

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

November 4, 2019

Call to Order

The meeting was called to order by the president, Dr. Burt Sharp, at 12:05 PM on November 4, 2019, in the Coleman building, Room A101.

Attendance

The following members were present:

Penny A. Asbell, MD, Mark Bugnitz, MD, Mace Coday, PhD, Julio F. Cordero-Morales, PhD, Martin A. Croce, MD, Terry Cooper, PhD, Denis DiAngelo, PhD, KU Malik, PhD, DSc, Haavi Morreim, JD, PhD, Lawrence Pfeffer, PhD, Larry Reiter, PhD, Ryan Rahman, MD, Burt Sharp, MD, Claudette Shepherd, MD, Laura Sprabery, MD, Neena Thomas-Gosain, MD, Jerome Thompson, MD, MBA, Joe Willmitch, MPAS, PA-C, Peg Hartig, PhD

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

Polly Hofmann, PhD

Approval of minutes

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

Business

Dr. Polly Hofmann identified several issues, including some needed modifications in the CoM's ByLaws. Some needed little or no discussion, hence will be summarized first in the minutes, with more complex questions summarized thereafter (hence somewhat out of order).

[Item 1] ARTICLE IV. Of COM Bylaws Provides

[...] "General meeting - There shall be one general meeting of FCM per year, held in the Spring. The time and place of the meeting will be designated by the Dean's Faculty Advisory Committee, and notice of the meetings must be given at least two weeks in advance."

Dr. Hofmann emphasized the need for *all faculty* of the CoM to be invited, including those in the campuses at Knoxville, Chattanooga and Nashville.

[Item 2] Section 1 of the CoM ByLaws describes the "Council of the College of Medicine" (see p. 4 of attached ByLaws). Its membership is comprised of: all department chairs, Associate Deans, Directors of College of Medicine programs, and DFAC President and President-elect. As also specified (p. 4): "Reports from the standing committees of the College of Medicine shall be presented to the Council on a regular basis by the Associate Deans, and the Council shall make recommendations to the Executive Dean

prior to the implementation of any policy changes, additions, or deletions proposed by the committees." The Council is to meet at a "regularly scheduled time" but that time/frequency are not specified.

It was proposed and agreed that this Council meet two times per year.

[Item 3] The CoM is now undertaking Strategic Planning, and DFAC is being asked to nominate members for these various committees. Co-Directors of this effort are:

Matt Ennis, PhD, Chair of Anatomy and Neurobiology

Amik Sodhi, MD, Interim Chief, Division of Pulmonary, Critical Care and Sleep Medicine

Various committees for which members are needed are (noting chairs/co-chairs for each):

Chair **Education Committee**: Matt Ennis, PhD, Chair of Anatomy and Neurobiology

Chair **Research Committee**: To Be Named Sr Associate Dean of Research

Co-Chairs **Clinical Committee**: Jon McCullers, MD, Sr Exec Associate Dean of Clinical Affairs **and** Amik Sodhi, MD, Interim Chief, Division of Pulmonary, Critical Care and Sleep Medicine

Chair **Community Engagement, COM Visibility, and Development**: Altha Stewart, MD, Sr Assoc Dean of Community Engagement

One suggestion was that the chairs/co-chairs of the respective DFAC subcommittees become members of the appropriate strategic planning committee, i.e. DFAC Research Committee (Research Committee), DFAC Branding Committee (Community Engagement), etc. Other comments proposed that DFAC's Branding committee doesn't really match the broader concept of "Community Engagement;" DFAC doesn't actually have a "Clinical Committee" or an "Education Committee." While future DFAC discussion can focus on how to identify suitable members, the important point is that DFAC needs to identify people to serve on these committees.

[Item 4] Another item concerned how to include in the DFAC some representatives from outside campuses – Knoxville, Chattanooga, and Nashville. Further exploration of this issue will be needed. Ideas included:

*to include them electronically for at least 2 DFAC meetings per year;

*try to include them in every meeting, e.g. via speaker-phone;

*contact these campuses and inquire what they might like to do.

One complexity concerns how many representatives the other campuses should have, and how they should be chosen. If every department has its own representative, as is the case in Memphis, then DFAC would increase in number by another ~25 members. The logistics of electronically integrating such a large number, spread over several sites, while still maintaining coherent and efficient discussion of issues, could be daunting. That said, the other campuses need to have a voice. The question of how to include them will be discussed further.

[Item 5] The ByLaws require that there be a Committee on Standing Committees, whose function is to nominate people to fill vacancies on various standing committees. Those committees include:

Committee on Appointments, Promotions and Tenure for Each Campus

Graduate Medical Education

Committee on Admissions (MD)

Committee on Undergraduate Medical Education (CUME; MD)

CUME - Course and Module Directors Curriculum and Subcommittee

CUME - Clinical Sciences Subcommittee

CUME – Curriculum Integration Subcommittee

Student Progress and Promotion Committee (MD; 1 committee for each year M1-M4)

Committee on Professionalism and Student Affairs (MD)
Admission Committee (PA)
Student Progress and Promotions Committee (PA)
Curriculum Committee (PA)
Committee on Professionalisms and Student Affairs (PA)

Currently, Article VI of the ByLaws provides (p. 19, attached):

"The Committee-on-Standing-Committees will be appointed by the DFAC president with the collaboration and approval of DFAC. The CoSC will provide the Dean with at least two names of faculty for each vacancy on College and/ or Campus-wide-Committees."

As a replacement for this, the DFAC proposed and approved the following (with precise wording yet to be determined): The DFAC as a whole will serve as the Committee on Standing Committees. At least once each year, DFAC will announce to the faculty the vacancies in the committees listed above, and invite nominations. DFAC will then forward their recommended nominations along to the Executive Dean. The requirement to identify at least two candidates for each position is dropped. An additional question concerns how will DFAC learn of these vacancies.

DFAC then turned to the most recent work of the subcommittee on Policy. Several amendments were made to the draft policy on informal peer review, which had been circulated to DFAC members earlier. Informal reviews will be undertaken every 5 years; the reviewer will indicate whether the teaching performance was acceptable or unacceptable. The review process applies exclusively for those who teach students based in the CoM: M1-M4 and PA1-PA2.

One issue still unresolved is the question whether and, if so, when the reviewer would have access to students' survey-evaluations of that faculty member. Other than that residual issue the policy, "Procedure for Informal Peer Review of Teaching" was adopted unanimously by DFAC.

Next Meeting

The next meeting of the committee will be held on December 2, 2019, at 12:00 Noon in the Coleman building, Room A101.

Adjournment

There being no further business, the meeting was adjourned at 1:02 PM.

Respectfully submitted,

E. Haavi Morreim, JD, PhD
Secretary