Interfaculty Council Meeting Minutes  
FY 2018 – April 18, 2018 – UCT 1726

Present: Dr. Ryan Quock, Dr. Syed Hashmi, Dr. Gurur Biliciler-Denktas, Dr. Stacy Drake, Dr. Lisa Thomas for Dr. Allison Edwards, Dr. Rebecca Tsusaki, Dr. Joan Bull, Dr. Marie-Francoise Doursout, Dr. Heidi Kaplan, Dr. Jessica Lee, Dr. Amber Luong, Dr. David Marshak, Dr. Donald Molony, Dr. Tiffany Champagne, Dr. Amy Franklin, Dr. Luca Giancardo, Dr. Ashley Clark, Dr. Cameron Jeter, Dr. Ariadne Letra, Dr. Nikolaos Soldatos, Dr. Craig Hanis, Dr. Ross Shegog, Dr. Michael Swartz, Dr. Ines Moreno-Gonzalez, Dr. Lanny Ling, Ms. Tawaki “Koko” Taylor, and Ms. Brittany Jewell

Absent: Dr. Joseph Alcorn, Dr. Veronica Gonzalez, Dr. Monica Verduzco-Gutierrez, Dr. Kirk Roberts, Dr. Allison Edwards, Dr. Elda Ramirez, and Dr. Linda Highfield

Guests: Ms. Bete Su Williams, Benefits & Payroll; and Dr. Margaret McNeese and Ms. Deana Moylan, Title IX

Ex-Officio Attendees: Dr. Kevin Morano

Administrative Personnel: Ms. Terrie Schade-Lugo

I. CALL TO ORDER  
Dr. Ryan Quock, 2017-2018 IFC Chair, called the meeting to order at 11:33 AM.

II. APPROVAL OF THE MINUTES  
Dr. Quock polled the members for any objections or corrections to the minutes for February 21, 2018. Upon motion made and seconded, the minutes were unanimously approved.

III. NEW BUSINESS

Vacation / Sick Leave Policy Discussion  
Ms. Bete Su Williams, CPP, PHR
Ms. Betty “Bete Su” Williams, CPP, PHR, Director, Payroll & Benefits Department at UTHealth, addressed the attendees concerning vacation accruals and the sick leave policy as well as a question/answer session was conducted. Two handouts were provided concerning vacation accruals, a copy of which are made a part of these minutes.

Process for Handling Harassment Discussion  
Dr. Margaret McNeese and Ms. Deana Moylan
Dr. Margaret McNeese, Vice Dean for Admissions & Student Affairs, McGovern Medical School, and Title IX Coordinator, UTHealth, and Ms. Deana Moylan, Associate Vice President, Diversity & Equal Opportunity, and Deputy Title IX Coordinator, UTHealth, addressed the attendees concerning the process for handling harassment at UTHealth. One handout was provided, a copy of which is made a part of these minutes. The slideshow was later emailed to the IFC Membership, a copy of which is made a part of these minutes. Process overview was provided and question/answer session conducted.

Campus Holiday Schedule Committee for 2020-2024  
Dr. Quock
Dr. Quock acknowledged Dr. Jessica Lee and thanked her for volunteering to participate as the IFC rep on the Holiday Schedule Committee for UTHealth.
Campus Reports:
Dr. Quock requested that each school’s governance officer provide a school report.

School of Biomedical Informatics (SBMI):  
Dr. Amy Franklin
- The 2018-2019 SBMI Student Governance Organization officers have been elected and appointed.
- Memorial Hermann was a 2017 winner of the HIMSS Nicholas E. Davies Excellence Award in the Enterprise category. SBMI alumnus and Memorial Hermann Associate Chief Medical Information Officer Anwar Mohammad Sirajuddin, MBBS, MS, CPHIMS, played an instrumental role in the health system’s win.
- SBMI’s Commencement Ceremony will be on May 9, 2018 at The Shepherd School of Music at Rice University - Stude Concert Hall. State Representative John Zerwas, M.D., is the commencement speaker.

School of Dentistry (SOD):  
Dr. Ashley Clark and Dr. Nikolaos Soldatos
- Last night was the Texas Taste Teaser where 250 attended. The Money raised goes to outreach programs providing oral health care for underserved children, veterans, and the elderly.
- On Feb 23, 2018, UTSD and the Greater Houston Dental Society teamed up for the Annual Give Kids A Smile® Day treating 293 patients to oral health care worth an estimated $207,630.
- Accolades:
  - Several faculty & staff were honored with STAR awards for length of service
  - Two people from UTSD win President’s Awards for Leadership:
    - Dr. Mark Wong won for faculty
    - Ms. Auco Dang won for classified staff
  - Dr. Ariadne Letra was presented with a 2018 Burton C. Borgelt Faculty Advisor Award presented by the American Association for Dental Research and Dentsply Sirona
  - Dr. Kalu Ogbureke was named a U.S. Fulbright Senior Scholar for 2017-2018

School of Public Health (SPH):  
Dr. Ross Shegog
- UTSPH faculty council is working on the falling agenda items:
  - Guidance for T&P Advocate and Department Rep Presentations;
  - Faculty Workload Forum & Survey – Results/Next Steps; and
  - Three-year Review Policy and Guideline Discussion
- UTHealth ranked No. 1 MPH degree: The University of Texas Health Science Center at Houston (UTHealth) School of Public Health’s Master of Public Health is ranked first in the 2018 Healthcare Management Degree Guide. Students can pursue an M.P.H. degree on one of six campuses across the State of Texas: Austin, Brownsville, Dallas, El Paso, Houston, and San Antonio. The guide cites low tuition and a low student-to-faculty ratio, as well as the length of the program and credit hours required as the qualities that make the program standout among the list of 35 "top-notch" programs.
- Center for Population Health Research at UTHealth School of Public Health in Dallas is seeking a director: UTHealth School of Public Health seeks applicants to fill an open-ranked, tenure-track faculty position of director at UTHealth School of Public Health in Dallas. The School of Public Health, in partnership with the Children’s Health System of Texas, Dallas (Children’s Health), has
established an innovative population health research program focused on children and adolescents. UTHealth School of Public Health seeks a director to lead the Children's Health Center for Population Health Research. See the position and application details at http://p.rfer.us/UTHRvFtO

Cizik School of Nursing (CSON):

Dr. Lisa Thomas

- The Cizik School of Nursing created a badge card developed for safety of both students and faculty/staff. The badge card was viewed by all IFC Meeting attendees.
- On Thursday, April 19 from Noon – 12:45 PM, there is a Fellows Forum event being held in SON-606.

McGovern Medical School (MMS):

Dr. Syed Hashmi

- Election of Committee of Committees membership is ongoing.
- Update on cultural sensitivity curriculum was provided and will be incorporated into the Medical School curriculum. A small pilot was conducted and was extremely well received.
- Dr. Verduzco-Gutierrez provided an update on the University of Houston, College of Medicine that is supposed to open in Fall 2020.

Graduate School of Biomedical Sciences (GSBS):

Dr. Ines Moreno-Gonzalez

- Interviews for students are being conducted at GSBS and the numbers appear to have increased over last year.

IV. UNFINISHED BUSINESS

Faculty Status, Rights, and Responsibilities 2017 Committee Report

Dr. Heidi Kaplan

The Faculty Status, Rights, and Responsibilities 2017 Committee presented the completed data set of faculty retention at the McGovern Medical School from Sept. 1, 2011 to Aug. 31, 2016. During that 5 year period, data was generated for each Medical School department on the total number of faculty departures, the number of men and women departing, and the reasons for their leaving as recorded by their departmental administrators. The recorded reasons were: retirements, resignation, reduction in effort, advancement opportunity, moved to a State Agency (transfer), relocation, no reappointment, other (personal), casual appointment (part-time), failure to return. Within each reason for leaving category, the number of women and men and their rank was included. In addition, for each department, the percentage of faculty leaving and the percentage of men and women faculty leaving were also determined.

A preliminary analysis of the data indicates that: 1) the number of faculty leaving in each department over this 5 year period was about 10%, although there were outliers; 2) the percentage of men and women faculty leaving was generally the same in each department although there were outliers; 3) most of the faculty leaving were at the assistant professor rank; and 4) the recorded reasons for leaving do not provide an adequate explanation for the departure, as the vast majority of the departures are listed under ‘resignation’. These data also provided an opportunity to examine the number of women faculty in each department over the 5 years. A more complete analysis of these data will be presented at a later meeting. A copy of the information is made a part of these minutes.
V. ANNOUNCEMENTS

Associate Vice President Announcements Dr. Kevin A. Morano
Dr. Morano explained that in response to the budget challenges, the university initiated cost containment efforts on or about April 2, 2018. Examples of items that are limited now are attendance at conferences, seminars, meetings; suspension of off campus retreats, official function entertainment such as meeting lunches, suspension of all holiday party expenditures, and a continuation of the 90-day hiring delay. This is for state and university funds. Sponsored project funds are not affected. All schools are working on developing waiver situations. This is effective for the near future and possibly the next fiscal year (FY 2019).

VI. MISCELLANEOUS

Dr. Quock reminded the subcommittee chairs about turning in their reports as soon as possible to be discussed at the June IFC Meeting. At this time, we are expecting President Colasurdo, Mr. Kevin Dillon, and Dr. Michael Blackburn to attend the July 18, 2018 meeting.

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, May 16, 2018.

Approved by Interfaculty Council on 5/16/2018.