Interfaculty Council Meeting Minutes

Present: Dr. Gurur Biliciler-Denktas, Dr. Ryan Quock, Dr. Lanny Ling, Dr. Jake Chen, Dr. Joseph Alcorn, Dr. Marie-Francoise Doursout, Dr. Syed Hashmi, Dr. Heidi Kaplan, Dr. Jessica Lee, Dr. Amber Luong, Dr. David Marshak, Dr. Donald Molony, Dr. David Volk, Dr. James Langabeer, II, Dr. Ashley Clark, Dr. Cameron Jeter, Dr. Myron Arnaud, Dr. Stacy Drake, Dr. Lisa Thomas for Dr. Allison Edwards, Dr. Craig Hanis, Dr. Frances Lee Revere, Ms. KoKo Tawaki Taylor, and Ms. Brittany Jewell

Absent: As January 18, 2017 was a weather experienced day no absents will be counted against those who were unable to attend. For record purposes, the follow were not present: Dr. Joan Bull, Dr. Veronica Gonzalez, Dr. Trevor Cohen, Dr. Amy Franklin, Dr. Dean Sittig, Dr. Elizabeth Scott, Dr. Allison Edwards, Dr. Rebecca Tsusaki, Dr. Linda Highfield, Dr. Ross Shegog, Dr. Michael Blackburn, Mr. Eric Solberg, and Ms. Yuliana Nunez

Ex-Officio Attendees: Dr. Kevin Morano and Dr. Anne Sereno

Administrative Personnel: Ms. Terrie Schade-Lugo and Ms. Kathy Rodgers

I. CALL TO ORDER

Dr. Gurur Biliciler-Denktas, 2016-2017 IFC Chair, called the meeting to order at 11:32 AM.

II. APPROVAL OF THE MINUTES

Dr. Denktas polled the members for any objections or corrections required to the minutes for December 14, 2016. Upon motion made and seconded, the minutes were unanimously approved.

III. NEW BUSINESS

Thomas F. Burks Scholarship Review Committee Report

TF Burks Review Committee Faculty Members:

Dr. Amy Franklin (SBMI), Dr. Elizabeth Scott (SOD), Dr. Lanny Ling (GSBS),
Dr. Rebecca Tsusaki (SON), Dr. Heidi Kaplan (MMS), Dr. Linda Highfield (SPH),
Ms. Alixandra Baycroft (MMS SIC), Mr. Jingchen Du (SBMI SIC), and Ms. Brittany Jewell (GSBS SIC)

Ms. Kathy Rodgers reported that the IFC Scholarship Review Committee met to review a total of twelve (12) scholarship packets. Under IFC guidelines, each UTHealth school is allowed to submit two (2) scholarship packets for consideration. For FY2017 the amount of $4,000 will be distributed for the scholarships. The awardees are as follows:

- First place scholarship of $1,500: Ms. Smruthi Vijayaraghavan, MD Anderson UTHealth GSBS;
- Second place scholarship of $1,300: Ms. Monica B. Gireud, MD Anderson UTHealth GSBS; and
- Third place scholarship of $1,200: Ms. Caroline S. Hussey, McGovern Medical School

Ms. Rodgers explained that the Burks scholarship is considered as a competitive scholarship with awards of $1,000 or higher. The program of competitive scholarships allows the institution’s administration to grant scholarships that permit the waiver of nonresident tuition under specific criteria met for that scholarship.
Dr. Ryan Quock thanked the co-chairs of the subcommittee, Dr. Joseph Alcorn and Dr. Veronica Gonzalez, for leading this subcommittee. He advised that the first charge of the subcommittee this year was to review the IFC Bylaws to see if any updates could be offered. He advised that in their review, a few areas were identified, a summary is provided below:

**Article 3. Membership. Section 1: Composition of the Membership**
Each of the six schools at UTHealth has representation on the IFC. IFC being a body that would look at universal issues of relevance to faculty across UTHealth.
- All schools except GSBS are permitted four representatives on the IFC; GSBS is permitted two representatives.
  - For every FTE over 150 at your school, another at-large representative is added on the IFC.
- Each school sends at least one governance member -someone from your faculty senate or faculty life- to their school IFC membership.
- One trend identified in the review was that since FY 2008-2009, the number of IFC representatives from the Medical School has greatly increased.
  - One reason for the increase has been the absorption by UTHealth of various practices. The number of Medical School representatives grew from 8 or 9 representatives up to now, where there are 12 or 13 representatives.
  - The GSBS IFC representatives are usually members who have a faculty appointment in the Medical School. Currently, the voting members from the Medical School number 14.
    - All other schools have the minimum four members. The current Medical School representation is over three times as much as any of the other schools.

**Article 3. Officers of the IFC. Section 1: Chair**
The subcommittee was asked to consider the role of the chair of the IFC, as well as the other elected officers, in the voting process. It has been our tradition, for example, that the chair will abstain from voting on issues unless there is a tie and then, cast a vote that breaks the tie. This traditional practice is not written in the Bylaws and the IFC may decide to clarify this by adding it to the Bylaws.

**Article 3. Membership Section 4: Term of Office**
The subcommittee reviewed the renewability of membership terms. The Bylaws state that IFC members may serve a maximum of two consecutive three-year terms and, may be elected to subsequent terms after an interval of at least one year. The question that was asked is, what counts as one year of not being an IFC representative? Do Ex-Officio members of these group count as having served on the IFC for that time or, does it count as your year off? What about special members who are on the roster and have a place at the table but are not traditional members? Further examination is needed.

**Article 3. Membership Section 7: Ex Officio Membership**
Changes in the ex officio verbiage reflect the changes in executive leadership.
Article 2. Purpose and Responsibilities Section 1: Faculty Governance and Academic Affairs
No information regarding how often the Bylaws are reviewed for relevancy and updating was indicated. It was suggested that it would be added so that the Bylaws are reviewed and updated on a regular basis.

Dr. Alcorn advised that the redlined changes shown in the Bylaws draft are the recommended changes that occurred during the November face-to-face meeting of the GAA subcommittee. The members suggested moving the FTE numbers from 150 to 200 so that the representation is more equal across all schools. Equal representation was suggested but Dr. Alcorn did not receive any feedback on that suggestion. Concerning the gap year, Dr. Alcorn contacted UT System counsel and was advised that there was no set rule on the gap year; however, he was advised that it is a matter of good governance to keep the membership rotated on the Council. The only question was about the ex officio position and, it was indicated that it is entirely up to the IFC on what they choose for that position.

Once the IFC has a good idea of what the recommendations are, the Bylaws will be reviewed by Legal Affairs to make sure there are no violations of UTHealth or UT System policies and procedures. At that point, it will be returned to the IFC for consideration and/or further discussion.

Questions/Discussions/Information:
- Suggestion was made to clarify in the Bylaws the ex officio position and term of service.
- Send any Bylaws concerns, comments, and suggestions to Dr. Alcorn.
- Several suggestions concerned encouraging each school to have time on the IFC meeting agenda to permit discussion of the faculty concerns and issues at their school.

IV. UNFINISHED BUSINESS

Academic Time Survey  
Drs. Anne Sereno and Denktas

Dr. Anne Sereno provided a copy of the Academic Time Survey draft and requested the IFC attendees’ feedback. She advised that burnout is a concern at UT System Faculty Advisory Council (UTFAC) level as well as at academic and health science campuses across the country. Drs. Sereno and Denktas thought that it would be good to do a survey at UTHealth to gain insight as to what the issues may be and, how the issues might differ by school. Dr. Sereno discussed the changes that were made to the survey. After lengthy discussion, the comments/suggestions/questions/information were as follows:

- Provide how the survey is going to be used and include this information in the distribution email; it is important if you want a good response rate.
- Wording on the survey states “comprising academic time for clinical care” is Medical School centric. Suggestion made to start with education, research, service, and then the clinical care component.
- Suggestion to reorganize the questions so that the survey does not start out with negative type questions.
- Will the results be publicized? The analysis of the results will be shared, including with UTHealth executive leadership.
- Will the UTFAC be distributing the survey to all institutions? Dr. Sereno advised that UTHealth is doing this survey, independent of UTFAC, because of the burnout topic interest at UTHealth. Dr. Denktas advised that the UTFAC spent many meetings discussing the AAMC Survey and the Harvard Survey, both of which are extremely costly, and full access of the results is not granted. At
that point in the discussions, the UTFAC tabled it. The expectation is that after UTHealth runs the survey, other institutions will use it, too.

- Dr. Sereno advised that many of the questions were used in other surveys, including AAMC previous surveys, and have been validated. Some questions on the AAMC survey were worded “Medical School” and she edited those questions to indicate “school.”
- Suggestion made to provide the definition of burnout as many areas provided definitions but burnout was not defined.
- Request made to add a comment box at the end of the survey for anonymous comments.
- How is survey validation done? All the questions are standardized. Currently, face validation has been conducted during the IFC meeting.
- IFC representatives were advised that the recommended changes would be made and a pilot will be distributed to the IFC membership.

UTFAC Report
No update at this time.

HOOP 192 – Academic Titles
Tabled awaiting updates from HOOP Committee.

V. ANNOUNCEMENTS

ASSOCIATE VICE PRESIDENT ANNOUNCEMENTS

Dr. Kevin Morano

At this time, all faculty reviews have been completed at all schools except the medical school. The medical school is about 95% complete and will be completed before January 31, 2017. Dr. Morano advised that the most important reason for annual faculty reviews (beyond that it is required) to be conducted, is it permits the faculty to have time with their division director, chair, or chief, to discuss their successes and failures for the year. This interaction helps with future career planning, enables changes to be made to prepare the faculty for promotions. Dr. Morano requested that the IFC attendees return to their schools and make inquiries as to whether the faculty reviews are being treated and conducted as an important process for faculty.

The UTHealth Faculty Affairs and Development Office is coordinating efforts for Faculty Affairs by conducting quarterly meetings for all faculty affairs school representatives. The discussions will be about what is working, not working, what we can collaborate on, and how the university can support faculty activities.

The Texas Consortium for Faculty Success started last fall. This group comprises all faculty affairs representatives from all the health science schools in Texas. Monthly meetings are conducted to share best practices, learn from each other, to find out about what is and is not working well, and to possibly coordinate efforts.

Dr. Morano provided an example of how feedback from the schools may help the whole institution. In December 2016, individuals from the Schools of Public Health and Dentistry contacted Dr. Morano to
advise that the TMC Library had ceased subscribing to *The Chronicle for Higher Education*. He was asked if there was anything that could be done, university-wide. After making inquiries, it actually costs less for the UTHealth Office of Faculty Affairs and Development to pay for a “site license” to cover every single person at the university, including all the remote campuses for the School of Public Health, than for individual subscriptions. A global announcement about this benefit will be made in the near future; Dr. Morano asked for the IFC membership to be sure to provide this information at their schools.

VI. MISCELLANEOUS DISCUSSION
None.

VII. ADJOURNMENT
A motion was made and seconded to adjourn the meeting. The meeting adjourned at 1:06 PM. The next IFC meeting is scheduled for Wednesday, February 15, 2017.

Respectfully submitted by Yuliana Nunez on 2/10/2017.