

Minutes of the January 9, 2018 UF Gainesville COM Faculty Council Meeting

Officers Present:

President – Lauren Solberg
Vice President – Albert Robinson, III

Past President – Peggy Wallace
Secretary – Steven Swarts

Officers Absent:

President Elect – Alice Rhoton-Vlasak
Treasurer – Jean Cibula

Advisor – Frank Bova

Department Representatives Present:

Kimberly Sibille – Aging & Geriatric Res.
Albert Robinson, III – Anesthesiology
Jen Schoch – Dermatology
Nicholas Maldonado – Emergency Med.
Kelly Gurka – Epidemiology
Francois Modave – Health Outcomes & Policy
Dianne Goede – Medicine
Gregory Murad – Neurological Surgery
Andrew Maurer – Neuroscience

Emily Weber LeBrun – Obstetrics & Gyn.
Jason Fromm – PA School
Marco Salemi – Pathology
Luis Fernando Seguias – Pediatrics
Brian Law – Pharmacology & Therapeutics
Abdel Alli – Physiology
Richard Holbert – Psychiatry
Steven Swarts – Radiation Oncology
Priya Sharma – Radiology
Victoria Bird – Urology

Department Representatives Absent:

Yi Qiu – Anatomy & Cell Biology
Suming Huang – Biochem. & Molec. Biol.
Arlene Naranjo – Biostatistics
Tanya Anim – CHFM
Lizi Wu – Molec. Genetics & Microbiology

Meredith Wicklund - Neurology
Gibran Kurshid – Ophthalmology
Robert Matthias – Orthopaedics & Rehab.
Natalie Silver – Otolaryngology
Jose Trevino – Surgery

Invited Speaker: Michael L. Good, M.D., Dean, College of Medicine

Minutes:

1. President Lauren Solberg called the meeting to order at 5:03 PM.
2. Introduction of new department representatives – Lauren Solberg, J.D. – none noted.
3. The December 2017 Faculty Council meeting minutes were approved.
4. Dean's Utilization of Faculty Chair Survey data – Dr. Michael Good
 - a. Dr. Good receives Summary Reports from the Faculty Council Officers that they compile on an annual basis from the Faculty Chair Survey data. He incorporates that information into his annual Chair Evaluation Letters. One report indicates the average numerical scores for all Chairs in each domain, which is helpful when reviewing aggregate results. The other reports show numerical scores for individual Chairs in each domain.
 - b. This past year, Dr. Good provided summaries of the survey results to each Chair, reviewing both their numerical scores and generally discussing the comments with them. The Chairs are informed how many of their faculty members completed the survey, where they rank relative to their peers, and how well their faculty rated them compared to all faculty rating their Chair. Dr. Good and the Chairs generally feel that anonymized comments are a highly constructive form of feedback.
 - c. Dr. Good is pleased that the number of questions on the survey was reduced from 37 to around 17. He feels that the system is working well and complimented the Faculty Council for the amount of work they put into it. He noted that we had the highest participation ever last year, with over 700 of our 1300 faculty completing the survey.

5. Revisions to the Faculty Chair Survey – Lauren Solberg, J.D.
 - a. The Faculty Council instituted the Faculty Chair Survey around five years ago to provide information to Department Chairs to provide information to the Dean to help him evaluate the Department Chairs and in turn to try to improve themselves. The survey has historically been administered anonymously through the Qualtrics system, with a summary report of comments compiled by a designated Faculty Council officer and provided to the Dean.
 - b. Last year, the Council revised the survey, reducing the number of questions on the survey and adding comment boxes to each question to provide more opportunity for qualitative feedback. Faculty were instructed that Faculty Council officers would analyze the responses and present the data including written comments for each Chair to the Dean. The Officers plan to use the same questions on the survey as last year, but requested input from the Council about how many comment boxes to include, input on the wording for the survey instructions, and whether or not to continue using Qualtrics to administer the survey.
 - c. The Council's discussion focused on revising the survey to include 3 text boxes for faculty to provide comments rather than a comment box for each question, with 1 comment box for comments that will be disseminated verbatim to the Chair, 1 comment box for comments that will be disseminated verbatim to the Dean, and 1 comment box for comments that faculty want anonymized and summarized by Faculty Council officers for the Dean and Chair. Instructions will need to be clear for respondents. Council members generally agreed that the Qualtrics system seemed to work well and provided adequate anonymity for those taking the survey. Other survey platform options were discussed, for example REDCap or New Innovations; there was preference for a system that is not burdensome for respondents that also protects their anonymity.
 - d. The Officers will draft a revised version of the survey for the Council to review at an upcoming meeting. The survey will be sent to all faculty in April.
6. Lifetime Achievement Awards – Lauren Solberg, J.D.
 - a. Professor Solberg announced that the call for nominations for the Lifetime Achievement Awards will go out within the next couple of days. Nominations are to be submitted by email to Dr. Steven Swarts (sgswarts@ufl.edu) and should include a letter from the nominating faculty detailing the nominee's contributions, along with the nominee's current CV and any additional Letters of Support. The deadline for submitting nominations is February 16, 2018. Dr. Swarts will assemble the nomination packets and send them to the Council for review prior to the March meeting. The Council will vote by ballot at the March meeting.
7. Executive Committee – Lauren Solberg, J.D.
 - a. No report
8. Curriculum Committee – Victoria Bird, M.D.
 - a. No report
9. Faculty Senate – Lauren Solberg, J.D.
 - a. No report
10. Announcements:
 - a. Save the dates for the Biomedical Sciences PhD Program interview dates – January 22, 2018 and February 5, 2018.
 - b. Download the app, UFHealth Protect, from the App Store or Google Play. It's the official safety app of UF Health, featuring emergency contacts, safety tips, personal safety tools, maps, and more.

- c. The Administrative Memo page of the University of Florida website includes policy and procedural changes to all operational units within the University of Florida community. For more information go to: <https://administrativememo.ufl.edu>.
- d. Gators Volunteer is a new campaign to link faculty and staff to organizations needing volunteers. For more information go to: gatorsvolunteer.ufl.edu.
- e. Cell line genetic authentication service is available through ICBR, \$60/cell line for 4 or fewer, or \$50/cell line for five or more. Visit <http://www.biotech.ufl.edu/now-offering-human-cell-line-authentication/> or email ICBR-GeneExpression@ad.ufl.edu for more information.

11. President Lauren Solberg adjourned the meeting at 6:00pm.

The next Faculty Council Meeting will be held Tuesday, February 6, 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.