Dean's Faculty Advisory Committee  
University of Tennessee, College of Medicine  

January 6, 2004  

Call to Order  

The meeting was called to order by the president, Dr. Fran Tylavsky, at 12:08 PM on January 5, 2004, in the Patio on the 7th floor of the Wm. F. Bowld Hospital.  

Attendance  

The following members were present:  

Allen S. Edmonson, MD, Peter D. Jones, PhD, Stanley Kaplan, MD, Leonard Lothstein, PhD, E. Haavi Morreim, PhD, William R. Morris, MD, Linda K. Myers, MD, Ron Pfeiffer, MD, Mildred Randolf, DVM, Claudette Shephard, MD, Fran Tylavsky, DrPH, Christopher M. Waters, PhD, Robert S. Waters, PhD  

The following guest(s) was (were) present:  

Sue Harpole, Elizabeth Maynard-Garrett  

Approval of minutes  

The minutes of the previous meeting were approved as written. Minutes had previously been distributed by electronic means. A hard copy of the minutes was available for review by the members.  

Old Business  

Pres. Tylavsky updated the DFAC about the upcoming Dean's Symposium. During the second week of December she learned that the library location would not be available on the planned date, January 16, 2004. After exploring several options, she found that an auditorium at the Methodist Hospital Nursing School would be available on Feb. 27, 2004. Several issues were discussed, including parking and ease of finding the facility. Pres. Tylavsky indicated that Methodist University Hospital personnel would be working with us to work out parking, signage, and other logistics. Dr. Joe Johnson, UT President, will be in town on that day and will be invited, as will Mr. Bill Rice, acting Chancellor. Because of the new location, it will be important to make sure that publicity for the event includes directions, information about parking access, and the like.  

New Business  

Elizabeth Maynard-Garrett, Director of Communication and Marketing, and Sue Harpole, Vice-Chancellor for Development, were guests, to discuss communication across campus.
Sometimes campus events are not widely known across campus, and other challenges have arisen when attempts are made to disseminate information, such as the difficulty of identifying accurate email addresses.

Ms. Maynard-Garrett indicated that communications are being improved at UTHSC. One person works with publications, and an open position will be filled by someone who will work more broadly in communications. Ms. Maynard-Garrett's office handles announcements of campus events, notifications for local media outlets, other hospitals and their communications departments, and the like.

The communications office wants to receive information about faculty achievements, to notify local press, place the information in The Record, etc. Her office is also responsible for mass emails, e.g. to all faculty, all students, or both. In response to the challenge of ensuring that listserves have accurate email addresses, Ms. Maynard-Garrett indicated that Rick Sipes is in charge of campus-wide listserves, but various sub-units are responsible for their own respective listserves.

Ms. Maynard-Garrett's office is also responsible for the content on the main web pages for UT, and she invited suggestions and comments. She also suggested that when media contact faculty for commentary, e.g. about a politically volatile topic, that her office be contacted to help coordinate the media issues and contacts. Her pager number is 392-1574; regular office is 448-4957.

Since the meeting mainly focused on communications issues, Ms. Sue Harpole will come back in the near future to talk about development issues.

Next Meeting

The next meeting of the committee will be held on February 2, 2004, at 12:00 Noon in the Patio on the 7th floor of the Wm. F. Bowld Hospital.

Adjournment

There being no further business, the meeting was adjourned at 1:05 PM.

Respectfully submitted,

E. Haavi Morreim, PhD
Secretary