



Faculty Governance Council

November 9, 2009

2:00PM to 4:00PM

Dean's Conference Room (4307, HPNP)

Members: Dr. Richard Segal (Chair and Senator, POP), Dr. Michael Meldrum (Senator, PD), Dr. Michael Katovich (Senator, PD), Dr. Ken Sloan (MC), Dr. Veronika Butterweck (PC), Dr. Earlene Lipowski (POP), Mr. Tom Munyer (PTR), Dr. Dorette Ellis (PD), Dr. Renee Rose (DCEE), Dr. William Millard (Dean's Office)

Guest(s): Dr. Larry Lopez (PTR)

A decorative banner with a ribbon-like shape, containing the text "AGENDA TOPICS" in bold, blue, uppercase letters.

AGENDA TOPICS

1. Approve minutes from October 26, 2009
2. HSC/Shands Integration – College Plan (Segal and Lopez)
3. Discussion about future projects which should/could be undertaken by the FGC (suggested topics below):
 - a. Strategic planning (more extensive strategic planning than the exercise involving the HSC/Shands integration)
 - b. Participation in financial decision-making within the College
 - c. Retreat planning (Nov/Dec)
 - d. Review assessment data
 - e. Needs analysis concerning college staff to answer questions such as what type of staff support is needed but not available? What are the training needs of the existing staff? Also, since the pool of staff resources is limited, are staff positions optimally distributed across the needs of the college or are some needs met better than others? Is the present organizational structure for staff working optimally (e.g., office managers reporting to central administration)
 - f. Distance campus manual: revisions

4. Status report on the Assoc/Asst deans and Chair evaluations (Katovich)
5. Ongoing Projects
 - a. Electronic exams (Meldrum report on whether GNV testing center site can accommodate greater usage from COP)
 - b. Status report on the Procedure and Policy Manual (Segal)
 - c. Status report on the Assoc/Asst deans and Chair evaluations (Katovich)
 - d. Status report on peer review of teaching: Keep or change the current policy and develop strategy to ensure compliance (Segal)
 - e. Implementation steps for evaluating committee chairs and committee members: work with Ned in creating online forms along with reporting functions, set up timeline, and designate a person who will be responsible to ensure that each step in the process occurs when it should
 - f. Monitor the policy/procedure change (by the dean) about the window for submitting exams to the distance campuses.

 **Next meeting scheduled for December 14th from 2-4pm**



Faculty Governance Council

Minutes from November 9, 2009

Attendees: Dr. Richard Segal (Chair and Senator, POP), Dr. Michael Meldrum (Senator, PD), Dr. Michael Katovich (Senator, PD), Dr. Ken Sloan (MC), Dr. Veronika Butterweck (PC), Dr. Earlene Lipowski (POP), Mr. Tom Munyer (PTR), Dr. Dorette Ellis (PD), Dr. Renee Rose (DCEE), Dr. William Millard (Dean's Office)

Absent:

Guest(s):

1. Minutes from the meeting held on November 9, 2009 was approved.
2. Professors Lopez and Segal led a discussion about the planned integration of the UF HSC and Shands enterprises. They explained the integrated unit is developing a common vision, set of core values, and objectives. Part of the process is to ask HSC Colleges and certain HSC Centers to develop their own objectives, which will help HSC/Shands pursue its integration. A discussion ensued, which focused on several objectives developed by a COP subcommittee appointed by the dean. These include: (1) COP will work closely with other HSC colleges to become a national model for interdisciplinary health sciences education and health care delivery; (2) COP will develop a Quality Improvement Investigational Support Center; and (3) COP will work with other units to support the creation of a storage infrastructure for PHI research data that meets the security requirements of HSC and UF&Shands.

For the first objective, the Council noted that areas of interest for interdisciplinary education could include patient safety, global health, helping families improve health, research, and community service. Council also discussed whether colleges should consider making certain professional courses more widely available to students of all HSC colleges (e.g., herbal products course) and whether consideration should be given to strengthening established interdisciplinary courses such as IFH. Based on this discussion, the Council recommends that the focus of the interdisciplinary effort be on patient care quality, community health, and patient safety. The Council also discussed the remaining two objectives and sees value in the development of a quality improvement investigational support center, which will have adequate controls in place to ensure privacy of PHI and

will be available to both basic and translational researchers for the purpose of conducting patient care and safety research.

3. The Council discussed proposals submitted by Council members that could be undertaken, as special projects, by the FGC during the current term of the Council. These include (1) strategic planning (more extensive than the current planning exercise involving the integrated HSC/Shands enterprise); (2) participation in financial decision-making of the College; (3) retreat planning; (4) developing a role in implementing actions based on curriculum assessment results; (5) staff needs assessment; (6) revisions to distance campus manual (note that this suggestion is already underway).

Based on the discussion, the Council decided to undertake two special projects this year. The first involves working closely with Professor Diane Beck to develop the agenda for the upcoming faculty retreat. The Counsel noted that the agenda for the retreat has routinely be set by administration and we recommend that retreat planning should involve asking faculty, by survey, about what they want to accomplish during the retreat and using that input to develop the retreat.

The second project the Council decided to undertake is a needs assessment concerning college staff to answer questions such as (1) what type of staff support is needed but are currently unavailable; (2) what are the training needs of staff; (3) whether staff positions are optimally distributed across the needs of the college; (4) is the present organizational structure for staff working optimally.

The Council will invite Diane Beck to the December meeting to discuss retreat planning. Segal will contact Elvie Guy and Mike Brodeur and invite them to the January meeting to discuss the strategy for conducting the needs assessment of the staff.

4. Mike Katovich provided a report on the topic of evaluations of administrators. He shared materials that are currently being used by the College of Dentistry. Following the meeting, Professor Katovich will distribute these materials to Council members for their review. The Council will discuss recommendations from Katovich at the January meeting and will plan to make a recommendation to the College administration soon thereafter.

 **Next meeting is scheduled for December 14th from 2-4pm.**

Meeting adjourned at 4pm.