Dean's Faculty Advisory Committee  
University of Tennessee, College of Medicine  
February 3, 2003  

I. Call to Order  

The meeting was called to order by the president, Dr. Robert Waters, at 12:09 PM on February 3, 2003, in the Patio on the 7th floor of the Wm. F. Bowld Hospital.  

II. Attendance  

The following members were present:  

Rajendra Raghow, PhD  
Stanley Kaplan, MD  
William R. Morris, MD  
Ron Pfeiffer, MD  
Kenneth Sellers, MD  
Fran Tylavsky, DrPH  
Robert Waters, PhD  
Chris Waters, PhD  
Linda Myers, ND  
Peter D Jones, PhD  
Pamela Connor, PhD  

The following members were excused:  

Haavi Morreim, PhD  

The following guests were present:  

Dianna Johnson, PhD  

III. Approval of Minutes  

The minutes of the previous meeting have been reviewed electronically.  

IV. Old Business  

The president brought the committee up to date on the progress of the website for the DFAC. It is a work in progress and should be on-line during March 2003.  

V. New Business
A. The president announced the meeting of the Strategic Planning Committee for the College of Medicine that will be held next Monday. At that time the Dean will provide his vision for the future of the College of Medicine.

B. The president then introduced Dianna Johnson, PhD who spoke concerning the status of the Committee on Committees. She first detailed the background of this committee, which was originally proposed by the Committee on the Status of Women. The intent of the committee was to act as a coordinating and nominating committee for the standing committees of the COM. This committee would ensure adequate, appropriate representation on all committees. The Committee on the Status of Women did not feel that the faculty involvement in administrative and academic decisions on this campus was as strong as it should be. This committee felt that the process needed to be opened up, and the faculty needed to be encouraged to become involved in committee activities and in decision-making. The Dean approved of this concept and the Committee on Committees was formed last year. The committee got a slow start, but the committee has now been reinvigorated. The first step will be to change the name to the Nominations Committee. The charge of the committee will be to review the charges of all the standing committees, the continued need for each committee, and the present operating status of each committee. The current chairs of each committee will be interviewed to ascertain the charge of that committee and the need for new members. The Nominations Committee will also work to interest faculty in serving on the standing committees and correspond with chairs of standing committees and chairs of departments to encourage their faculty to participate in the committee process. Direct communication with faculty to ask for volunteers for committee service would also be a part of the Nominations Committee's duties.

The time frame for the Nominations Committee's activity would be as follows:

During January and February of each year the committee would contact the chairs of the various committees and review their charges and needs for the coming year.

During March and April the Nominations Committee would solicit additional nominations.

During May the Nominations committee would submit a list of nominations for committee membership to the Dean.

A question was asked concerning the role of the Associate Deans in this process. Would this impact their role in the committee structure? The plan would rely heavily on the Associate Deans for advice, and Dr. Johnson assured the committee that the Associate Deans would welcome the Nominations Committee's input.

There was discussion as to whether the chair of this committee should be a senior faculty member rather than an Associate Dean.

A question was asked regarding the time frame of the process. The answer was that it should occur early in each year.

Another question regard the targeting of tenured faculty for membership on the committees. Certainly some committees require tenured faculty to serve as members or have strong.
representation by tenured faculty, but others would encourage the participation of younger, non-tenured faculty.

The Dean has asked that the DFAC be the committee to which the Nominations Committee reports. The final nominations would then be forwarded to the Dean for his action.

Some of the reasons for poor faculty participation on committees were discussed.

It was the consensus of the committee that faculty participation on committees was a "civic duty" for all faculty members. Departmental chairs should strongly encourage their faculty to serve on the standing committees.

An additional idea that is being discussed is that of a "Chairman's School" for new chairs of departments.

It was suggested that the current president of the DFAC be a member of the Nominations Committee.

The president asked for information regarding the number of new members needed, the length of the terms, the number of terms allowed to be served, etc. for the standing committees.

Search committee membership will probably not be a charge for the Nominations Committee, but the Dean may ask the committee's advice.

The Nominations Committee will look initially for members of College of Medicine committees.

It was the consensus that adequate staffing for the Nominations Committee was necessary if this committee was to be effective. A request for staffing will be made to the Dean's office.

It was suggested that the Dean communicate to the departmental chairs his vision of what the Nominations Committee to accomplish.

The following steps by the DFAC are requested to start immediately:

1. Accept Dr. Johnson's report
2. Change name of the committee
3. Outline the plans for this year
4. Suggest names for this year's roster
5. Request staff support for committee work

The DFAC members should send names for nominations to the various committees to the president or secretary of the DFAC. The DFAC members will need information about the various committees and the new membership needs. Approximately 20 new members will be required.

C. Dr. Johnson then reported on her activities as the Assistant Dean for Academic Affairs. She has overseen the use of a grant consultant who has been very effective in reviewing grant
proposals and suggesting improvements. A taped presentation he made on campus is available, although the technical quality of the videotape is not known. At his next campus visit, a good quality taping is planned and will be available to faculty that cannot attend the presentation. A number of grants have already benefited from his assistance. An Orientation for New Faculty meeting was held and received positive feedback. This program will be repeated yearly or, perhaps, twice yearly. A web page for faculty development and an electronic newsletter are in place. Also planned is a mentoring program in clinical research to inform and encourage young faculty members. She has also been involved with the CAAP, Committee on the Status of Women, and the early stages of the Professional Conduct committee. An additional initiative is a centralized office to assist with large collaborative grants.

VI. Next Meeting

The next meeting will be held on Monday, March 3, 2003, at 12:00 Noon in the usual location.

VII. Adjournment

The meeting was adjourned at 12:53 PM.

Respectfully submitted,

William R. Morris, MD
For the Secretary