

Faculty Council Meeting
Meeting Minutes
October 20, 2025

Timing	Agenda Item	Presenter	Summary of discussion	Action items/Motions/ Votes
4:01-4:06PM	Chair's Remarks and Announcements including June Emergency FCSC Report	Anastasia Rowland-Seymour, Chair of Faculty Council	<p>Dr. Rowland-Seymour called the meeting to order at 4:01PM. She noted that the first hybrid affiliate Faculty Council meeting for 2025-2026 is scheduled for November 17 at the VA. More information will be forthcoming. If you plan to attend in person, please confirm through Joyce Helton jmh291@case.edu.</p> <p>The chair reminded everyone to register for Dean Gerson's State of the School which will be held on Wednesday, November 5 – from 10:00-11:30AM in-person at Wolstein Auditorium and via Livestream.</p> <p>There are three SOM general faculty meetings: the meeting of faculty State of the School on November 5, the Education Retreat in the Spring, and the third meeting of faculty in the spring. Any Faculty Council members still having trouble accessing the Faculty Council BOX folder should please indicate that in the chat so we can follow up.</p> <p>During the June Faculty Council Meeting, Faculty Council voted to provisionally approve the Bylaws amendment in Appendix I with minor editing and formatting. For that reason, the Faculty Council Steering Committee held two additional meetings, after that Faculty Council meeting in June, so that we could get Faculty Council approval and move forward the SOM Bylaws amendment Appendix I. According to the SOM bylaws, FCSC is empowered, between Faculty Council Meetings, to act on behalf of Faculty Council. The additional June 27 and June 30 FCSC meetings were held with the intention to move forward the bylaws. All members of the FCSC were present, except for one member on medical leave. The FCSC approved the SOM amendment to update the CAPT guidelines Appendix I. The FCSC voted 7 in favor, 0 against, and 0 abstained to advance this proposal through the SOM faculty for a vote. We will hear the results in the NEC presentation.</p>	Quorum is 46.

4:06-4:07PM	Approval of September 22 Faculty Council Meeting Minutes		When polled, there were no edits/additions, or further discussion to the posted September 22 Faculty Council Meeting minutes.	A motion was made by a FC member and seconded by a FC member to accept the September 22 Faculty Council Meeting minutes as posted by general consensus. The motion passes.
4:07-4:15PM	Faculty Council Steering Committee Reports for September and October	Elvera Baron, Chair-Elect Faculty Council	<p>Dr. Baron delivered a brief overview of the topics addressed at the September 9 Faculty Council Steering Committee Meeting. The committee reviewed the annual report for the Committee on Medical Education of which Corinne Bazella is the outgoing chair and Oliver Schirokauer is the incoming chair. The Dean has requested that we provide a 30,000-foot view of where the school is going.</p> <p>Several of the Faculty Council meetings will be hybrid -- held in-person at the affiliate sites with the Zoom option for participation. The last Faculty Council meeting in June 2026 will be in-person. The Faculty Council Agenda for the September Faculty Council meeting was reviewed and approved. The committee reviewed and approved multiple emeritus requests and one sabbatical request.</p> <p>At the October 6 meeting, Craig Hodges, the chair of the Committee on Budget, Finance and Compensation, discussed some of the topics that would be addressed in the upcoming finance discussion e.g. how much in additional funds is the SOM required to provide. Incentive and individual impact on individual faculty members in the SOM, as well as input from SOM that is being received at the university level.</p> <p>The date for the first 2025-2026 affiliate hybrid meeting has been confirmed for November 17 at the VA. The UH will host the February 23 Faculty Council hybrid meeting. We are still waiting for date confirmations from MHMC and CCF. The agenda for today's Faculty Council meeting was reviewed and approved. The last presenter was Tom Collins, chair of the Bylaws Committee, who presented his annual update of what the Bylaws Committee has been doing in the prior year and their planned activities for 25-26.</p>	
4:15-4:20PM	Remarks by Dean Gerson	Stan Gerson	The upcoming State of the School address will go through in detail the status of the school. As you know, the financial issues across	

	Remarks by Dean Gerson (continued)		<p>our industry of medicine is complicated. NIH, support, status of reimbursement expectations around FDA approval, pharmaceutical relationships, review and use of new AI technology as well as devices, equipment and approval of new interventions, whether they be surgical, medical or radiological, make it a complex time. Every school and medical center in the country is encouraged to keep tight and keep our heads. This will be reviewed briefly in our next segment on financial status.</p> <p>Moving forward, the SOM will be pursuing the review of the 2025-2026 strategic plan with the Steering Committee in charge of review and assessment of the academic portion of the plan. Within a week, we will forward to you the current status of that so that you can make suggestions and comment further on the state of the school. The Dean asked that faculty draft any updates to the academic community portion of the strategic plan and have it to the Dean's office by the end of January so it could be circulated to the entire faculty and its components (chairs, departments, etc.) for a town hall in late spring about the upcoming strategic plan. He would like to publish it by July of 2026. It is a tight timeline for all but a worthwhile activity.</p> <p>When asked if Cindy Kubu had been replaced, the Dean explained that there is no longer a Vice Dean of Faculty. The Office of Faculty Development is charged with helping with issues that relate both to the school and the university, preparation for promotion and for coaching as needed and required, and providing for oversight engagement of a variety of faculty in their career place. There are three junior associate deans for faculty that link to three hospitals with a fourth for the VA that are the Dean's direct conduits and meet directly with the chairs of the clinical hospital department on a regular basis. That is what we have and what we can afford.</p>	
4:20-4:55PM	Financial Update and Q&A	Paul Bristol	<p>Paul Bristol explained that this information he is about to present is similar to that given to the basic science chairs and the SOM leadership team under Dean Gerson. He will provide an overview of some of the key indicators, some strategies we are considering, and how to manage the current situation of the funding climate and the government shutdown. He and the Dean spent six months assessing the numbers and having conversations with the hospitals.</p> <p>The research and training area has a 9% decline from this time last year with revenue close to \$41M.</p>	

Financial Update and Q&A (continued)		<p>Tuition is up 5% at \$65M which helps to stabilize the decline in the research area. The school maintained a \$2 million margin improvement year-over-year, with a focus on managing non-salary expenses rather than faculty salaries. Paul announced that no immediate changes to the incentive program would be made, and a new faculty incentive program would be announced at Dean Gerson's State of the School address.</p> <p>The Dean explained that while we are ranked in the top 25 schools of medicine, our budget relies heavily on tuition and research funding rather than hospital resources, which is around 2-3% compared to the national average of 20%. Regarding faculty salary considerations and incentive calculations, the Dean encouraged affected faculty to discuss options with their chairs. Paul provided data on incentive appeals, clarifying that out of 54 faculty members whose incentives were at risk, 31 appeals were approved, 6 were denied, and 17 were not appealed by their departments. 30-35 faculty members had their salaries adjusted.</p> <p>IDC funding and staff salary expenses were discussed. Paul explained that while submissions have increased, returns from existing awards, including non-federal sources, have declined. When an inquiry was made about staff funding, Paul clarified that it was not an issue, as staff salary expenses were lower than the previous year. When asked how financial decisions are made with the school's surplus target, the Dean explained that the university president and CFO review recommendations before approval. Surplus funds are allotted to the particular school who submitted them and are allocated for renovations, large equipment, and faculty recruitment, primarily in basic science departments. When asked about the size of the retained surplus, the Dean estimated it to be approximately \$15 million. It was noted that the number of faculty whose salaries were adjusted under incentive changes was less than 30 or 35. It was not known how many additional faculty could be affected. The Dean noted that the purpose of incentive is to earn it and keep it, paying attention to the upside and not the downside.</p> <p>The conversation ended with a discussion about addressing salary concerns for technical staff to improve faculty productivity, with the Dean noting ongoing efforts to engage with the HR departments. The Dean shared the Chair's concern about losing technical staff to</p>	
--------------------------------------	--	---	--

Financial Update and Q&A (continued)		<p>other institutions due in part to salary and HR responses. He stated that he is actively maneuvering within the SOM HR as well as the university HR. Their management plan is driven from a centralized process that does not include any representative from the SOM even though we represent close to 40-50% of those individuals who are recognized as technical staff. The Dean stated the process remains opaque.</p> <p>Regarding the university plan for reductions in unrestricted expenses, salary cost is only up 2% and salary for staff is down 3%. There hasn't been a change to the compensation program; that language still exists. There aren't any changes to the incentive program and at-risk portion of the program. An assessment will be done in the spring. At that time, they will look at people's salary coverage and make an assessment as to which of them will be at risk and get approval of their chair before there is any reduction in faculty incentive. A new program under the Dean's leadership will be announced in the state of the school address. This program will incentivize high performance faculty and then go forward with some of the changes of that program hopefully incentivizing the faculty in terms of their salary coverage. The Dean felt that the school is maintaining a good financial situation and that it was too soon to look at more cuts, etc.</p> <p>While there is a decline in staff salaries as well as a decline in funds from school, Paul felt that overall, we are actually doing well. Relative to staff expenditures, over the year we can expect the normal increase for merit; staff expenditures are less than they were last year.</p> <p>When asked if regarding the \$13.9M target, was there any expectation that faculty input will improve, the Dean explained that the university president and the university key financial personnel review and make recommendations to the university board. We are then given our assignment and we develop a budget model based on that assignment. Those are the approaches taken.</p> <p>One hundred percent of surplus money is utilized by that school. The SOM reviews it and seeks approval from the provost and the president before it is utilized. It is not diverted elsewhere. It is used for renovation, large equipment and for faculty recruitment. Those</p>	
--------------------------------------	--	---	--

	Financial Update and Q&A (continued)		<p>recruitments are almost entirely in basic science departments and the chairs of those departments review priority with the dean so it remains clear and transparent. The current net carryover from each year is on the order of about \$15M. The Dean noted that is our next carry over and that it benefits, in large part, the departments of Ophthalmology at UH and the Departments of Pathology jointly UH and Case-based.</p> <p>The Dean noted that the drag on us goes far beyond the current instability of federal funding and is largely related to resources. The average budgets of 150 medical schools in the country come from hospitals. If we are gapped downward in lack of sourcing, it acknowledges that we are a soft belly institution reliant on tuition and research.</p> <p>For people who have been effective and want to make up the deficit besides teaching, the Dean suggested that in terms of definition they speak with their chair. It is no longer opaque – providing metrics and bars for those activities.</p> <p>Two to three percent is coming from the hospital. The net flow of funds gives the net benefit to the hospital and not the school. Part of the school budget is integral to the school supporting and engaging faculty and trainees that benefit the hospitals. It is an outflow of funds for the school.</p>	
4:55-5:04PM	Bylaws Committee Annual Report and Motion and Vote on Proposed Bylaws Amendment Based on CME Recommendations – Dean's Responsibilities	Thomas Collins	Dr. Collins provided an overview of the Bylaws Committee Annual Report. They held nine meetings in 2024-2025, gave four presentations to FCSC/FC, worked on major bylaws and APT guidelines updates, and facilitated committee charge updates for Biomedical Research, Faculty Community and Representation, and Medical Student Promotion and Advancement. Planned activities for 2025-2026 include the completion of Bylaws/APT Guidelines through the Faculty Senate, update of the Bylaws regarding the Dean's responsibilities per LCME recommendation using the language in the School of Engineering bylaws as the foundation. The LCME visit commented that the current bylaws did not have a section that particularly listed the responsibilities of the dean. They requested that Article 2, Offices of the Faculty, be updated to include the language that the Dean has academic, fiscal, and other responsibilities.	

	Bylaws Committee Annual Report and Motion and Vote on Proposed Bylaws Amendment Based on CME Recommendations – Dean’s Responsibilities (continued)		<p>The committee plans to update the bylaws regarding formation of new academic departments was already established by the Faculty Senate and is in the new Faculty Handbook. Dr. Collins explained that the process for approval by the Faculty Senate could take time, but the School of Medicine leadership is proceeding as if the amendments are approved.</p>	<p>A motion was made by a FC member and seconded by a FC member to approve the motion to amend the Bylaws, Faculty of Medicine, CWRU, Article 2.2., Section 2.2, Officers of the Faculty, to reflect new language providing more detail into the Dean’s responsibilities as required LCME for accreditation.</p> <p>Vote: 50 were in favor, 0 were not in favor, 2 abstained, and 6 were ineligible to vote.</p> <p>The motion passes.</p>
5:04-5:12PM	NEC - Recruiting for Faculty Senate / Results of the Ballot to Amend the SOM Bylaws and APT Guidelines	Himika Dalia	<p>Dr. Dalia reported that the results of the recent ballot for The Ballot to Amend the SOM Bylaws and APT Guidelines is as follows:</p> <p>Q1: Name change for the Committee on Women and Minority Faculty to the Committee on Faculty Community and Representation: In favor: 249; Not in favor: 30; Abstained from voting: 19</p> <p>Q2: Adopt the language currently in CWRU Faculty Handbook into SOM Bylaws (regarding tenure salary): In favor: 240; Not in favor: 25; Abstained from voting: 33</p> <p>Q3: Updated APT guidelines: In favor: 221; Not in favor: 18; Abstained from voting: 58</p> <p>Discussion followed about the importance of improving engagement rates beyond the current 9% (approximately 300 faculty members) of the SOM faculty who participated, suggesting a target of 30% or higher. It was noted that we do track the location of faculty – the number of faculty and from which affiliate. Dr. Levine noted that engagement is still the number one activity of the moment. 91% of SOM faculty are not engaged. Dr. Lyons concurred and added that when we learn that these surveys are</p>	

	NEC - Recruiting for Faculty Senate / Results of the Ballot to Amend the SOM Bylaws and APT Guidelines (continued)		<p>going out it is Faculty Council's responsibility to relay this information to their various departments, answer questions and improve the response rate by helping them understand what they are voting on.</p> <p>The Faculty Senate elections are coming in October. There are four vacancies and we are actively encouraging those interested parties, or encourage a colleague, to submit a statement of interest by October 31. Standing committees will be discussed in December and January.</p>	
5:12-5:21PM	Accountability Management System (AMS) Refresher	Tina Lining	<p>Tina Lining presented an overview of the Accountability Management System (AMS), a confidential reporting tool for incidents affecting the School of Medicine's safe learning and working environment which is open to students, post docs, staff and faculty. She explained the system's process for handling reports, including triaging by her as the designated AMS liaison to the appropriate designated representatives. She noted that as we continue to create a sense of community, this is also a means to celebrate someone. It is not to be considered a punitive tool.</p> <p>The conversation ended with participants discussing how they would engage with the presented information and take action in their respective areas.</p>	As suggested by Faculty Council, Tina Lining has agreed to report back to FC in six months on the Accountability and Management Systems' usage and effectiveness.
5:21-5:35PM		Anastasia Rowland-Seymour	<p>As a breakout question, the Chair asked the Faculty Council members what one issue discussed in today's meeting would they take action on, and how do they plan to disseminate this information back to their constituents.</p> <p>Participants discussed solutions for improving email visibility, including flagging important messages and addressing institutional spam issues. It was suggested that Faculty Council updates could be incorporated into departmental agendas, while others emphasized creating digestible content for busy clinicians. The group also noted ongoing Box storage issues and agreed to explore alternative solutions. Participants were encouraged to disseminate meeting outcomes to their constituents and provide feedback on what information is most important.</p> <p>Joyce Helton will follow up with the eleven people who listed their names in the chat as still experiencing difficulty accessing the Faculty Council BOX folder.</p>	At the suggestion of Faculty Council, the Chair will formulate a plan to provide talking bullet points, with easily digestible information to be disseminated to the FC representatives' departments.

5:35PM	Adjourn		As there were no additional agenda items to be addressed the Chair adjourned the meeting at 5:35PM.	
--------	---------	--	---	--

Present

Mohamed Abdalla	Karlla Coburn	Christopher Hine	Vanessa Maier	Anas Saleh
Antoinette Abou-Haidar	Thomas Collins	Venkatesh Kambhampati	Ryan Marino	Mankaran Sawhney
Michael Baldonieri	Marta Couce	Manasvee Kapadia	Claudio Milstein	Ben Schwan
Stephanie Barnes	Xinghong Dai	Adina Kern-Goldberger	Michael Moffitt	Hemalatha Senthilkumar
Elvera L. Baron	Ani Das	Camilla Kilbane	Tyfanni Monford	Paul Shaniuk
Atallah Baydoun	Mirela Dobre	Siran Koroukian	Henry Ng	Matthew Sikora
Kavita Bhatt	Nadim El Chakhtoura	Alan Levine	Sarah Ondrejka	Stacy Smrz
Alfred P Bowles	Jeremiah Escajeda	Jennifer Li	Elizabeth Painter	Boaz Tirosh
Matthias Buck	Jonathan Fanaroff	Susan Linder	Abigaill Raffner (Basson)	Saba Valadkhkan
Hulya Bukulmez	Calen Frolkis	Aram Loeb	Elizabeth Rainbolt	Scott Williams
Adrienne Callahan	Lisa Gelles	Jennifer Lucas	Ann Rivera	Peng Zhang
Sonny Caradonna	Stan Gerson	Janice Lyons	Anastasia Rowland-Seymour	

Not Present

Shane Angus	Peter Harte	Vijaya Kosaraju	Monica Montano	Deven Reddy
Elisa Bala	Sheronica James	Christina Krudy	Nona Nichols	Demitre Serletis
Sonji Boyd	Caroline Just	Bret Lashner	Rebecca Obeng	Simran Singh
Francis Caputo	Eric W. Kaler	Stephen Leb	Ruben Olivares	Michael Staudt
Andy Chen	Andrew Harris	Ang Li	Roger Ove	Madelyn Stevens
Wayne Cohen-Levy	Jason Ho	Philip Linden	Neal Peachey	Phoebe Stewart
William Chad Cook	Sandeep Khanna	Amy McDonald	Antonio Rampazzo	Gregory Videtic
Mackenzie Deighen	Qingzhong Kong	Gillian Michaelson	Rania Rayes-Danan	Michael Weber
Rachael Gowen				

Others Present

Brian Biroscak	Nicole Deming	Tina Lining	William Merrick	Susan Reichert
Paul Bristol	Joyce Helton	Lia Logio	Alex Miron	Abdus Sattar
Himika Dalia	Siran Koroukian-Hajinazarian			

**Faculty Council Meeting
Draft Meeting Minutes
September 22, 2025**

Timing	Agenda Item	Presenter	Summary of discussion	Action items/Motions/ Votes
4:04-4:10PM	Chair's Remarks and Announcements	Anastasia Rowland-Seymour, Chair of Faculty Council	<p>The chair called the meeting to order at 4:00PM. Dr. Rowland-Seymour welcomed everyone to the first Faculty Council Meeting of the academic year. She briefly touched on the agenda items that would be addressed at today's meeting.</p> <p>The chair provided an overview of the organization of Faculty Governance which includes the Faculty Senate of the University, School of Medicine faculty, the standing committees of the university, and Faculty Council. Faculty Council representatives should bring concerns from their department/constituents to Faculty Council. In turn, they then should report to their department/constituents the proceedings of the Faculty Council using email, and departmental faculty meetings (where their report should be a standing agenda item). Their participation is essential for effective faculty governance and communication in the School of Medicine. All Faculty Council meetings are held via Zoom except for the Faculty Council Meetings held at the affiliates which would be hybrid (in-person and via Zoom). The June Faculty Council meeting will be in person.</p> <p>Dr. Rowland-Seymour reminded the members that quorum (50% plus 1) is required for Faculty Council to vote. Those wishing to speak should raise their hand (reactions menu) and wait to be acknowledged. Questions or comments should be clear and to the point. The chat is not for side conversations, but for attendance and for faculty to vote in if they are unable to use the polls. Any agenda items for the October Faculty Council meeting must be submitted to Joyce Helton by Friday, September 26, to be reviewed at the October 6 Steering Committee Meeting. Anyone planning to present at the October Faculty Council Meeting on October 20 should set aside time on October 6 to review their presentation with the FCSC.</p>	Quorum is 46.

	Chair's Remarks and Announcements (continued)		<p>Dr. Rowland-Seymour then reviewed upcoming SOM events and listed the Faculty Council contacts and their contact information. If you are participating by phone, please remember to put your name in the chat.</p> <p>Materials are placed in the Faculty Council BOX folder in advance of the meeting. If have trouble accessing BOX, please let Joyce Helton know (jmh291@case.edu). Please be aware that while we have AI taking notes so that Joyce can produce the minutes, it is not a reliable source of information. The AI notes will not be distributed. They are merely a tool to assure the correctness of the minutes.</p> <p>Discussion of the teaching load for remediation of at-risk faculty (put forward by Boaz Tirosh) will be discussed at the next meeting. Paul Bristol will be coming to the next Faculty Council meeting. If anyone is interested in putting information forward, please provide that information to Dr. Rowland-Seymour by this Friday. The next Faculty Council Steering Committee Meeting will be on October 6 and the Faculty Council Meeting held on October 20.</p> <p>The chair thanked Dr. Alan Levine for his outstanding leadership as Faculty Council Chair last year and his continuing support this year as Past Chair.</p>	
4:10-4:11PM	Approval of June 23 Faculty Council Meeting Minutes		<p>When polled, there were no edits/additions to the posted minutes.</p>	<p>A motion was made by a FC member and seconded by a FC member to approve the June 23 Faculty Council Meeting Minutes as posted.</p> <p>Vote: 44 were in favor, 0 were against, 6 abstained, and 9 were ineligible to vote.</p> <p>The motion passes.</p>
4:11-4:16PM	Faculty Council Steering Committee Report	Elvera Baron	<p>Dr. Baron provided a summary of topics addressed at the Faculty Council Steering Committee meeting on September 8. They approved the June 2025 Steering Committee minutes, reviewed and approved the September 22 Faculty Council agenda. The committee reviewed a sabbatical request, emeritus appointments, and two</p>	

	Faculty Council Steering Committee Report (continued)		chair appointments. They reviewed the annual report of the Committee on Medical Education which will be presented at today's Faculty Council Meeting. The committee discussed the Faculty Climate Survey and the rewording of questions, as well as adding questions specific to clinical faculty. The committee discussed the provost's required changes to the SOM Faculty Annual Review (FAR). The meeting adjourned at 5:39PM.	
4:16-4:17PM	Remarks by Dean Gerson	Stan Gerson	Dean Gerson is out of town and unavailable to participate in today's meeting.	
4:17-4:37PM	Annual Report for the Committee on Medical Education	Corinne Bazella Oliver Shirokauer	<p>Corinne Bazella is the outgoing Chair of the Committee on Medical Education, and Oliver Shirokauer is the incoming Chair.</p> <p>Dr. Bazella provided an overview of the work done by the committee over the last academic year. She listed the elected and appointed members of the committee and noted that the committee meets on the 4th Thursday of the month, from 4:00-5:50PM via Zoom, and is open to faculty who wish to attend.</p> <p>There are two committees going over our clinical site both tracks, and two other sub committees who are working to ensure that we are accomplishing the objectives of our curriculum and following all of our accreditation requirements. The committee evaluated, reviewed and made recommendations of CME sub-committee activity through regular reports of the Curriculum Monitoring Committee, Continuous Quality Improvement Committee, CCLCM Steering Council, Joint Clinical Oversight Group, and the WR2 Curriculum Committee.</p> <p>Dr. Bazella noted that our medical students are well prepared for residency. The USMLE step results were 2-3% higher than the national average. Several surveys are used to evaluate the curriculum of the medical school. Each medical student who graduates completes an Graduate Questionnaire survey of student satisfaction with their educational experience. The committee has developed Continuous Quality Improvement processes and metrics to improve the components of medical education that we need to work on and our students are recognizing those efforts and the improvements that we are making.</p>	

	Annual Report for the Committee on Medical Education (continued)		<p>Changes that were made included an approved change to the clinical elective grading policy to Pass/Fail; acting internship assessment tool creation, generative AI Task Force creation, and approval of the Kowal-SAGE Program expansion – 6 visits with a “SAGE” – (65 or older patients) over 8 months focusing on communication, healthcare system interactions, and healthcare navigation.</p> <p>LCME visit prep was a year-long preparation. Areas of compliance and non-compliance were monitored on the LCME dash-board. Improvement plans were considered, reviewed and monitored.</p> <p>The committee prepared for LCME by making updates to some of our policies. Policies were created over this last year to ensure that we were clearly establishing processes by which to measure our effectiveness. Questions for the Committee on Medical Education brought to the attention of Faculty Council were: how students are receiving instruction and how to help us teach better, the way we have delivered lectures to residents and medical students, and what do you see for faculty to help our growth to deliver educational materials better? What type of faculty development can we do to help with teaching our learners?</p> <p>In response, Dr. Bazella noted that medical education grand rounds are open to all. There is an education retreat held every spring and the Center for Medical Education has many resources including prior services and recordings of things done before. If there is something in particular, they want or need, please inform Lia Logio.</p> <p>Faculty may not be aware of everything that is available to them. Faculty Development is of the utmost importance and is on the agenda for this year. For example, there is a retreat on October 20. This is applicable if you teaching in pre-clerkship education (Phase 1), or Clerkship education (phase 2) or longitudinal experiences- Phase 3. If you are interested in attending, please reach out to Dr. Rowland-Seymour.</p>	<p>A motion was made by a FC member and seconded by a FC member to approve the Committee on Medical Education Annual Report.</p> <p>Vote: 49 were in favor, 0 were against, 1 abstained, and 10 were ineligible to vote.</p> <p>The motion passes</p>
4:37–4:45PM	Senate/ExCom Report	Matthias Buck	The Senate ExCom met last Monday. Demonstrations on campus are somewhat relaxed compared to last year. Peter Poulis, General Counsel of the University, gave a presentation. Changes are being made to the Faculty Senate Handbook which Dr. Buck thought would be forthcoming. The Wellness and Faculty Engagement Committee has not yet completed their task so their term was	

	Senate/ExCom Report (continued)		extended. Alan Levine will be serving on the Wellness Committee for the SOM and the Faculty Senate.	
4:45-4:48PM	New Business		<p>The Chair had only one piece of new business which related to the decision to remove the DEI statement from the faculty annual review. This information can still go in the annual review under the associated section where you are actually doing the work (research, scholarship, education, etc.). We want to make sure that we capture it, but it will not be mandated nor collated in one place. It will be dispersed in the faculty annual review in the appropriate section in FIS. If there is anything that Faculty Council wants to say or suggest she asked that we make that decision to bring it forward by the next meeting in October.</p>	
4:48-5:00PM	Break-out Groups		<p>The Chair proceeded to create break-out groups for members to think among themselves and report back to Faculty Council, from their perspective, “what is the one issue that is important for Faculty Council to address this year”.</p> <p>Feedback included improving channels of communication in the school and at the different sites, and engagement between the school and the different sites. Lines of communication, engagement and collaboration, and feeling the presence of the school at the different sites (not always felt significantly). Additionally, there were some statements about FC member being new and needing to know how to navigate all the committees. The big question is how do you communicate and go back and forth with your constituents. What is the way that you would find out was the most pressing question.</p> <p>When the Chair asked in what ways did you actually represent your constituents, Dr. Levine responded that as a Faculty Senator he gave reports to everyone that he represented in the senate a week after the senate met and constantly quizzed his constituents if there was anything that they wanted him to bring forth to the senate. Dr. Baron echoed Dr. Levine and added to make sure they know who you are, that your email and contact information is available.</p> <p>Faculty engagement was a main topic. There is a lack of information and incentives. Incentives should be added. Dr. Frolakis stated that she wrote every division head about her current role in Faculty Council that she was open to meeting or talking with them. It is a</p>	

	Break-out Groups (continued)		<p>good way to introduce Faculty Council, as well. Dr. Valadkhan felt that AI has enormous agency use, if used correctly. The Chair noted that there is a new director of AI and she will connect that person with Dr. Valadkhan.</p> <p>Dr. Levine suggested that everyone should let their constituents know that they are available and a good way to do that is to get on the department meeting agenda. Dr. Kapadia asked for the constituents in their departments can someone provide a few things that have come up in the past, what we are looking for this year, and some idea of what to talk about with them. If anyone has input, please email the Chair and she will get Dr. Kapadia that list.</p> <p>The Chair noted that this is just the beginning of our conversation about engagement which will continue over the rest of the year.</p>	
5:00PM	Adjourn		As there were no additional agenda items to be addressed the Chair adjourned the meeting at 5:00PM.	

Present

Mohamed Abdalla	William Chad Cook	Caroline Just	Michael Moffitt	Anas Saleh
Shane Angus	Andy Chen	Venkatesh Kambhampati	Tyfanni Monford	Ben Schwan
Elisa Bala	Marta Couce	Manasvee Kapadia	Monica Montano	Hemalatha Senthilkumar
Stephanie Barnes	Xinghong Dai	Siran Koroukian	Henry Ng	Demitre Serletis
Elvera L. Baron	Ani Das	Christina Krudy	Nona Nichols	Paul Shaniuk
Atallah Baydoun	Mirela Dobre	Bret Lashner	Rebecca Obeng	Simran Singh
Kavita Bhatt	Nadim El Chakhtoura	Alan Levine	Ruben Olivares	Stacy Smrz
Alfred P Bowles	Jonathan Fanaroff	Susan Linder	Sarah Ondrejka	Boaz Tirosh
Matthias Buck	Calen Frolkis	Aram Loeb	Elizabeth Painter	Saba Valadkhan
Hulya Bukulmez	Lisa Gelles	Janice Lyons	Abigaill Raffner (Basson)	Gregory Videtic
Adrienne Callahan	Andrew Harris	Vanessa Maier	Elizabeth Rainbolt	Michael Weber
Sonny Caradonna	Christopher Hine	Ryan Marino	Ann Rivera	Scott Williams
Karlla Coburn	Jason Ho	Claudio Milstein	Anastasia Rowland-Seymour	Peng Zhang
Thomas Collins				

Not Present

Antoinette Abou-Haidar	Stan Gerson	Camilla Kilbane	Jennifer Lucas	Deven Reddy
Michael Baldonieri	Rachael Gowen	Qingzhong Kong	Amy McDonald	Mankaran Sawhney
Sonji Boyd	Peter Harte	Vijaya Kosaraju	Gillian Michaelson	Matthew Sikora
Francis Caputo	Sheronica James	Stephen Leb	Roger Ove	Michael Staudt
Wayne Cohen-Levy	Eric W. Kaler	Ang Li	Neal Peachey	Madelyn Stevens
Mackenzie Deighen	Adina Kern-Goldberger	Jennifer Li	Antonio Rampazzo	Phoebe Stewart
Jeremiah Escajeda	Sandeep Khanna	Philip Linden	Rania Rayes-Danan	

Others Present

J. Arvid Agren	Andrew Clifford	Joyce Helton	Lia Logio	Oliver Schirokauer
Corinne Bazella	Himika Dalia	Sarah Koopman Gonzalez	Susan Reichert	Jamie Watson
Brian Biroscak	Nicole Deming	Tina Lining		

CWRU School of Medicine Bylaws Committee Update

September 2025

Bylaws Committee 2025-2026



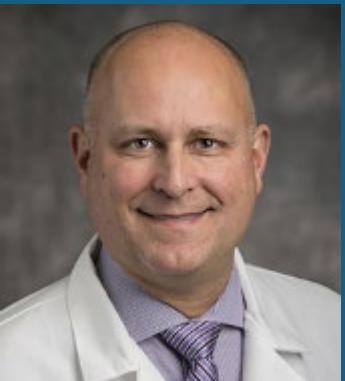
Thomas Collins, MD - Chair
Emergency Medicine (MH)



Matthias Buck, PhD
Physiology & Biophysics, (SOM)



Heather Gornick, MD
Medicine (UH)



N. Scott Howard, MD
Otolaryngology (UH)



Thomas LaFramboise, PhD
Genetics & Genome Sciences (SOM)



Stephanie Teal, MD
Reproductive Biology (UH)



Nicole Deming, JD, MA
Office of Faculty Affairs

Prior Year Activities 2024-2025

- 9 meetings
 - 4 presentations to FCSC/FC
- Major Bylaws and APT guideline updates
- Committee charge updates
 - Committee on Biomedical Research
 - Committee on Faculty Community and Representation
 - Committee on Medical Student Promotion and Advancement

Planned Activities 2025-2026*

- Follow completion of Bylaws/APT Guideline through Faculty Senate
- Update Bylaws regarding Dean's responsibilities
 - Per LCME recommendation
 - Language in School of Engineering bylaws as foundation
- Update Bylaws regarding formation of new academic departments
 - Already established by Faculty Senate and in new Faculty Handbook
 - *currently identified projects

1 **Proposed Amendment to the SOM Bylaws**

2 Rationale: In response to LCME requirements, the following text is proposed to outline the
3 dean's responsibilities in the SOM Bylaws

4 **CURRENT TEXT:**

5 **2.2 Officers of the Faculty**

6 The dean of the School of Medicine shall be chair of the Faculty of Medicine. The chair of the Faculty Council
7 shall serve as vice-chair of the Faculty of Medicine. The Faculty of Medicine has a secretary who shall be
8 appointed by the dean. The Secretary shall provide to the Faculty of Medicine due notice of all Faculty and
9 Faculty Council meetings and the agenda thereof and supply the minutes of each meeting in a timely manner.
10 The office of the dean shall supply appropriate administrative support for these functions.

Formatted: Font color: Red

Formatted: Pattern: Clear (Background 2)

Formatted: Font: 10 pt

11

12 **Proposed NEW TEXT:**

13 **2.2 Officers of the Faculty**

14 The officers of the faculty shall be the Dean of Medicine, Chair of Faculty Council and the
15 secretary of the faculty.

16 2.2.1 The Dean of Medicine shall be the chief executive officer of the faculty and shall be
17 appointed in accordance with Article VII.A of the Constitution of the University Faculty and
18 with the Guidelines for Selection of Deans, Part II, Section VIII, of the Policies and
19 Procedures.

Formatted: Indent: Left: 0.5"

20 2.2.1.1 The dean's duties shall include, but not necessarily be limited to, the
21 academic, fiscal, and administrative responsibilities for the school as described
22 below.

23 **2.2.1.2 Academic:**

24 The dean shall be responsible for: building and maintaining a faculty whose
25 commitments and quality are consonant with the mission of the school; reviewing
26 and approving curriculum changes as recommended by the faculty; providing
27 leadership in undergraduate and graduate student recruitment and selection for the
28 school; undertaking regular and systematic department reviews with the goal of
29 improving the quality of programs and research activities; developing and sustaining
30 both graduate and undergraduate programs of the highest quality; and representing
31 the academic needs, ambitions and plans of the school to the university's
32 administration, to other constituent faculties, and to outside constituencies.

Formatted: Font: Bold

Formatted: Indent: First line: 0.5"

Formatted: Indent: Left: 0.5"

33

34 2.2.1.3 **Fiscal:**

35 The dean shall be responsible for administering the budget of the school to meet the
36 objectives stated in clause (a) ~~above, and above and~~ shall communicate the fiscal
37 needs of the school to the university and other groups. The dean shall aggressively
38 pursue sources of income (e.g., endowments, grants, tuition income, and gifts) in
39 order to support the objectives of the school. The Dean (or the dean's designee)
40 shall review the budget periodically with the university and school leadership and
41 ~~may~~ ~~should~~ consult the appropriate faculty standing committee~~s~~ and shall make an
42 annual report of the budget and fiscal status of the school at a regular faculty
43 meeting.

Formatted: Font: Bold

Formatted: Indent: First line: 0.5"

Formatted: Indent: Left: 0.5"

44 2.2.1.4 **Administrative:**

45 The dean shall ~~assure ensure~~ the development and implementation of policies and
46 best practices to promote effective and efficient operation of the school. Through
47 engagement with faculty and stakeholders, the dean shall lead development of
48 strategic and related plans and ensure their implementation and shall promote
49 regular and open communication of information and decisions with faculty and
50 other school stakeholders. The dean shall support the professional development
51 and advancement of faculty and staff of the school, encourage high ethical and
52 professional standards for all members of the school, shall support and encourage
53 leadership development within the school, and shall assure that procedures and
54 practices for evaluation of performance of faculty and staff, promotions, tenure, and
55 leave are clearly documented and communicated. The dean shall communicate
56 directly with each department chairperson regarding fiscal and academic issues
57 within the departments. The dean shall also identify and recommend appointments
58 of department chairpersons to the president. The dean shall preside at meetings of
59 the faculty when the president of the university does not preside. The dean shall
60 represent the faculty to the president and to other academic officers and units of
61 the university. The dean shall transmit with his or her recommendation to the
62 president of the university all cases of full-time faculty appointment, promotion and
63 tenure.

Formatted: Font: Bold

Formatted: Indent: First line: 0.5"

Formatted: Indent: Left: 0.5"

64 2.2.1.5 In carrying out the above duties, the Dean may appoint vice, associate or
65 assistant deans to act as their designee.

66 2.2.2 Chair of Faculty Council ~~Same language as original, but added reference~~

67 The chair of the Faculty Council shall serve as vice-chair of the Faculty of Medicine. (See 3.5.2. Faculty
68 Council Chair.)

Formatted: Font: 10 pt

Formatted: Pattern: Clear (Background 2)

69 2.2.3 Secretary of the Faculty [Same language as original](#)

70 The Faculty of Medicine has a secretary who shall be appointed by the dean. The Secretary shall provide to
71 the Faculty of Medicine due notice of all Faculty and Faculty Council meetings and the agenda thereof and
72 supply the minutes of each meeting in a timely manner. The office of the dean shall supply appropriate
73 administrative support for these functions.

Proposed Amendment to the SOM Bylaws

Rationale: In response to LCME requirements, the following text is proposed to outline the dean's responsibilities in the SOM Bylaws

CURRENT TEXT:

2.2 Officers of the Faculty

The dean of the School of Medicine shall be chair of the Faculty of Medicine. The chair of the Faculty Council shall serve as vice-chair of the Faculty of Medicine. The Faculty of Medicine has a secretary who shall be appointed by the dean. The Secretary shall provide to the Faculty of Medicine due notice of all Faculty and Faculty Council meetings and the agenda thereof and supply the minutes of each meeting in a timely manner. The office of the dean shall supply appropriate administrative support for these functions.

Proposed NEW TEXT:

2.2 Officers of the Faculty

The officers of the faculty shall be the Dean of Medicine, Chair of Faculty Council and the secretary of the faculty.

2.2.1 The Dean of Medicine shall be the chief executive officer of the faculty and shall be appointed in accordance with Article VII.A of the Constitution of the University Faculty and with the Guidelines for Selection of Deans, Part II, Section VIII, of the Policies and Procedures.

2.2.1.1 The dean's duties shall include, but not necessarily be limited to, the academic, fiscal, and administrative responsibilities for the school as described below.

2.2.1.2 Academic

The dean shall be responsible for: building and maintaining a faculty whose commitments and quality are consonant with the mission of the school; reviewing and approving curriculum changes as recommended by the faculty; providing leadership in undergraduate, graduate and professional student recruitment and selection for the school; undertaking regular and systematic department reviews with the goal of improving the quality of programs and research activities; developing and sustaining undergraduate, graduate and professional programs of the highest quality; and representing the academic needs, ambitions and plans of the school to the university's administration, to other constituent faculties, and to outside constituencies.

2.2.1.3 Fiscal

The dean shall be responsible for administering the budget of the school to meet the objectives stated in clause (a) above and shall communicate the fiscal needs of the school to the university and other groups. The dean shall aggressively pursue sources of income (e.g., endowments, grants, tuition income, and gifts) in order to support the objectives of the school. The Dean (or the dean's designee) shall review the budget periodically with the university and school leadership and should consult the appropriate faculty standing committees and shall make an annual report of the budget and fiscal status of the school at a regular faculty meeting.

2.2.1.4 Administrative

The dean shall ensure the development and implementation of policies and best practices to promote effective and efficient operation of the school. Through engagement with faculty and stakeholders, the dean shall lead development of strategic and related plans and ensure their implementation and shall promote regular and open communication of information and decisions with faculty and other school stakeholders. The dean shall support the professional development and advancement of faculty and staff of the school, encourage high ethical and professional standards for all members of the school, support and encourage leadership development within the school, and shall assure that procedures and practices for evaluation of performance of faculty and staff, promotions, tenure, and leave are clearly documented and communicated. The dean shall communicate directly with each department chairperson regarding fiscal and academic issues within the departments. The dean shall also identify and recommend appointments of department chairpersons to the president. The dean shall preside at meetings of the faculty when the president of the university does not preside. The dean shall represent the faculty to the president and to other academic officers and units of the university. The dean shall transmit with his or her recommendation to the president of the university all cases of full-time faculty appointment, promotion and tenure.

2.2.1.5 In carrying out the above duties, the Dean may appoint vice, associate or assistant deans to act as their designee.

2.2.2 Chair of Faculty Council Same language as original, but added reference

The chair of the Faculty Council shall serve as vice-chair of the Faculty of Medicine. (See 3.5.2. Faculty Council Chair.)

2.2.3 Secretary of the Faculty Same language as original

The Faculty of Medicine has a secretary who shall be appointed by the dean. The Secretary shall provide to the Faculty of Medicine due notice of all Faculty and Faculty Council meetings and the agenda thereof and supply the minutes of each meeting in a timely manner. The office of the dean shall supply appropriate administrative support for these functions.

Committee on Faculty Community and Representation

For the 2025-2026 term there were 10 members elected instead of the 9 members defined in our charge. We were asked to consider

1. Allowing the additional member to join as a non-voting member, deferring the start of their term until next year, or
2. Requesting an update to our charge to include 10 members.

Committee on Faculty Community and Representation

After discussion in committee, we would like to propose a third option:

Allow all elected members to serve as voting members this year. Our roster for 25-26 would include 10 members for this year only.

- We have three members whose terms expire at the end of this year. Assuming full retention of all members, elections for 26-27 would include two open positions so that our membership for 26-27 would return to 9 members as defined in our charge.
- Assuming full retention of all members, In 27-28 we would have 4 open positions, and in 28-29 we would be back to 3 open positions to maintain 9 members as defined in our charge.

Accountability Management System

- A system for confidential reporting of incidents that impact the safe learning or working environment at the SOM
- Open to students, postdocs, staff, and faculty



Accountability Management System (AMS)

<https://case.edu/medicine/about/accountability-management-system>



Reporting Challenging Behaviors

If you've experienced challenging behavior, please use the link below to submit a private report.

[Submit a Private Report](#)

Celebrating Excellence

To report excellence in teacher-learner standards, click the link below.

[Submit an Excellence Report](#)

Defining Challenging Behaviors

Unsure what qualifies as mistreatment? Check our comprehensive list for guidance.

[Read More](#)

Learning Environment Policy

The SOM has clear standards for teacher-learner relationships for all students, staff, and faculty.

[Read More](#)

The AMS Liaison

The AMS Liaison is here to assist with any questions about the reporting process.

[Contact the Liaison](#)



**CASE WESTERN RESERVE
UNIVERSITY
School of Medicine**

Graduate Education Office

Accountability Management System (AMS)

Challenging behavior report submitted

Celebrating Excellence report submitted



Medical ED AMS Liaison: Molly Simmons

