Interfaculty Council Meeting Minutes  
FY 2019 – October 17, 2018 – UCT 1726

Present: Dr. Syed Hashmi, Dr. Elda Ramirez, Dr. Ryan Quock, Dr. Nicholas R. De Lay, Dr. Ines Moreno-Gonzalez, 
Dr. Nate Carlin, Dr. Carmen Dessauer, Dr. Semhar Ghebremichael, Dr. Heidi Kaplan, Dr. Amber Luong, Dr. David 
Marshak, Dr. Donald Molony, Dr. Kenya Parks, Dr. Tiffany Champagne-Langabeer, Dr. Luca Giancardo, Dr. Kirk 
Roberts, Dr. Cui Tao, Dr. Cameron Jeter, Dr. Ariadne Letra, Dr. Nikolaos Soldatos, Dr. Stacy Drake, Dr. Sara 
Lewandowski for Dr. Allison Edwards, Dr. Francine Snow, Dr. Rebecca Tsusaki, Dr. Craig Hanis, Dr. Ross Shegog, 
Dr. Michael Swartz, Ms. Karen Hunter-Frierson for Ms. Bridget Smalley, and Jeffrey Ackroyd

Absent: Dr. Joseph Alcorn, Dr. Monica Verduzco-Gutierrez, Dr. Hugh Pierpont, Dr. Allison Edwards, and Dr. Cecilia 
Ganduglia-Cazaban

Guests: Dr. Scott Patlovich

Ex-Officio Attendees: Dr. Kevin Morano, Dr. Gurur Bilikiler-Denktas, Dr. Michael Blackburn

Administrative Personnel: Ms. Terrie Schade-Lugo, CAP

I. CALL TO ORDER  
Dr. Syed Hashmi, IFC Chair FY 2019  
Dr. Syed Hashmi, IFC Chair FY 2019, called the meeting to order at 11:35 AM. Dr. Hashmi welcomed 
McGovern Medical School’s newest IFC members as well as the new Student InterCouncil (SIC) member.

II. APPROVAL OF THE MINUTES  
Dr. Syed Hashmi, Chair, FY 2019  
Dr. Hashmi polled the members for any objections or corrections to the minutes for September 19, 2018. 
Upon motion made and seconded, the minutes were unanimously approved.

III. NEW BUSINESS  

HOOP 141: Emergency Management and Business Continuity  
Dr. Scott Patlovich, Director, 
Plans Discussion  
Environmental Health & Safety

Dr. Hashmi advised that after a recent update to HOOP 141, Dr. Joe Alcorn spoke with the Environmental 
Health & Safety (EHS) Department and then invited the EHS Department to address the IFC to discuss/clarify 
the updates. Dr. Scott Patlovich introduced himself and advised that one of the responsibilities of the EHS 
Department is to oversee the institutional emergency management plan that is updated annually and 
communicated to the university community. The recent update to HOOP 141 provides enhancements to the 
plan made after Hurricane Harvey. Some of the changes made in the policy concerned improving 
communication through the UTHealth Alert System and to the use of our ride out teams. His discussion with 
Dr. Alcorn concerned HOOP 141, III. Procedure, A. Roles and Responsibilities in Emergency Management and 
Business Continuity, paragraph 9:

“All departments are required to develop and maintain a written departmental emergency management 
plan and business continuity plan to address the department’s specific needs outside of the context of 
the larger university plans. Departmental plans shall be reviewed and updated as necessary or at least 
anually. Guidelines for developing departmental emergency management plans can be located on 
EH&S’ emergency procedures webpage, while BCP worksheets can be found on the Risk Management & 
Insurance webpage in the last section of the page. Departmental plans must be consistent with the 
university EMP and BCP and shall not conflict with university plans.”

Drs. Alcorn and Patlovich discussed the section in the paragraph above that indicates that each department 
should maintain a departmental plan that augments the university plan. The Institutional Emergency Plan 
provides guidance but cannot address the specific needs of each department (e.g., labs, research areas, etc.) 
EHS highly encourages all departments to outline a plan when the emergencies arise. EHS is able to consult 
with any department to help in developing the department’s plan as well as ensure that the department’s 
plan does not conflict with the institutional emergency management plan. After a brief discussion, the IFC
attendees were in favor of EHS providing a consultation when departments initially created their emergency plans and, then again, when the plan is changed. Dr. Patlovich advised that EHS could create a guidance document with best practices, checklist, etc., and EHS could attend another meeting to address the IFC.

**UT Faculty Advisory Council Update**

Dr. Gurur Biliciler-Denktas provided an update from the recent UTFAC meeting on October 4-5, 2018 in Austin. Topics of discussion included:

- Army Features Command: 500 will be located in Austin and they have an office in the UT building; 14,000 members will be located across the US. This was brought about because they felt they were not as efficient and are looking for collaborations.
- Trey Atchley, Chief Inquiry Officer and Chief Research Security Officer, discussed the changing landscape of research.
- Campus reports were provided.
- Dan Sharphorn, Vice Chancellor and General Counsel, provided information on the Attorney General’s brief on academic freedom that states that it belongs to the institution, not the individual.
- Tony Cucolo, Associate Vice Chancellor for Leadership Development & Veterans Affairs, provided a leadership presentation.
- Leadership Council from M.D. Anderson provided a presentation on training faculty.
- The Burnout White Paper, Executive Summary and additional information was provided to all university presidents. Dr. Denktas will provide the document to the IFC membership.
- Health Affairs Subcommittee is teaming up with the AAMC for a multi-center looking at burnout (pilot project).
- Governance Committee is working on the family leave assistance policy, as well as the grievance policies.
- Academic Affairs looked at the workload policy on the academic side and field of studies initiative.
- Sara Martinez Tucker plans to step down as a regent on January 15, 2019.

**Campus Reports:**

**Cizik School of Nursing**

- Fall is in full swing at CSON with 1731 students enrolled.
  - 641 Undergraduate level and 1090 at the Graduate Level – which includes 228 at the Doctoral Level
- Our School is represented in Texas Nurses Association (TNA) Top 20 Nurses in Houston for 2018:
  - Vice Dean for Academic Affairs Cathy L. Rozmus and Assistant Professor Stacy Drake, Department of Research, were chosen by their peers and co-workers of the Texas Nurses Association (TNA) District 9 as two of the “Twenty Outstanding Nurses of 2018.” An award ceremony will be a highlight of the 28th annual “Nursing Celebration” scheduled for Thursday, November 8, at the Westin Galleria Houston.
- The search for the Dean has begun: The Dean Search Committee had its first meeting on October 5. CSON faculty members on the committee include Drs. Constance Johnson, Elda Ramirez and Myron Arnaud, plus Classified Staff representative Peggy Wiles, Department of Undergraduate Studies. UTHealth has retained the Boston-based executive search firm Isaacson, Miller to help identify strong candidates for the CSON deanship. The firm is on the Forbes list of “Best Recruiters-2018.
- PARTNERS is celebrating its 25th anniversary during the 2018-19 academic year! PARTNERS was established in 1994 to support and encourage the students and faculty of CSON at UTHealth. PARTNERS supports students from enrollment to graduation. PARTNERS funded the student lounge in the new School of Nursing building and provided the students with a state-of-the-art setting for studying or gathering with friends. PARTNERS raises funds to provide nursing scholarships, faculty research grants and endowed professorships.
The 4th Annual Interprofessional Mass Casualty Incident Drill will take place on November 16, 2018 at the Houston Fire Department training center near Hobby Airport. The event is led by the Cizik School of Nursing. Contact Dr. Elda Ramirez by email if interested in helping.

**Graduate School of Biomedical Sciences**

Dr. Ines Moreno-Gonzalez

- Students survey in Career Development: GSBS has sent a survey to assess what services, resources, and training students have found useful in the past, or would find useful, to explore their future career upon completion of their degree.
- Career Expo: On October 27, Naturejobs will host the inaugural Naturejobs Career Expo Texas, in association with GSBS. The event offers talented graduate students, postdocs and scientists an excellent opportunity to meet a diverse selection of national and international employers from academic institutions and scientific industries.
- 2018 GSBS Fall Awards Common Application: The Graduate School is now accepting applications for the fall cycle of scholarships and fellowships. Awards available in this cycle include 33 different scholarships and fellowships, 7 new Dr. John J. Kopchick Fellows and 1 Charlene Kopchick Fellow. Deadline is 10/31/18.

**McGovern Medical School**

Dr. Nathan Carlin

- The Student Learning Environment Taskforce will be renewed this year. Dr. Carlin is in the process of identifying a chair from the Faculty Senate, and this taskforce will be jointly run with the Office of Educational Programs. Dr. Allison Ownby has agreed to co-chair the taskforce.
- Last month we passed a resolution (included below) in support of women at McGovern Medical School (both clinical and non-clinical faculty).
- Upcoming issues to be dealt with include:
  - The vacation and holiday schedules for UTP and UTHealth
  - The requirement for Spanish Bilingual Qualification Testing at Harris Health
- Special guests this month at the Faculty Senate include:
  - Dr. Gary Rosenfeld, to speak about the Scholarly Concentrations Program
  - Karen Ethun, to speak about the Gulf Coast Consortia

**A Resolution in Recognition of Women in Medicine at McGovern Medical School and the supportive efforts of the Women Faculty Forum and Diversity and Inclusion Committee**

Author(s): Drs. Monica Verduzco-Gutierrez, George W. Williams, Bethany Williams, Nathan Carlin, Gurur Biliciler-Denktas, Deepa Iyengar, Ruth Heidelberger, Marie-Francoise Doursout  
Designation Number: FSR-2019-001

*Whereas:* Workforce diversity is defined as the presence of people from many different backgrounds, and workforce inclusion represents how these individuals can be equitably promoted, compensated, and supported in their careers; and

*Whereas:* There is a known gap between men and women medical school faculty in salary, and these gaps widen over their career trajectory; 1, 2 and

*Whereas:* Among faculty in US medical schools, there are gender differences in academic rank, with women substantially less likely than men to be full professors, even after accounting for age, experience, specialty and measures of research productivity; 3 and

*Whereas:* The McGovern Medical School has 42% women faculty; and

*Whereas:* Our McGovern Medical School Faculty Senate is well situated to develop and advance specific proposals to the administration; therefore, be it

RESOLVED, that we recognize our women faculty at McGovern Medical School during Women in Medicine Month in September; and, be it further
RESOLVED, that we support the administration’s current undertakings to assess salaries across the organization and their commitment to pay equity; and, be it further

RESOLVED, that our Faculty Senate work with and support the efforts of the Women Faculty Forum and the Faculty Diversity and Inclusion Committee in their endeavors to support women at McGovern Medical School.


School of Biomedical Informatics

Dr. Tiffany Champagne-Langabeer

- SBMI Professor, James Langabeer, PhD received a new grant from the U.S. Department of Justice, Title: Houston Comprehensive Opioid Abuse Program, Awarding Agency: U.S. Department of Justice, UTHHealth Co-I: Tiffany Champagne Langabeer, PhD (SBMI), Duration: 10/01/2018 to 09/30/2020; Total Budget: $500,000. Project Description: Houston Police Department and UTHHealth will develop a collaborative, comprehensive information surveillance platform for early detection and real-time monitoring of opioid overdoses, with rapid outreach to victims across Houston.
- SBM-I am Healthy Initiative, created a team to participate in the 2018 Houston Heart Walk on Nov. 3.
- SBM-I am Healthy Committee hosted a Lunch and Learn on Oct. 12. To a standing room only crowd of staff & faculty, we served a healthy lunch, discussed tips for healthy eating habits, and covered safe ways to prepare for a 5K Walk.
- We are conducting our annual review of PhD students: looking at their IDPs (individualized development plans) and will be sending out letters to those who are nearing their limits on hours or nearing time for qualifying exams.
- Dr. Fenton, Associate Dean of Academic Affairs held an “interest meeting” of professionals considering the practice Doctorate of Health Informatics (DHI) for the fall 2019. This will be the first ever practice doctorate offered anywhere- we had over 35 people participate.

School of Dentistry

Dr. Nikolaos Soldatos

- October 1: Joe Morrow, UTSD Associate Dean for management is serving as Interim Associate Dean for management for Cizik School of Nursing as well.
- October 2: Fall Faculty Assembly, 110 faculty attended the event, CODA update: excellent interaction with the consultants on our Assembly. Our keynote speaker was Dr. Todd Siler, PhD; Todd Siler is an internationally recognized visual artist, author, and educator. His lecture was on art and science to enrich the experience of creative learning.
- Faculty Bio Pages were successfully updated on our site.
- October 11-12: New Faculty Orientation
- Facilities update: UTSD parking has 94 new spaces, and 4 new handicap spaces.
- January 14-18: As of now, we will have a Diversity Week-Dean Valenza’s idea with activities for students, faculty, and staff. January 17, keynote speaker Sonia Smith the Senior Vice President of Excess diversity and Inclusion for ADEA.
- November 2: 2nd Annual symposium of Endodontics
- November 9: Give Vets a Smile Day
- November 14: Behind the Smile: Stories In & Out of Dentistry A new initiative proposed by dental student Whitney Vrazil and faculty member Shelly Patel, DDS, answers the call to create a deeper appreciation for humanism with the UTSD community.
- November 16: 1st Annual symposium of Diagnostic and Biomedical Sciences
School of Public Health: 

Dr. Ross Shegog

- Capital works projects include:
  - A potential new UTSPH space in Houston in conjunction with TMC3; and
  - A new building to house the Austin campus.
- An immigrant and refugee research center is proposed for the El Paso campus
- A new director is in place for the new population health research center in Dallas in conjunction with Children’s Health
- A new competition is starting in which students can win $1,000 through a 3-minute pitch of their thesis ideas.
- The next Holistic Garden training sessions are on container gardens (Oct. 24) and soil management and fertilization (Dec. 12).
- A workshop on Occupational medicine for Primary Care Providers is being offered on Oct. 12-13.

NIH Intellectual Property & Insider Theft

Dr. Michael Blackburn, EVP & Chief Academic Officer

Dr. Michael Blackburn addressed the attendees regarding a recent university wide communication from his office. NIH is concerned about protecting data and intellectual property (IP) that our researchers and scientists generate from flowing out to other entities when they should not. UTHealth has many policies and procedures in place. The NIH, Board of Regents, and the Chancellor of UT System, have asked us to review our policies and procedures and begin a communication process with our faculty across the schools to ensure everyone understands it. Dr. Blackburn advised that while international collaborations and research are critical to academics, we also need to ensure that we protect what we are doing. NIH has expressed three major concerns that they are addressing nationally and are now asking for help locally, as follows:

1. Peer Review Process. The NIH is aware that some of the confidential reviews of grants to assess the science have been shared out to other governments, who then share it back to others. Because of this, many study sections have been stopped, temporarily. The NIH views this as an egregious breach of confidentiality and they have their own mechanisms of recovery and tracking to deal with it.
2. Institutions are responsible for the materials submitted to the NIH, and we are required to identify Other Support or Research Funding. The NIH is very competitive funding and when they review the other support at the funding level, they may or may not take into consideration what faculty’s other funding resources are. Many of the other support pages that they have received do not include ‘all’ of the support the principal investigators and they are requested that we ensure our faculty understand this requirement; and
3. We need to make sure we understand Conflicts of Interest disclosures. As an example, if we have ways to help our faculty to collaborate and work with entities, we need to disclose what they are doing and it helps everyone realize that everything is above-board. We have reviewed our policies and believe that we just need to revisit with our faculty to ensure everyone fully understands what is required.

After brief discussion, Dr. Blackburn mentioned that an Intranet FAQ page is being developed that will include a designated email site for help. A suggestion was made to consider establishing a Hot Line for help. Dr. Blackburn advised that he would visit faculty senates, and then work with the deans to see if they are comfortable for him to work with department chairs to answer questions.

IV. UNFINISHED BUSINESS

Thomas F. Burks Scholarship for Academic Merit

Dr. Hashmi

Dr. Hashmi advised that the Burks Scholarship Selection Committee for FY 2019 is set and the details are in your meeting materials packet. The announcement for the students to begin working with their school on submitting applications should be provided mid-November with a due date before the winter holiday break.
Faculty Tribunal

Dr. Hashmi explained for the benefit of the new members that 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 faculty members to hear the accusation. Per policy, the Tribunal Panel consists of nine tenured faculty members. The IFC nominates six panel members and the President selects three members. Currently, the panel has two vacancies, and the IFC is to nominate two new panel members. We had asked for nominees and we received four names as follows: two from McGovern Medical School, one from Cizik School of Nursing, one from School of Public Health. Dr. Hashmi suggested that because the Cizik School of Nursing does not have any representation on the University Faculty Tribunal Panel, that we consider moving forward with accepting the one nomination from Cizik School of Nursing. Upon motion made, seconded, and unanimously approved, the Cizik School of Nursing nomination was accepted. A confidential electronic poll will be circulated for the IFC members to select nominees to fill the one open panel position. The results will be submitted to Dr. Kevin Morano to provide to President Colasurdo.

IFC Subcommittees for FY 2019

Dr. Hashmi thanked everyone for responding with his or her subcommittee choice to participate. The charges for each subcommittee were explained. The IFC Subcommittees FY2019 list is attached and made a part of these minutes. Further discussion was conducted regarding the non-clinical faculty burnout review from FY 2018, and the development of a final report or white paper be written.

V. ANNOUNCEMENTS

Associate Vice President, UTHealth Faculty Affairs & Development

Dr. Kevin A. Morano

- Dr. Morano advised that the semiannual certification of effort report may seem to be an inconvenience to complete but it is quite important. If you are funded at more than 100% effort, many people will reap the consequences.
- Mentoring:
  - Grants 101 and 102 Program is continuing and is launching in January 2019. The announcements will be provided in November. We will spread the word through the normal email channels but would appreciate this body of members also pass it along to encourage junior faculty interest.
- Expanding the Junior Faculty Development Program:
  - We have a subcommittee that includes several IFC members (Drs. Jeter, Champagne-Langabeer, and Moreno Gonzalez) working on how to support and mentor junior research faculty.
- QEP (Quality Enhancement Plan) is mandated by the SACSCOC and is a required program for reaccreditation. We are beginning the process now and the university wide communication announcement by Dr. Blackburn and Mr. Eric Solberg is attached and made a part of these minutes.

VI. MISCELLANEOUS

- The IFC meeting dates update is in the materials packet and made a part of these minutes.

VII. ADJOURNMENT

A motion was made and seconded to adjourn the meeting. The meeting adjourned at 1:05 PM. The next IFC meeting is scheduled for Wednesday, October 17, 2018.