Interfaculty Council Meeting Minutes  
FY 2017 – September 21, 2016 – UCT-1726

Present: Dr. Gurur Biliciler-Denktas, Dr. Lanny Ling, Dr. Jake Chen, Dr. Joseph Alcorn, Dr. Joan Bull, Dr. Marie-Francoise Doursout, Dr. Veronica Gonzalez, Dr. Syed Hashmi, Dr. Heidi Kaplan, Dr. David Marshak, Dr. Donald Molony, Dr. David Volk, Dr. Amy Franklin, Dr. James Langabeer, Dr. Ashley Clark, Dr. Cameron Jeter, Dr. Ted Pate for Dr. Ryan Quock, Dr. Elizabeth Scott, Dr. Myron Arnaud, Dr. Stacy Drake, Dr. Allison Edwards, Dr. Linda Highfield, Dr. Ross Shegog, Ms. KoKo Tawaki Taylor, and Ms. Brittany Jewell

Absent: Dr. Ryan Quock, Dr. Jessica Lee, Dr. Amber Luong, Dr. Trevor Cohen, Dr. Dean Sittig, Dr. Rebecca Tsusaki, Dr. Lee Revere, and Mr. Eric Solberg

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

Administrative Personnel: Ms. Terrie Schade-Lugo

I. CALL TO ORDER  
Dr. Anne Sereno and Dr. Gurur Biliciler-Denktas
Dr. Anne Sereno, 2015-2016 IFC Chair, called the meeting to order at 11:37 AM and transitioned to Dr. Gurur Biliciler-Denktas as the 2016-2017 IFC Chair. Dr. Denktas thanked Dr. Sereno for her leadership as FY 2016 IFC Chair. Dr. Denktas introduced herself and welcomed the attendees. She solicited the members’ participation in the monthly meetings and on the subcommittees of their choice.

II. APPROVAL OF THE MINUTES  
Dr. Denktas
Dr. Denktas polled the members for any objections or corrections required to the minutes for July 20, 2016. Upon motion made and seconded, the minutes were approved with four (4) abstentions.

III. NEW BUSINESS  
Dr. Denktas
INTRODUCTION OF EXECUTIVE VICE PRESIDENT & CHIEF ACADEMIC OFFICER  
Dr. Denktas introduced Dr. Michael Blackburn as the Executive Vice President and Chief Academic Officer (EVPCAO) of UTHealth. Dr. Blackburn thanked everyone for their service on behalf of President Colasurdo and Sr. Executive Vice President and Chief Operating and Financial Officer. He advised that he would attend the IFC meetings as an ex-officio and then introduced Dr. Kevin Morano as the new Associate Vice President for Faculty Affairs and Development.

INTRODUCTION OF ASSOCIATE VICE PRESIDENT FOR UTHealth FACULTY AFFAIRS & DEVELOPMENT  
Dr. Denktas introduced Dr. Kevin Morano who advised that he is also the Associate Dean for Faculty Affairs at the McGovern Medical School working with the Faculty Senate. He has been leading the Grants 101, 102 programs, as well as the postdoc fellowship workshop –contributing to the development of faculty, trainees, and university as a whole. He expressed that this is a special time for the university with the appointment of Dr. Michael Blackburn as EVPCAO as it is a major step forward for the university. The charge that Dr. Blackburn received was to expand the services and leadership at the health science center level to coordinate the activities at all schools (e.g., students, staff, research, and faculty.) Dr. Morano’s role as Associate Vice President will be based on supporting faculty development, university-wide. Recently announced through UTHealth and UTHealth Insider was the ‘Child and Elder Care Support Program through care.com’ for all faculty and staff to participate. More information on this will be distributed over the next few weeks through email and announcements. In summary, Dr. Morano advised that he is here to facilitate matters that the faculty considers that the university needs as a whole (centralized.)
III. NEW BUSINESS - Continued

INTRODUCTION OF ALL MEMBERS
Dr. Denktas requested that all attendees offer an introduction including their name, school represented, and career area.

SUBCOMMITTEES

Dr. Denktas

IFC Subcommittee Charges for FY 2017
The FY2016 subcommittee sign up list will be distributed to the Council via Doodle Poll. Dr. Denktas advised that members may sign up on more than one committee. The three areas of participation are as follows:

- Governance and Academic Affairs Charges:
  1. IFC Bylaws review.
  2. Academic medicine is struggling to balance the mission-critical areas of patient care, research, and education. The FAC’s Health Affairs Committee wants to know where the UT System’s medical schools stand on these trend lines, to define the problems academic medicine is facing, to collect data on clinical and academic medicine.

- Faculty Status, Rights, and Responsibilities:
  1. Conflict Resolution: Survey on resources and input on how to resolve.
  2. Diversity Survey: Short survey on your experiences and perspectives related to diversity.
     - A handout entitled 2016 Diversity Engagement Survey for McGovern Medical School Faculty was distributed. Dr. Denktas advised that the findings for the Medical School led to using the survey tool for all schools’ faculty to respond. More information will be provided at a later IFC Meeting.
  3. One of the issues was with retaining faculty. Question was posed as to whether there were plans to survey faculty members that departed the university, rather than just asking people who are still here. This was not considered in the current survey. At the exit interview meetings, the responses are mostly confidential based on the request of the interviewee; however, Dr. Morano advised that at the Medical School, over the last eighteen months, no one has specifically indicated that a lack of diversity was the issue. Dr. Molony suggested that there may be issues of diversity or bias and prejudice; however, the individual may see it as how it relates to them in their relationship with the other person they deal with—it may be their supervisor. So, there may not be an easy way to obtain information if there is an environment that is creating the opportunity to make them unhappy and leave. Dr. Denktas advised that this may be something we could attempt as an additional charge—possibly analyzing the last 5 or 10 years to see which departments had the highest exodus...just to review the numbers, not trying to specifically call anyone, etc. If there is a trend, then the analysis may dig deeper.

- Administrative Affairs:
  1. Compensation plans for each school.
  2. Travel guidelines for each school.
At the first meeting of the subcommittees, a chair will be selected. The purpose of the chair is to prepare the final report of the subcommittee. What was the charge? What did you find? Any suggestions or recommendations?

**ACTION ITEMS:**

- The subcommittee sign-up sheet will be provided by Doodle Poll for Council members to choose one or more areas to participate.
- Subcommittees will meet at the October meeting to select a chair and solidify their charge.

**TF BURKS AWARD INFORMATION**

Dr. Denktas explained that the IFC members are to select one IFC member from each school to join the three (3) SIC members as the Selection Committee. The time involved is very limited and will be completed before the Winter Break in December. The attendees were instructed to send an email to Terrie if they were interested in participating on the TF Burks Selection Committee.

**FACULTY TRIBUNAL**

Dr. Denktas

HOOP 133 – Faculty Termination, outlines the process to be used and the procedures that the university will follow in cases of termination of employment or termination before the expiration of the stated period of appointment at UTHealth, who has been granted tenure. During the process, there may be a need for a hearing. If there is cause for a hearing, the President will appoint a tribunal of at least three (3) faculty members to hear the accusation. Per policy, the Tribunal Panel consists of nine (9) tenured faculty members. The IFC nominates six panel members and the President selects three members. Currently, the panel has two (2) vacancies, and the IFC is to nominate two (2) new panel members. The attendees were requested to send their nominations to Dr. Denktas and the IFC will hold an electronic vote. The results will be submitted to Dr. Kevin Morano to provide to President Colasurdo.

**UNFINISHED BUSINESS**

**UTFAC UPDATE**

Drs. Anne Sereno, Denktas, and Molony

Dr. Anne Sereno advised that there was an upcoming meeting regarding Academic Time on campus and then there is a UT Faculty Advisory Committee Meeting the following week. Both items will be reported on at the October 19, 2016 IFC Meeting.

**ANNOUNCEMENTS**

**HOOP POLICY REVIEWS**

Dr. Denktas

Dr. Denktas advised the attendees that the IFC regularly will be receiving Handbook of Operating Procedures (HOOP) policies for review and comment. The HOOP Committee meets on the second Thursday of each month and Dr. Denktas as IFC Chair will be attending. Dr. Denktas solicited the IFC members’ review and input when these requests for reviewing policies are distributed.
VI. MISCELLANEOUS DISCUSSION

IFC ATTENDANCE POLICY
The IFC By-Laws were provided in the meeting materials packet. The By-Laws state that any member of IFC, other than ex officio, who is absent from 3 (three) consecutive or 4 (four) total regular/special meetings shall forfeit their position and be replaced by another representative of the school. As an alternative, in situations of absences, a member may select another faculty member to represent him/her at a meeting. The substitute representative may be used for no more than (3) three IFC meetings per year.

VII. ADJOURNMENT
A motion was made and seconded to adjourn the meeting. The meeting adjourned at 1:19 PM. The next IFC meeting is scheduled for Wednesday, October 19, 2016.

Respectfully submitted by Terrie Schade-Lugo on 10/10/2016.
Approved by Interfaculty Council on 10/19/2016.