Interfaculty Council Meeting Minutes  
FY 2018 – May 16, 2018 – UCT 1726

Present: Dr. Ryan Quock, Dr. Syed Hashmi, Dr. Gurur Biliciler-Denktas, Dr. Lisa Thomas for Dr. Stacy Drake, Dr. Allison Edwards, Dr. Elda Ramirez, Dr. Rebecca Tsusaki, Dr. Joseph Alcorn, Dr. Joan Bull, Dr. Marie-Francoise Doursout, Dr. Veronica Gonzalez, Dr. Heidi Kaplan, Dr. Jessica Lee, Dr. Amber Luong, Dr. David Marshak, Dr. Monica Verduzco-Gutierrez, Dr. Tiffany Champagne, Dr. Amy Franklin, Dr. Luca Giancardo, Dr. Sahiti Myneni for Dr. Kirk Roberts, Dr. Cameron Jeter, Dr. Ariadne Letra, Dr. Nikolaos Soldatos, Dr. Ross Shegog, Dr. Michael Swartz, Dr. Ines Moreno-Gonzalez, and Dr. Lanny Ling

Absent: Dr. Stacy Drake, Dr. Donald Molony, Dr. Kirk Roberts, Dr. Ashley Clark, Dr. Craig Hanis, and Ms. Tawaki “Koko” Taylor

Ex-Officio Attendees: Dr. Kevin Morano

Administrative Personnel: Ms. Terrie Schade-Lugo, CAP

I. CALL TO ORDER
Dr. Ryan Quock, 2017-2018 IFC Chair, called the meeting to order at 11:38 AM.

II. APPROVAL OF THE MINUTES
Dr. Quock polled the members for any objections or corrections to the minutes for April 18, 2018. Upon motion made and seconded, the minutes were unanimously approved.

III. NEW BUSINESS

Campus Reports:
Dr. Quock requested that each school’s governance officer provide a school report.

School of Biomedical Informatics (SBMI):
Dr. Amy Franklin

- SBMI hosted our commencement ceremony on May 9, at Rice University’s Shepherd School of Music. We celebrated 36 graduates – four Ph.D. and 32 Masters. Dr. Angela Ross, Assistant Professor, won the McGovern Teaching Award. Cizik SON and SBMI Faculty Member Dr. Constance Johnson was named our Distinguished Alum winner for 2018.
- SBMI welcomed Xiaoqian Jiang, Ph.D. as a new faculty member on May 1.
- Professor James Langabeer, Ph.D. recently spoke at the Houston Hepatitis Task Force Annual Conference. His presentation was titled “current state of the opioid crisis.”
- Assistant Professor Angela Ross, DNP, was recently honored at the Healthcare for the Homeless–Houston Volunteer Luncheon. She spent the past six months helping the facility with a workflow analysis.

School of Dentistry (SOD):
Dr. Nikolaos Soldatos

- We will have our accreditation site visit in September of 2019; we have submitted the first draft of the paperwork to our external consultants. We will discuss during our upcoming faculty retreat (June 4-5).
- We have submitted the new Honor Code and updated Bylaws to the Dean and expect to have them approved soon (they have already been approved by legal and the faculty).
Accolades:
- Professor and Director of Clinical and Translational Research Dr. Cindy Farach-Carson was elected to the American Institute for Medical and Biological Engineering’s College of Fellows
- Two of our OMFS residents have been recognized with awards:
  - Chief Resident Dr. Kelsey Menegotto won the Robert V. Walker Outstanding Presentation Program at the Bird-Tilson-Walker Resident’s Day Program at the Southwest Society of Oral and Maxillofacial Surgeons in Carmel, California
  - Dr. Marcus Couey won first place in the Original Research Category at MMS’s House Staff Research Day

School of Public Health (SPH):
- **Dr. Ross Shegog**
- UTSPH commencement: The Spring 2018 Commencement Ceremony was held on Friday, May 11, from 10 AM - Noon at NRG Center. The number graduating comprised 178 students (MPH (n=128), MS (n=3), DrPH (n=11); PhD (n=36). A total of 407 students graduated in the last year.
- Tenure and promotion process is commencing: The 2018-2019 Tenure and Promotion Timeline was released for review of the process and deadlines. An informational meeting, open to faculty to learn more about the UTHealth School of Public Health Tenure and Promotion process, was held on Monday, May 14. During this meeting, guidance documents and the overall timeline were reviewed with opportunity to ask questions.
- General faculty meeting: The spring faculty meeting was held on Monday, May 14, with ITV to all campuses. Discussion items included voting for the incoming faculty council chair, school budget updates, a presentation on professionalism, initial feedback on the schools workload survey, update on accreditation preparations, and the dean’s report.
- Holistic garden: Through the end of December, UTHealth employees were / are invited to attend monthly garden workshops taught by Dr. Joe Novak. This course will cover basic garden maintenance and how to prepare produce through hands-on experience, lecture, and kitchen activities. Each session is 90 minutes in duration and will consist of 60 minutes of hands-on gardening and 30 minutes of lecture/discussion and tasting of the fruit and vegetable topic of the week. The next workshop for employees is May 30, on propagating garden plants. Each class takes place from 4:30-6 p.m. CDT and is free as this program is grant funded. You may be asked to fill out a survey for program evaluation purposes. To sign up, please email John.Wesley.McWhorter@uth.tmc.edu. Space is limited to the first 20 people who register. Remaining classes take place on May 30 (propagating garden plants), June 27 (pest and disease management), July 25 (vegetable gardening), August 29 (composting), September 26 (organic gardening and other gardening systems), October 24 (container gardens), November 28 (soil management and fertilization), and December 12 (tree fruits and small fruits). [Click here](#) to download the flyer PDF.

Cizik School of Nursing (CSN):
- **Dr. Elda Ramirez**
- Graduation
  - Large graduation from BSN, MSN, DNP, PhD
- Scholarship
  - Predatory Journals – Identify purpose of manuscript, Search Pub med and other select data bases for peer review from journal requesting, are you charged a fee?, No DOI- no indexing- no archiving,- no plagiarism screening
  - Following procedure for students as research subjects
- Course evaluation
  - Preceptor survey, Online course survey
• Dean report – Cizik funding
  o Distinguished chairs positions endowed professorships, student scholarships, and post-doctoral funded positions

McGovern Medical School (MMS):
  Dr. Monica Verduzco-Gutierrez
• Nikon Center of Excellence in Integrative Medicine has opened in MMS.
• State money coming is through for expansion of HCPC.
• Dean’s excellence in teaching awards were given out on May 15, 2018.
• At the April faculty senate meeting, we discussed the medical billing for medical student notes.
• Ms. Deana Moylan presented a similar report to the faculty senate as she provided for the IFC.
• Graduation is on May 18 and we will have *JAMA* Editor Howard Bauchner as our speaker.

Graduate School of Biomedical Sciences (GSBS):
  Dr. Ines Moreno-Gonzalez
• The admission of the 2018 fall class of the GSBS PhD program has completed. In this cycle, GSBS received 570 applications and offered 140 applicants admission. Seventy-one (71) applicants accepted the offer, which is a 34% increase from 2017.
• GSBS recently changed the rule for candidacy exam to allow candidates to discuss with faculty members regarding the written proposal. This has led to heated debate in the Microbiology and Infectious Diseases Program at UTHealth.

Subcommittee Reports:

Governance & Academic Affairs:
  Dr. Cameron Jeter, Chair

The FY2018 Governance and Academic Affairs Subcommittee charge was as follows:
1. To assess and report on status of honor code policies at each school, including key components of each policy as well as efficacy. Make recommendation regarding possible university-wide honor code policy.

To meet this charge, the subcommittee 1) compared and contrasted the Honor Codes of the six UTHealth schools; and 2) interviewed each School’s disciplinary officer (*HOOP 186* term; typically, the Associate Dean for Academic Affairs).

As shown on the attached table (made a part of these minutes), contents of each School’s Honor Code differ considerably. Interviews with the disciplinary officers revealed subtle differences in how each School’s Honor Code and UTHealth *HOOP 186 – Student Conduct and Discipline* is executed.

The recommendation of the subcommittee is not to have one UTHealth Honor Code, but to provide a recommended Honor Code template to ensure each School’s Honor Code includes standard and key components.

Bylaws Review
  Dr. Jeter

Dr. Quock recently contacted the Governance and Academic Affairs (GAA) Subcommittee to consider reviewing the IFC Bylaws, Article 3, Membership, Section 7: *Ex Officio* Membership, to add verbiage as to the role on the IFC of a UTHealth faculty member that has been elected as an officer to the UT System Faculty Advisory Council (UTFAC). Dr. Jeter provided the background by advising that UT System has an equivalent body of faculty representatives from the fourteen (14) institutions across the state. The UTHealth IFC sends both the Chair and Past-Chair to the UTFAC meetings. Dr. Jeter congratulated
Dr. Gurur Biliciler-Denktas for being elected as the Chair-Elect of the UTFAC. The GAA subcommittee provided a copy of the current IFC Bylaws, redlined with the following suggested verbiage:

6. In the event a UTHealth faculty member is elected to be an officer (Chair-Elect, Chair, Past-Chair, or Secretary) of the UT System Faculty Advisory Council, he or she may choose to be an *ex officio* member of the UTHealth IFC. As such, this member shall have the privileges of the floor, but shall not have the right to vote. The individual, whether an *ex officio* member of the IFC or not, will be invited to give periodic reports to the IFC.

Dr. Jeter advised that the IFC Bylaws, Article 7, Amendments and Adoptions provides that revisions are to be presented at two consecutive meetings before the vote. Therefore, this revision is being introduced for consideration at the May 16, 2018 IFC meeting and discussion will be entertained at the June 20, 2018 IFC meeting before the vote. Once the vote is conducted, the Bylaws further outline that if this language is accepted, it will take effect immediately.

**Faculty Status, Rights, and Responsibilities:**

*Dr. Amy Franklin, Chair*

The FY 2018 Faculty Status, Rights, and Responsibilities Subcommittee charge was as follows:

1. Assess and report on mechanisms in place at each school regarding appointment to new positions (both faculty and administrator) and promotion/tenure, with faculty involvement and input as part of the mechanisms in mind.

The Faculty, Rights, and Responsibilities subcommittee was tasked with gathering information regarding current Promotion and Tenure practices for each school. The bylaws outlining the committee composition were collected. Significant variation across schools was noted. A survey was developed for the faculty regarding their general understanding of the tenure process. The draft version of the survey can be found at: https://uthtmc.az1.qualtrics.com/jfe/form/SV_bdtEvjEvfdrHdP. A PDF copy of the survey is attached and made a part of these minutes.

**Administrative Affairs Subcommittee:**

*Dr. Ashley Clark, Chair | Dr. Heidi Kaplan Presented*

The FY 2018 Administrative Affairs Subcommittee was as follows:

1. Assess and report on status/process of annual Faculty Development Plan & Activity Report at each school. Issues, such as relevancy of timing of Faculty Development Plan to faculty member trajectory and purposes that Activity Report evaluation are utilized for, should be explored.

Dr. Kaplan advised that she provided the online annual review form to Dr. Kevin Morano and met with him about it. Dr. David Marshak said that the right time for evaluation has not been formalized. Dr. Clark will provide more details at the June 20, 2018 meeting.

**UTFAC Report**

*Drs. Gurur Biliciler-Denktas and Syed Hashmi*

Dr. Stephanie Huie, Vice Chancellor for Strategic Initiatives and Dr. David Troutman, Associate Vice Chancellor for Strategic Initiatives, provided the following:

- The New Census Data Project (NCDP) will investigate UT graduates’ estimated earnings outcomes 1, 5, and 10 years out from graduation. Data currently shows that generally, the college graduate does better economically than the state averages.
Dr. Huie described a 4:1 return on state appropriations, just on wages graduates have earned. National data shows 92% of graduates have less than a 10% debt-to-income ratio (UG), and 2/3 of graduates in non-STEM are making more than the median income in their first year out.

- Dr. Troutman showed us the SEEK UT landing page and website (https://seekut.utsystem.edu/), which was developed with input from the SAC.
- Dr. Troutman provided an update on the ongoing dual credit study.
- Mr. Dan Sharphorn, Vice Chancellor and General Counsel, discussed his background and role at UT System.

Health Affairs Committee Report:
- Health Affairs will have a teleconference regarding burnout and will ask for funding to pilot some of the ideas suggested by the work that has been done on this project.
- Participant videos from the physician burnout symposium were collected and viewed by the FAC. Health Affairs will partner with communications and marketing experts to brand the videos appropriately.

Governance Committee Report:
- Governance Committee has been discussing the paid family leave policies, are working to draft a modified workload policy that will allow for family leave for one semester after/during the birth or adoption of a child. Dr. Cheng requested that the committee consider how this would work for the medical campuses.

Academic Affairs and Faculty Quality Committee Report:
- The free speech document was presented to the full FAC. A line-by-line review was conducted but agreement was not reached. The discussion was tabled until the FAC has the opportunity to provide feedback.

Announcements and Elections:
- Dr. Rebecca Karoff, Associate Vice Chancellor for Academic Affairs, provided Phase I details of the student success quantum leap initiative, and advised that Phase II has begun.
- Dr. Gurur Biliciler-Denktas was elected Chair-Elect of the UTFAC.

IV. UNFINISHED BUSINESS

V. ANNOUNCEMENTS

Vice President Announcements

Mr. Eric Solberg for Dr. Kevin Morano

- Mr. Solberg shared some of the information regarding Academic Council. This Council is a recognized Council at UTHealth of members that are appointed by the deans. The Academic Council is hoping to have good two-way communication with the IFC as well as to serve as a resource to the IFC. A good example of this two-way communication is that recently, Drs. Cameron Jeter and Ashley Clark were invited to the Academic Council meeting to discuss the student honor code, disciplinary hearings, etc., which was an extremely helpful conversation.
- As the charge and guidelines for the Academic Council are being reviewed, one of the questions that came up was whether there could be some communication from the IFC when the IFC is considering making recommendations or looking at teaching, evaluations of teaching, and peer review of teaching, as the Academic Council may be able to provide some insight to the IFC. Mr. Solberg requested that when those types of conversations begin at the IFC, to reach out to the Academic Council and they will invite you to their meeting to discuss.
Mr. Solberg provided a brief update on our efforts for the reaffirmation of reaccreditation through the Southern Association of Colleges and Schools Commission on Colleges (SACS COC). UTHealth is slated for turning in a compliance report in September 2020 and we have started to work, in earnest, with our new standards that were adopted by SACS in December 2017. There are 72 standards ranging from Academic Affairs to how we manage our finances at the university. Without this accreditation, none of our schools can function at the university and if they have their own accreditations, they would not participate in Title IV Financial Aid Funding. As a reminder, UTHealth gives out about $72M in financial aid that helps our students to be able to enroll here. Currently, we are working on a Compliance Report. This summer, we will be finalizing a request for proposals (RFP) that will be launched in the fall for a new Quality Enhancement Plan (QEP). We did this 10-years ago and the project that was chosen was a Campus-wide Ethics Program, which continues today, and has been very successful and implemented at all six schools. The QEP is a program that focuses on promoting student learning and it requires engagement of our faculty. We want our faculty to respond to the RFP. More information will be provided at the June meeting – likely in the form of a request for feedback as to how we can make sure that we communicate the importance of the program as well as the RFP, itself, to all faculty at UTHealth.

There has been a tremendous growth of academic programs at all schools, which includes many dual degree programs and certificate programs. At the Medical School, they are working on two dual degree programs. The School of Public Health has a record for having the most dual degree programs in the State of Texas — in fact, every Medical School in Texas has a dual degree program (MD/MPH) with our School of Public Health. Distance learning has increased and really impacts the Cizik School of Nursing. Mr. Solberg advised that the importance in sharing this information with the IFC is that program growth and enrollment growth impacts faculty.

The Shine Academy call for nominations process is underway in the schools. The nomination packets will be provided to the UTHealth Office of Faculty Affairs & Development in mid-June for the university-wide review committee to send their recommendations to President Colasurdo for his selection of four (4) nomination packets to be sent to UT System by August 1, 2018.

The President’s Scholar Awards call for nominations will be circulated in June 2018 with a due date sometime in September for the review committee process to begin.

The Regents’ Outstanding Teaching Awards (ROTA) announcement typically arrives mid-June, so we are expecting to hear who our awardees are for this year from UT System very soon.

VI. MISCELLANEOUS
Dr. Heidi Kaplan advised that there have been some bike incidents at the Sunset/Main intersection, in the past two years, with the latest incident in the past month. A Rice faculty member and then a TMC employee lost their lives. A protest was conducted at the location and a few UTHealth faculty attended. She advised that there might be an interest in working towards having a TMC response to the issues of bike and pedestrian safety. She advised that she and two other faculty members are working on improving education for bike and pedestrian safety as well as working towards improving TMC infrastructure and signage. If you are interested, please contact Dr. Kaplan.

VII. ADJOURNMENT
A motion was made and seconded to adjourn the meeting. The meeting adjourned at 1:03 PM. The next IFC meeting is scheduled for Wednesday, June 20, 2018.

Respectfully submitted by Terrie Schade-Lugo, CAP on 06/15/2018.
Approved by Interfaculty Council on 06/20/2018.