

Minutes of the April 3, 2018 UF Gainesville COM Faculty Council Meeting

Officers Present:

President – Lauren Solberg
President Elect – Alice Rhoton-Vlasak
Past President – Peggy Wallace
Secretary – Steven Swarts
Treasurer – Jean Cibula

Officers Absent:

Vice President – Albert Robinson, III
Advisor – Frank Bova

Department Representatives Present:

Kimberly Sibille – Aging & Geriatric Res.
Yi Qiu – Anatomy & Cell Biology
Arlene Naranjo – Biostatistics
Jen Schoch – Dermatology
Nicholas Maldonado – Emergency Med.
Kelly Gurka – Epidemiology
Jiang Bian – Health Outcomes & Biomedical Informatics
Dianne Goede – Medicine
Lizi Wu – Molec. Genetics & Microbiology
Meredith Wicklund - Neurology
Paramita Chakrabarty – Neuroscience
Gibran Khurshid – Ophthalmology
Natalie Silver – Otolaryngology
Jason Fromm – PA School
Luis Fernando Seguias – Pediatrics
Brian Law – Pharmacology & Therapeutics
Abdel Alli – Physiology
Steven Swarts – Radiation Oncology
Priya Sharma – Radiology

Department Representatives Absent:

Sonia Mehta – Anesthesiology
Suming Huang – Biochem. & Molec. Biol.
Tanya Anim – CHFAM
Gregory Murad – Neurological Surgery
Emily Weber LeBrun – Obstetrics & Gyn.
Robert Matthias – Orthopaedics & Rehab.
Marco Salemi – Pathology
Richard Holbert – Psychiatry
Jose Trevino – Surgery
Victoria Bird – Urology

Invited Speaker: Shelley Collins, M.D., UF Health Associate Chief Medical Officer, Assistant Dean for Medical Education

Minutes:

1. Past President Peggy Wallace called the meeting to order at 5:06 PM.
2. Introduction of new or substitute department representatives – Peggy Wallace, Ph.D.
 - a. Dr. Paramita Chakrabarty attended today as the Neuroscience representative.
 - b. Dr. Jiang Bian attended today as the Health Outcomes & Biomedical Informatics representative.
3. The March 2018 Faculty Council meeting minutes were approved.
4. General updates – Lauren Solberg, J.D.
 - a. The UF COM will continue providing the Care.com membership to faculty and staff for the upcoming year.
 - b. The UF COM will soon appoint a new AAMC Council of Faculty and Academic Societies (CFAS) junior representative, as the term for our current representative, Dr. Jim Wynn, is expiring. Junior representatives must be within 10 years of their initial faculty appointment. Representatives will attend two meetings per year (funded by the college) and will serve a three-year term, with no more than two consecutive terms. Those who are interested can contact Lauren Solberg, who will provide the names to Dr. Marian Limacher.
5. Executive Committee (report from March 15, 2018) – Lauren Solberg, J.D.

- a. There was discussion regarding retirement benefits.
6. Curriculum Committee report – deferred until next month’s meeting.
 7. Faculty Senate (report from March 15, 2018 meeting) – Lauren Solberg, J.D.
 - a. Faculty Senate Chair, Dr. David Quillen, stated that Dr. David Norton would be meeting with the Senate Council on Research & Scholarship (SCORS) committee to discuss the proposed financial penalty for not submitting research proposals to the Division of Sponsored Programs (DSP) two days prior to the Sponsor’s published deadline. (A revision to this proposed policy was issued in March and is discussed in section 10 of these meeting minutes)
 - b. UF will receive \$50 million from the legislature for a new data science building.
 - c. The University of Florida Police Department gave a presentation regarding UFPD’s Response to Resistance. (<https://emergency.ufl.edu/takeaction/>)
 - d. The [Other Personnel Services \(OPS\) Resolution](#) has been put forward to the Faculty Senate regarding the OPS staff who did not get paid for the days missed during last year’s hurricane. This is a proposed resolution that the Faculty Senate recommend that UF create a mechanism to move long-term OPS employees to full-time TEAMS or other classification with benefits when employed in a position for longer than one year. The Faculty Senate will vote on whether to put forward the resolution to the university.
 8. Faculty Chair evaluations – Lauren Solberg, J.D.
 - a. Professor Solberg sent a revised version of the Faculty Chair Survey questions to the Council earlier this month and requested feedback.
 - b. The questions will stay the same, with ratings on a scale of 1 to 5. The survey will be open for four weeks and responses will remain anonymous.
 - c. The proposed changes are to include 3 text boxes for faculty to provide comments rather than a comment box for each question, with one comment box for comments that may be disseminated verbatim to the Chair, one comment box for comments that will be disseminated verbatim only to the Dean, and one comment box for comments that faculty want anonymized and summarized by a designated Faculty Council Officer for the Dean who may then share with the Chair. The goal is to preserve the integrity of the comments and to be transparent with the faculty about who may review their comments and in what format.
 - d. The motion was made to approve the Chair Survey to forward to the Dean, was seconded, and approved.
 9. Upcoming COM Faculty Council officer elections, election of new representatives – Lauren Solberg, J.D.
 - a. Professor Solberg will send Council members an email within the next month regarding the upcoming Faculty Council elections. Elections will be held soon for the Faculty Council Officer positions of President-Elect, Secretary, and Treasurer. Elections will also be held for departmental representatives who will be rotating off in the Spring of 2018 (Departments of Health Outcomes & Policy, Neurology, OB/GYN, Orthopaedics, Pharmacology, Radiation Oncology, Radiology, and Urology).
 10. Proposed policy change for submitting grants to Department of Sponsored Programs (DSP) – Lauren Solberg
 - a. Initial proposal for policy changes to submission of grant applications would have involved a 2-day internal deadline and late fee for submissions that miss this deadline. After a solicitation of comments from stakeholders the following modifications were made to the proposed policy:
 1. The internal deadline will be 9 AM one business day prior to the date of the sponsor’s deadline. For example, proposals due anytime on a Friday will need to be fully submitted to DSP no later than 9 AM on the previous Thursday.

2. The option for late proposal submissions to be accepted but with a mandatory late fee has been dropped from consideration.
 3. Absent of extenuating circumstances, proposals must be submitted on or before the internal deadline in order to be submitted by the university to the sponsor.
- Complete details of the policy will be communicated in April.

11. Student Mistreatment and the Learning Environment – Shelley Collins, M.D., UF Health Associate Chief Medical Officer, Assistant Dean for Medical Education

a. Changes in policy and procedures related to addressing student mistreatment

1. Reporting of student mistreatment by faculty and housestaff is increasing at UF
2. Mistreatment is under-reported
3. Student reporting procedures in place to encourage reporting of mistreatment while protecting student from ramifications of the mistreatment
4. Procedure in place for addressing reported mistreatment – involves education of faculty and students regarding; further incidents of mistreatment by faculty/housestaff to involve department chairs and removal from student interaction and possible disciplinary action
5. Repeated incidents of mistreatment by faculty to be included in faculty evaluations
6. New policy approved by College Curriculum Committee

b. Definitions of mistreatment and the learning environment

1. Mistreatment: mistreatment, either intentional or unintentional, occurs when behavior shows disrespect for the dignity of others and unreasonably interferes with the learning process. Examples include sexual harassment, discrimination, or harassment based on race, religion, ethnicity, gender, or sexual orientation; humiliation; psychological or physical punishment; and of grading and other forms of assessment in a punitive manner
2. Learning environment: Includes the social, psychological, and physical contexts that affect or are affected by academic activities. It involves perceived support structures available to students, level of autonomy for learning, students' emotional response, and the inherent meaning students find in the educational process

c. Liaison Committee on Medical Education (LCME) standards for the learning environment and how it relates to student mistreatment - LCME Standard 3: Academic and Learning Environments

1. Anti-Discrimination Policy
A medical school does not discriminate on the basis of age, creed, gender identity, national origin, race, sex or sexual orientation
2. Learning Environment/Professionalism
A medical school ensures that the learning environment of its medical education program is conducive to the ongoing development of explicit and appropriate professional behaviors in its medical students, faculty, and staff at all locations and is one in which all individuals are treated with respect.
3. Student Mistreatment
A medical education program defines and publicizes its code of professional conduct for the relationships between medical students, including visiting medical students, and those individuals with whom students interact during the medical education program. A medical school develops effective written policies that address violations of the code,

has effective mechanisms in place for a prompt response to any complaints, and supports educational activities aimed at preventing inappropriate behavior.

Mechanisms for reporting violations of the code of professional conduct are understood by medical students, including visiting medical students, and ensure that any violations can be registered and investigated without fear of retaliation.

- d. Based on responses to recent Graduation Questionnaires at UF, the UF COM has developed a new process at UF for reporting and managing allegations of medical student mistreatment.
 - e. New process for defining, reporting, and managing mistreatment allegations
 - 1. Students are still invited and encouraged to directly address the issue with the offender, their clerkship or course director, any associate or assistant dean, the director of student counseling, or their CLG leader.
 - i. In all cases a formal intervention can be delayed until after clerkship or course grades are submitted, in an effort to protect the reporter/victim.
 - 2. Submit an online report
 - i. Report can be anonymous, not anonymous, or filed by another student who witnessed an event but was not the victim.
 - ii. The online report will be reviewed by the one of the Associate Deans and the Assistant Dean.
 - iii. If the source is not named:
 - a. the clerkship or course director will be asked to provide departmental learning climate counseling. This may be in the form of videos, lectures, grand rounds, etc.
 - b. If the source is named in a general sense (nurse, resident, fellow or faculty) the departmental learning climate counseling will be referred to the appropriate leadership group (i.e., VP of Nursing, Program Director, etc.).
 - 3. If source is named in filed mistreatment report
 - i. Report reviewed for merit; only those with merit are acted upon
 - ii. If merit and behavior not egregious – first offense, course director to discuss and provide feedback with faculty
 - iii. Second offense - review student mistreatment videos, and hold a counseling session with the department chair
 - iv. Third or more offense – remove faculty from student interaction immediately, possible disciplinary action, note in annual evaluation
 - f. Education Efforts
 - 1. Education about definition of mistreatment will be disseminated in:
 - i. Insert Interactive small groups with mixed levels using scenarios
 - ii. Asynchronous learning
 - iii. Grand rounds or housestaff lectures
 - 2. Notification that repeated offenses will impact faculty or housestaff evaluations
12. Announcements:
- a. Vote April 2-15 for COM Faculty Senate representatives for terms starting in August of 2018
 - b. UF retirement benefits comparison with other institutions, presented by David Quillen, M.D.,

Chair of Faculty Senate: <http://fora.aa.ufl.edu/FacultySenate/Pages/Faculty-Senate/AgendasMinutes2017-2018>

- c. COM Faculty Appreciation Day, April 4, 2018, 5:30 – 7:30pm, HMEB (including presentation of Lifetime Achievement Awards)
- d. 2018 Celebration of Diversity Week, April 2-6, 2018
- e. Patient Safety and Quality Week: April 16-20, 2018
- f. Circadian Symposium, Michael Rosbash, PhD, Nobel Prize Recipient 2017, Friday, May 11 at 12pm; HPNP Room 1404
- g. Spring Commencements: Ph.D. and M.S., May 4, 2018; M.D., May 19, 2018; P.A. Studies, June 16, 2018
- h. UF University Relations announced that they will issue press releases for select research papers that are submitted for publication, on the day the paper comes out. Faculty members who are interested in receiving media coverage for their papers should submit a synopsis to University Relations (250 words or less), explaining the significance of their work. University Relations will select one research paper every two weeks. A \$1000 incentive will be provided to each faculty member whose research paper is selected.

13. President Lauren Solberg adjourned the meeting at 6:13pm.

The next Faculty Council Meeting will be held Tuesday, May 1, 2018 @ 5PM in the Medical Science Building, Room M-112.

Minutes recorded by Melissa Liverman, Administrative Assistant, and edited by Dr. Steven Swarts and Professor Lauren Solberg.