

Minutes of the February 7, 2017 UF Gainesville COM Faculty Council Meeting

Officers Present:

President – Peggy Wallace
President Elect – Lauren Solberg
Vice President – Alice Rhoton-Vlasak

Past President – Laurence Solberg
Secretary – Steven Swarts

Officers Absent:

Treasurer – Jean Cibula

Advisor – Frank Bova

Department Representatives Present:

Kimberly Sibille – Aging & Geriatric Res.
Albert Robinson, III – Anesthesiology
Arlene Naranjo – Biostatistics
Tanya Anim – CHFM
Jen Schoch – Dermatology
Thomas Payton – Emergency Medicine
Amanda Hicks – Health Outcomes & Policy
Lizi Wu – Molec. Genetics & Microbiology
Jada Lewis – Neuroscience

Emily Weber LeBrun – Obstetrics & Gyn.
Robert Matthias – Orthopaedics & Rehab.
Jesse Kresak & David Gonzalo – Pathology
Bryon Petersen – Pediatrics
Brian Law – Pharmacology & Therapeutics
Peter Sayeski – Physiology
Richard Holbert – Psychiatry
Judith Lightsey – Radiation Oncology
Suzanne Mastin – Radiology
Victoria Bird – Urology

Department Representatives Absent:

Yi Qiu – Anatomy & Cell Biology
Suming Huang – Biochem. & Molec. Biol.
Robert Cook – Epidemiology
John Hiemenz – Medicine
Gregory Murad – Neurological Surgery

Meredith Wicklund – Neurology
Qihong Li – Ophthalmology
Rodrigo Silva – Otolaryngology
Jason Fromm – PA School
Jose Trevino – Surgery

Adhoc Member Present: J. Adrian Tyndall, M.D., Senior CFAS Representative

Invited Speaker: Jeremy Sibiski, FACHE, Executive Director of Finance and Administration, UF College of Medicine

Invited Guest: Keith Stone, M.D.

Minutes:

1. President Peggy Wallace called the meeting to order at 5:00PM.
2. Introduction of new department representatives – Peggy Wallace, Ph.D. – Dr. Adrian Tyndall, Sr. CFAS Representative. Substitute representatives from Pathology – Drs. Jesse Kresak and David Gonzalo.
3. The January 2017 Faculty Council meeting minutes were approved.
4. Executive Committee report – Peggy Wallace, Ph.D.
 - a. Jonathan Licht, M.D., Director of the UF Health Cancer Center, presented an update on the Cancer Center (link to be provided)
 - b. Stacy Ellis, Director of Baby Gator, presented an update on the [Baby Gator](#) program.

- c. Jacqueline Hobbs, M.D., Ph.D., Associate Professor of Psychiatry, and Brendan Shortley, Clinic Manager and Program Development, Helping Hands Clinic, discussed ongoing UFCOM efforts in the [Grace Marketplace](#).
 - d. Reminders were provided about upcoming COM events (noted below in announcement section).
5. Curriculum Committee (January 10th meeting) – Peter Sayeski, Ph.D.
 - a. Dr. Sayeski stated that the Step 1 Exam (first attempt) failure rates have gone up. When looking at the last three classes (~400 students total), approximately 15 students scored <192 (failing scores) and ~30 scored under <200. The UF and US averages are both ~228. Dr. Lou Ann Cooper is gathering data to determine if there's any correlation or predictors as to why this may be happening. One theory was that students were not getting enough exposure to standardized exams from national boards prior to taking Step 1. Therefore, their schedules were modified so that prior to taking Step 1, they are now required to take Shelf Exams in Neuroscience, Biochemistry, Physiology, Pathology and Microbiology.
 6. GatorCare benefit Design Workgroup 3 Update – representatives David Quillen, M.D., Frank Bova, Ph.D., Alice Rhoton-Vlasak, M.D., Judith Lightsey, M.D., Stacy Beal, M.D.
 - a. These meetings have not yet been scheduled per administrator Mary Alice Albritton.
 - b. Dr. Wallace and Dr. Rhoton will be meeting soon with members from this group to discuss the status of the upcoming meetings.
 7. COM Promotion & Tenure Oversight Committee – Laurence Solberg, M.D. – no updates.
 8. COM Compensation Committee – Thomas Payton, M.D./Gregory Christman, M.D. – no updates.
 9. EFAC – no updates. Meetings will be held as needed, per Jeremy Sibilski, Exec. Director Finance and Administration
 10. Faculty Senate – Lauren Solberg, J.D.
 - a. Lauren noted that the resolution to retain flexibility in post-doc salaries was voted on, but did not pass. UF had already approved the salary increase to a minimum of \$47,476, which will remain in place with no resolution by the Faculty Senate to oppose it.
 11. COM Ombuds position – Alice Rhoton-Vlasak, M.D.
 - a. Dr. Keith Stone was introduced as the newly hired COM Ombuds. He is in the process of getting an office established and has met with several people campus-wide to learn more about systems and opportunities. A formal announcement will be made soon.
 12. Lifetime Achievement Awards – Peggy Wallace, Ph.D.
 - a. A call for nominations was emailed to faculty on January 18 and nominations will be accepted through February 20. The determination of awards should be finalized during the March Faculty Council meeting and the awards will be presented at the Faculty Appreciation Reception on April 5, 2017. Details can be found on the [Faculty Council](#) website.

13. Chair Evaluation Survey form – Peggy Wallace, Ph.D.
 - a. The current Chair Evaluation Survey form has 37 questions, many of which are redundant. The Faculty Council officers condensed the form down to 14 questions that cover basically the same information. This will simplify the process for faculty members when completing the survey and for the Dean when reviewing the final data.
 - b. The condensed list of questions was emailed to the Council for their input. It was suggested that an “unable to evaluate” option should be added, as well as space for comments/feedback under each question.
 - c. It was reiterated that the survey responses are completely confidential and that comments are deconstructed to take out any identifiable information before being presented to the Dean.
 - d. The Council voted in favor of approving the new Chair Evaluation Form for distribution to faculty in April of 2017.

14. Paulus Award Review Panel – Peggy Wallace, Ph.D.
 - a. Three clinicians from Faculty Council are needed to serve on the Review Panel for the 2017 David A. Paulus, MD Award for Clinical Excellence along with Dr. Timothy Flynn, Dr. Marvin Dewar, and Ed Jimenez. The meetings will be held during the second or third week in March. Council members who would like to serve on the Review Panel can contact Dr. Marian Limacher.

15. Promotion & Tenure Committees – Peggy Wallace, Ph.D.
 - a. Candidates will be sought for the Multi-Mission committee (Professor- Basic Science focus and Clinical Associate Professor) to be selected by faculty vote in the summer of 2017. A candidate will also be sought for the Tenure committee (Associate Professor) to be selected by faculty vote in the summer of 2017. Announcements seeking nominations are forthcoming.

16. UF Faculty Senate nominations – Peggy Wallace, Ph.D.
 - a. Nominations to fill 5 open COM positions on the UF Faculty Senate will be accepted beginning February 16. An email will be sent out on February 16 with more details on nominations. Additional information can also be found on the UF Faculty Senate website at: <http://senate.ufl.edu>.

17. [Aligning Faculty Assignments with Activities; UF Effort Reporting, Academic Mission, and Comp Plan](#) – Jeremy Sibiski
 - a. Jeremy and his staff created a document (see link above) to help COM faculty align their assignments with their activities. This is intended to cross-reference not only the principles of mission assignments, but also the various activities practiced within an academic medicine institution.
 - b. This will enable faculty to determine the appropriate categories for the following purposes: UF Effort Reporting categories (by semester), Compensation Plan work assignment, Academic Mission for promotion (annual evaluations and promotion & tenure packets), and budgeting categories. These categories should all be reported by percentage and must equal 100%, regardless of FTE.
 - c. Academic Mission for promotion (annual evaluations and Promotion & Tenure packets) includes teaching, research, service and clinical service/patient care

reporting categories (not administrative roles). UF Regulation 7.019(2)4.e. states that “Consideration for tenure, permanent status, or promotion during an administrative appointment shall be based on the faculty duties in teaching, research, service (including clinical service) or extension evaluated under the University’s criteria for tenure and promotion and shall not be based on the administrative portion of the assignment”.

- d. Activities that involve teaching and leadership in teaching such as patient care with students, residents/fellows, or serving as a clerkship director/residency director, are appropriate for the Teaching mission.
- e. Patient Care missions may include clinical leadership positions such as Clinic Director, Program Director or Medical Director.
- f. Externally funded research must be reported by fund source. The PI must approve effort of every participant who participated in the research. This can include activities directly related to the research such as lectures, or writing reports and articles. It cannot include proposal preparation except for non-competing continuations (progress reports) on the existing funds.
- g. Department research is unfunded by outside sources and can include proposal preparation for new grants.
- h. Administration/UF Governance/Service is best considered to be those activities which comprise a leadership role with major administrative duties and which typically have an administrative supplement attached such as Division Chief, Department Chair, Assistant Dean, Associate Dean, or Dean. Also included are membership or offices on Faculty Council or Faculty Senate; membership or leadership on departmental, hospital or university committees; membership or leadership on search committees; program development that enhances diversity; participation as a member of the IRB or IACUC; committee work at the local, regional or national level in professional societies; contributions in the service of local charities; and advisement or contributions to local, state or national governing or political bodies.

18. Announcements – Peggy Wallace, Ph.D.

- a. A UFCOM Town Hall meeting with Dr. John Katopodis, President-Elect of the Florida Medical Association, will be held on Tuesday, February 21 from 5:00pm – 6:00pm in the Harrell Medical Education Building, Room 135.
- b. Dr. Lisa Dixon, Associate Dean of Graduate Medical Education, notified COM faculty that the ACGME Clinical Learning Environment Review (CLER) Site Visit will be held on February 14-16, 2017. Additional information can be found at: <http://gme.med.ufl.edu/policy-procedures/cler-visit-2017/>.
- c. Dr. David Norton, Vice President for Research, convened the Animal Research Task Force (ARTF) in the summer of 2016 to take a holistic look at the current UF processes, procedures, and policies in place for animal research. The goal is to identify opportunities to improve systems and infrastructure in order to facilitate animal research on campus. The work of the Task Force is in progress. UF IACUC is providing links to the presentations for ongoing Town Hall meetings. The ARTF Town Hall meeting presentation that covers the main concerns/recommendations, can be found at the following link: http://research.ufl.edu/compliance/pdf/ARTF_Town_Hall_Meeting_presentation.pdf.
- d. UF Open Access Publishing Fund Reinstated – UF faculty, post-doctoral researcher, staff member, or student author who is the first named or corresponding author on a peer-reviewed research article that has not been previously published and has been

accepted for publication in an open access or hybrid open access. Eligible authors will be funded up to a maximum of \$3,000 per year to pay for Article Processing Charges (APCs). For more information and application instructions, please review the UFOAP Fund Policies and Procedures at: <http://cms.uflib.ufl.edu/scholcomm/UFOAPF>.

- e. A new UF Health app is available to help with safety on campus. UF Health Protect is a free app that connects you with a variety of digital safety tools. The “Friend Walk” feature is a favorite — it allows you to share your location with someone you trust via a real-time map as you move around campus. Search “UF Health Protect” on your app store to explore other functions or learn more about it here: <http://bit.ly/2gaynnM>.
- f. Reminder to keep an updated promotion “application packet” on the Online Promotion and Tenure (OPT) system. To access the template and instructions, along with policy information, login into myUFL, go to the Main Menu >My Self Service >UF Faculty Promotion and Tenure >Promotion and Tenure Packet >Packet Templates with Activity. The template will open as a Word file, with some sections auto-populated with the candidate’s information. Detailed information about the Online Promotion and Tenure (OPT) system, including instructions, FAQs, and User Guides can be found at: <http://www.hr.ufl.edu/training/myUFL/toolkits/opt.asp>.
- g. Upcoming events: [The COM Celebration of Research](#) will be held on February 27 (posters 5:30 at OConnell Center) and February 28 (noon Keynote speaker Dr. Beverly Davidson, C1-11); Medical Education Week will be held March 13-16; and the Celebration of Diversity will be held April 3-7. Faculty Appreciation Reception will be April 5, 2017, COM PhD graduate convocation is April 28, and COM Medical student graduation is May 20, 2017.
- h. The Postdoc/Senior Graduate student development seminar series “Making the Right Moves”, can be found at: graddev.ufhealth.org/professional-skills/research-management/.
- i. Dr. Irene Estores will be the invited speaker at the March Faculty Council meeting. She will discuss the UF Integrative Medicine Program.

19. Dr. Peggy Wallace adjourned the meeting at 6:01pm.

20. Miscellaneous information –

- a. Current UF construction projects: (<http://www.facilities.ufl.edu/projects/current.php>)
- b. Conference room search/reservations for HSC (not exhaustive): <http://rooms.ahc.ufl.edu>
- c. Current online version and archives of the COM Post magazine can be found at: <http://post.health.ufl.edu/archives/>
- d. UF recycling and trash systems: (<https://www.ppd.ufl.edu/departments/refuse.shtml>)
- e. Faculty biographies: (<https://vivo.ufl.edu>)
- f. UF COM Faculty Matters online newsletter: <http://facultyaffairs.med.ufl.edu/more-faculty-news/faculty-matters-newsletter/>.
- g. UF Physical Plant (to request repairs, or report other indoor/outdoor infrastructure problems): https://www.ppd.ufl.edu/information/wr_info.shtml or call #392-1121.
- h. COM student counseling resources: (<http://counseling.med.ufl.edu>)
- i. Springhill Emergency Ctr: (<https://ufhealth.org/uf-health-shands-emergency-center-springhill>)

- j. Archer Road Emergency Ctr: <https://ufhealth.org/uf-health-emergency-center-kanapaha>
- k. For IT needs: UF Health Science Center Help Desk/Technical Support Center at #265-0526.
- l. Assistance needed in addressing retaliation or harassment, email UF Health Shands Compliance Services at compliance@shands.ufl.edu or privacy@shands.ufl.edu, or call the Compliance Hotline at #1-888-329-3569 for compliance concerns.
- m. Health Science Center tours are available for new faculty through Dr. Limacher's office.
- n. Research Cooperative listserv – <http://researchaffairs.med.ufl.edu/researcher-resources/uf-resources/uf-research-cooperative-l-mailing-list/>.

The next Faculty Council Meeting will be held Tuesday, March 7, 2017 @ 5PM in MSB Room M-112.

Minutes recorded by Melissa Liverman, Administrative Assistant, and edited by Drs. Steven Swarts and Peggy Wallace.