

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

**October 2, 2023**

### **Call to Order**

The meeting was called to order by the president, Dr. Thad Wilson, at 12:10PM on October 2, 2023, in person and on the Zoom online platform.

### **Attendance**

The following members were present:

Kevin Beier, MD, EM, Mark Bugnitz, MD, Mace Coday, PhD, Terry Cooper, PhD, Jay Fowke, PhD, MPH, MS, Bruce L. Keisling, PhD, FAAIDD, Chris Ledbetter, MD, Francesca-Fang Liao, PhD, Haavi Morreim, JD, PhD, Lawrence Pfeffer, PhD, Crystal Pourciau, MD, Phyllis Richey, PhD, Burt Sharp, MD, Claudette Shephard, MD, Laura Sprabery, MD, Joe Willmitch, MPAS, PA-C, Thad Wilson, PhD, Nikki Zite, MD, Paul J Koltnow, MS, MSPAS, PA-C

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

Andrea Malkin, JD

### **Approval of minutes**

The minutes of the previous meeting were approved as written. Minutes had previously been distributed by electronic means.

### **Business**

Andrea Malkin, Chief of Staff, was invited to resume the conversation from last month, regarding the letters that went out to faculty. She indicated that, as various issues are being reviewed in preparation for LCME's limited upcoming review, it was noticed that LCME standard 1.4 (just below) was not entirely being made clear to faculty. To assure compliance, the CoM decided to send all faculty had a (re)appointment letter with the appropriate language.

As noted by DFAC members, the letter was not problematic in this regard. The confusion arose because a template letter that was created specifically for non-tenured and non-tenure-track faculty was sent to everyone, including tenured/tenure track. As a result, many people in the latter groups were alarmed by portions of the letter stating that the faculty member's appointment might or might not be renewed for the following year. One suggestion was that, when this sort of thing is done, it would be good to accompany any such letters with an explanation as to what is being done and why.

---

---

### **LCME standard 1.4 Affiliation Agreements st for information from DFAC**

In the relationship between a medical school and its clinical affiliates, the educational program for all

medical students remains under the control of the medical school's faculty, as specified in written affiliation agreements that define the responsibilities of each party related to the medical education program. Written agreements are necessary with clinical affiliates that are used regularly for required clinical experiences; such agreements may also be warranted with other clinical facilities that have a significant role in the clinical education program. Such agreements provide for, at a minimum the following:

- The assurance of medical student and faculty access to appropriate resources for medical student education
- The primacy of the medical education program's authority over academic affairs and the education/assessment of medical students
- The role of the medical school in the appointment and assignment of faculty members with responsibility for medical student teaching
- Specification of the responsibility for treatment and follow-up when a medical student is exposed to an infectious or environmental hazard or other occupational injury
- The shared responsibility of the clinical affiliate and the medical school for creating and maintaining an appropriate learning environment

---

Following this discussion, Pres. Wilson raised the next topic. He informed DFAC that he has met with Dean Verne. Although Dean Verne will be mainly focused on LCME until mid-October, he indicated that he has interest and potentially budget for some sort of faculty gathering-space. One likely spot may be the Coleman building, which is controlled by the CoM. Pres. Wilson indicated that doctors' lounges seem to be well used. In that mode, Ms. Malkin indicated that a dedicated lounge space has now been set up for students at ROH, in the Rout building. It has a television and various amenities, and students' opinions are being sought.

Further discussion raised the question whether faculty would be interested to travel from building to building, just to spend time in a hang-out space. Perhaps faculty who do not regularly come to campus or have an office might enjoy a place for working quietly and in comfort. If this is done on a trial basis, it would make sense to ensure not only that an appropriate badge be required to enter, but that actual attendance (as measured by numbers of people badging in) be tracked, to discern whether the lounge is actually being used.

A series of meetings from years ago was recalled - - the Dean's Seminar - - an annual event featuring faculty presentations of their most current work, in a late afternoon setting at a location where adult beverages and food could be served. Recollections regarding its success were somewhat divergent, but the potential virtues were deemed attractive.

Whether as an alternative or as a supplemental initiative, it was suggested that perhaps the CoM could have several town hall meetings each year, focusing on important collective issues and providing lunch. Faculty could arrive ahead of time, for conversation and food prior to presentation/discussion. It was observed that, although LCME expects a significant measure of IPE (Interprofessional Education. <https://uthsc.edu/academics/ipe/index.php>), very little of that sort of interaction occurs at the faculty level. Pres. Wilson invited input, both to the DFAC and to him individually.

Pres-elect Richey indicated that she does not like mayonnaise in her sandwiches.

Next Meeting

The next meeting of the committee will be held on November 6, 2023, at 12:00n CT / 1pm ET by Zoom and in person in room 502, 910 Madison building.

**Adjournment**

There being no further business, the meeting was adjourned at 12:51 PM.

Respectfully submitted,

E. Haavi Morreim, JD, PhD  
Secretary