

Faculty Council Meeting
Meeting Minutes
Monday, April 17, 2023

Timing	Agenda Item	Presenter	Summary of discussion	Action items/Motions/ Votes
4:02-4:10PM	Welcome and Chair Announcements	Darin Croft	<p>The Chair called the meeting to order at 4:02PM. Dr. Croft reminded the members that all statements of interest for the upcoming election are to be submitted by April 28. For those not self-nominating, they need to be in earlier than April 28 so the potential candidate can be informed and accept their nomination. There are 25 vacancies on the SOM committees this spring.</p> <p>The Third Meeting of the Faculty of Medicine with Dean Gerson will be held on Wednesday, May 3, from Noon to 1:15PM, in person at Wolstein Auditorium and via Livestream. The first half of the meeting will cover the three topics selected by Faculty Council: 1) Promotions and Tenure, 2) Faculty Salaries, and 3) Medical Education. The second half of the meeting is open for questions and discussion. The Chair encouraged the members to attend in person or virtually.</p> <p>The last meeting of Faculty Council will be held on Monday, June 12, and will be hybrid – in person at BRB105 Auditorium and via Zoom, with a year-end reception to follow in the BRB 100 Lobby.</p> <p>Dr. Croft stressed that it is the responsibility of the Faculty Council representatives to keep their faculty informed about SOM/CWRU activities. He suggested that having a regular report at their faculty meetings facilitates communication between administration, faculty, and the school.</p>	
4:10-4:12PM	Approval of the March Faculty Council Minutes	Darin Croft	When polled for changes to the March Faculty Council Meeting minutes, an edit was suggested. There were no objections to this change being made.	The minutes are accepted as amended by unanimous consent.
4:12-4:18PM	Faculty Council Steering Committee Report of Activities	Matthias Buck	Dr. Buck presented a summary report of activities for the April 3 Faculty Council Steering Committee meeting.	

4:18-4:37PM	Faculty Senate Report	Alan Levine	<p>Dr. Levine's report included a summary of both March and April Faculty Senate Meetings as he was unavailable to attend Faculty Council in March. He invited members to acquaint themselves with Ohio Senate Bill #83 and the possible impact this potential legislation could have on the university and what the university stands for.</p> <p>Senior VP for Research Michael Oakes reported to the Board of Trustees that CWRU has been fairly stagnant in research growth, while our competition is growing, basically translating to us dropping overall. We are 80% SOM funded, and he is looking for a 50/50 balance. He proposes to grow research funding at CWRU by \$200,000,000.</p> <p>A UH Hospital Based Faculty Committee has been created with permanent membership. Those with expertise on these topics will be invited on an ad hoc basis. The ad hoc COVID-19 Response Committee is shutting down. The Aerospace Physiology Graduate Certificate initiative was approved. The Senate Nominating Committee confirmed the chairs of the Faculty Senate committees for 2023-2024. There was extensive conversation relative to the Faculty Senate meeting format.</p> <p>Membership of the Faculty Joint Process for Title IX Complaints Task Force and their areas of focus (update, align, disseminate grievance/complaint processes across the CWRU community to ensure equity and accessibility) was noted. The difference between how Title IX Allegations Against Faculty was addressed in the past (both government and university), and how it will be addressed going forward with the task force recommending one joint process was explained (will require a bylaws change).</p> <p>A School of Medicine: State of the School – 2023 update (with consultation from Dean Gerson and Darin Croft) was presented to the Faculty Senate ExCom and is posted on BOX. DEI is in the process of an internal search for their new Vice Dean. The DEI Education Retreat was held in February 2023. The Strategic Plan was updated and includes DEI activity. Gary Schwartz from Columbia University has been appointed the new Director of the Case Comprehensive Cancer Center. A Master Plan is in the works for space renovation and expansion with funding internal to the SOM. A financial plan is being developed to expand research faculty.</p>	
-------------	-----------------------	-------------	---	--

4:37-4:51PM	Report from Program Review Committee	Nick Ziats	The Program Review Committee is a new standing committee of Faculty Council which originated in approximately 2014 as an ad hoc committee. Dr. Ziats summarized the committee's charge, listed the 2022-2023 committee members, explained the approval process for new programs, and provided a list of programs addressed by the committee over the year. A third of this committee will be new members in the upcoming year – Faculty Council members were encouraged to volunteer.	
4:51-5:01PM	New Business		When polled, no new business items were suggested.	
5:01PM	Adjourn		There being no further items to be addressed, the Chair adjourned the meeting at 5:01PM.	

Present

Alicia Aguilar
Robert Abouassaly
Blaine (Todd) Bafus
Elvera L. Baron
Neil Bruce
Matthias Buck
Mohamad Chaaban
Patrick Collier
Darin Croft
Andrew Crofton
Margot Damaser
Jonathan Emery
Jessica Fesler
Stan Gerson
Matthew Grabowski
Alia Hdeib

Amy Hise
Jessie Jean-Claude
Andrew Jones
Hung -Ying Kao
Sadashiva Karnik
Erin Lamb
Alan Levine
Shawn Li
Lia Logio
David Ludlow
Dan Ma
Mariel Manlapaz
Danny Manor
William Merrick
Sam Mesiano
David Mihal

Dean Nakamoto
Arne Rietsch
Anastasia Rowland-Seymour
Linda Dalal Shiber
Bryan Singelyn
Phoebe Stewart
Usha Stiefel
Ben Strowbridge
Joseph Tagliaferro
Nami Tajima
Patricia Taylor
Daniel Tisch
Johannes von Lintig
Sherry Yu
Raed Zuhour

Absent

Moises Auron
Bahar Bassiri Gharb
Corinne Bazella
Maura Berkelhamer
Dan Cai
Aleece Caron
Bryan Carroll
Piet de Boer

Rachael Gowen
Peter Harte
Peter K. Kaiser
Eric W. Kaler
Gaby Khoury
Vijaya Kosaraju
Sangeeta Krishna
Mallika Lavakumar

Rocio Moran
Attila Nemeth
Cyrus Rabbani
Elie Anthony Saade
Tamer Said
Jacek Skowronski
Courtney Smalley
James (Jim) Strainic

Absent (continued)

Meelie DebRoy
David DiLorenzo
Katherine DiSano
Corinna Falck-Ytter
Stephen Fink
Robert Geertman
Ramy Ghayda

Kelly Lebak
Tani Malhotra
Raman Marwaha
Christopher McFarland
Daniela Mehech
Nathan Mesko
Gillian Michaelson

Sarah Tehranisa
Ari Wachsman
Mark Walker
Robert Wetzel
Leon R. White)
Wei Xiong
Samina Yunus

Others Present

Nicole Deming
Joyce Helton

Cynthia Kim
Cynthia Kubu

Susan Wang
Nick Ziats

Today's agenda

1. Chair's Announcements (Darin Croft)
2. Approval of March Faculty Council minutes (Darin Croft)
3. Steering Committee report (Matthias Buck)
4. Faculty Senate report (Alan Levine)
5. Report from Program Review Committee (Nick Ziats)
6. New Business
 - Amendment to charge of Medical Student Admissions Committee

School of Medicine Elections in May

- We will elect faculty members to fill **25 vacancies** on SOM committees this spring:
 - Appointments, Promotion, Tenure (7); Biomedical Research (1); Budget, Finance, Compensation (2); Bylaws (2); Lecture (2); MS Admissions (2); Medical Education (2); Medical Students (1); Nominations & Elections (3); Women & Minority Faculty (3)
 - Some of these have specific criteria, but many are open to anyone

Contact Scott Howard (n.scott.howard@uhhospitals.org) or Nicole Deming (nmd11@case.edu) with questions or nominations

Faculty Council Elections in May

- All current Faculty Council members are eligible to run for the following positions:
 - **Chair-elect:** serves three contiguous one-year terms (chair-elect, chair, and past chair)
 - **Steering Committee (5 slots):** one-year term
 - **Nomination and Elections Committee (3 slots):** term is remainder of term as FC representative (either one or two years)

Contact Scott Howard (n.scott.howard@uhhospitals.org) or Nicole Deming (nmd11@case.edu) with questions or nominations

June 12th Faculty Council Meeting

***** Hybrid format *****

- Will take place in BRB 105
- Year-end reception to follow
- Please mark your calendar and plan to attend!



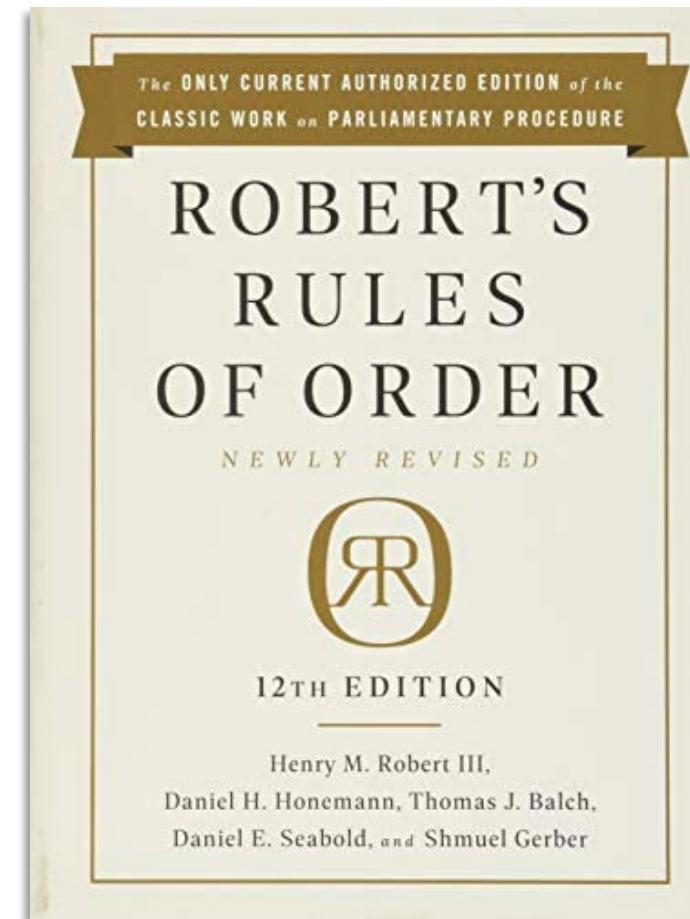
Third Meeting of the Faculty of Medicine (with Dean Gerson)

- **Wednesday, May 3rd, 12:00-1:15 pm**
 - Wolstein Auditorium (in person)
 - Also live on Zoom
- First half topics: (1) promotion and tenure; (2) faculty salaries; (3) medical education.
- Second half: open questions/discussion

Robert's Rules Review:

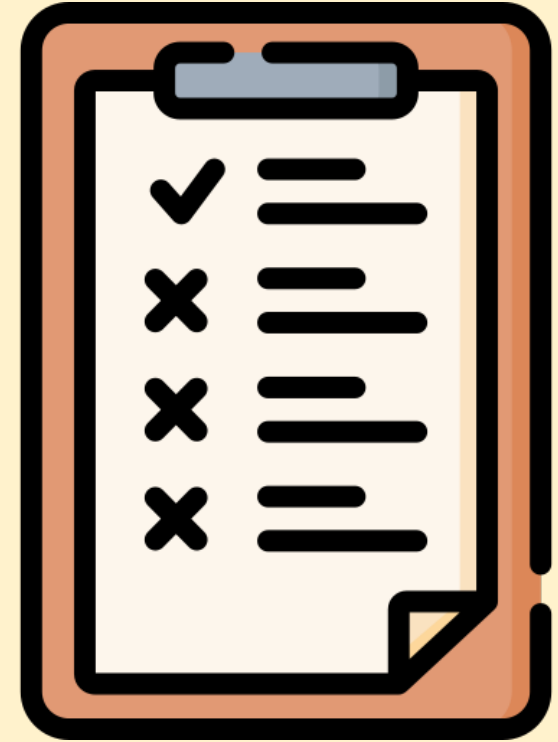
How to make and act on a motion

1. Motion is stated (“I move that....”)
 - Motion must be seconded for debate to proceed!
2. Motion is debated
 - * *Please speak only once if others have not spoken**
3. Debate proceeds until someone moves to end it
 - This must also be seconded!
4. Motion to end debate must be approved (by vote or consent)
5. After debate ends, a vote is taken on the motion



Is your Faculty Council report an agenda item at your faculty meeting?

- If not, contact your department chair and ask them to add you to the agenda
- As a Faculty Council rep, you are responsible for keeping your faculty informed about SOM/CWRU activities
- Having a regular report at faculty meetings facilitates communication



Agenda items for May FC meeting

- Must be submitted by April 21st (*this Friday*)
 - Send to Darin Croft (dac34@case.edu) and Nicole Deming (nmd11@case.edu)
- Will be considered by the Steering Committee on Monday, May 1st (3:30-5:00 pm)
 - Set this day/time aside for possible presentation (Zoom)
- Feel free to plan ahead and send requests for June!

Faculty Council Meeting
Draft Meeting Minutes
Monday, March 20, 2023

Timing	Agenda Item	Presenter	Summary of discussion	Action items/Motions/ Votes
4:01-4:17PM	Welcome and Chair Announcements	Darin Croft	<p>The Chair called the meeting to order at 4:01PM. Dr. Croft congratulated the four new Faculty Senate senators: Sarah Augustine, Ana Marie Hibbs, Federico Perez, and Jamie Wood. Faculty Council representatives, whose terms are ending, were reminded to notify their chairs so a new representative can be elected.</p> <p>Elections will be held in May to fill 25 vacancies on SOM committees.</p> <p>Eleven potential topics for the Third Meeting of the Faculty of Medicine with Dean Gerson were presented to Faculty Council for a poll. After several polls, the three topics with the greatest number of votes were: Faculty Salaries, Promotion and Tenure, and Medical Education. The Dean will address these topics in the first half of the May 3 meeting with the second half being open for questions.</p>	
4:17-4:19PM	Approval of the February Faculty Council Minutes	Darin Croft	When polled, there were no corrections or additions to the February Faculty Council minutes.	The minutes, as presented, are accepted by unanimous consent.
4:19-4:22PM	Faculty Council Steering Committee Report of Activities	Matthias Buck	Dr. Buck presented a summary report of activities for the March 6 Faculty Council Steering Committee meeting.	
4:22-4:30PM	Report from Committee on Women and Minority Faculty	Amy Hise	Dr. Hise, the Chair of the Committee on Women and Minority Faculty, provided an overview of committee members and committee meeting dates. The committee's activities and topics of discussion include women representation in the Provost's Office, Reproductive Health and the Impact of Dobb's Decision, Childcare/Eldercare, COVID impacts on faculty, research with vulnerable groups, meetings with chairs, salary equity, DSAP Priorities, SOM Strategic Plan, Professional Conduct Committee, CWRU Climate Survey, AAMC Salary Reports -- DEI Report, and OUTlist.	

4:30-4:47PM	Update on Faculty Senate Ad Hoc Committee on Shared Governance	Danny Manor	<p>This committee was formed in November 2022 with the goal of evaluating SG definition and practices in CWRU, identifying strengths and weaknesses, and recommending changes if needed. The committee is currently designing a survey which will be disseminated to faculty members. It will address whether all existing expectations in both the Faculty Handbook and constituent faculty's bylaws are being met, their experience and operations of shared governance in their respective faculty, and areas that would benefit from strengthening.</p> <p>Dr. Manor noted that President Kaler is very interested in receiving input from faculty.</p>	Dr. Manor will return to Faculty Council when the survey is ready and review it with the members.
4:47-5:07PM	Report from Committee on Budget, Finance, and Compensation	John Wang	<p>Dr. Wang provided an overview of the operation, charge, and members of the Committee on Budget, Finance, and Compensation. Goals for the 2022-23 year include comparing faculty compensation with peer institutions, the philanthropy effort at the SOM, the space renovation plan, SOM overall budget and finance, and to provide clarity for different CWRU SOM faculty appointment / comp structures at SOM clinical affiliates as pertaining to tenure / compensation.</p> <p>Dr. Jonathan Haines' reported to both CBFC and FC on the Basic Science Chairs' Study of Faculty Compensation for fiscal year 2022, indicated that mean and medical salaries of males and females are about the same, but in basic science departments are around 15% below those of the Top25 medical schools for all levels. Eighty-six percent of faculty receive some incentive salary.</p> <p>The Dean projects a 10% expansion of faculty over five years (on top of turnover). Fundraising is expected to be \$60M this year; was \$48M last year. The Dean is re-looking at the complexity of our faculty turnover to better understand how and who we are recruiting.</p> <p>Faculty Salaries is one of the three questions to be addressed by the Dean at the May 3 Meeting of Faculty.</p>	

5:07-5:24PM	Dean's Ad Hoc Committee on Appointments, Promotion, and Award of Tenure	Darin Croft	<p>With the goal of soliciting feedback from all faculty and Faculty Council members, the following three questions were posted: 1) What does it mean to be an academic and have a university appointment? 2) What do you see as overarching themes/trends in promotion and tenure that might impact the CWRU process in years to come? 3) What is your understanding regarding new requirements from the Provost's Office for the COVID impact statement and Diversity statement?</p> <p>When opened for discussion, the comment was made that it was felt that COVID had a disproportionate effect on certain faculty groups (women faculty, clinical faculty, and underrepresented minorities and other marginalized groups in the faculty body) and that the COVID Impact Statement was important and needed to be looked at for uniformity, fairness, and how to use it appropriately.</p> <p>A comment was made that the voluntary DEI statement did not come with guidance how it should be completed/what aspects should be considered and it was noted that CAPT, as per bylaws, is not able to discuss issues like race, gender, sexual orientation, etc.</p> <p>Discussion centered around if teaching was expected with a faculty appointment, and how could time be leveraged from the hospital to allow clinical faculty to participate in teaching or activities such as Faculty Council. Dr. Croft asked that additional comments be forwarded to him and Nicole Deming.</p>	
5:24-5:25PM	New Business		When polled, no new business items were suggested.	
5:25PM	Adjourn		The Chair adjourned the meeting at 5:25PM.	

Present

Robert Abouassaly
Moises Auron
Blaine (Todd) Bafus
Elvera L. Baron
Bahar Bassiri Gharb
Maura Berkelhamer
Matthias Buck
Bryan Carroll
Mohamad Chaaban
Darin Croft
Margot Damaser
Piet de Boer
Jonathan Emery
Jessica Fesler
Stephen Fink
Stan Gerson
Matthew Grabowski

Alia Hdeib
Amy Hise
Jessie Jean-Claude
Andrew Jones
Hung -Ying Kao
Vijaya Kosaraju
Erin Lamb
Shawn Li
David Ludlow
Dan Ma
Tani Malhotra
Danny Manor
Daniela Mehech
William Merrick
David Mihal
Attila Nemeth

Anastasia Rowland-Seymour
Elie Anthony Saade
Tamer Said
Bryan Singelyn
Phoebe Stewart
Usha Stiefel
James (Jim) Strainic
Joseph Tagliaferro
Nami Tajima
Patricia Taylor
Daniel Tisch
Johannes von Lintig
Mark Walker
Robert Wetzel
Wei Xiong
Sherry Yu

Absent

Alicia Aguilar
Corinne Bazella
Neil Bruce
Dan Cai
Aleece Caron
Patrick Collier
Andrew Crofton
David DiLorenzo
Linda Dalal Shiber
Meelie DebRoy
Katherine DiSano
Corinna Falck-Ytter
Robert Geertman
Ramy Ghayda
Rachael Gowen

Peter Harte
Peter K. Kaiser
Eric W. Kaler
Sadashiva Karnik
Sangeeta Krishna
Mallika Lavakumar
Kelly Lebak
Lia Logio
Mariel Manlapaz
Raman Marwaha
Christopher McFarland
Sam Mesiano
Nathan Mesko
Gillian Michaelson
Rocio Moran

Dean Nakamoto
Cyrus Rabbani
Arne Rietsch
Jacek Skowronski
Courtney Smalley
Ben Strowbridge
Sarah Tehranisa
Johannes von Lintig
Ari Wachsman
Leon R. White
Samina Yunus
Raed Zuhour

Others Present

Nicole Deming
Joyce Helton

Cynthia Kim

John Wang

Report from the March 9th Faculty Senate ExCom to Faculty Council

March 20, 2023

April 17, 2023

Alan D. Levine

Please excuse my absence last month as I was traveling

Ohio Senate Bill #83

- Please acquaint yourself with this potential legislation. It will possibly impact everything our university stands for.....

Highlights - particularly relevant to the SOM

- Senior VP for Research Michael Oakes reported similar information to the Board of Trustees
 - CWRU has been fairly stagnant in research growth, while our competition is growing, which basically translates to us dropping overall
 - We are 80% SOM funded, and he is looking for a 50/50 balance
 - Overall, he painted an honest but fairly uncomplimentary picture of CWRU research at the moment
 - He proposes to grow research funding at CWRU by \$200,000,000
 - Question for the future: How to you reach 50/50 and grow by \$200,000,000 without keeping the SOM stagnant? i.e., SOM is at ~\$300,000,000 - University at \$400,000,000

More Highlights

- UH Hospital Based Faculty Committee
 - Permanent membership, i.e., those drafting the final report, are Ben Vinson (Provost), Peter Poulus (General Council), Stan Gerson, Maureen McEnery, Peter Harte, Rob Fisher, and Steve Eppell, Remainder listed on the next slide
 - Many others with expertise on these topics will be invited on an *ad hoc* basis
- *ad hoc* COVID-19 Response committee is shutting down
- Aerospace Physiology Graduate Certificate initiative was approved

NAME	SCHOOL/UGEN	DEPARTMENT	EMAIL
Basilion, Jim	SOM	UH Radiology	jxb206
Driscoll, Jim	SOM/UH	CCCC	jxd626
Eppell, Steven	ENG	BME	sje
Field, Seth	SOM	Inst. for Trans. Molecular Med.	sjf84
Fischer, Robert	MSASS	Center Director	r1f11
Gerson, Stan	SOM	Dean	slg5
Harte, Peter	SOM	Genetics & Genome Sciences	pjh3
Hibbs, Anna Maria	SOM	UH Pediatrics	axh170
Hoffman, Sharona	SOL	Gen Program/Support	sxh90
Ledford, Kenneth	CAS	History	kxl15
McEnery, Maureen	SOM	UH Neurology	mwm4
Miller, Marlene	SOM/UH	UH Pediatrics	mrm71
Obeng, Rebecca	SOM	Pathology	rco28
Peck, Simon	WSOM	Design & Innovation	sip1
Plecha, Donna	SOM/UH	Radiology	dmp8
Poulos, Peter	UGEN	OGC	pmp17
Salata, Bob	SOM/UH	Medicine	ras7
Starkman, Glenn	CAS	Physics	gds6
Vinson, Ben	UGEN	Provost	bxv64

More Highlights

- UH Hospital Based Faculty Committee
 - Permanent membership, i.e., those drafting the final report, are Ben Vinson (Provost), Peter Poulus (General Council), Stan Gerson, Maureen McEnery, Peter Harte, Rob Fisher, and Steve Eppell, Remainder listed on the next slide
 - Many others with expertise on these topics will be invited on an *ad hoc* basis
- *ad hoc* COVID-19 Response committee is shutting down
- Aerospace Physiology Graduate Certificate initiative was approved

Senate Nominating Committee Confirmation of Chairs 2023-2024:

- . ByLaws: Peter Harte (SOM)
- . Compensation: William Merrick (SOM)
- . Personnel: Jeremy Bendik-Keymer (CAS)
- . Finance: Simon Peck (WSOM)
- . Graduate Studies: Latina Brooks (SON)
- . Minority Affairs: Amy Przeworski (CAS)
- . Nominating: Mark Hans (SODM)
- . Research: Catherine Demko (SODM)
- . Undergraduate Education: Susan Wang (SOM)
- . Undergraduate Education Vice-Chair: TBD
- . University Libraries: TBD
- . Women Faculty: Jennifer Cupar (LAW)
- . Facilities/Space Governance: TBD
- . Information Communication Technologies: TBD

Extensive conversation about FS meeting format

- In person only
- Virtual and In person alternately
- Hybrid
 - Key questions: Human contact
 - Full engagement
 - Speaking / discussing during the meeting
 - Convenience and welcoming to all

Faculty Joint Process for Title IX Complaints

April 14, 2023

Peter Shulman, Complaint Process Review Task Force

Michelle R. Arendt, Complaint Process Review Task Force

Gabrielle Lincoff, Complaint Process Review Task Force

Robert Fischer, Committee on Faculty Personnel

Peter Harte, Committee on By-Laws

Complaint Process Review Task

Force Background

Update, align, disseminate grievance/complaint processes across the CWRU community to ensure equity and accessibility.

Task Force Areas of Focus

1. Title IX Complaints Against Faculty and Staff
2. Discrimination Complaints Against Faculty, Students, and Staff
3. Student Professionalism Processes
4. Mistreatment Complaints

Title IX Allegations Against Faculty

Before:

Office of Equity & Faculty Handbook

- 2 processes
- 2 initial assessments by 2 university officials
- 2 investigators and 2 investigations
- 2 hearings and 2 hearing panels
- 2 sets of sanctions by 2 different sources

After:

Joint Process

- 1 process!
- 1 initial assessment by 2 university officials
- 1 investigator
- 1 (bifurcated) hearing by 1 hearing panel
- 2 sets of sanctions identified by 1 hearing panel

Committee on Faculty Personnel and Committee on By-Laws



What follows is the SOM Update given to the FS ExCom March 9, 2023

Alan D. Levine

I was not asked any questions

School of Medicine: State of the School - 2023

Faculty Senate Executive Committee

March 9, 2023

Alan D. Levine

With consultation from

Dean Gerson

Darin Croft – Chair, Faculty Council

DEI

- Internal search for new Vice Dean – DEI
 - Former Vice Dean – Blanton Tolbert – now at HHMI – feather in our cap
- DEI Education retreat was held in February 2023
- Disparities in Cancer Research conference (national attendance) just completed
- Center for AIDS Research (CFAR): NIH Funding for UG and Masters student researchers from the University of Puerto Rico to CWRU / Pitt
- Updated Strategic Plan [<https://case.edu/medicine/about/strategic-plan>] includes DEI activity
- Accepted 3 URiM graduate students into the Dean's Scholar program – toward a goal of SOM Faculty Positions within 5-6 years

Recruiting SOM Leadership

- Vice Dean for Finance
- Chairs
 - Pharmacology
 - Neuroscience
 - Genetics



Columbia University's Gary Schwartz

- New Director of Case Comprehensive Cancer Center appointed

<https://thedaily.case.edu/columbia-universitys-gary-schwartz-named-case-comprehensive-cancer-centers-new-director>

Research

- Master Plan for Space Renovation and Expansion
 - Funding internal to the SOM
- Developing financial plan to expand research faculty

On the Horizon

- Engaging SOM faculty in Pre-Med and Pre-PhD advising
- Role of the SOM in the US News ranking system
- LCME Re-Accreditation application 2024-2025

Program Review Committee

Faculty Council April 17, 2023

Program Review Committee Charge

- Standing committee of the Faculty of Medicine.
- Serves as the “college curriculum committee” in the CWRU approval matrix.
- Reviews major changes to existing programs (>50%)
- Presents recommendations to the Faculty Council
- Review other non-MD programs at the Dean’s request.
- Distinct from the Curriculum Review Committee that reviews new courses.

Committee Members 2022-2023

5 Faculty Leading Education Programs

Nicholas Ziats, Pathology, Chair

Mendel Singer, PQHS (2023)

James Spilsbury, PQHS

Mendel Singer, PQHS (2023)

Aaron Goldenberg, Bioethics

Ex Officio

Hope Barkoukis, Nutrition (2025), Faculty Senate Committee on Graduate Studies

Vivian Yee, Biochemistry (2025), Faculty Senate Committee on Undergraduate Studies

Marvin Nieman, Pharmacology, Vice Dean for Graduate Education

3 Faculty Involved in Education

William Merrick, Biochemistry (2023)

Nicole Deming, Bioethics (2023)

Hua Lou, Genetics & Genome Sci

Process

- The workflow follows the new online Program Action Form
 - <https://case.edu/registrar/>
 - Faculty and Staff - Curriculum and Program Management
- Office of the Provost
 - <https://case.edu/provost/faculty-academics/approvals-and-governance-academic-programs-and-processes>
- School of Graduate Studies
 - <https://case.edu/gradstudies/faculty/faculty-guidelines/new-program-development-guidelines>

Approval Matrix

Academic Approval Matrix		Department	School/College Curriculum Committee	School/College Faculty	School/College Dean	International Affairs Office	Library Resources Review	UTech Information Technology Review	Faculty Senate Committee on Undergraduate Education (FSCUE)	Faculty Senate Graduate Studies Committee	Faculty Senate	President or Provost	Board of Trustees	Ohio Dept of Higher Education	Ohio Dept of Higher Education	Higher Learning Commission (HLC)	Higher Learning Commission (HLC)
		Action Required	Action Required	Action Required	Action Required	Action Required	Action Required	Action Required	Action Required	Action Required	Action Required	Acknowledgment only	Action Required	Action Required	Information Only	Action Required	Information Only
Administrative Structures																	
	School/College (new)							X			X	X	X				
	School/College (name change)			X	X						X	X	X				
	Department (new)			X	X			X			X	X	X				
	Department (name change)	X		X	X						X	X	X				
	Off-campus location (new)	X	X	X	X	I		X	U	G/P	X	X		X		X	
Academic Programs																	
	Degrees (new)	X	X	X	X	I	X	X	U	G/P	X	X	X	X		X	
	Degrees (name change)	X	X	X	X				U	G/P	X	X	X	X			X
	Degrees (change in delivery mode)	X	X	X	X	I	X	X	U	G/P	X	X	X	X		X	
	Degrees (changes in credit hours)	X	X	X	X				U								
	Programs/Majors (new)	X	X	X	X		X	X	U	G/P	X	X	X	X		X	X
	Programs/ Majors (name change)	X	X	X	X				U	G/P	X	X	X		X		X
	Programs/ Majors (change in delivery mode)	X	X	X	X	I	X	X	U	G/P	X	X	X		X	X	
	Programs/Majors (termination)	X	X	X	X						X	X					
	Minors (new)	X	X	X	X		X	X	U		U		X		X		
	Minors (name change)	X	X	X	X				U				X				
	Certificates (new)	X	X				X	X	U	X	X	X	X	P		P	P
	Concentration/Sequence/Track (new)	X	X					X	U	G/P							
	Concentration/Sequence/Track (change)	X	X						U			P					
	Course Subject Codes (new, desc changes)	X	X	X	X							P					
Academic Processes																	
	Grades or grading system (new)	X	X	X	X				U	G/P	X						
	Diploma format Univ-wide (new/change)				X				U	G/P	X	X	X				
	Diploma wording change, school				X							X	X				
	Transcript format (new/change)				X				U	G/P	X	X					
	Five Year Academic Calendar (new/change)										X		X				
	Five Year Academic Calendar (deviations)											P					
Notes: X = all levels																	
U = undergraduate level																	
G/P = graduate and professional level																	
I = if international students are to be enrolled																	
P = possibly, depending on the program. University Registrar to check with the Provost's Office																	



Approval Process for New Programs

- Department Review
- Library Resources Review
- UTech - IT review
- **Program Committee Review**
- Faculty Council
- Dean's Review
- Faculty Senate - Graduate Studies Committee
- Faculty Senate
- President or Provost
- Board of Trustees
- Ohio Department of Higher Education

Activities

- Dual Degree Program in Bioethics & Genetic Counseling
- Sports Nutrition Minor
- Graduate Certificate in Maternal and Child Nutrition
- MA in Bioethics, Medicine, Society & Culture
- MD/MS in Applied Anatomy
- Biochemistry Research Honors Track
- Graduate Certificate in Integrated Quantitative Biosciences Program
- MS in Biotechnology (Biochemistry, Neurosciences & Pharmacology)
- Certificate program in Aerospace Physiology
- Add Biohealth Informatics PhD Program to MSTP
- Public Health Minor - Nursing focus

CASE WESTERN RESERVE UNIVERSITY MEDICAL STUDENT ADMISSIONS COMMITTEE

1 Charge:

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

9 Membership:

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

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

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

37

CASE WESTERN RESERVE UNIVERSITY MEDICAL STUDENT ADMISSIONS COMMITTEE

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

The quorum required to conduct the committee's business shall be the presence of 50% or more of the voting members, with a majority of the voting members present being elected or appointed faculty members.

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

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

April 18, 2022, amended by the Faculty Council
September 21, 2015, amended by the Faculty Council
April 1, 2013, amended by Faculty Council
May 15, 2007, amended by Faculty Council
April 25, 2003, amended by Faculty Council
October 19, 2001, approved by Faculty of Medicine
December 11, 2000, amended by Faculty Council
December 19, 1983, amended by Steering Committee of Faculty Council
October 11, 1982, original charge approved by Faculty Council

Commented [PdB1]: Rationale: Clearer language, facilitates the LCME self-study as part of the Medical School accreditation process.

Approved by BC 4/13/23 5 yes, 0 no

Deleted: .

CASE WESTERN RESERVE UNIVERSITY MEDICAL STUDENT ADMISSIONS COMMITTEE

1 Charge:

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

9 Membership:

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

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

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

37

CASE WESTERN RESERVE UNIVERSITY MEDICAL STUDENT ADMISSIONS COMMITTEE

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

The quorum required to conduct the committee's business shall be the presence of 50% or more of the voting members, with a majority of the voting members present being elected or appointed faculty members.

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

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

April 18, 2022, amended by the Faculty Council
September 21, 2015, amended by the Faculty Council
April 1, 2013, amended by Faculty Council
May 15, 2007, amended by Faculty Council
April 25, 2003, amended by Faculty Council
October 19, 2001, approved by Faculty of Medicine
December 11, 2000, amended by Faculty Council
December 19, 1983, amended by Steering Committee of Faculty Council
October 11, 1982, original charge approved by Faculty Council

Commented [PdB1]: Rationale: Clearer language, facilitates the LCME self-study as part of the Medical School accreditation process.

Approved by BC 4/13/23 5 yes, 0 no

Deleted: .