**Interfaculty Council Meeting Minutes**  
**FY 2018 – July 18, 2018 – UCT 1726**

**Present:** Dr. Ryan Quock, Dr. Syed Hashmi, Dr. Stacy Drake, Dr. Patrick Laird for Dr. Elda Ramirez, Dr. Lanny Ling, Dr. Joseph Alcorn, Dr. Joan Bull, Dr. Marie-Francoise Doursout, Dr. Veronica Gonzalez, Dr. Monica Verduzco-Gutierrez, Dr. Heidi Kaplan, Dr. Jessica Lee, Dr. Amber Luong, Dr. David Marshak, Dr. Donald Molony, Dr. Amy Franklin, Dr. Luca Giancardo, Dr. Tiffany Champagne-Langabeer, Dr. Kirk Roberts, Ashley Clark, Dr. Cameron Jeter, Dr. Leticia Chaves de Souza for Dr. Ariadne Letra, Dr. Nikolaos Soldatos, Dr. Ross Shegog, Dr. Michael Swartz, Dr. David Aguilar for Dr. Craig Hanis, and Jacquelyn Sterling-Logan.

**Absent:** Dr. Gurur Biliciler-Denktas, Dr. Elda Ramirez, Dr. Rebecca Tsusaki, Dr. Ines Moreno-Gonzalez, Dr. Ariadne Letra, and Dr. Craig Hanis

**Ex-Officio Attendees:** Dr. Kevin Morano

**Guest:** Ms. Leslie Beckman, Assistant Director, Office of Postdoctoral Affairs

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

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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 June 20, 2018. Upon motion made and seconded, the minutes were unanimously approved.

III. **NEW BUSINESS**

Dr. Kevin Morano, Associate VP and  
Ms. Leslie Beckman, Assistant Director, Office of Postdoctoral Affairs (OPA)

Dr. Kevin Morano, Associate Vice President, UTHealth Faculty Affairs and Development, introduced Ms. Leslie Beckman, Assistant Director, Office of Postdoctoral Affairs (OPA). Dr. Morano explained that the OPA now reports to him in his Associate VP capacity leading the Office of Faculty Affairs and Development under the Office Executive Vice President and Chief Academic Officer.

Dr. Morano addressed the IFC membership advising that a proposal is being prepared regarding compensation for postdoctoral fellows at UTHealth. In the past, the compensation for postdoctoral fellows (not to be confused with clinical fellows, these fellows are usually PhD trained investigators that are doing their second stage of training in a research based laboratory –more commonly known as Research Fellows or Postdocs) was typically decided between their advisor and the postdoc. This structure of compensation decision-making created variations between schools, labs, and even within the same departments. In 2016, a ruling was issued by the Department of Labor (DOL) to raise the minimum salary or overtime pay would have to be paid. The institution decided to make a blanket change to set our own minimum, which was just over the minimum stipulated by the DOL; in doing so, there were no issues with having to pay overtime.

Dr. Morano explained that the NIH sets a minimum salary for postdoc fellows that receive an F32 Fellowship or T32 Fellowship and increases this minimum annually or semi-annually. He provided a Report of Postdoctoral Research Fellows Compensation (a copy of which is attached and made a part of these minutes.) to assist with the discussion. The proposal being prepared would be to tie our minimum postdoc compensation to the “0” level of the NIH stipend level. When NIH increases their stipend, we would adjust our compensation to match. This addresses only the minimum; the faculty are free to make other upward adjustments. Dr. Morano opened the floor for discussion.
Items discussed included:

- Is there guidance as to how much over this minimum? Is there a cap?
  - Equity is reviewed in the department, first.
  - The highest salary may be close to $5K over the minimum.
- In the past, did we have to pass the salaries by the Texas Employment Commission?
  - That process was for H1B prevailing wages. We are bringing in most postdocs as “J’s” and then possibly transitioned to the “H.”
- Is this proposal to raise the minimum now and stick with that minimum or will it go up every year?
  - The proposal is to follow the “0” level NIH stipend level and follow that trend.

Dr. Quock summarized the discussion as follows: The IFC membership is in consensus with the floor minimum that tracks with NIH is desirable; that those not at the minimum level will be brought to that level to start; and that we will assume a culture of not compressing too much.

Dr. Quock asked if there were any negative impact.
- Budgetary issues.
  - Dr. Morano acknowledged that they are aware of this but salary increases would normally be planned over at least a four-five year period.
- Fringe benefits. Where do we direct our postdocs to go to when questions are being asked?
  - We would refer the postdocs to the benefits page; however, the OPA has a vibrant webpage and are able to assist with recruits.

**Campus Reports:**

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

**School of Dentistry (SOD):**

Dr. Ashley Clark

- Congratulations again to Dr. Ryan Quock for earning UT Regents’ Outstanding Teaching Award.
- The National Academy of Medicine hosted a pop-up art exhibition to collect insights on clinician burnout and well-being; the School of Dentistry submitted an original poem on video from student doctor Anacristina Chapa with the help of Don Bosco Dan, Tyler Nguyen, Dr. Shelly Patel, and Dean Valenza. In Washington, DC, Ms. Chapa was one of three artists chosen to present their work at a meeting of NAM’s Action Collaborative.
- Dates:
  - Aug 7th: Orientation begins for incoming dental students
  - Aug 8th: Orientation begins for incoming dental hygiene students
  - Aug 10th: White coat ceremonies for both dental and dental hygiene students

**Graduate School of Biomedical Sciences (GSBS):**

Dr. Lanny Ling

- The Graduate Student Education Committee recently reviewed ~25 applications from GSBS students for Dean’s Research Scholarship Awards. Eight (8) awards were given with $1,500 each. These awards are in recognition of the students’ good academic standing and research excellence.

**School of Biomedical Informatics (SBMI):**

Dr. Amy Franklin

- Assistant Professor Tiffany Champagne-Langabeer, PhD, now serves on the e-Health Advisory Committee as an expert in telemedicine. She was appointed by the Executive Commissioner of the Texas Health and Human Services Commission (HHSC). The e-Health Advisory Committee advises the HHS System agencies on strategic planning, policy, rules, and services related to the use of health information technology, health information exchanges systems, telemedicine, telehealth, and home tele monitoring services.
• SBMI Alumnus Ashish Joshi, PhD, MPH was recently named Senior Associate Dean of Students and Academic Affairs for the CUNY Graduate School of Public Health and Health Policy. Joshi earned his PhD from SBMI in 2011.

**School of Public Health (SPH):**

Dr. Ross Shegog

- Faculty are reviewing the Year 3 review process and flow with a focus on it being a formative evaluation and remediation that informs preparation for the 6-year review.
- UTSPH administration is holding discussions with the faculty council on how the UTSPH budget is structured.
- There is a revision of the MPH Core curriculum underway ahead of CEPH accreditation.
- UTSPH’s 50th anniversary is coming up in 2019. We are looking for any materials that could contribute to commemorating the school.
- Next Holistic garden in July 25th on vegetable gardening (August 29th is on composting).
- Eleven doctoral dissertations presentation defenses were completed between July 18, and July 31.

**Cizik School of Nursing (CSON):**

Dr. Elda Ramirez

- The decision for the school to be separated by undergraduate, graduate, research and doctoral structure is moving forward in light of the Dean’s departure. These changes were approved by the Texas Higher Education Coordinating Board; and are effective September 1, 2018.
- Dr. Susan Ruppert was also a Regents’ Outstanding Teaching Awards recipient.

**McGovern Medical School (MMS):**

Dr. Monica Verduzco-Gutierrez

- The faculty senate has been getting reports on the standing committees.
- Most recently, the GME reported. We have over 100 training programs with 400+ new trainees (residents and fellows) starting each year at end of June/July 1. They have new resident wellness initiatives as well as training in teaching to decrease student maltreatment.
- There was a motion by Dr. Don Molony to prohibit the release of personal cell phones of Physicians without permission.
- New MS1s will start medical school soon and the retreat is upcoming.

**State of UTHealth Address**

Dr. Michael R. Blackburn, Executive Vice President and Chief Academic Officer

Dr. Michael Blackburn, Executive Vice President and Chief Academic Officer, opened his meeting time with the IFC membership by offering his compliments to Dr. Ryan Quock for his service on the Council. He advised that President Giuseppe Colasurdo and Mr. Kevin Dillon were unable to meet with the IFC membership but would be attending in the next fiscal year. Dr. Blackburn advised he would be sharing what is happening in his arena and then would open it up for any questions.

Dr. Blackburn advised that he has been at UTHealth for 21 years, is still operating an active lab at McGovern Medical School, serves as Dean at the UT MD Anderson UTHealth Graduate School, and assists in the President’s Office. His role as EVP and Chief Academic Officer is to oversee all academic and research programs and he views his position as a service liaison to the Deans of our six schools. He works with the Deans to understand what their goals are and then to help them with specific programs in academics and research, to accomplish those goals. Under the umbrella of the EVP&CAO is the Office of Faculty Affairs and Development that Dr. Morano leads; and the Office of Academic Affairs and Student Success that Mr. Eric Solberg leads. Dr. Blackburn advised that he is overseeing Research Affairs. Dr. Blackburn explained that he views his office as a service oriented office. Dr. Blackburn advised that he is pleased with what he sees regarding the Dean’s interactions with the President and, where we are as an institution.
Topics of Discussion included:

- Financial status of the university;
  - Resources;

- Update in Academics:
  - Dean of Cizik School of Nursing leaving and interim leadership announcement forthcoming;
  - Accreditation cycle through SACS and request to respond to requests, if and when received, in a timely manner;
  - Mass casualty (shooting simulation) held on campus where several hundred students from all schools participated; and
    - Kudos extended to Drs. Jennifer Swails and Lee Revere, Directors for Inter-Professional Education for organizing the amazing event.

- Updates in Research:
  - Institution doing well with a steady pattern of growth in NIH funding being realized, even during the difficult NIH funding times;
  - FY 2018 Research expenditures have increased approximately $15M over last fiscal year;
  - Positive outlook regarding UTHealth’s ability to outperform the rest of UT System in the percentage of grants received from the Federal Government; and
  - Our number of grant submissions is at an all-time high at four of our six schools.

Dr. Blackburn provided a couple of updates on new processes and programs:

- Kathy Kreidler, Associate Vice President, Sponsored Projects Administration, joined UTHealth a couple of years ago. One of her aspirations was to bring our ability to submit and handle grants into the 21st Century.
  - A process of evaluation was rolled out to identify a grants management system;
  - The existing grants management system is ‘home-grown’ and does not talk to other components in our system and we have no way of tracking data;
  - The new system will come from InfoEd and will provide our faculty with amazing ability to not only prepare the grants but once the grants are received, a viewable dashboard that will track the accounts, the current details, and resubmission notice.
  - The implementation process is forecasted to be ready by July 2019.
    - With the implementation of this new system, it does limit the ability for faculty to self-submit their grants. This has generated discussion; however, it will assist us in submitting grants more effectively and with fewer errors. In our last grant submission cycle, we had close to $40M worth of errors—which means grants were returned because something was wrong with the submission.

- TMC3 is a project that was put forth by the Texas Medical Center (TMC) to bring together four institutions plus the TMC to build a collaborative research space. The institutions involved are Baylor College of Medicine, Texas A&M, UT MD Anderson, and UTHealth, with TMC.
  - The concept is that a common-shared structure, referred to as the double helix, is going to be located on the brown lot and will connect the south and north campuses.
  - This is going to be a 3-story double helix shaped building that houses research core facilities, which are still being worked out.
  - The ground level will be community space, the second floor will be for the cores, and the top floor will be for biotech start-up companies, which is the main reason for this facility. This is innovation—how do we get more biotech here.
  - Next, each of the schools will have a ‘DNA binding protein’ or ‘a building,’ that attaches to this structure and in that would be aspirational programs that would be innovative in nature (i.e., tie into biotech) and utilize those core facilities.
  - There is a lot to be worked out and right now, we have agreed to begin this very exciting process.
  - Groundbreaking will be a year or more, out.
• CTSA is a Clinical Translational Science Award given by the NIH. Our institution was one of the first to receive this award in 2006, we had it for a five-year period, and it was renewed.
  o Now it is at its second renewal—and we have submitted it twice and both times, we just missed.
  o We are in a no cost extension for a year and during this year; we need to resubmit this grant.
  o We submit this grant in collaboration with UT MD Anderson and the team has been working very hard.
  o The submission date is September 25, 2018, they have decided on a new theme, new programs, new leaders, and everyone is writing.
  o The reviewers’ biggest concern was a lack of innovation.

IV. UNFINISHED BUSINESS

Subcommittee Reports:

Faculty Status, Rights, and Responsibilities FY 2018 Report: Dr. Amy Franklin, Chair

This year, the Faculty Status, Rights, and Responsibilities Subcommittee’s charge was to 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.

There is a lot of variability across the schools in how promotion and tenure are managed in terms of the size of the committee, or the composition, that reflects the particular demands of the school. For example, SBMI does not have a nomination process requiring any statement from any department chair because there are no department chairs. The compositions of the committees vary in rank and role. For example at the McGovern Medical School’s promotion and tenure committee is composed of only full professors. Cizik School of Nursing has seven faculty members with varying ranks that will call upon special committees to gather input, as required, for things like full professor status. SBMI has a very novel structure to their appointment, promotion, and tenure committee. Their committee is composed of four members from SBMI and then one faculty member from each of the other schools that holds tenure—something similar to the university-wide committee. The School of Dentistry has ten faculty members on the committee, five tenured and five non-tenured. The School of Public Health leaves it largely up to the entire school level allowing a vote by all faculty eligible to vote, which has different qualifications dependent on the decision coming up. Most of the schools have a requirement in place that states that faculty are eligible to vote based on their own rank and tenure status; therefore, one is eligible to vote on decisions equal to or lower than your rank. Across all schools, each committee that makes recommendations to the Dean and, regarding tenure with the Dean support, the application materials are forward to University Appointment, Promotion, and Tenure Committee, which then is provided to the President who sends his recommendations to the Board of Regents. This process, once it leaves the school level, is largely the same. What differs dramatically across the schools is the availability of materials to support this process and the transparency of the process. SBMI does not have any materials available on the intranet to help faculty in this process versus McGovern Medical School, which has a wonderful faculty affairs process that provides a number of resources. Many of these materials are available at the schools but typically, are provided to individuals by email rather than something that people can generally peruse. Cizik School of Nursing’s TLC site under ‘Faculty Policies’ list their own faculty handbook requirements for tenure and promotion as well as the university’s; however, they actually provide guidelines on how to know if you can promote within that rank. All incoming faculty, upon appointment, are provided a link within our UTHealth website about guidelines for promotion and tenure and the HOOP policies are all publically available.

The subcommittee developed a survey for the faculty regarding the general understanding of the tenure process. A copy of the survey is made a part of these minutes.
Unfinished Business Discussion – Grant Submission Change

Dr. Quock revisited a discussion from the IFC Meeting on June 20, 2018, concerning the Memorandum from Dr. Michael Blackburn regarding two substantive changes for those submitting grants through Sponsored Projects Administration (SPA). Dr. Joe Alcorn advised that Ms. Kathleen Kreidler met with McGovern Medical School’s Faculty Senate because the faculty felt that the changes being made were without any faculty input. However, at the meeting, it was pointed out that the deadlines are the same as they have always been if they had actually been enforced. Therefore, the new change is that faculty cannot self-submit. SPA will work with you. It was recommended that each school invite Ms. Kreidler or their SPA assigned person to your school/department. Get to know your SPA assigned person because it will help you work together.

MISCELLANEOUS

• Ms. Jacqueline Sterling-Logan, University Classified Staff Council (UCSC) representative addressed the IFC membership concerning the UCSC Educational Awards Program. Ms. Sterling-Logan advised that annually the UCSC coordinates the UCSC Educational Awards Program. This is a program where classified staff members who have high school graduates intending to further their education may apply for an education award. The UCSC asks for donations from UTHealth faculty, administration, and the classified staff members, to help support, financially, the awards program. UCSC Educational Awards Program does not set stipulations on what type of educational program the graduate seeks to attend (i.e., four-year college, two-year college, trade school, etc.) as long as they meet the basic qualifications and submit an essay regarding where they are, what they are planning to study, and how the scholarship would help. The UCSC provides a check award. In FY 2018, approximately $32,000 was raised and 12-14 awards were made to classified staff members’ children entering their next level of education. This is an ongoing donation project and they sponsor the ‘boo-bags’ as one way of funding the scholarship. The other way to assist with funding this project is to access an online link entitled ‘Donate2Educate’ found at https://www.uth.edu/ucsc/donate/.

  o Dr. Donald Molony suggested that the IFC arrange to send a message to the UTHealth community regarding their support for this educational scholarship awards program sponsored by the UCSC. Dr. Quock will work with the IFC Secretary on the mechanism of the announcement of this Motion. Upon Motion made and seconded, this motion was unanimously approved.

• Dr. Blackburn announced that Ms. Brittany Jewell, UT MD Anderson UTHealth Graduate School student is the FY 2019 Board of Regents’ Student Regent.

• Dr. Quock recognized Dr. Lanny Ling for his contributions to UTHealth and the IFC as he transitions to a new opportunity on the East Coast.

VII. ADJOURNMENT

A motion was made and seconded to adjourn the meeting. The meeting adjourned at 1:09 PM. The next IFC meeting is scheduled for Wednesday, September 19, 2018.

Approved by Interfaculty Council on 9/19/2018.