale was “to provide representation for VA on Faculty Council” (additional justification included in original proposal attached).

To 3.2a Voting Members, the Bylaws Committee recommended with a vote of 4-1, to add, “In the absence of departments, full-time faculty members based at the Louis Stokes Cleveland VA Medical Center shall democratically elect six representatives as voting members of Faculty

Council.” It was noted that it might cause confusion to refer to VAMC representatives as department representatives, as they are not, strictly speaking, departmental representatives. A comment was made that the six “service areas” are not currently defined as organizational units and the number is arbitrary. Since there are 14 services at VAMC, six representatives could actually be too few. If instead they created academic departments, it would remove the subjectivity, should, down the road, six prove to be too few and eight are warranted. Another member commented that for the number of faculty at the VA, six representatives would be an overreach and perhaps two would be more appropriate. The argument was also made that creating VAMC representatives provides an additional avenue of Faculty Council service not available to full time faculty at other affiliates.

A motion was made and seconded to adopt the bylaws with the changes as proposed by the Bylaws Committee. Originally, Faculty Council voted on this concept in the spring. It was then forwarded to the Bylaws Committee for appropriate wording to allow the concept to go forward. That is the motion on the floor today and it is now open for discussion.

The VA is asking for six additional members to be part of this body right now. The six representatives would be in addition to the current institutional representative. The VA does not have departments. Instead, all faculty appointments and promotions are routed through the academic departments at UH. The issue being discussed today is not the creation of departments at the VA. While VA-based faculty are technically eligible to be department representatives, historically this has never happened. The comment was made that there is a group of faculty based at the VA that do not have representation. It was noted that from the standpoint of the bylaws, there is nothing right now that links representation to the number of faculty members that is represented.

Last year we voted on the preliminary version of this proposal, which already included the number six and already had a discussion on the rationale behind that proposal. The parliamentarian confirms that the number of (six) representatives has already been voted upon and approved. By going through this process and placing it on the agenda for this meeting, it provides the faculty representatives with time to reach out to their departments. The motion that stands already includes the number of representatives. If people feel that the number is not appropriate, then it is their option to oppose the amendment. Conversely, it is also an option to vote to amend the bylaws and therefore amend the amendment.

A guest from the VA explained that as a point of clarification regarding full time VA faculty members and UH, the VA faculty members use the UH hospital as a vehicle to obtain the faculty appointment. They have no other relationship with UH. Most of the faculty at the VA do not have a clinical appointment at UH. The VA supports a lot of the teaching and shares in the research mission. The VA has no academic departments of its own and so all academic appointments are made in UH academic departments.

They want to be at the table and able to voice their opinions. It was noted that since the concept of VA representation has already been voted upon, the issue now is how to increase representation.

A motion was made to change the text to “full time faculty members based at the VA Cleveland Medical Center, which does not have departments, shall democratically elect six...”. It was noted that while this accommodates the present it would not accommodate the future according to the bylaws. This motion was not seconded.

A motion was then made and seconded to approve the following text: “In the absence of academic departments at the Louis Stokes Cleveland VA Medical Center, full-time faculty members based there shall democratically select six representatives as voting members of Faculty Council”. Approval was given from the originator and the seconder. There being no further discussion, a vote was taken. Do you approve the revised language to the motion? 24 were in favor, 7 were opposed, and 4 abstained. The motion passes.

The question was posed that if Faculty Council adopts this could other affiliate institutions or groups use this as a precedent and make similar requests. Dr. Croft stated that this point was discussed at the Bylaws Committee meeting and they felt that they didn’t know of any such situations, and that this was a one-off. The language makes it unique to the VA. There are only four affiliate hospitals. If changes are required in the future, this could be revisited at that time.

The question was posed as to why can’t the VA (the people who work at the VA, teach, do research, and contribute to the academic mission) get to decide how the six representatives for the VA are chosen? Why should this be decided upon by people who do not work at the VA. We are simply asking to be an engaged body. It was noted that the bylaws do specify how Faculty Council representatives are chosen.

A proposal for an amendment to the motion has been made. It was suggested to list the six services represented into the motion. The motion was seconded and opened to the floor for further discussion. There being no further discussion, a vote was taken to approve the motion as amended to include services. 19 were in favor, 14 were opposed, and 4 abstained. The motion passes.

This motion has now been amended twice. The Chair asked if there was any further discussion on the twice-amended motion. There being no further discussion, a motion was made and seconded to approve the amended motion to add VA members to Faculty Council. A vote was taken. 26 were in favor, 8 were opposed, and 1 abstained. The motion passes.

As a point of order going forward, this will next go to the full faculty for a vote. It is feasible to include it in the vote coming up in two weeks, which will include the bylaws amendments voted upon last spring.

NEC Report

David Buchanan had to leave the meeting; the report is deferred.

CAPT Report (Dana Crawford)

Dana Crawford co-chaired the CAPT SOM with Neal Peachey last year. It was a very busy year for the committee as they reviewed 120 applications for promotion and/or tenure. The approval rate was at 93%, similar to the last four years. There did not appear to have any outliers.

No folders have been flagged by the Steering Committee to date. The Steering Committee felt that the report was appropriate. The review of the standards of promotion occurs every five years, and have not been done within that timetable. When asked if the standards will be reviewed soon, it was noted that in the past it has actually been the Dean who has formed a committee to review standards for appointment and promotions with the results presented to Faculty Council. Based on those recommendations, changes are made to the bylaws. Nothing

has been amended since 2006, and there is no current committee reviewing the standards. The past academic year, compared with the last four years seems to be within a range. When asked whether data was available for gender and underrepresented minorities, it was noted that while there is data for gender, data for underrepresented minorities is not collected for CAPT purposes. The current CAPT committee can take that up on the 2019-2020 CAPT calendar.

A motion was made and seconded to accept the CAPT report. There being no further discussion, a vote was taken. 28 were in favor, 0 opposed, and 2 abstained. The motion passes.

Election of Faculty Council Representatives on NEC

Currently, there are openings for three Faculty Council representatives on the NEC with their terms running concurrently with their Faculty Council representation. There are two basic science and one clinical opening on the NEC. Two individuals have agreed to stand for election, Anand Ramamurthi and Jo Ann Wise. .

A motion was made and seconded to determine if the Faculty Council is in favor of electing Dr. Wise and Dr. Ramamurthi as the two Faculty Council representatives who will serve on the NEC. There being no further discussion, a vote was taken. 29 were in favor, 0 were opposed, and 1 abstained. The motion passes.

There is still one opening for a clinical Faculty Council representative to serve on the NEC and there is a candidate who may be willing to serve. To that end, this discussion will be postponed until the next Faculty Council meeting.

Faculty Senate Executive Committee Report

The standing agenda report from the SOM Faculty Senate will be postponed until November; Dr. Ahmad Khalil is not available to present today.

New Business

When Dr. Clark was asked if there had been any further discussion as to whether it was appropriate to move the Faculty Council and Faculty Council Steering Committee meetings to the new HEC campus, he noted that the rationale for moving these meetings was, in part, to increase participation, awareness and involvement with the HEC campus. If the bylaws amendments are approved by the faculty and Faculty Senate, we would then have the capacity for remote voting and the HEC might prove to be a better venue for remote participation. However, it was also noted only a very small subset of Case faculty members (i.e. those who have leadership roles in the University Curriculum) have offices at the HEC. Other Case and UH faculty members who participate in the University Program have not moved to the HEC and have offices only on main campus. Part of the issue was that, in a sense, this is a feeling out year for the HEC. In particular, there have been a lot of bumps or hiccups on the road with regard to IT in the new building. Perhaps it would be better to wait until after the first academic year in the new building before considering the possibility of moving the location of FC meetings. There is nothing active on the table right now.

While it was suggested that many of the clinical faculty travelling to this meeting might be more central here in the BRB, there are many who would prefer the HEC for these meetings. It was suggested that holding the Faculty Council meetings at the HEC showed a commitment to the new direction, while others felt that the location was not necessarily critical to showing support

for the HEC. Parking in the JJ garage was found to be challenging for Dr. Clark and others as well coming from off campus.

Members were encouraged to attend the state of the school address schedule for November 1. The Dean's search committee has narrowed the group of finalists to five candidates for consideration by President Snyder. While it was asked if further details could be provided, no more information is available at this time. It is President Snyder's prerogative whether or not further information is shared.

A motion was made and seconded to adjourn the Faculty Council meeting early. There being no further discussion, a vote was taken. All were in favor, no one opposed, and no one abstained. The motion passes.

The meeting was adjourned at 5:12PM

Respectfully submitted,

Joyce Helton

Faculty Council Meeting
Draft Meeting Minutes
Monday, December 16, 2019
4:00-5:30PM – BRB 105

4:00-4:10PM	Welcome and Chair Announcements	Gary Clark
4:10-4:12PM	Approval of Faculty Council Meeting Minutes from the October 21, 2019 Meeting	Gary Clark
4:12- 4:15PM	Faculty Council Steering Committee Activities Report	Jennifer McBride
4:15-4:25PM	Update on University Faculty Senate	Ahmad Khalil
4:25-4:40PM	Presentation of Diversity Strategic Action Plan	Sana Loue
4:40-4:55PM	Presentation and Request for Approval of Changes to the Faculty Activity Summary Form (FASF)	Cliff Harding
4:55-5:15PM	Committee on Biomedical Research Annual Report	Stan Gerson Jill Barnholtz-Sloan
5:15-5:25PM	Update Faculty Senate's Ad Hoc Committee HEC Transition	Maureen McEnery
5:25-5:30PM	New Business	
	Adjourn	

Members Present

Corinne Bazella
Robert Bonomo
Cathleen Carlin
Sudha Chakrapani
Shu Chen
Gary Clark
Travis Cleland
Darin Croft
Brian D'Anza
Pamela Davis
Piet de Boer
Philipp Dines
Todd Emch
Judith French

Monica Gerrek
Anna Maria Hibbs
Jeffrey Hopcian
Alex Huang
Beata Jasztzebska
David Katz
Allyson Kozak
Varun Kshetry
Vinod Labhasetwar
Maria Cecilia Lansang
Charles Malemud
Jennifer McBride
Maureen McEnery
Vincent Monnier

George Ochenjele
Nimitt Patel
Satya Sahoo
Hemalatha Senthilkumar
Daniel Sweeney
Patricia Taylor
Heather Vallier
Allison Vidimos
Satish Viswanath
Susan Wang
Nicole Ward
Jo Ann Wise
Richard Zigmond

Members Absent

Tracey Bonfield	Ankur Kalra	Krystal Tomei
Matthias Buck	Laura Kreiner	Carlos Trombetta
Jae-Sung Cho	Suet Kam Lam	Clifford Packer
Jennifer Dorth	Ameya Nayate	Barbara Snyder
William Dupps	Vicki Noble	Patricia Thomas
Thomas Gerken	Anand Ramamurthi	Jamie Wood
Robert Hughes	Ben Roitberg	
Darrell Hulisz	Ashleigh Schaffer	

Others Present

Alicia Aguilar	Joyce Helton	Raed Bou Matar
Mark Chance	Ahmad Khalil	Anna Miller
Nicole Deming	Matthew Lester	

Welcome and Chair Announcements

Gary Clark, Chair of Faculty Council, convened the meeting at 4:00PM. Dr. Clark reminded the members that Faculty Council follows Robert's Rules of Order in their proceedings. The bylaws amendments (revised over the last year and a half) have been disseminated to the SOM faculty for a vote. Votes can be cast for either the individual amendments or faculty can select the "accept all" option. Voting will be open for three weeks through January 14.

The November Faculty Council meeting was canceled due to a lack of urgent or timely agenda items. The cancellation process for Faculty Council and Faculty Council Steering Committee meetings was reviewed. A better-defined process is being considered by the SOM Bylaws Committee chaired by Darin Croft to articulate in a future bylaws revision. The current SOM Bylaws state that Faculty Council meetings must be held at least every other month. If in one month the meeting is canceled, the next month it must be conducted.

Matthias Buck was asked to summarize for Faculty Council the town hall presentation given by the Committee on Budget, Finance and Compensation on November 25, 2019. While Dr. Buck was not available for today's meeting, he has agreed to address this topic at the January Faculty Council meeting. Faculty Council has previously approved an ad hoc committee on Faculty Awards spearheaded by Sudha Iyengar. Dr. Iyengar is in the process of soliciting nominations for that committee; an e-mail will be forthcoming. The proposal for the code of conduct has been added to the Faculty Council agenda for January. In conclusion, Dr. Clark wished everyone a safe and happy holiday.

Approval of Faculty Council Meeting Minutes from the October 21, 2019 Meeting

Several modifications and more extensive revisions were suggested to the October Faculty Council meeting minutes. These corrections had not been submitted for review prior to the meeting. In order to allow time for review and comments, it was suggested to postpone the approval of the October meeting minutes until the January Faculty Council meeting.

A motion was made and seconded to discuss and vote individually on the two proposed amendments to the minutes. After some discussion, it was suggested to postpone approval of the October meeting minutes to the January Faculty Council meeting, allowing time for review of the changes. The second to the motion was withdrawn.

A motion was then made and seconded to postpone approval of the October Faculty Council meeting minutes until the January Faculty Council meeting. There being no further discussion, a vote was taken. 31 were in favor, 2 opposed and 1 abstained. The motion passes.

Faculty Council Steering Committee Activities Report (Jennifer McBride)

Jennifer McBride, Chair-Elect of Faculty Council, summarized the agenda items addressed at the December 2, 2019 Faculty Council Steering Committee meeting.

The minutes from the October 7, 2019 meeting were reviewed and approved. An equity review was performed on the CAPT recommendations. Advice was given to Dean Davis regarding chair appointments. Changes were submitted to Dr. Clifford Harding's proposal on the FASF summary form in order to improve organization and clarity. Dr. Sana Loue's Diversity Strategic Action Plan was reviewed and discussed and added to the Faculty Council agenda for December 16 to invite dialogue among multiple stakeholders.

While the topic of the location of the Faculty Council meetings was previously discussed, it can still be submitted as an agenda item to the Faculty Council Steering Committee and to this forum for consideration. The code of conduct that the Dean mentioned in her presentation in May will be brought forward for discussion in the January Faculty Council meeting. Dr. Clark reminded the members that proposed agenda items must be submitted to the Faculty Council Steering Committee a week prior to their meeting in order to be approved for the Faculty Council agenda. Items must be submitted this week in order to be included in the Faculty Council Steering Committee meeting agenda for January.

Committee on Biomedical Research Annual Report (Stan Gerson, Jill Barnholtz-Sloan)

Since the CBR was reformulated only nine months ago, Dean Davis extended the committee terms for Stan Gerson, Cliff Harding, and Jonathan Haines until 2020. One member was not able to participate and in a formal review and approval from the executive committee, Diane Perez joined the committee. Gene Wang, from MHMC, was elected from that constituency to finish out Isabelle Deschenes' term. At the end of that term there will be a new election.

The committee has presented several sessions on big data informatics (informatics technology across the organization and institutions, big data and artificial intelligence). In order to continue the discussion on Big Data, Jing Li, from Computer and Data Sciences, was invited to speak to the CBR so they could better pursue and engage those activities across our campuses, taking more advantage of technology, and increasing awareness. There are some very creative opportunities in the Department of Engineering and the Data Sciences Committee.

The Committee on Biomedical Research sees itself as a committee that can help to advocate new research initiatives in the school. They are constantly hearing about big data and quantitative

sciences, and are ensuring to educate themselves so that they can appropriately advocate for faculty.

Faculty can learn about what is available in these new areas by accessing the meeting minutes of the Committee on Biomedical Research posted on their website under CBR, and in terms of shared resources and core facilities, through various websites throughout the school and Cancer Center.

The CBR is also very open to any specific topics suggested by the general faculty that should be taken on by their committee. Input from a survey indicated that topics of most interest to the faculty of the School of Medicine included aging research (wellness, disease, clinical), big data and bioinformatics, and artificial intelligence. Interesting topics and guests help to advocate the research at the school.

Presentation of Diversity Strategic Action Plan (Sana Loue)

The strategic action plan is a set of recommendations achieved through a planning process. It is meant to be advisory and does not supersede any existing mechanisms for approval. It identifies broad, long-term aims, and specific quantifiable realistic targets, then identifies steps to be taken and by whom.

It provides additional data to supplement existing data. It requires ongoing continuous evaluation to ensure that goals identified are consistent with the organizational vision, mission and objectives and then to accept, reject, or modify and/or prioritize the recommended goals. Consideration is given as to how to allocate resources in order to accomplish the prioritized goals. It is important to note that the strategic action plan does not supersede any established procedures for approval and implementation of an identified goal.

A call for volunteers went out in January 2019, with the first meeting of the full committee being held in March and the second in July. That same month the first draft of the DSAP 2.0 was disseminated to all committee members. This document was presented for endorsement (not approval) to the Faculty Council Steering Committee and the Dean's Leadership Committee. The draft was revised several times in October and presented at four town hall meetings (SAC and individual meetings when requested) which were held from November-December, 2019. In December, the third revised draft was distributed to all SOM faculty, staff, medical school students, graduate students and PA students. The plan is intended to be in effect from January 2, 2020 through December 31, 2024.

This plan builds on the process and accomplishments from the original DSAP (2015-2019) while considering the process utilized for the SOM strategic plan. It considers data drawn from the university climate survey, the SOM diversity needs assessment survey (2017), and feedback from constituent groups collected during the process.

The committee membership was comprised of approximately 50 volunteers consisting of students (medical school -- years 1 & 2), PA program, MA/MS/MPH, PhD, faculty (clinical and basic science) from SOM, UH, MHMC, CCF, VA, and staff (all levels).

The committee was tasked with reviewing what has and has not been accomplished under the original DSAP and discuss the strengths and weaknesses of the plan. Subcommittees were broken out and focused on development, diversity training, education/curriculum, faculty recruitment and retention, overall climate, and student recruitment.

Fifteen medical students were involved in this process. The charge to the committee as a whole was to consider current strengths and weaknesses, develop a vision, develop overarching goals, and to review, refine, and integrate the work of the subcommittees and feedback from constituent groups. The subcommittees were to develop strategies with their expected outcome, identify interim steps necessary to achieve the desired outcome, identify metrics/targets to assess the success or accomplishment of the outcome, identify party(ies) responsible for effectuating the outcome, and consult with the constituent group for feedback and ideas.

The vision is to increase knowledge, understanding, presence, and celebration of diversity at all levels of the School of Medicine. The definition of diversity is expansive, including but not limited to race, ethnicity, sex, sexual identity, sexual orientation, gender, gender identity, gender orientation, religion, spirituality, veteran status, disability, political opinion, thought, socioeconomic status, first generation college, primary language, nationality/citizenship, and country of origin.

The first goal of the DSAP is to enhance the overall climate to reflect, promote and welcome diversity. We have already created a speakers series, student affinity groups, and one diversity assessment needs survey. This is how we can build additional resources and improve the climate of the medical school. The second goal is to enhance the curriculum and associated training opportunities to increase inclusiveness and decrease adverse experiences. We want to re-emphasize that we are not saying that people are not doing their jobs, but that there is a need for the process to be expanded and refined making it effective and accessible.

The third goal is to improve and expand the content and format of diversity training for faculty, staff and students, within the context of professionalism. Goal four focuses on enhancing SOM diversity and diversity-related functions through the development of adequate financial resources. This can be done by increasing scholarships for SOM medical and graduate students, creating opportunities and programs to develop a more diverse pipeline, and raising sufficient funding to create/sustain the SOM Center for Diversity and Inclusion.

Specific offices within the SOM will be partially or wholly responsible for some of these functions as well as some at the CWRU university level. It is up to the offices whether they choose to reject, accept, or modify any of these recommendations.

The quality of mental wellness support for all students that we want and need is not available at this time. Graduate education students now have available office hours with a counselor to supplement what the university offers. We are very concerned about this issue and really want to stay on top of it. We understand that as many as 30% of our medical students have active mental health issues. They feel assistance is not available when they need it. Models at other medical schools show that they have hired full time people to assist, greatly increasing mental health resources with students.

Milestones are used to indicate the immediate goals, and what needs to be achieved most urgently. That is the responsibility of the offices identified as having responsibility for these particular domains. They can choose whether to accept the recommendation, reject it, modify it, or prioritize it. The task of the office is to prioritize by what can be done more quickly, most efficiently, cost the least resources, or addresses the greatest demand. This is a living piece. These are recommendations that are made today based on data that we have gathered. The larger dynamic is going to change over the next five years requiring the recommendations to be constantly evaluated. We are gratified for the last DSAP that met almost all of the goals.

The comment was made that the definition of diversity in the DSAP was incredibly all encompassing and across the board. Dr. Loue explained that each school is held accountable to be sure that they are meeting their diversity goals and, in some cases, the diversity definition is not measurable. What we put in our definition is what we can count in the end or we will not get accredited. This is not the definition we use for LCME purposes. This definition is for a larger goal.

An amicus curiae brief and attendant appendices was submitted to Faculty Council by the leadership of Curricular Affairs in response to the DSAP. It was not sent to everyone. The concern was that the DSAP was arrived at from a committee of almost 50 people which did not include Curricular Affairs representation and therefore their perspective or data was not included. The Curricular Affairs leadership felt that before Faculty Council votes or endorses the DSAP, they should be heard.

It was stated that while students from the class of 2022 had concerns about the Diversity and Inclusion issues in the curriculum, they did not feel comfortable bringing these issues forward to Curricular Affairs and felt “unsafe” in discussing these issues. Curricular Affairs explained that students have ample opportunity to provide anonymous feedback and they would welcome an explanation as to why they feel “unsafe”.

It was also felt that the concerns regarding the enhancement of the curriculum and training opportunities to increase inclusiveness and decrease adverse experiences were not discussed with Curricular Affairs prior to the recommendations being made to change or remove parts of the curriculum. The established process for making curricular changes to the university program includes central collation of student feedback

These IQ cases are the same ones used in Tuesday seminars. The poverty simulation is a nationally recognized model for teaching about living in poverty and the efforts/challenges involved in increasing financial and life stability. Some of the changes instituted were because students were feeling “othered.” If they felt triggered or emotionally unsafe, they did not have to participate. Simulation is not a game. More time periods were also allowed at the end of the simulation for debriefing and to provide a supportive environment for difficult emotions.

In an effort to bring a face to the crisis of poverty, students shared their stories of living in poverty and the inherent efforts and challenges. Feedback has been overwhelmingly positive. It has additionally changed the format of PA and nursing students, making faculty available to

provide additional support. Curricular Affairs has been and remains very interested in diversity, inclusion and equity. They actively seek student feedback and are constantly seeking to improve the curriculum. Dr. Anastasia Rowland-Seymour read a prepared statement to Faculty Council.

Sana Loue responded to some of the issues that were raised by Curricular Affairs. She noted that there are block leaders on the DSAP committee (e.g. Joseph Williams) and these issues were not raised by any of them. It is entirely up to the department if they wish to reject these recommendations and not utilize the data. These are the data that stand. They are garnered through a valid project used for other strategic action plan processes. No one from Curriculum Affairs specifically volunteered to participate on this committee. CCLCM approached Sana Loue directly. The opportunity was open to anyone. They waited several months before convening the larger committee.

When asked to elaborate on the data that seemed to be largely driven by anecdotal reports, Dr. Loue explained that the data came from a 2017 needs assessment survey distributed to over 5,000 people with a 17% response rate comprised of over 700 people (faculty, staff and students) that spoke to experiences on the medical school campus not including the campuses of the clinical affiliates. With the prior DSAP, recommendations were provided to us through external consultants for LCME purposes. As to what are other medical schools doing -- we did get feedback from constituent groups.

It was suggested that there should be qualitative data to supplement the quantitative data.

Poverty simulation in the most current version of the DSAP does not recommend elimination but recommends revision or replacement with another activity designed to fulfill those goals, not challenging to fill those goals, but revision of how to do that.

When asked for a definition of othering the following was given. If someone approaches who is identified as not being from the same ethnic or racial group and then that is interacted upon based upon the stereotype of that ethnic or racial group, that is othering. For example, Asian faculty feel that the interaction that they are having with others is based on a stereotype of being passive and not vocal. This was what first and second year medical students communicated to Dr. Loue following the poverty simulation exercise. Facilitators were either not aware of this or did not know how to respond to it.

We are approaching the DSAP as a forum to disseminate if additional recommendations are to be incorporated. However, the recommendation to remove entire segments is not possible.

The question was asked if Faculty Council is supposed to endorse the Diversity Strategic Action Plan, and if so, what impact does that have given these are just recommendations that can be accepted or rejected by specific departments. Dr. Loue explained that she is not asking for an endorsement. What would be important, and up to Faculty Council, would be to state that Faculty Council recognizes minimally the vision that was established by the DSAP Committee and approves of movement for furthering diversity in the SOM. It is important for LCME to have that kind of resolution from Faculty Council. Specific recommendations have to go back to those specific units and then they determine how or if to utilize them. Simulation is a very well

accepted respected instructional method. People do feel uncomfortable when they are forced to be in a space outside of their comfort zone. It requires further consideration. Every comment students make about simulation is considered.

What these data suggest is the need for a deeper dive. The vast majority of students who are concerned about it are minority students. When talking about poverty simulation and helping people to understand, people are not finding it helpful in this particular subgroup.

A request was made that the previously submitted Amicus Curiae brief and appendices be included as part of the meeting minutes.

Dr. Loue explained that when the Diversity Strategic Action Plan is finalized on December 31, the DSAP Committee will be disbanded; it is not a continuing committee. The committee fulfilled its charge when it developed the DSAP.

Dr. Clark stated that both the current draft of the DSAP and the Amicus Curiae brief and appendices would be uploaded to BOX so that Faculty Council has a chance to reference it. All feedback should be directed to Dr. Loue for consideration.

It was suggested that Faculty Council should have a once-a-year report on diversity issues. There is now a committee of Faculty Council that focuses on women and minority affairs. That committee, and the Vice Dean for Faculty Development and Diversity, should be able to get together and prepare a report if that is desired. It was then reported that the charge of the newly formed committee on women and minority faculty states they are required to submit an annual report to Faculty Council. The first meeting of this committee is scheduled for this week. The timing of that report, and how the data will be gathered, will be discussed in that committee. It is mandated in its charge to present the diversity data to Faculty Council in its report.

The women and minority faculty committee is a committee of the faculty of the whole, not of Faculty Council. As such, it will report to Faculty Council, usually at the end of the year.

Presentation and Request for Approval of Changes to the Faculty Activity Summary Form (FASF) (Cliff Harding)

Dr. Harding is proposing that the Faculty Activity Summary Form 2019 undergo a revision to improve document organization, clarity and reduce redundancy. Faculty Council must approve any changes to the FASF form at this meeting in order to implement these revisions to the 2019 cycle.

Dr. Harding explained that these are relatively minor changes to the FASF mostly in order to improve clarity; several new areas have been added. A more substantial revision of the FASF will take more time and can be set as a goal for next year. We are trying to do something now, a smaller incremental step, which will make things better in the coming years.

When Dr. Harding gave this presentation to the Faculty Council Steering Committee, they provided input and suggested some changes. Input was also received from the Council of Basic Science Chairs and through the clinical chairs group at UH.

Part I – The title has been changed to Teaching and Mentoring. B -- combines teaching, advising and mentoring activities to reduce redundancy and asks for list of trainees. C -- separates out mentoring of faculty and staff from teaching, advising and mentoring of trainees. Part II – C & D -- The Faculty Council Steering Committee suggested, for promotion purposes, that scholarship should be organized based on dissemination of scholarship (international, national, regional, local) in order to assist faculty in organizing activities and recognizes the importance of collaboration (whether international or otherwise).

Part V – Service – was moved in location to follow the research section. Service is changed. Previously it asked for service to the university and hospital and then later in a separate section on clinical activity, which is redundant. This breaks out the service to the university, affiliate, and other service provided to outside entities. The hours of clinical service are unnecessary for this document. There has been a slight reordering in goals, objective and assessment.

Part VIII – Mentoring Committee has been created as a new section and was previously listed in the Part I Teaching section. The sentence “Note that all faculty are expected to have a mentoring committee.” was added to clarify this requirement to all faculty. Under Division Chief Comments it was noted that the supervisors who would review faculty before the Department Chair should be identified. For basic science departments in the SOM, the Dean is committed to having department chairs get faculty mentoring. The problem has been in getting the faculty to fill out the form, even when they have a faculty mentoring committee. If they do not have a faculty mentoring committee, the chair needs to know.

The chair can be part of the faculty member’s mentoring committee, but cannot be the entire thing. There should be mentors outside of the institutions; everyone is working on something. This then ties into the goals for the next year and the next five years. A conversation with the chair could indicate who needs to be on the mentoring committee.

A motion was made and seconded to approve the revised FASF changes as proposed. There being no further discussion, a vote was taken. 27 were in favor, 5 were opposed, 0 abstained. The motion passes.

There being no further agenda items to be addressed, the meeting was adjourned at 5:29PM.

Respectfully submitted,

Joyce Helton

Faculty Council's Ad Hoc Committee on Awards and Honors

Approved by Faculty Council 9-23-2019

Regionally, nationally and internationally a large number of groundbreaking and discipline-specific honors and awards are given to individuals who advance various biomedical fields, be it in research, service or teaching. Identification of opportunities and crafting of materials describing these extraordinary accomplishments is left to individual faculty, who may be unaware that they can and should apply for honors and awards, or may not be experienced in crafting materials. Many organizations send repeated requests for awards and honors applications because an insufficient number of individuals submit materials, or the applications received are not judged worthy because they are poorly constructed, not necessarily because they are not meritorious; junior faculty particularly underestimate the value of their work. This committee is created to increase the number of faculty who are nominated to awards and honors nationally and internationally. The committee is appointed by Faculty Council. This committee will work hand-in-hand with Chairs of Departments and Centers to identify opportunities for CWRU faculty to be nominated to various awards/honors.

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Purpose:

1. To identify new and existing opportunities for faculty at every rank, and increase the number of faculty members at CWRU-SOM who receive awards/honors
2. To create a nomination process and assist faculty in determining if and when they should apply for various honors/awards
3. To recommend procedures for crafting materials including producing templates for some very important awards/honors

Committee Member role:

1. Develop a searchable listing of honors and awards, eligibility, frequency, deadlines (to the extent possible)
2. Solicit nominations in conjunction with Department and Center Chairs
3. Review materials submitted and suggest edits based on description of the opportunity or general knowledge of the field
4. Create a databank of materials for faculty to utilize as samples
5. Create an annual honor roll to submit to the Dean/Provost/President

Membership and size of the committee:

1. 4-6 members at different career stages from across the SOM; no more than one member from any department or center to have the broadest representation.
2. Chair should be at least Associate Professor or above with general knowledge of meritorious awards/honors such as the Nobel Prize, National Academies, AAAS Fellows program, and at least one discipline-specific award/honor
3. Members will serve a 3-year term.
4. Members will include both Faculty Council members and individuals not on Faculty Council.

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Time Commitment and Resources:

1. The first year will probably be the most intense as uniform procedures and guides do not exist, and the committee may need to meet monthly to advance the agenda. Once a regular agenda is established quarterly meetings (or less, if work can be done online, or via Zoom) may suffice.
2. IT support will be requested to develop the database and centralize materials.

Date: 11 October 2019

To: Faculty Senate Executive Committee

From: Faculty Senate *ad hoc* HEC Transition Committee; Mark Hans DDS MSD(chair), Andrew Reimer PhD, Allison Webel PhD, Chris Winkleman PhD, Evelyn Duffy PhD, Darin Croft PhD, Laura Voith PhD, Maureen McEnery PhD, Mendel Singer PhD, Renato Roperto DDS PhD, Theresa Jasinevicus DDS, Thomas Kelley PhD

Re: Six-Month Committee Report

We thank the Faculty Senate for the opportunity to advocate for university faculty as we transition major components of the educational mission to the Health Education Campus (HEC).

The members of this committee have been bringing action to our charge with the goal of maximizing the work experience of every faculty member at the CWRU HEC.

The **charge of** the Health Education Campus (HEC) Ad Committee of the Faculty Senate is: "To gather information from faculty, share this information with faculty and the Faculty Senate, and make recommendations on behalf of faculty". To realize this charge we have had nine (9) meetings to date: one initial organizational meeting, three (3) to discuss faculty feedback (summarized below), three (3) with other groups involved in the HEC transition (i.e. IPE committee chair, Ellen Luebbbers, Kathy Cole-Kelly, and HEC building manager- Kevin Malinowski, from CBRE) and two (2) meetings with Deans of the HEC schools at the Provost's request.

There was a concern raised at the Faculty Senate Executive Committee in April 2019 that the ad hoc committee would be duplicative with ongoing CWRU faculty committees. In the course of our work, we determined there is no overlap with our charge and the IPE committees' goals and activities after meeting with E. Luebbbers [IPE] and K. Cole Kelly [IPE transition]. The IPE committees are concerned with IPE education curriculum and faculty team building--not the communication between administration and faculty regarding the HEC transition.

As a conduit for the CWRU faculty, we have spent significant time actively soliciting feedback from the faculty on their experiences with the Health Education Campus. This started with initial feedback in response to our committee's formation announcement in May 2019, ongoing email/in-person conversations, presentations to our respective faculty meetings, and most recently with our successful "Coffee and Conversations" inaugural event held in the Samson Pavilion on 10/6/19.

Through the collaboration afforded by this committee, we gained an increased appreciation of our shared goals to maximize the potential of the HEC experience and we identified areas of concern that fit into the following themes: Campus/Building Management, Logistics, Process, and Philosophical concerns. In Table 1, below, we summarize the substantiated concerns and suggest potential solutions based on our conversations with faculty. While we have received feedback that some of these

concerns (e.g., a lack of bike racks and elevators signs) are being addressed, we hope this summary helps to contextualize the details of these shared concerns for the Faculty Senate.

We appreciate the continued opportunity to voice faculty concerns with the ongoing transition and look forward to working with CWRU leadership to improve this exciting new educational experience. The full realization of the potential of the HEC is predicated on synergy, but the *ad hoc* committee wants to underscore our belief that the way forward must honor our respective academic identities and histories. As the process of transitioning to the HEC moves along, the FS *ad hoc* committee will continue to make itself available as a sounding board and conduit for suggestions. Throughout the upcoming months the *ad hoc* committee looks forward to engaging the CWRU community (the faculty, the deans of the schools of dental medicine, medicine, and nursing, the associate provost for IPE, and the Provost) in robust and open discussion of concerns, clarification of facts, and the identification of mutually agreeable solutions.

Table 1: Summary of Faculty Concerns about the Transition to the CWRU Health Education Campus

Campus/Building Management	Logistics	Process	Philosophical
<p>Observation: Mail is inconsistent and delayed.</p> <p>Suggestion: A mail room should be created.</p>	<p>Observation: Many faculty only come to the HEC for guest lectures and the building lacks consistent labelling, signage, and wayfinding landmarks.*</p> <p>Suggestions: Include maps, greeters/welcome desk or area to help faculty locate their classroom, bathroom and elevator signs, identifying strategies across the three schools to orient and welcome all faculty.</p>	<p>Observation: Financial decisions reside within each school limiting opportunities for interprofessional and social interaction.</p> <p>Suggestions: Create an interprofessional faculty lounge at the HEC with ongoing invitations to relevant events across schools (during normal work hours).</p>	<p>Observation: The stated obligations for faculty members are teaching, research and scholarship, and service to the university (Article 1). The HEC, for the first time, establishes a physical separation of research from education that is inconsistent with national trends and the mission of the University.</p> <p>Suggestions: Immediately reaffirm the core value of scholarship across the CWRU programs. This should also be manifested in the support of early career tenure track faculty hires and consistent, high-level administrative affirmation of this value for both funded and unfunded scholarship.</p>
<p>Observation: There are no shelters for shuttle bus stops at the CWRU campus or near the shuttle stops at the HEC.</p> <p>Suggestion: Shuttle stops should be designed and erected before inclement, snowy weather commences.</p>	<p>Observation: Faculty are concerned disability access to their offices and teaching spaces in Samson Pavilion.</p> <p>Suggestions: Scooters, golf carts for door-to-door delivery, sensors on the large front doors to prevent accidental injury. Clearly communicate how to drop off equipment (loading dock) so faculty do not have to walk with their equipment into the ground floor entrances.</p>	<p>Observation: Announcements are all made digitally leaving many unaware of what is happening in the building and potentially missing opportunities for interprofessional collaboration.</p> <p>Suggestion: Create visible, centrally placed digital announcement boards in the atrium and near each elevator on floors 2 and 4.</p>	<p>Observation: Research space plans are opaque and constantly changing which further undermines the importance of scholarship at all levels, across the schools.</p> <p>Suggestion: The plan for a state of the art research building for the SODM & FPBSON need to be finalized, financed and commenced in the 2019-2020 academic year.</p>
<p>Observation: Bike parking is nonexistent.*</p> <p>Suggestion: Create covered bike parking at the dental clinic and Samson pavilion to support a culture of wellness.</p>	<p>Observation: Food options within the building are limited and expensive.</p> <p>Suggestions: Provide a larger range of options for food at the building with lower prices.</p>	<p>Observation: The HEC lacks a central reporting system for safety incidents and concerns. Of note here, many faculty have expressed concern about the low walls surrounding the atrium potentially posing a suicide risk.</p> <p>Suggestion: Create an accessible reporting system for incidents perhaps adopting Institute for Healthcare Improvement models.</p>	<p>Observation: The history, identity and significance of the CWRU schools has been compromised for “clean lines and design” which leads many faculty to question the value of the history they love and many have participated in building.</p> <p>Suggestions: Follow up on the unanimous motion from the SOM Faculty Council proposed this: central wall space should incorporate important historical milestones celebrating each school’s history and reaffirming the importance of that history in building and indeed underpinning the new world-class HEC.</p>

<p>Observation: Crosswalk time to get across Chester Ave is unrealistically short. A stop at 93rd street for Dental Clinic is needed.</p> <p>Suggestion: Immediately work with the city to lengthen the crosswalk time. Work with the parking & transportation team to create a shuttle stop near/on the same side of the Dental Clinic.</p>	<p>Observation: There have been numerous primary reports of people walking into glass doors. In addition, there are significant concerns about privacy with the all glass doors.</p> <p>Suggestion: All doors need clear marking (push/pull/slide) and transparent film to ensure privacy</p>	<p>Observation: Printing is inconsistent and confusing. One faculty member reported that they had such a terrible time printing, that they now print all class materials, including midterms, at the hospital where the individual works. This was also pervasive and is unacceptable.</p> <p>Suggestion: Faculty should be given the opportunity to mindfully print on printers in their office.</p>	<p>Observation: There is an impact on faculty morale due to a pervasive concern that the Cleveland Clinic has bought CWRU SOM, SODM, and FPBSON, in addition to owning the Samson Pavilion. Inconsistent communication has further perpetuated concerns about the continued independence of the CWRU SOM, SODM, and FPBSON from the Cleveland Clinic.</p> <p>Suggestion: This committee referred to the FS Budget committee to review and clarify the ownership of the HEC both Samson Pavilion and the Dental Clinic. This information should be clearly communicated to the campus community along with implications for continued independence of the affected CWRU schools. Additionally, all school leaders need to work hard to dispel myths and facilitate a CWRU-centric culture and their continued independence.</p>
<p>Observation: Re-formatting the rooms is hard and not conducive to dynamic classroom needs. Schools are also being charged if the format needs to be modified before or after CBRE business hours or on weekends.</p> <p>Suggestion: Someone needs to be available to re-format rooms during all classroom time and schools should not have to bear an additional cost for providing high quality education. Perhaps train several people in each school to re-format the rooms themselves to avoid these costs.</p>	<p>Observation: Individuals often walk through open cubicle spaces which disturbs those working in those spaces and may make them feel disrespected.</p> <p>Suggestion: Formalizing building-wide etiquette for addressing staff/faculty flow through open cubicle space. And/or redesign the space with fewer open cubicles.</p>		<p>Observation: While many faculty we spoke with appreciate the building aesthetics, and feel it supports enhanced pride in the students and in their own work; design should not be the primary focus of a working academic building. Function should.</p> <p>Suggestion: Design review should not trump reasonable function enhancement. If a slightly less fashionable type of glass film, bathroom sign, trash and recycling receptacles, mailbox, signage in general, etc is more affordable and allows for significantly enhanced function, it should quickly be adopted. This should be guided by the faculty, staff, and students (key stakeholders in the building's success). Additionally, the approval process for such enhancements should be sped up.</p>
<p>*These items have been acknowledged by the CWRU Director of Academic Administration who indicted to the committee that it is currently being addressed; CBRE is the commercial building management company hired by the CWRU and CCF to manage the Samson Pavilion and Dental Clinic</p>			

Appendix: 3-month report to David Miller

Summary of Activity To Date 07202019

The **purpose** of the HEC Ad Committee of the Faculty Senate is: "To gather information from faculty, share this information with faculty and the Faculty Senate, and make recommendations on behalf of faculty."

Meetings- We have had a total of six meetings. One organizational, the second to discuss faculty response to the announcement of the creation of our committee, and three with other groups involved in the HEC transition IPE committee chairs, Ellen Luebbers and Kathy Cole-Kelly, and HEC building manager- Kevin Malinowski, from CBRE.

- We determined there is no overlap with our charge and the IPE committees' goals and activities after meeting with E. Lubers [IPE] and K. Cole Kelly [IPE transition]. The IPE committees are concerned with IPE education curriculum and faculty team building--not the communication between administration and faculty regarding the HEC transition.
- We met with the Deans of the HEC schools at the Provost's request (our sixth meeting).
- Recurrent issues identified by faculty include:
 - Signage is a hot button issue with faculty who feel that the value of our academic affiliation with CWRU is being diminished.
 - Persistent confusion and concern over the ownership of the land and buildings exists.
 - A feeling of being undervalued during the transition process.
 - Although attention was paid to the "hardware" upgrades that would occur with the new buildings at the HEC, little effort was expended to insure "software" compatibility.
 - The physical separation of clinical and teaching activities from research activities.
 - Does this signal a decline in the importance of scholarship as part of the classic academic triad of research, teaching and service?
- Note: we recommend that staff also have a committee or other avenue to voice concerns, find solutions, and strategize processes of work in the HEC.

Action Items suggested by the HEC Transition Committee:

- Establish a temporary "landing area support kiosk " for faculty traveling from the CWRU campus to the HEC campus; we see this as an urgent strategy to meet the HEC goals of being both welcoming and committed to interprofessional education.
 - This is an urgent item as temporary/transient and new faculty will be arriving to this campus in the upcoming days and weeks.
- Identify strategies to welcome and orient faculty--particularly part-timers, guest lecturers, and intermittent speakers who provide essential content and value to our programs at the HEC.
 - Make this unified across schools and inclusive across categories of faculty.
- Publicize hec.case.edu (which already exists) as the main information portal for anything related to the HEC; should be used to:
 - Disseminate up-to-date information about topics noted above
 - Provide information/FAQ for faculty anticipating a visit to the HEC
 - Provide a mechanism for easy feedback about HEC issues that arise (e.g., web form that is appropriately routed for follow-up reply and response)
- Clarify the importance of scholarship as a primary faculty activity.
- Clarify the status of signage; discuss the anticipated/future changes to signage.
- Clarify the ownership of the Samson Pavilion and the Dental Clinic.

Nutrition MS degree

Proposal: Modification to partially or fully online

January 27, 2020

Hope Barkoukis, PhD, RDN, LD, FAND

Department of Nutrition

Master's Degree Programs began nearly 80 years ago!



Department of Nutrition established in 1913



MS programs established in 1941 & 1965

Long history of educational excellence

Committed to **academic rigor**: From the Regent's 2019 report:

Summary statement: Collectively, the members of the external review committee believe the Department has a strong, productive and esteemed foundation along with tremendous potential as it moves forward under strategic new leadership.

The faculty are experienced, interdisciplinary, and well-qualified to offer the graduate degree programs and sustain an intellectually rigorous academic environment. The faculty have terminal degrees, licenses, deep clinical and research experience, and expertise in diverse areas of the field. Adjunct faculty are clinical professionals working in local medical centers. The scholarly

Students felt teaching is top-notch and of high caliber. A good variety of courses and specialty topics are available. Students reported that faculty create opportunities for students and often go above and beyond expectations. Students also described strong faculty connections, networking opportunities,

To graduate with a MS degree in Nutrition...

- ✓ A minimum of 30 graduate credits total
(18 must be in NTRN \geq 400+ level)

AND

- ✓ A minimum cumulative GPA of 3.0

AND

- ✓ Successful completion of a comprehensive examination (Plan B degree)

NO REQUIREMENT OR CURRICULAR CHANGES

Regent's summary regarding online education & the SOM's online community of learners

CWRU trails behind other institutions in terms of online education

but a new Provost initiative is prioritizing development in this arena. An online learning community was recently established with high quality instructional technology resources made available to support and incentivize faculty to develop online courses. This will create opportunity for online graduate certificate programs and eventually an online MS degree program that will be a hybrid program with some on-campus activity.

SOM's online learning community is highly represented by Nutrition faculty. Our online educational programming will reflect the most validated approaches for high quality, interactive online education

Graduate Nutrition COURSES Offered

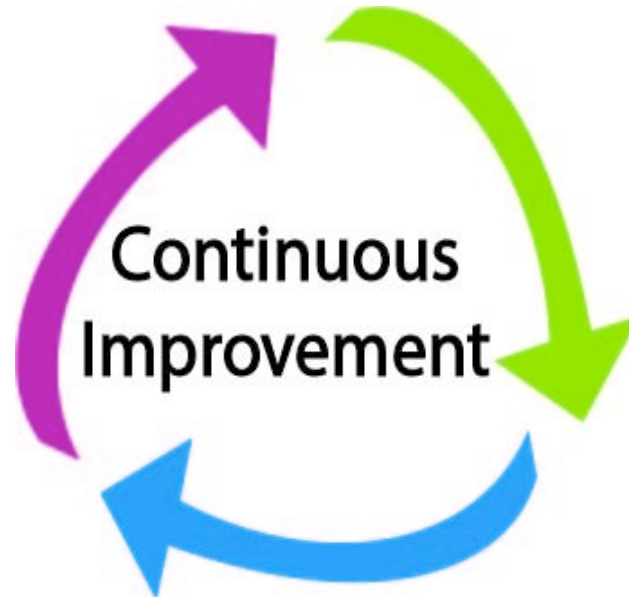
* denotes has been online; ** in process online

- *Advanced Human Nutrition 1: Energy, Protein & Minerals
- **Advanced Human Nutrition 2: Vitamins
- Nutrition During Pregnancy & Lactation
- Pediatric Nutrition
- *Pediatric Obesity
- Dietary Supplements
- Food Behavior: Physiological, Psychological, & Environmental Determinants
- Nutrition for the Aging & Aged
- *Advanced Maternal Nutrition
- *Nutritional Epidemiology
- * Nutrition for health care professional
- ▶ *Nutritional Biochemistry & Metabolism
- ▶ Molecular Nutrition
- ▶ **Diabetes Prevention & Management
- ▶ Integrative & Functional Nutrition
- ▶ Sports Nutrition
- ▶ Energy Dysregulation: From Obesity to Anorexia
- ▶ Exercise Physiology & Macronutrient Metabolism
- ▶ Public Health Nutrition
- ▶ Nutritional Care of the Neonate
- ▶ Advanced Nutrition & Metabolism
- ▶ *Nutrient Drug Interactions
- ▶ Nutrition Communication, Counseling, Behavior Change Strategies

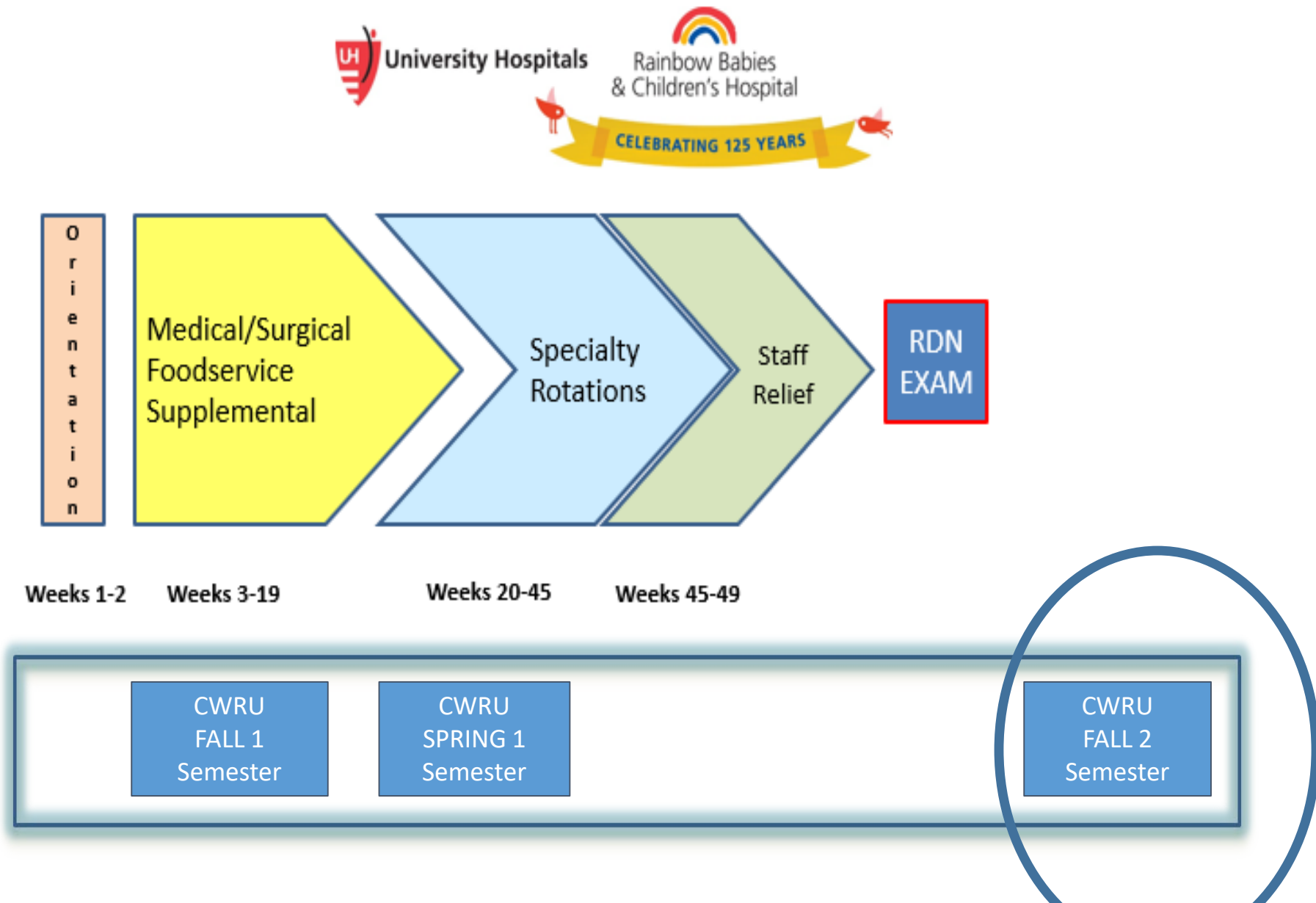
Courses historic approval & teaching history, not created for online

Future...

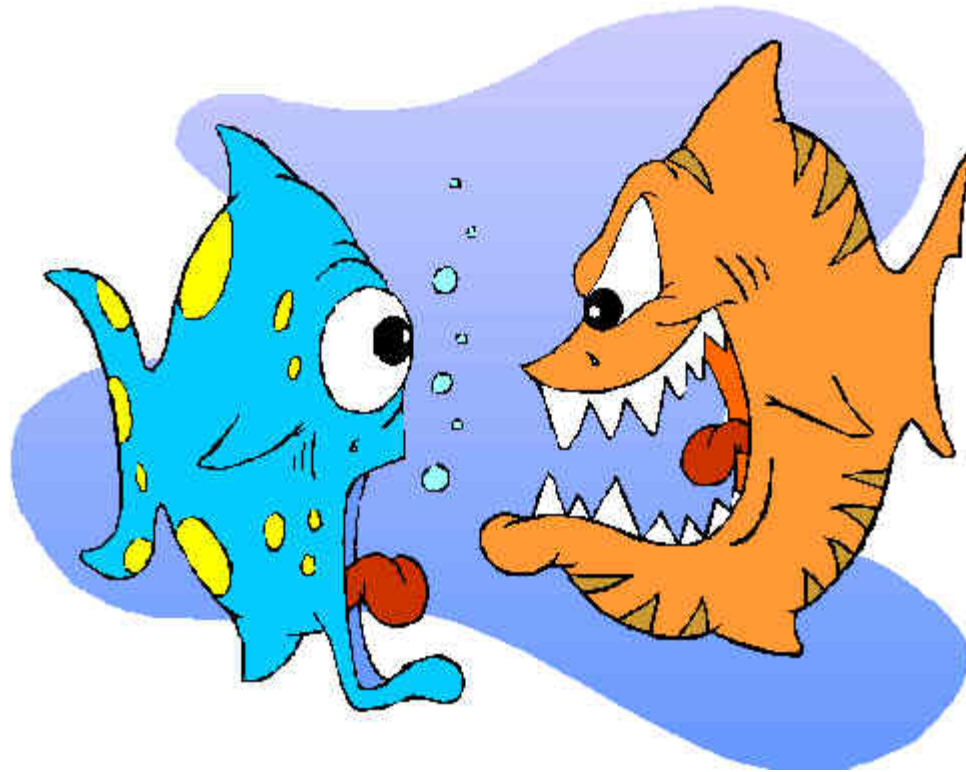
- Support Nutrition MS program modification to include hybrid or fully online degree



MS fully or partially online degrees:



MS programs need to stay competitive
Online degree opportunity is one such
response.....





Student perceptions of
Online educational
programs have
evolved....



We need to be in this
educational space

Questions?