Interfaculty Council Meeting Minutes  
FY 2016 – July 20, 2016 – UCT-1726

**Present:** Dr. Anne Sereno, Dr. Joan Bull, Dr. Marie-Francoise Doursout, Dr. Jessica Lee, Dr. Donald Molony, Dr. David Volk, Dr. George Williams, Dr. Zheng Chen, Dr. James Langabeer, Dr. Kurtis Kasper, Dr. Ryan Quock, Dr. Elizabeth Scott, Dr. Cameron Jeter, Dr. Martina Gallagher, Dr. Catherine Reavis, Dr. Lee Revere, Dr. Dejian Lai, Dr. Ross Shegog, and Dr. Momiao Xiong

**Absent:** Dr. Gurur Biliciler-Denktas, Dr. Bindu Akkanti, Dr. Jeffrey Actor, Dr. Bindu Akkanti, Dr. Daniel Freet, Dr. Anil Kulkarni, Dr. Trevor Cohen, Dr. Amy Franklin, Dr. Dean Sittig, Dr. Rebecca Helmreich, Dr. Rebecca Tsusaki, and Mr. Julio Charles

**Ex-Officio Attendees:** Dr. David Marshak, Dr. Michael Blackburn, Dr. George Stancel, and Mr. Eric Solberg

**Guests:** Ms. Meredith Raine, Executive Director, University Communications

**Administrative Personnel:** Ms. Terrie Schade-Lugo

I. **CALL TO ORDER**  
**Dr. Anne Sereno**  
Dr. Anne Sereno, 2015-2016 IFC Chair, called the meeting to order at 11:37 AM.

II. **APPROVAL OF THE MINUTES**  
**Dr. Sereno**  
Dr. Sereno polled the members for any objections or corrections required to the minutes for June 22, 2016. Upon motion made and seconded, the minutes were approved with one abstention.

III. **NEW BUSINESS**

**UNIVERSITY COMMUNICATIONS DISCUSSION**  
**Ms. Meredith Raine, Executive Director, University Communications**

Ms. Meredith Raine addressed the attendees regarding the following questions that recently reached her office:

- **How can we promote more positive news about the university?**
  Ms. Raine advised that most of what the University Communications office does on a daily basis is promote positive news concerning UTHealth. She requested assistance from all IFC members to encourage that all good stories be reported to their office—in particular, notable student stories. A question was raised concerning whether the story should go through their school to pass along the information or, should they contact University Communications directly? Ms. Raine said that her office has a very close relationship with the communicators at each of the schools; so, it is up to the individual’s personal choice as to who to contact.

- **What do we do if a reporter calls us?**
  The Media Hotline number is 713-500-3030; if a journalist calls, you may refer them to this line or call the line yourself to report the inquiry. Her office will manage the story appropriately by verifying whether participation in the story is in the best interest of the university, identifying appropriate spokespeople, and coordinating logistics.
• **If we get questions from our neighbors or members of the community, how do we handle those questions?**
  It is up to the discretion of each individual. If you are speaking as to your personal point of view and not on behalf of the university, there should not be any problem. One must be very careful that they know the information before responding.

The following items were furnished in the meeting agenda packet and made a part of these minutes:
• **HOOP 5. Communications with the Media;** and
• **Publicizing News in the Media** information sheet.

Ms. Raine circulated a sign-up sheet for the IFC members to consider receiving an email publication “UTHealth in the News.”

**UTFAC UPDATE**

_Drs. Sereno, David Marshak & Donald Molony_

Three documents were provided in the meeting packets as follows:
• The University of Texas System Philosophy of Shared Governance;
• Shared Governance at the University of Texas System Institutions: A White Paper Executive Summary for the Chancellor;
• Shared Governance at the University of Texas System Institutions: A White Paper prepared by the University of Texas System Faculty Advisory Council.

These documents were the result of the system-wide survey that was conducted in September 2016. UTFAC worked on the survey and prepared the White Paper. Dr. Marshak mentioned that the Shared Governance White Paper was a result of the negative responses to the survey -only four institutions responded that they had an effective faculty governance. Dr. Molony shared that the Chancellor requested that the UTFAC prepare a short list of best practices bullets that could be passed on to university presidents that would indicate best practice in shared governance. The Executive Summary was provided to the Chancellor in May 2016 and he has since shared the document with the university presidents as a template to ensure shared governance and transparency in governance. Changes should be forthcoming across all institutions.

**SUBCOMMITTEE FINAL REPORTS**

• **Administrative Affairs**
  _Dr. Ross Shegog, Chair_
  Dr. Shegog recognized the members of this subcommittee that included Jake Zheng, Kurt Kasper, Martina Gallagher, Momiao Xiong, Anil Kulkarni, thanking them for their participation. He further acknowledged Dr. Anne Sereno for her assistance and support. This subcommittee was involved with the creation of a survey regarding Intellectual Property (IP), which was conducted in January 2016. Feedback from the survey culminated with the **HOOP 43, Faculty Promotion**, attachment entitled _Guidelines for Faculty Promotion_ modification to include IP in promotion and tenure.

Dr. Michael Blackburn, EVP and Chief Academic Officer, announced that Dr. Kevin Morano is joining the EVP/CAO office as the Associate VP for Faculty Affairs and Development at the UTHealth level. Dr. Morano is reviewing HOOP 43 and attachments before it is approved by the HOOP Review Committee.
Dr. George Stancel provided clarification that IP should be included as one of the many factors when reviewing for promotion and tenure consideration.

**MOTION:** A motion was made to endorse the concepts of the revisions to this policy as provided by the Administrative Affairs Subcommittee. This motion was seconded and unanimously approved.

- **Faculty Status, Rights, and Responsibilities Committee  
  Dr. Marie-Francoise Doursout, Chair**

  Dr. Doursout recognized the subcommittee members that included Dean Sittig, Cameron Jeter, Liz Scott, James Langabeer, Rebecca Tsusaki, Rebecca Helmreich, Dejian Lai; and Jeffrey Actor. Dr. Anne Sereno was acknowledged for providing assistance to this subcommittee. This Subcommittee provided a document that summarized several areas of data concerning: UTHealth breakdown of faculty by ethnicity and gender; UTHealth faculty salaries by ethnicity; and UTHealth faculty salaries by rank and gender; Regents’ Outstanding Teaching Awards (ROTA), and reports on student evaluation of teaching. Summary points are as follows:
  - The preliminary report suggests that there are differences across a number of dimensions;
  - Findings suggest that women faculty are likely to receive poorer student evaluations for equivalent teaching effectiveness and are less represented in ROTA or endowed positions;
  - Women are well-represented for the ROTA in the School of Public Health and School of Nursing; and
  - There is an opportunity for improvement in the recognition of women faculty for their achievements at the Medical School.

- **Governance and Academic Affairs  
  Dr. George Williams, Chair**

  Dr. Williams thanked the subcommittee for their commitment to this review and design process. He acknowledged Dr. Ryan Quock and the School of Dentistry for their support and sharing of the resources and process that they manage. As background, this subcommittee previously provided the IFC members with a copy of a proposed peer evaluation process guidelines, including the Model Peer Teaching Evaluation Tool. The IFC provided many suggestions and the subcommittee took those suggestions into consideration when revising the document. Noted was that bias is seen in multiple elements of the evaluation process, which was mentioned in Dr. Doursout’s subcommittee report. The goal is to suggest to the schools and university that peer evaluation would be a reasonable and useful constructive way to ensure that faculty are receiving feedback that can be applied to their practice and to their teaching regimen. Also, to ensure that the structure of that feedback is done in a way to be maximally helpful to the faculty instead of potentially tied to anything punitive. A few other points made were as follows:
  - An evaluation by a peer, while it may not be perfect, is useful;
  - Everyone should receive peer feedback, annually;
  - Ideally, the peer should not be their supervisor;
  - Multiple UTHealth groups could be considered as sources for excellent evaluators;
  - If the evaluation reveals that there is a deficiency, there could be a second evaluation to provide additional feedback and thereby help, as appropriate;
  - Adopt the School of Dentistry’s model of optimizing feedback by having the evaluator be the same person whenever possible over three (3) or more years to provide feedback consistency and value;
  - Use of electronic evaluation tools in the process; and
  - Suggested that the University should provide resources to support the peer evaluation process.
After brief discussion, a minor change was suggested as follows: “All these evaluations will contribute to any faculty review, however, we acknowledge that this will be difficult and suggest the incorporation of universal design for learning in the feedback process.”

A new draft will be provided to the IFC so that they may vote to endorse this suggested peer teaching evaluation tool.

Dr. Blackburn advised that the area of faculty evaluation is very important and this type of feedback from this Council is key in that process. The next level of conversation would be discussing the tool this Council has strived to develop. It is too early to say whether this would be implemented. Dr. Stancel agreed with Dr. Blackburn and further stated that much of the decision on implementation will be up to the faculty. If the faculty want to get better at teaching, is the faculty willing to spend the time to do it? He suggested that classroom evaluation of teaching is the easier way to evaluate but when our faculty are teaching in the hospital patient rooms with a small group –how would this be implemented?

This peer evaluation tool has been in place at the School of Dentistry, for years. Dr. Ryan Quock questioned the IFC attendees as to whether their schools have an administrator who would be handling this type of process such as an academic dean or faculty dean. School of Nursing indicated that they have a faculty life counsel. At this time, they are waiting to see the final document that the IFC will recommend so that they may consider it as a guideline. The process would be driven by the chairs of the departments. McGovern Medical School has an associate dean for educational programs and this process would be driven by that department. Some departments have advised that this type of review is happening within their department. School of Public Health advised that this type of process would be within the school-wide curriculum and program review committee that reports to the associate dean.

IV. UNFINISHED BUSINESS

- **IFC Chair-Elect Nominees**
  
  Dr. Sereno
  
  The three (3) nominees for the IFC Chair-Elect are: Martina Raquel Gallagher, PhD, from the School of Nursing; Donald Molony, MD, from the McGovern Medical School; and Ryan Quock, DDS, from the School of Dentistry. The three nominees gave a brief speech regarding their vision and interest in the IFC Chair-Elect position. A call for vote was issued after discussion with nominees. Voting was done by paper ballot. Tally of the votes was done by Dr. David Marshak and the IFC Secretary.

  **MOTION:** A motion was made to use a plurality voting system for this election. This motion was seconded and unanimously approved.

  Dr. Marshak announced that Dr. Ryan Quock was voted as the IFC Chair-Elect for FY 2017.

- **Campus Carry**
  
  Dr. George Stancel
  
  The Board of Regents met and approved the campus rules that Dr. Colasurdo put forward. A news release is being crafted for public distribution. Public Affairs is creating color-coded maps to designate the inclusion and non-inclusion zones so that there will be no confusion. UT Austin had a rule approved that individual faculty could somehow declare their offices off-limits. Dr. Stancel is researching whether or not the Board of Regents will allow those that did not include this in their
campus rules submission, to amend our rules. Once the information is received it will be disseminated. Signage will be installed soon.

A question was asked about whether the areas that are going to be open or restricted are going to be well-designated? Dr. Stancel advised that the law states that areas have to be clearly designated open or restricted. There will be signs on the buildings and in the hallways of mixed zones.

A question was asked with respect to UTHealth shuttle buses. Dr. Stancel advised that the shuttle buses are run by a private company under contract with UTHealth Auxiliary Enterprises. Meredith Raine advised that we will find out and update the FAQs on the Campus Carry site.

Dr. Stancel advised that we do not have our own unique campus – we are in the Texas Medical Center. We do not have what the TMC rules are, at this time.

- **TMC Library**
  UTHealth now owns the TMC Library. The Library is off-limits regarding Campus Carry but the building is not off-limits. Appropriate signage will be installed soon.

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**V. ANNOUNCEMENTS**

**Dr. Michael Blackburn**

**Campus Updates**

Dr. Blackburn noted that Dr. Kevin Morano is the new UTHealth Associate Vice President of Faculty Affairs and Development and will be working directly with this group. Dr. Morano’s main charge will be working with the deans to help them with faculty issues in their schools from a university perspective.

We have an interprofessional collaborative group known as the *Center for Interprofessional Collaboration (CIPC)* that was started by Dr. Patricia Starck. Drs. Stancel and Tom Cole are co-chairs on a search committee for an Assistant Vice President for the CIPC. We hope that will be a successful search process before the end of the year.

The UTHealth SACSCOC 5th Year Interim Report results were received and they were particularly favorable. Dr. Blackburn congratulated Eric Solberg, Vice President for Academic & Research Affairs and his team, and those in the schools responsible for contributing the data to complete that effort.

A *Presidential Collaborative Research Award* will be announced soon. These awards are grants to promote collaboration amongst the UTHealth schools. The main requirement is that the PIs must reach across two schools to apply. It will be for basic, translational, and clinical science - all areas of research. The goal is to promote collaboration and to promote extramural funding that is collaborative among the schools. It is a good opportunity to allow people to get that preliminary data together. We hope to run this program twice a year and have up to five awards per cycle, $100,000 for each award. The second year funding is contingent on progress made during the first year.

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**VI. MISCELLANEOUS DISCUSSION**

Dr. Sereno thanked the IFC Secretary for her assistance for all meetings during FY 2016.
Dr. Sereno thanked the subcommittee chairs and all members of the IFC for their participation on their subcommittee.

Dr. Sereno thanked Dr. David Marshak for his service as Chair-Elect, Chair, and Past-Chair and provided a Certificate and gift to acknowledge his leadership service from FY 2014-2016.

VII. ADJOURNMENT
A motion was made and seconded to adjourn the meeting. The meeting adjourned at 1:23 PM. The next IFC meeting is scheduled for Wednesday, September 21, 2016.

Approved by Interfaculty Council on 9/21/2016.