

**Faculty Council Meeting
Meeting Minutes**
Monday, January 24, 2022
4:00-5:30PM – ZOOM Meeting

Timing	Agenda Item	Presenter	Summary of discussion	Action items/Motions/ Votes
4:01-4:04PM	Welcome and Chair Announcements --Request agenda items for the 3 rd meeting of the Faculty	Darin Croft	Dr. Nicole Ward's resignation from CWRU left two vacancies: an at-large Faculty Council representative from a basic science department and a position on the Faculty Council Steering Committee. In both cases, the Nomination and Elections Committee will contact the person who received the next highest number of votes for these positions in the last election to see if they are willing to fill the vacancy. The third meeting of the Faculty with Dean Gerson will be held on April 15 from 9:00-10:30AM. The first half of the allotted time will be devoted to three agenda items approved by the Faculty Council.	Dr. Croft will update Faculty Council on the outcomes of filling these vacancies. Faculty with questions/topics for this meeting should send them to Darin Croft and Nicole Deming.
4:04-4:07PM	Approve Minutes from the December 20 Meeting		There were no edits or additions to the December 20 draft Faculty Council Meeting minutes.	A motion was proposed by a FC member and seconded by a FC member to accept the minutes as presented. Vote: 33 for, 0 against, and 0 abstained. The motion is approved.
4:07-4:08PM	Faculty Council Steering Committee Report of Activities	Matthias Buck	Dr. Buck presented a summary report of activities for the January 10 Faculty Council Steering Committee.	

4:08-4:22PM	<p>Old Business</p> <p>Bylaws: Recommendation on the Proposed Amendments to the Bylaws (faculty petition)</p>	Darin Croft	<p>Dr. Croft presented the recommendation of the Bylaws Committee (he was chair at the time of its consideration) regarding the faculty proposed petition (submitted on June 17, 2021) to amend the bylaws to clarify the complementary roles of the Nomination and Elections Committee to adhere to specific eligibility requirements and produce a diverse slate of nominees by finding additional candidates as necessary. The recommendation included a proposal to amend Article 3.6b of the SOM Bylaws (which deals with the Nomination and Elections Committee) and: (1) That all committees critically examine their eligibility requirements for service to balance term limits (which allow more faculty to serve) with the benefits of having experienced committee members (which limits the number of faculty who can serve); and (2) that the NEC create a charge separate from the Bylaws that describes their process for recruiting a diverse ballot and educating the faculty on the importance of participating in faculty governance.</p>	<p>The proposal of the Bylaws Committee was seconded by a FC member. Vote: 35 for, 0 against, and 1 abstention. The motion is approved. The specific text is included with the minutes.</p> <p>The amendment to Article 3.6b of the SOM Bylaws approved by Faculty Council will be voted on by the Faculty of Medicine.</p>
4:22-4:32PM	<p>Old Business (Continued)</p> <p>Update from the Faculty Senate Ex Com Representative</p>	Robert Bonomo	<p>Dr. Bonomo presented an overview of the topics discussed at the January 19, 2022 Faculty Senate Meeting.</p>	<p>Dr. Bonomo suggested that someone from Pharmacology may want to elaborate on how important this new master's degree in translational pharmaceutical sciences will be.</p> <p>Anyone interested in the Faculty Senate vacancy should submit, for NEC review, a one-page statement of interest (for self or colleague) by Friday, January 28.</p>

4:32-4:53PM	Diversity, Equity and Inclusive Excellence	Blanton Tolbert	<p>Dr. Tolbert explained that the DEIE has an ad hoc committee tasked with working to establish cross-institutional DEIE leadership counsel to build community within CWRU. He elaborated on the commitment of the Office of DEIE, its aspirational goals, and how faculty and staff can become involved in the process.</p> <p>Dr. Dexter Voisin will be the keynote speaker at the Dr. Martin Luther King, Jr. and Black History Month lecture on Thursday, February 10, at 4:30PM.</p>	Dr. Tolbert's slides will be circulated on BOX.
4:53-5:21PM	Faculty Council Chair Vacancies Proposal	William Merrick	<p>Faculty Council engaged in discussion about how to deal with the demise or resignation of the Chair of Faculty Council in terms of succession and length of term of a replacement, as this issue is not explicitly addressed in the current SOM Bylaws.</p> <p>Dr. Merrick presented a specific proposal for how to deal with the situation that arose this year due to the resignation of Dr. Nicole Ward as Chair and recommended that the Bylaws Committee engage with the issue and draft a bylaws amendment to provide a clear process for the future.</p>	<p>After considerable discussion, a motion was proposed by a FC member and seconded by a FC member to end debate. Vote: 35 for, 1 against, and 2 abstentions. The motion is approved.</p> <p>The motion by Dr. Merrick was seconded by a FC member. Vote: 33 for, 3 against, and 1 abstention. The motion is approved. The specific text is included with the minutes.</p>
5:21-5:27PM	Updates on Budget and Finance	Agata Exner with Matthew Lester	Dr. Exner provided an update on the CBFC activities and goals for this semester. She summarized the responses from the SOM faculty satisfaction survey and noted that the action items would be discussed with the committee to determine how these issues would be addressed.	The CBFC will send a letter to Dean Gerson sharing the survey findings with him and discuss at Faculty Council.

5:27-5:28PM	Faculty Council Newsletter Proposal	Elie Saade	Postponed to the next Faculty Council Meeting due to lack of time.	The Chair will solicit feedback as to how to make this a useful tool for Faculty Council representatives and suggests everyone review the Power-Point presentation in the Faculty Council Folder on BOX.
5:28-5:29PM	Bylaws Amendment – Standing Committee Descriptions	Piet de Boer	Postponed to next Faculty Council Meeting due to lack of time.	
5:29-5:30PM	New Business		Any items for new business can be sent to Dr. Croft by the end of business on Tuesday, January 25.	
5:30PM	Adjourn			A motion was made by a FC representative and seconded by a FC representative to adjourn the meeting. The vote was unanimously in favor. The Chair adjourned the meeting at 5:30PM.

Members Present

Moises Auron
Blaine (Todd) Bafus
Robert Bonomo
Neil Bruce
Matthias Buck
Dan Cai
Bryan Carroll
Mohammad Chaaban
Jae Sung-Cho
Darin Croft
Margot Damaser

Andrew Jones
Peter K. Kaiser
Vijaya Kosaraju
Sangeeta Krishna
Vinod Labhasetwar
Erin Lamb
Bill Leatherberry
Kelly Lebak
Lia Logio
Peter MacFarlane
Mariel Manlapaz

George Ochenjele
Arne Rietsch
Elie Anthony Saade
Ashleigh Schaffer
Hemalatha Senthilkumar
Jacek Skowronski
Courtney Smalley
Ben Strowbridge
Sarah Tehranisa
Daniel Tisch
Allison Vidimos

Members Present (Cont)

Katherine DiSano
Jonathan Emery
Thomas Gerken
Peter Harte
Amy Hise
Alex Huang
Alyssa Hubal

Danny Manor
Jennifer McBride
William Merrick
Sam Mesiano
Nathan Mesko
David Mihal

Satish Viswanath
Johannes von Lintig
Susan Wang
Jamie Wood
Wei Xiong
Samina Yunus

Members Absent

Corinne Bazella
Melissa Bonner
Aleece Caron
David DiLorenzo
Stephen Fink
Robert Geertman
Stan Gerson

Alia Hdeib
Jeffrey Hopcian
Eric W. Kalar
Ankur Kalra
Thomas J. Knackstedt
Rocio Moran

Nimitt Patel
Anastasia Rowland-Seymour
Linda Dalal Shiber
Usha Stiefel
Joseph Tagliaferro
James Wilson

Others Present

Piet de Boer
Nicole Deming
Agata Exner
Matt Grabowski

Joyce Helton
Cynthia Kubu
Matthew Lester
Maureen McEnery

Blanton Tolbert
Nicole Ward
Jo Ann Wise

Today's agenda

1. Chair's Announcements (Darin Croft)
2. Approve Minutes from December Meeting
3. Steering Committee Report (Matthias Buck)
- 4a. Bylaws Recommendation on Faculty-Proposed Amendments to the Bylaws (Darin Croft)
- 4b. Update from the Faculty Senate Executive Committee (Robert Bonomo)
5. Diversity, Equity and Inclusive Excellence (Blanton Tolbert)
6. Faculty Council Chair Vacancies Proposal (William Merrick)
7. Updates on Budget and Finance (Agata Exner with Matthew Lester)
8. Faculty Council newsletter proposal (Elie Saade)
9. Proposed Bylaws Amendment – Standing Committee Descriptions (Piet de Boer)
10. New Business



CASE WESTERN RESERVE
UNIVERSITY
SCHOOL OF MEDICINE



University
Hospitals



Cleveland Clinic



MetroHealth

VA



U.S. Department
of Veterans Affairs

Agenda items for next FC meeting

- Must be submitted by January 25th (tomorrow - this Tuesday!)
 - Send to Darin Croft (dac34@case.edu) and Nicole Deming (nmd11@case.edu)
- Will be considered by the Steering Committee on Monday, February 7th (3:30-5:00 pm)
 - Set this day/time aside for possible presentation
- Feel free to plan ahead and send requests for March!



CASE WESTERN RESERVE
UNIVERSITY
SCHOOL OF MEDICINE



University
Hospitals



Cleveland Clinic



MetroHealth

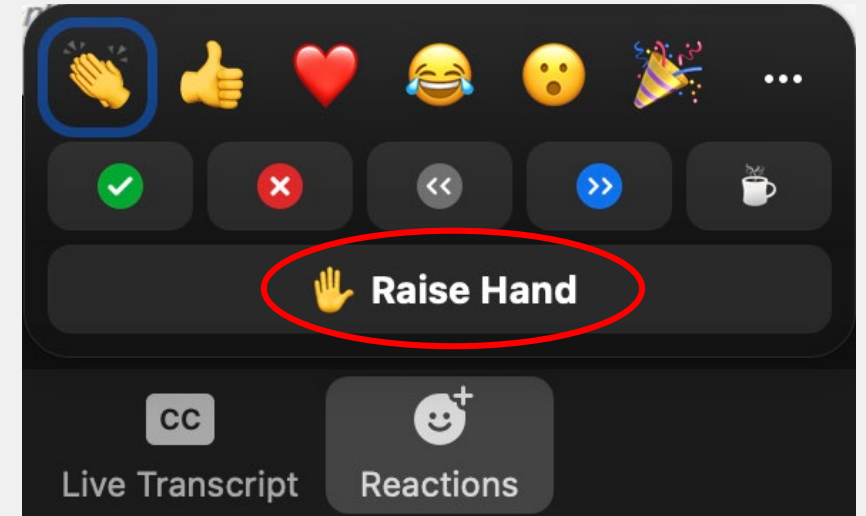
VA



U.S. Department
of Veterans Affairs

Have something to say?

- Raise your hand (Reactions menu) (and lower when done)
- Wait to be acknowledged
- Be clear and to the point
- Please do not have side conversations in Chat



CASE WESTERN RESERVE
UNIVERSITY
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University
Hospitals



Cleveland Clinic



MetroHealth

VA

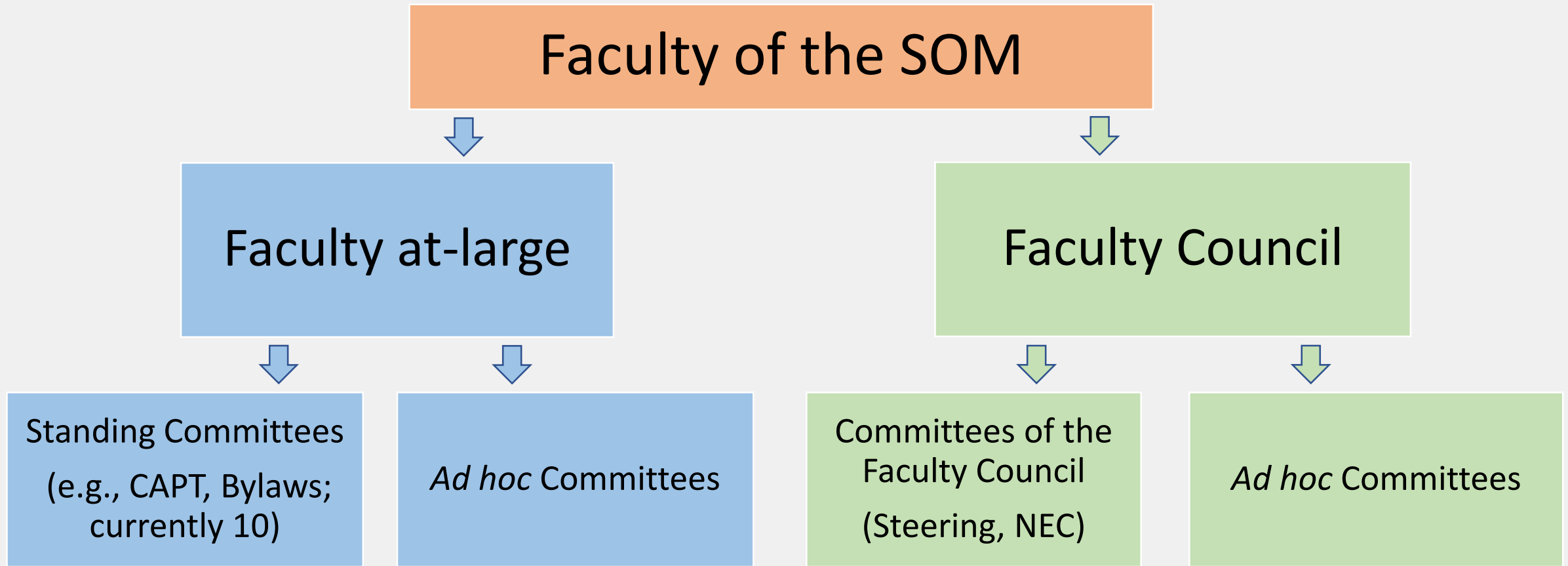


U.S. Department
of Veterans Affairs

Third Meeting of SOM Faculty

- To be held in March/April (date TBA)
- What topics would you like Dean Gerson to address?
- Send suggestions to Darin Croft (dac34@case.edu) and Nicole Deming (nmd11@case.edu)

Faculty Governance in the SOM



Faculty Council Steering Committee

Name	Title	Department	Office
Darin Croft	Professor	Anatomy	Chair
Matthias Buck	Professor	Physiology and Biophysics	Chair-elect
Amy Hise	Associate Professor	Pathology-UHC/SOM	
Alex Huang	Professor	Pediatrics-UHC	
Jennifer McBride	Associate Professor	Surgery-CCLCM	Past chair
Elie Saade	Professor	Medicine-UHC	
Hemalatha Senthikumar	Professor	Family Medicine-MHMC	
(vacant – pending)			



CASE WESTERN RESERVE
UNIVERSITY
SCHOOL OF MEDICINE



**University
Hospitals**



Cleveland Clinic

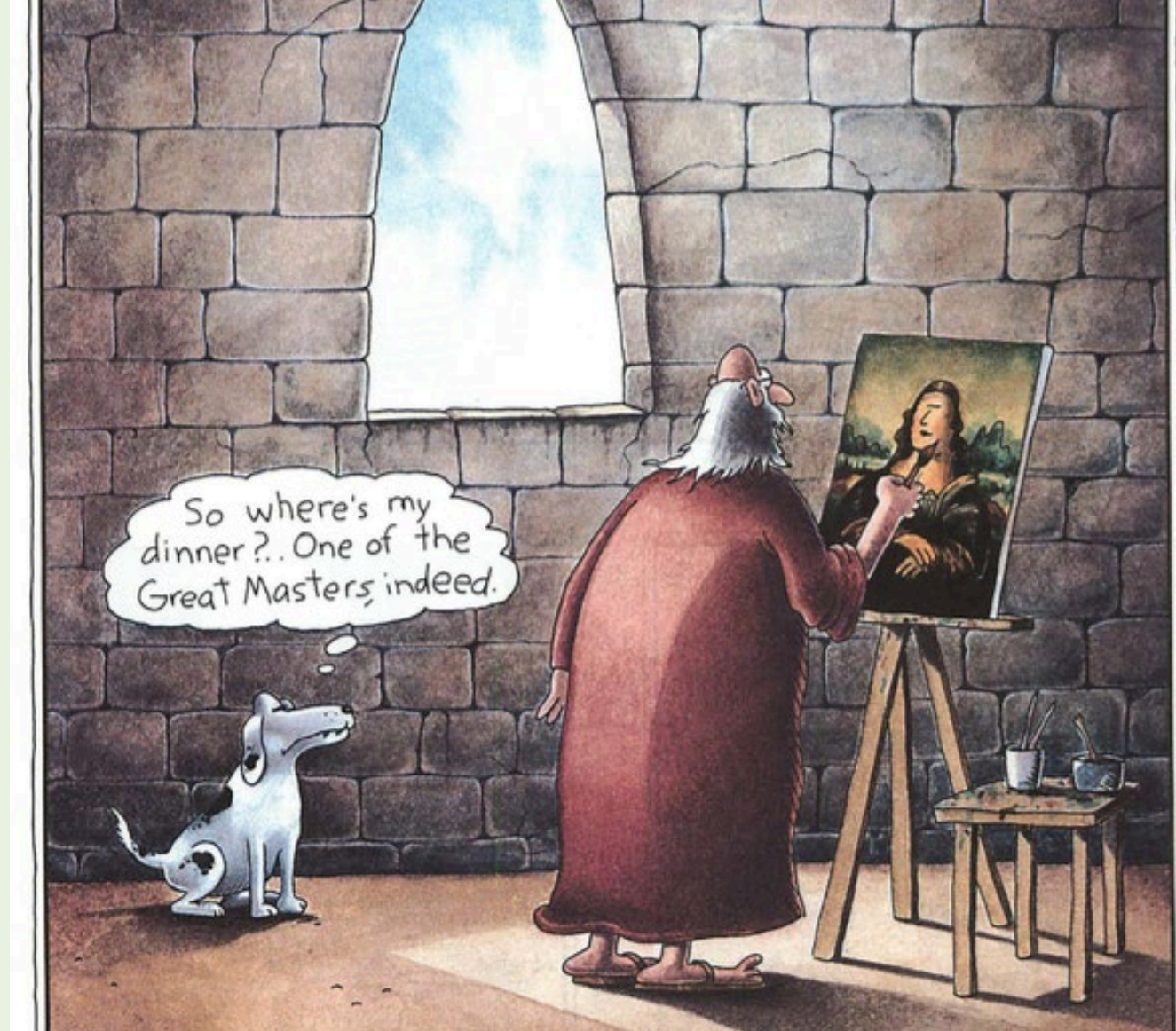


MetroHealth

VA



U.S. Department
of Veterans Affairs



The Far Side (Gary Larson)



CASE WESTERN RESERVE
UNIVERSITY
SCHOOL OF MEDICINE



University
Hospitals



Cleveland Clinic



MetroHealth

VA



U.S. Department
of Veterans Affairs

Faculty Council Meeting
Draft Meeting Minutes
Monday, December 20, 2021
4:00-5:30PM – ZOOM Meeting

Timing	Agenda Item	Presenter	Summary of discussion	Action items/Motions/ Votes
4:01-4:06PM	Welcome and Chair Announcements	Nicole Ward	The VA Faculty Council representation amendment passed through Faculty Senate. Congratulations to Dr. Matthias Buck on being elected as the Chair-elect for Faculty Council. He will start this role January 15th, 2022 and will take over as the Chair in September, 2022. Dr. Darin Croft will assume the position of Chair January 15th.	
4:06-4:09PM	Approve Minutes from the November 15 Meeting		Several edits were suggested to the minutes. The minutes were edited and a vote was taken.	A motion was proposed by a FC member and seconded by a FC member to accept the minutes with the edits as suggested. Vote: 38 for, 0 against, and 0 abstentions. The motion is approved.
4:09-4:10PM	Faculty Council Steering Committee Report of Activities	Darin Croft	Dr. Croft presented a summary of the Faculty Council Steering Committee Report of Activities for the December 6 meeting.	
4:10-4:40M	Report from the ad hoc Professionalism Committee	Todd Otteson	Dr. Todd Otteson presented the final report of the ad hoc Professionalism Committee. The committee is slated to sunset in December. He reinforced the need for the committee to be a resource/advisory board for faculty (not disciplinary) and that it is meant to complement the Professional Responsibilities outlined in the Faculty Handbook. He provided an overview of processes and challenges, committee responsibilities, membership, and structure. Discussion followed.	The ad hoc committee unanimously recommended that the Professionalism Committee be a Dean's committee.
4:40-4:50PM	Cleveland Health Sciences Library Update	Jessica DeCaro	Jessica DeCaro, Director of the Health Sciences Library, provided an overview of faculty services (curriculum support services and instruction and research support).	

4:50-5:07PM	Updates on MetroHealth Research Initiatives	John Chae	Dr. John Chae provided an update on the research initiatives at Metro Health, their new vision statement, and the identification of three high-impact strategic alignment priority areas covering the full breadth of research activities performed by MetroHealth.	
5:07-5:17PM	NEC Updates	Scott Howard	Dr. Scott Howard, Chair of the Nomination and Elections Committee, provided an update on the members, charge, goals and activities of the committee. They are in the process of creating a video guide for the election process and encouraged junior faculty (an important voice) to play a greater role in the nomination and election process.	
5:17-5:33PM	Shared Core Facilities for all Faculty in the School of Medicine	Chris Flask	Dr. Chris Flask, Chair of the Core Facility Steering Committee, explained the committee's role, history, and accomplishments.	
5:33PM	Bylaws Recommendation on Proposed Amendments to the Bylaws (faculty Petition)	Darin Croft	(None; this agenda item was postponed to the January meeting due to time constraints.)	
	Updates from the Faculty Senate Ex Com Representative	Robert Bonomo	(None; this agenda item was postponed to the January meeting due to time constraints.)	
	New Business		A member wanted to propose an item of New Business and was told that it could be sent to Nicole Ward and Nicole Deming for consideration by the FCSC as an separate topic for the January meeting agenda.	
5:35PM	Adjourn			A motion was made by a FC representative and seconded by a FC representative to adjourn the meeting. The vote was unanimously in favor. The Chair adjourned the meeting at 5:35PM.

Members Present

Moises Auron
Neil Bruce
Matthias Buck
Dan Cai
Aleece Caron
Bryan Carroll
Mohammad Chaaban
Darin Croft
Margot Damaser
Jonathan Emery
Stephen Fink
Thomas Gerken
Stan Gerson
Peter Harte
Alia Hdeib
Amy Hise
Alex Huang

Melissa Hubal
Andrew Jones
Peter K. Kaiser
Thomas J. Knackstedt
Vijaya Kosaraju
Erin Lamb
Lia Logio
Danny Manor
Jennifer McBride
William Merrick
Sam Mesiano
Nathan Mesko
David Mihal
George Ochenjele
Arne Rietsch
Anastasia Rowland-Seymour

Elie Anthony Saade
Ashleigh Schaffer
Hemalatha Senthilkumar
Jacek Skowronski
Usha Stiefel
Ben Strowbridge
Daniel Tisch
Heather Vallier
Satish Viswanath
Johannes von Lintig
Susan Wang
Nicole Ward
James Wilson
Jamie Wood
Wei Xiong
Samina Yunus

Members Absent

Corinne Bazella
Melissa Bonner
Robert Bonomo
Jae Sung-Cho
David DiLorenzo
Katherine DiSano
Robert Geertman
Jeffrey Hopcian
Alyssa Hubal

Eric W. Kalar
Ankur Kalra
Sangeeta Krishna
Vinod Labhasetwar
Bill Leaatherberry
Kelly Lebak
Peter MacFarlane
Mariel Manlapaz

Rocio Moran
Clifford Packer
Nimitt Patel
Linda Dalal Shiber
Courtney Smalley
Joseph Tagliaferro
Sarah Tehranisa
Allison Vidimos

Others Present

Mark Aulisio
Todd Bafus

Chris Flask
Matt Grabowski

Qingzhong Kong
Cynthia Kubu

Others Present (cont)

John Chae

Jessica DeCaro

J. Alan Diehl

Nicole Deming

Kishore Guda

Jonathan Haines

Joyce Helton

Scott Howard

Richard Martin

Maureen McEnery

Todd Otteson

Jo Ann Wise

2.6: Standing Committees of the Faculty of Medicine

a. The following Standing Committees shall be charged with specific responsibilities (as described more completely in each committee's Charge as approved by the Faculty Council):

(1) The Medical Student Admissions Committee shall participate in establishing admissions policies and procedures and in annual decision-making regarding individual medical student applicants to: a) the "University Program" at CWRU; b) the "College Program" at the Cleveland Clinic; and c) the Medical Scientist Training program (MSTP).

(2) The Bylaws Committee shall consider proposed amendments to the Bylaws of the Faculty of Medicine and make recommendations concerning such proposed amendments to the School of Medicine Faculty Council. It shall also review proposals for new and amended charges of standing committees for the purpose of advising the Faculty Council regarding their compliance with the Bylaws prior to a vote by the Faculty Council. At least once every five years, the Bylaws Committee shall conduct a full review of these Bylaws.

(3) The Committee on Budget, Finance, and Compensation shall serve as the Faculty's principal forum for SOM budgeting, finances, and faculty compensation. This Committee will consult with faculty and advise the SOM administration on relevant SOM policies and procedures.

(4) The Committee on Appointments, Promotions, and Tenure shall review and make recommendations concerning all appointments or promotions to the ranks of associate professor or professor and the award of tenure, as outlined in Article 5.10.

(5) The Committee on Medical Education shall evaluate, review, and make recommendations concerning the overall goals and policies of the School's medical education programs.

(6) The Committee on Medical Students shall have the responsibility for reviewing the total performance of all medical students and the authority to make decisions on medical student standing and promotion. Each year it shall submit the list of candidates for the award of the degree of Doctor of Medicine to Faculty Council (see Article 3.1a).

(7) The Lecture Committee shall serve to select invited speakers who are to deliver the Bloomfield and Hanna Lectures for the entire School of Medicine as well as other endowed lectureships that are intended to serve the School of Medicine community.

(8) The Committee on Biomedical Research shall carry out the faculty's role in formulating policies related to the conduct of research in the School of Medicine on matters including but not restricted to the research portfolio, enabling technologies, research infrastructure, and biomedical workforce.

(9) The Committee on Women and Minority Faculty shall identify factors that have impeded progress towards improving the status of women and minority faculty and recommend

Commented [A1]: 2.6a approved by Bylaws committee 6-0 on 2021-12-14.

Changes without specific justifications relate to streamlining text and including only the essential functions of the committee here. (Additional details and procedures should be described in each committee's charge.)

Commented [A2]: Note that this is a committee name change that may require updates elsewhere in the bylaws.

Justification: This committee is only involved with medical student admissions. It has no role in other SOM professional programs, such as the Physician Assistant program, or the MS of Anesthesiology Program in the SOM. It also does not deal with admissions of MS or PhD students in the School of Graduate Studies that are based in SOM departments. These modifications also update the description of the process and identify the three MD programs.

Deleted: both annual decision-making regarding individual student applicants and in the establishment of

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Deleted: the consideration of matters relating to

Deleted: and financing

Deleted: the formation and review of

Deleted: concerning faculty compensation

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Commented [A3]: Note that this is a committee name change that may require updates elsewhere in the bylaws.

Justification: As for the Admissions Committee above, this committee is only involved with medical students. It has no role in other SOM professional programs, such as the Physician Assistant program or MSA program, nor does it deal with graduate students based in SOM departments.

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Commented [A4]: Justification: Clarifies the description of the committee to match its current functions.

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Commented [A5]: Justification: This suggested text is based on the committee's charge.

Deleted: be established as a Standing Committee as specified in its charge.

ameliorative policies and actions to the School of Medicine (SOM) Faculty Council and Administration.

(10) The School of Medicine Program Review Committee (PRC) shall review new graduate and undergraduate programs involving departments within the School of Medicine, major changes to existing programs (defined as a change to 50% or more of the curriculum), new joint degree and dual-degree programs and may also review other (non-MD) programs at the Dean's request.

Commented [A6]: Justification: This is a new committee approved by Faculty Council that needs to be added to the Bylaws. The text was suggested by the committee itself and is based on the committee's charge.

Recommendations of the SOM Bylaws Committee Regarding Faculty-Proposed Amendments to
Article 3.6b of the School of Medicine Bylaws (submitted June 17, 2021)

ORIGINAL AMENDMENT

3.6 Committees of the Faculty Council

b. Nomination and Elections Committee.

*"In addition, the Nomination and Elections Committee shall **adhere to the eligibility requirements for service on specific committees as stated elsewhere in these Bylaws and committee charges and** nominate (1) candidates for the at-large representatives to the Faculty Council, (2) candidates for the representatives of the special faculty whose titles are modified by the adjective adjunct or clinical to the Faculty Council, (3) candidates for standing committees of the Faculty of Medicine, and (4) candidates for the University Faculty Senate. In the case of at-large representatives, senators, or members of the Committee on Appointments, Promotions, and Tenure, the number of candidates shall be at least twice the number of positions to be filled.*

*In recruiting faculty for these **se aforementioned** ballots, the Nomination and Elections Committee shall **adhere to the specific eligibility requirements stated elsewhere in these Bylaws and committee charges and** strive to produce a diverse slate of nominees, considering gender, race, institutional affiliation and representation of basic and clinical departments **by finding additional candidates, as is necessary**. A nominee may not be put on the ballot if in winning the election they would serve on more than two standing committees of the Faculty of Medicine or Faculty Council (ad hoc committees are not included in this count).*

Furthermore, a nominee may not be put on the ballot for the election of Senators if in winning the election they would serve on more than two standing committees of the Faculty Senate (ad hoc committees are not included in this count). Exceptions will be made only if no other candidates come forward to fill a committee vacancy. Elections shall be conducted by email or other electronic means, using a preferential voting system."

Rationale: To clarify the complementary roles of the Nomination and Elections Committee to: i) adhere to specific eligibility requirements stated in the School of Medicine Bylaws and committee charges; and ii) promote diversity, equity, and inclusion by producing a diverse slate of nominees by seeking additional candidates, as necessary.

BYLAWS COMMITTEE RECOMMENDATION

The School of Medicine Bylaws Committees recommends that Faculty Council support a modified version of this amendment. Our suggested modifications and justifications are detailed below (using tracked changes and comments).

3.6 Committees of the Faculty Council

b. Nomination and Elections Committee.

"In addition, the Nomination and Elections Committee shall nominate (1) candidates for the at-large representatives to the Faculty Council, (2) candidates for the representatives of the special faculty whose titles are modified by the adjective adjunct or clinical to the Faculty Council, (3) candidates for standing committees of the Faculty of Medicine, and (4) candidates for the University Faculty Senate. In the case of at-large representatives, senators, or members of the

Deleted: adhere to the eligibility requirements for service on specific committees as stated elsewhere in these Bylaws and committee charges and

Committee on Appointments, Promotions, and Tenure, the number of candidates shall be at least twice the number of positions to be filled.

~~The Nomination and Elections Committee shall place on the ballot any self- or peer-nominated candidate who consents to run and meets the eligibility requirements for service, as specified in these Bylaws or in the charge of the corresponding committee.~~ The Nomination and Elections Committee shall ~~also actively recruit candidates and~~ strive to produce a diverse slate of nominees, considering gender, race, institutional affiliation and representation of ~~basic science~~ and clinical departments. ~~However, a~~ nominee may not be put on the ballot if in winning the election they would serve on more than two standing committees of the Faculty of Medicine or Faculty Council. ~~Service as a Faculty Council representative or on an~~ ad hoc committee of the Faculty Council or of the dean ~~is~~ not included in this count. ~~Furthermore, a candidate may not be put on the ballot for the election of Senators if they already serve on two standing committees of the Faculty of Medicine or of Faculty Council.~~ Exceptions ~~may~~ be made only if ~~the Nominations and Elections Committee is unable to recruit a sufficient number of candidates to fill a committee vacancy.~~ Elections shall be conducted by email or other electronic means, using a ~~ranked choice~~ voting system."

These suggested modifications include all procedural changes in the faculty-proposed petition except limiting service of School of Medicine faculty on committees of the Faculty Senate. Since the School of Medicine is a constituent faculty of the University Faculty (see Faculty Handbook, Chapter 2, Article VII, Section A), and the Faculty Senate exercises all powers of the University Faculty not reserved to the University Faculty itself or delegated elsewhere by the University Faculty (Faculty Handbook, Chapter 2, Article 4, Section A), the School of Medicine does not have the authority to limit service of School of Medicine faculty on Faculty Senate committees.

To further promote equity, diversity, and inclusion in School of Medicine elections, as stated in the rationale for the faculty-proposed amendment, we recommend that the Nominations and Elections committee create a charge separate from the Bylaws that describes their process for recruiting a diverse ballot and educating the faculty on the importance of participating in faculty governance. We also recommend that all committees critically examine their eligibility requirements for service (as detailed in their charge) to balance term limits (which allow more faculty to serve) with the benefits of having experienced committee members (which limits the number of faculty who can serve).

Respectfully submitted,

School of Medicine Bylaws Committee: Darin Croft (Chair), Piet de Boer, George Dubyak, Stephen Fink, Peter Harte, Mamta Singh, and Nicole Deming (ex officio)

Nov. 30, 2021

Commented [A1]: This is a clearer, more explicit, and positive way to state that the NEC shall adhere to eligibility requirements, as stated in the original petition. We feel it only needs to be stated once (rather than twice) and that it fits better in this paragraph, which deals with how the NEC recruits candidates (as opposed to its duties).

This is also commensurate with the Faculty Handbook, Article 7, Section A, Paragraph 4: "In discharging its responsibilities, each constituent faculty shall observe university policies governing academic freedom, and its by-laws shall provide that the decision-making processes in its government are essentially democratic."

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Commented [A2]: This is an omission that should be corrected.

Deleted: by finding additional candidates, as is necessary

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Commented [A3]: This more explicitly states which types of service are not included.

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Commented [A4]: This language clarifies the proposed text regarding service on the Faculty Senate.

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Commented [A5]: This highlights the role of the NEC in recruiting candidates, as suggested by the proposed text deleted above (i.e., "by finding additional candidates, as is necessary").

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Commented [A6]: This is the proper name for the voting method and more accurately describes it. Note that it is widely understood to promote greater inclusiveness because it allows more candidates to run and the winner to be determined in a single election, with no need for "primaries" to identify just two candidates.

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Faculty Senate and Executive Committee Reports

Robert A. Bonomo, MD

Cleveland VAMC

Case VA CARES CWRU

December 20, 2021 4 p.m.

Final

Meetings 11/22, 12/7, 12/15

1/19/2022

Summary of Faculty Senate Meetings 11/22....12/15

- **COVID.** President Eric Kaler announced that 97% of faculty and staff have been fully vaccinated. The COVID positivity rate is < 1 % on campus. President Kaler also offered to test faculty and students that are planning to travel outside of the United States. CWRU has offered vaccines to families as well. Booster is mandated. Mental health support to be made more accessible. Re-entry testing; q 1 week testing in January. Please see [Covid dashboard https://case.edu/covid19/health-safety/testing/covid-19-testing-vaccination-and-case-data](https://case.edu/covid19/health-safety/testing/covid-19-testing-vaccination-and-case-data) with testing and Case data.
- **Hybrid work plan.** On Monday January 10th, 2022 , all supervisors must approve the hybrid work plan that is being proposed for faculty and staff
- **Social Media.** There will be an ad hoc committee looking at social media and the impact upon CWRU
- **Parental Leave.** With regards to parental leave a revision of the policy has been approved by the Faculty Senate. The issues of academic year and policy adjustments have been “fine tuned” to the needs of the faculty. It is also clear that it will apply to faculty that are under contract. The primary caregiver who declares to burden the responsibility of childcare will be given priority.
- **GER** Has done very well and has been approved by the faculty Senate

Summary of Faculty Senate Meetings 11/22....12/15

- **Increase in Undergraduate Tuition** approved (? 61K, 9% increase) -makes CWRU more competitive. Reinvest in infrastructure and faculty ; recruit and retain. Adjusts for inflation
- **Search for senior VP for Research**; Dr. Gerson and Provost
- **Community engagement** is strongly supported.
- Provost discussed the new **Faculty Voluntary Retirement plan**; overall favorable... but concerns on the department level; deans and departments chairs to propose best plans as can be a challenge if multiple departures. Overall goal-- reinvigorate the faculty , but don't want a faculty shortage. Question raised regarding delaying retirements until 2023
- Dr. Peter Harte clarified the issue of **secondary appointments** and joint appointments and clarified the need for full faculty status in all those areas.
- **Retirement oversight committee** . Investment programs were examined; the existing retirement plan was discussed. TIA vs VANGUARD – there are major differences. The existence of a three-tier system for investments. *Tier I*- diversified fund; *Tier II*-Low cost, passive indices; *Tier III* -actively managed and specialty funds.

Summary of Faculty Senate Meetings 11/22....12/15

- **Digital access accessibility** policy. There was discussion on diversity and inclusion, and it was notably stressed that 1/5 of our students have a documented disability. Canvas will be used for helping us disseminate our digital activities
- Concern expressed about the faculty and students from **China and Asia**
- Faculty should address **compliance training**. The issue of **conflict of commitment** was raised
- Notions of **shared governance** will be advanced
- **Hiring/recruiting /streamlining** process to get new faculty and staff on board.
- Two-day midterm break discussed
- **Research Committee report** (Dr. Hibbs) . 15% response rate; 44% responders from SOM. 38% Profs. Better knowledge of services are very much needed. Satisfaction with overall program, but some concerns. 61% satisfaction with IRB. Administrative support for parts of applications that are not “science” (these are descriptions of cores, resources, etc.) and seed funding are priorities. Faculty do not appreciate fully what is available to them. The animal core most heavily used.
- The amendment to the bylaws allowing the **VA to have six representatives** from different service groups passed (84% approve-2% no-13% abstain). VA to plan elections for representatives by January, 2022.

Summary of Faculty Senate Meetings

11/22....12/15

- **The COVID impact survey.** FS Voted to reissue the Survey (88% voted yes) . Currently, first survey is still being evaluated. Office of the Provost to assist (Drs. Hise and Stiefel) . Women faculty disproportionately impacted by the pandemic in terms of workload, caregiving, faculty advancement. Loss in productivity greter for women faculty.
- **Finance committee** 13.3M excess ; some concerns regarding inability to spend at SOM
- Retirements and replacements- Athletic Director
- Executive Committee report- includes all above

Personal thoughts-highlights

1. The President, Provost. Chair of the Faculty Senate and Dean of SOM have a great vision for our University and SOM.
 - a) Our academic community is going forward; we have many programs we can be proud of
 - b) Diversity and Inclusivity
 - c) Community engagement
 - d) Parental leave
 - e) Hybrid work force
 - f) Students are central to our identity
 - g) Faculty accomplishments
2. The Faculty Senate is working for all of us
 - a) Shared governance
3. Global concerns and sensitivity - ALL faculty and students are important to us- we are a community

Summary of Faculty Senate Meeting 1/19/22

1. President and Provost comments; KN95; Booster policy-required; return to work if positive(10 day/5 day); back in class this week; Campus security; Searching for senior VP of Research Technology Management Development; Value of pausing and examining our lives; the “great resignation”...”we exist to transform the lives of others”
2. Topics covered
 - a) Committee on Graduate Study,: time away from work; post doc and parental leave/graduate student ; 6-8 weeks /9-11 weeks if both. Home department pays for parental leave. If faculty member is partner, lead administrator would drive it.
 - b) Tenure and transparency (faculty to get early feedback/written comments to explain shortcomings, department and Dean level)
 - c) Health Education Campus
 - d) Shared faculty governance ad hoc committee to be formed
 - e) New Masters degree in Translational Pharmaceutical Sciences (fall 2022) approved
 - f) Faculty Information System; all faculty information in one place; data security; activity reporting; Faculty web sites, access management per roles; integration with our systems on campus. Duo factor authentication. Department chairs have full access
 - g) Open access policy for publications and dissemination of scholarship (increase impact); books not covered <http://researchguides.case.edu/openaccess/ProposedStatement>. Autors final manuscript before publication
 - h) 5 year calendar revealed

Motion

That the present Chair of Faculty Council (Darin Croft) be permitted to serve his full three-year term on Steering Committee (as Chair-Elect, Chair, and Past Chair) by continuing to serve as Faculty Council Chair for the 2022-23 academic year (the term for which he was originally elected).

That the election conducted in December be considered an early annual election for Chair-Elect (typically scheduled for May), with the result that the winner (Matthias Buck) serve in that position for the 2022-23 academic year.

That the position of Past-Chair remain vacant for the 2022-23 academic year.

Recommendation

That the Bylaws Committee draft an amendment to the School of Medicine Bylaws that details procedures for dealing with a premature vacancy in the position of Faculty Council Chair. Such considerations for termination of the Chair's position may reflect movement to another institution, health concerns (or death) or difficulties with managing the work load. Should the Chair step down, the Chair would not serve as a Past Chair.

Appendix: Faculty Senate procedures for dealing with premature Faculty Senate Chair vacancy:

FACULTY HANDBOOK

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ARTICLE V. THE FACULTY SENATE

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Sec. F. Apportionment, Election, Term of Office, and Vacancies

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Par. 6. VACANCY OF FACULTY SENATE CHAIR DURING TERM.

If the Faculty Senate chair is unable to complete his or her term, the vice chair of the Faculty Senate shall assume the position of Faculty Senate chair.

If this vacancy occurs during the fall semester, there shall be an election for a new vice chair. The new chair may choose to serve as chair again the following year and shall notify the Secretary of the University Faculty of their decision by February 1.

If a vacancy in the position of the Faculty Senate chair occurs after the fall semester, then the current vice chair will assume the role of chair immediately and continue as chair during the following year. The Faculty Senate Executive Committee may choose

to hold the election for a new chair-elect earlier than otherwise provided in the Faculty Handbook.

Committee on Budget Finance and Compensation (CBFC)

Faculty Council

1/24/2022

Presented by Agata Exner PhD, Chair CBFC

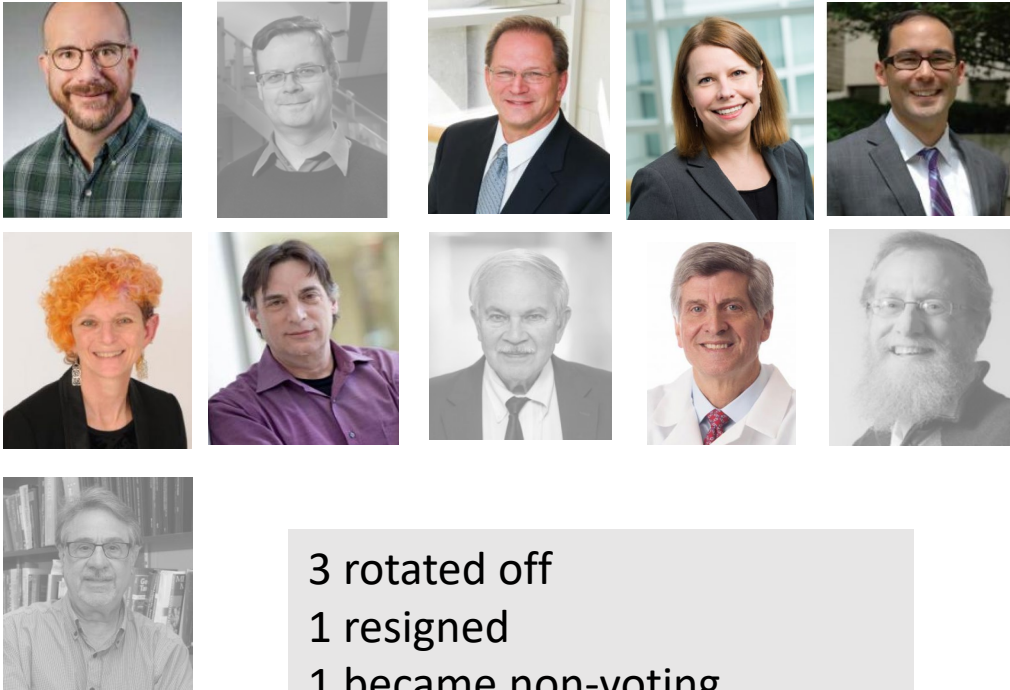
CBFC Operation & Charge

- Advisory committee dealing with all aspects of faculty compensation, budget and finances of the SOM
- Meet monthly for 1-1.5 hours and do a lot of remote / email work in between

Charge:

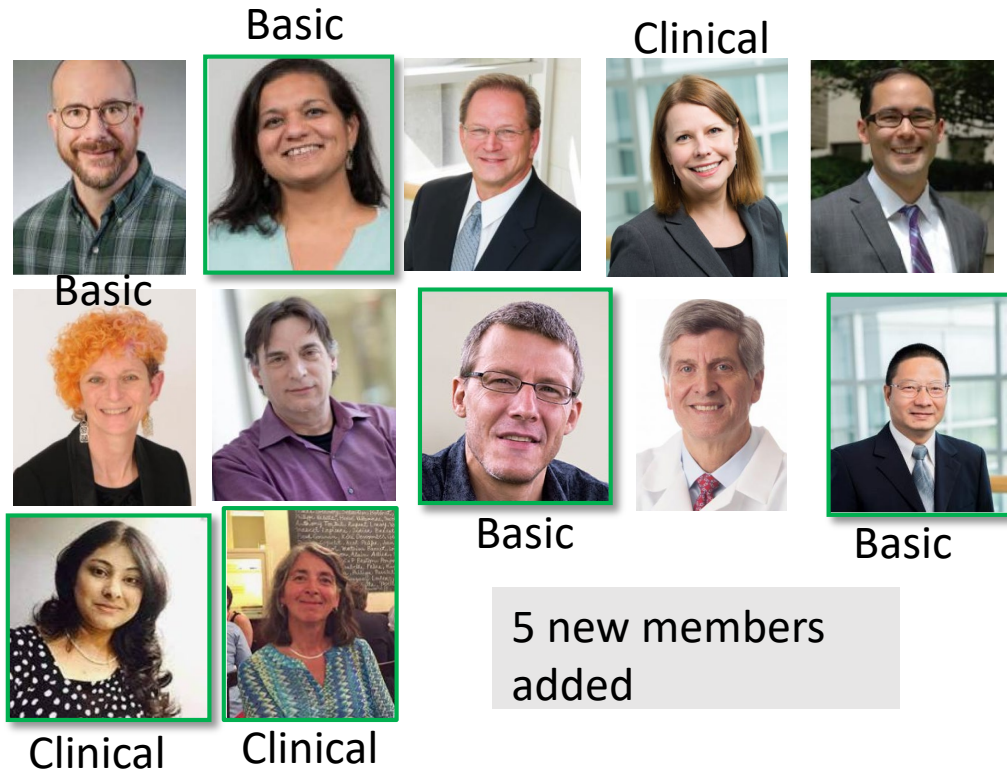
- Review proposed budgets for consistency with SOM strategic plan priorities
- Analyze and report on SOM sponsored research activity
- Provide the Faculty Council (FC) with financial overviews
- Consult with SOM admin re: compensation and annual allocation of funds
- Review guidelines and policies for faculty compensation for each Department
- Competitive analyses of faculty compensation in peer universities nationwide

2020-21 Members



- **Mark Aulisio**, Chair, Bioethics
- **Matthias Buck**, 2019-2020 Chair, Professor, Physiology and Biophysics
- **Evan Deneris** – Professor, Neuroscience
- **Mitch Drumm**, Interim VP of Research and Technology Management, Professor, Dept of Genetics (non-voting)
- **Agata Exner** -2020-21 Chair, Professor, Radiology & BME
- **Matthew Lester**, Vice Dean for Finance and Administration (non-voting)
- **Sana Loue**, Professor, Bioethics
- **Danny Manor**, (UBC Rep), Associate Professor, Nutrition,
- **Bill Merrick**, Professor, Biochemistry
- **Bob Salata**, Physician-in-Chief, Chair, Medicine, UHCMC
- **Mendel Singer** – (FSFC Rep), Associate Professor, Population & Quantitative Health Sciences

2021-22 Members



- **Mahesheema Ali (year 1)**, Assistant Professor, Pathology, Metro
- **Mark Aulisio**, Chair, Bioethics (*CBSC*, non-voting)
- **Mitch Drumm**, Professor, Genetics (non-voting)
- **Agata Exner (year 3)**-2021-22 Chair, Professor & Vice Chair, Radiology; Professor, BME (*FSFC* rep)
- **Sudha Iyengar (year 1)**, Professor and Vice Chair, Population and Quantitative Health Sciences
- **Eckhard Jankowski (year 1)**, Professor, Biochemistry Director, Center for RNA Science and Therapeutics
- **Matthew Lester**, Vice Dean for Finance and Administration (non-voting)
- **Sana Loue (year 2)**, Professor, Bioethics
- **Danny Manor**, (*UBC Rep*), Associate Professor, Nutrition (non-voting)
- **Maureen McEnery (year 1)**, Professor, Neurology
- **Bob Salata**, Physician-in-Chief, Chair, Medicine, UHCCM (*CMSC*, non-voting)
- **Zhenghe (John) Wang (year 1)**, Professor & Vice Chair, Genetics and Genome Sciences

2021-22 Goals

- Continue monitoring / providing input to admin re. COVID-related challenges (staff shortages, research spending etc)
- Interfacing with Central (Agata on FSFC)
- Survey of faculty interest in financial info
- Understand faculty incentive allocations
- Provide clarity for different CWRU SOM faculty appointment / comp structures at SOM clinical affiliates as pertaining to tenure / compensation
- Compensation equity analysis (focus on URiM if possible)

CBFC SOM Finance Communication Survey

Survey Goals

- determine the SOM faculty's satisfaction with communication of financial information
- to query what topics are important to the faculty which could be tackled by the CBFC in future meetings.

CBFC Survey Questions

1. How satisfied are you with the level of communication of SOM financial information being provided? (1-5, 1 being very dissatisfied, 5 being very satisfied)
2. Do you think the quarterly SOM finance update email sent by the Vice Dean and Chair of the CBFC is useful? (1-5, 1 being very dissatisfied, 5 being very satisfied)
3. Are you interested in learning more about the SOM budget and finance operations?
4. Are you interested in learning more about the University Central budget and finance operations?
5. Would you like to see regular SOM Finance Town Hall special faculty meetings that provide greater interaction with us: the Committee, incl. the Vice Dean for Finance and Administration?
6. Please tell us about what additional financial information and discussion items for the committee and administration would be of value to you and why
7. General comments

CBFC Survey Participation

Survey was **sent to 484 School of Medicine faculty** who are paid by CWRU in some capacity:

Instructor

Assistant Professor

Associate Professor

Professor

Senior Instructor

Visiting Faculty (recent recruits who have this job title temporarily)

Adj/Clin Assistant Professor

Adj/Clin Assoc Professor

Adj/Clin Instructor

Adjunct/Clinical Professor

Huge **thank you** to Halle and Vivian from SOM Finance Office for putting together the survey, sending the emails and compiling results.

CBFC Survey Participation

- The email open rate was **70%**. 340 faculty of 484 have opened the email
- 98 recipients clicked on the survey (20% of all recipients, 29% of the recipients who opened the email)
- 72 of those who clicked on the survey responded to it (15% of all recipients, 21% of the recipients who opened the email)

CBFC Survey Results

Question 1:

On a scale of 1-5, level of communication of SOM financial data: **3.2**

Question 2:

On a scale of 1-5, quarterly financial update useful? **4.0**

Question 3:

Interested in learning more about SOM budget / finance operations
89% YES, 11% NO

Question 4: Interest in learning more about Central budget / finance operations

87% YES, 9% NO

Question 5: Would you like to see regular SOM Finance Town Hall meetings

86% YES, 10% NO

CBFC Survey Results

Common themes that emerged from the responses ranked in order of importance

1. Transparency around salary / compensation equity amongst SOM departments and between peer institutions
2. How financial priorities and capital investment decisions are made at the SOM
3. What grant application success rates are, and how indirect costs from grants are spent
4. How the unrestricted portion of the endowment is spent
5. Admin salary budget vs faculty salary budget



General analysis

- Better response than expected
- Really insightful comments
- Some easy fixes, some will take time
- Communication seems to be a challenge still. This is being lumped into “transparency”
- In general, very useful process and good info provided by survey

Action Items:

- Discuss with committee
- Make a plan for how to tackle these issues
- Send Committee letter to Dr. Gerson to share survey findings with him
- Discuss at Faculty Council

Questions?



Faculty Council Newsletter

Elie Saade, MD, MPH, FIDSA

Assistant Professor of Medicine, CWRU

Division of Infectious Diseases and HIV Medicine,
UHC



What?

- Monthly communication to all faculty (none when FC not meeting).
- Summarizing faculty council meeting items of interest.
- Include links to the Box folder.
- Options:
 - Customized by each faculty council members before distribution to their division/division?
 - Same for all?

Why?

- Communication to faculty members on items of interest to them.
- Inform faculty members on new policies, services, programs, etc...
- Drive awareness and enhance participation in faculty council and committees.
- Encourage input from faculty members on topics of interest.
- Engagement with the representative, drive up voting.

How?

- Simple MS Word newsletter template – 2 pages.
- Based on meeting agenda, presentations and discussions.
- May be prepared by a FCSC member.
- Distributed by email to all faculty members.
- First edition after January 2022 FC meeting.

ARTICLE 2 - THE FACULTY OF MEDICINE

(2.6a approved 6-0 by Bylaws committee 6-0 on 12/14/21)

2.6: Standing Committees of the Faculty of Medicine

a. The following Standing Committees shall be charged with specific responsibilities (as described more completely in each committee's Charge as approved by the Faculty Council):

(1) The Admissions Committee shall participate in both annual decision-making regarding individual student applicants and in the establishment of admissions policy and procedure.

New:

(1) The **Medical Student** Admissions Committee shall participate in establishing admissions policies and procedures and in annual decision-making regarding individual **medical** student applicants to: a) the "University Program" at CWRU; b) the "College Program" at the Cleveland Clinic; and c) the Medical Scientist Training program (MSTP).

Justification: This committee is only involved with medical student admissions. It has no role in other SOM professional programs, such as the Physician Assistant program, or the MS of Anesthesiology Program in the SOM. It also does not deal with admissions of MS or PhD students in the School of Graduate Studies that are based in SOM departments. These modifications also update the description of the process and identify the three MD programs.

Note that the committee name change also requires the same change in section 2.6f.

(2) The Bylaws Committee shall consider proposed amendments to the Bylaws of the Faculty of Medicine and make recommendations concerning such proposed amendments to the School of Medicine Faculty Council. It shall also review proposals for new and amended charges of standing committees for the purpose of advising the Faculty Council regarding their compliance with the Bylaws prior to a vote by the Faculty Council. At least once every five years, the Bylaws Committee shall conduct a full review of these Bylaws.

(3) The Committee on Budget, Finance, and Compensation shall serve as the faculty's principal forum for the consideration of matters relating to SOM budgeting and financing. This Committee will consult with and advise the SOM administration on the formation and review of SOM policies and procedures concerning faculty compensation.

New:

(3) The Committee on Budget, Finance, and Compensation shall serve as the Faculty's principal forum for SOM budgeting, finances, and faculty compensation. This Committee will consult with Faculty and advise the SOM administration on relevant SOM policies and procedures.

Justification: More precise, and shorter language

(4) The Committee on Appointments, Promotions, and Tenure shall review and make recommendations concerning all appointments or promotions to the ranks of associate professor or professor and the award of tenure, as outlined in Article 5.10.

(5) The Committee on Medical Education serves to evaluate, review, and make recommendations concerning overall goals and policies of the School's medical education program, which includes the University and College programs.

New:

(5) The Committee on Medical Education shall evaluate, review, and make recommendations concerning the overall goals and policies of the School's medical education programs.

Justification: Shorter more consistent language. The School's medical education programs are now already identified above (MSA committee) and further defined in the committee's written charge.

(6) The Committee on Students shall have the responsibility of reviewing the total performance of all students and the authority for decisions on student standing and student promotions. Each year it shall submit the list of candidates for the award of the degree of Doctor of Medicine to Faculty Council (see Article 3.1a).

New:

(6) The Committee on Medical Students shall have the responsibility for reviewing the total performance of all medical students and the authority to make decisions on medical student standing and student promotions. Each year it shall submit the list of candidates for the award of the degree of Doctor of Medicine to Faculty Council (see Article 3.1a).

Justification: As for the Admissions Committee above, this committee is only involved with medical students. It has no role in other SOM professional programs, such as the Physician Assistant program or MSA program, nor does it deal with graduate students based in SOM departments.

Note that the committee name change also requires the same change in sections 2.6f and 3.1a.

(7) The Lecture Committee shall serve as a selection committee for speakers where no other regular mechanism is in place.

New:

(7) The Lecture Committee shall serve to select invited speakers who are to deliver the Bloomfield and Hanna lectures for the entire School of Medicine as well as other endowed lectureships that are intended to serve the School of Medicine community.

Justification: Clarifies the description of the committee to match its current functions.

(8) The Committee on Biomedical Research shall carry out the faculty's role in formulating policies related to the conduct of research in the School of Medicine on matters including but not restricted to the research portfolio, enabling technologies, research infrastructure, and biomedical workforce.

(9) The Committee on Women and Minority Faculty shall be established as a Standing Committee as specified in its charge.

New:

(9) The Committee on Women and Minority Faculty shall identify factors that have impeded progress towards improving the status of women and minority faculty and recommend ameliorative policies and actions to the School of Medicine (SOM) Faculty Council and Administration.

Justification: The committee is now established and the new text is based on the committee's written charge.

New:

(10) The School of Medicine Program Review Committee (PRC) shall review new graduate and undergraduate programs involving departments within the School of Medicine, major changes to existing programs (defined as a change to 50% or more of the curriculum), new joint degree and dual-degree programs and may also review other (non-MD) programs at the Dean's request.

Justification: This is a new committee approved by Faculty Council that needs to be added to the Bylaws. The text was suggested by the committee itself and is based on the committee's charge.

ARTICLE 2 - THE FACULTY OF MEDICINE

2.6: Standing Committees of the Faculty of Medicine

f. The meetings of all standing committees shall be open to all members of the faculty except for those of the Admissions Committee, the Committee on Students, and the Committee on Appointments, Promotions and Tenure. Chairs of other committees may declare a meeting or part of a meeting closed to faculty attendance only if confidential personnel matters are to be discussed.

New:

f. The meetings of all standing committees shall be open to all members of the faculty except for those of the [Medical Student](#) Admissions Committee, the Committee on [Medical](#) Students, and the Committee on Appointments, Promotions and Tenure. Chairs of other committees may declare a meeting or part of a meeting closed to faculty attendance only if confidential personnel matters are to be discussed.

Justification: Committees now named the Medical Student Admissions Committee and the Committee on Medical Students.

ARTICLE 3: THE FACULTY COUNCIL

3.1: Purpose and Functions of the Faculty Council

The Faculty of Medicine delegates all powers not reserved to the Faculty of Medicine itself (see Article 2) to a Faculty Council. The Faculty Council shall serve as the Executive Committee of the Faculty of Medicine, in accordance with Article X.1 of the Bylaws of the Faculty Senate. The Faculty Council shall meet regularly to exercise its powers and obligations, which shall include but not be limited to the following:

- a. To act for the Faculty of Medicine regarding the planning and execution of educational programs and the formulation of policies concerning curricula, student admissions, and the conduct of research in consultation with the appropriate standing committee of the Faculty of Medicine. It shall review the requirements for the M.D. degree and the recommendations of the Committee on Students regarding student standings and student promotions;

New:

- a. To act for the Faculty of Medicine regarding the planning and execution of educational programs and the formulation of policies concerning curricula, student admissions, and the conduct of research in consultation with the appropriate standing committee of the Faculty of Medicine. It shall review the requirements for the M.D. degree and the recommendations of the Committee on [Medical](#) Students regarding student standings and student promotions;

Justification: Committee now named the Committee on Medical Students.