

Faculty Affairs Committee Meeting

Meeting Minutes

September 9, 2015

Present: Glenn Anderson, Chris Booth, Brittany Riley, Tim Long, Cynthia Jones, Nicole Winston, Amber Oakes

1. Meeting Called to Order

2. Minutes from previous meeting approved

3. Old Business

A. Updates

- I. Peer evaluation for Dr. Hao
 - a. Dr. Broedel-Zaugg agreed to complete a peer review
 - b. Dr. Koc has agreed to complete a peer review
 - c. Dr. Khan agreed to complete a peer review
 - d. They will all work out times with Dr. Hao to observe her classroom

B. 2015-2016 Charge Update

- I. Finalize and present the revised faculty P&T guidelines
 - a. Will be posted after current P&T is completed for this cycle
 - i. This will ensure that peer evaluators will use the old guidelines for current faculty members up for tenure
- II. By-Laws
 - a. Will set up a separate meeting to go over the by-laws
 - i. Brittany will send out a doodle poll to find a time that will work
 - b. Faculty representatives will be sending out one more email to their departments asking for feedback about any changes/issues the faculty would like to be discussed/reviewed

III. New Faculty Orientation

- a. Ongoing
- b. September session was on Examsoft and library resources
- c. October session will be over managing classroom, civility, PEF process, etc.
 - i. Dr. Broedel-Zaugg will be presenting this topic
- d. Need to implement a plan for evaluation of NFO
 - i. Cynthia Jones will be taking the lead on this project

- IV. Student Evaluations
 - a. Goal for completion is June 1, 2016
 - b. Plan to come back to this after the By-laws are completed
- V. Faculty Development
 - a. October – Student organizations presented by Dr. Broedel-Zaugg
 - b. November – Leadership presented by Brian Flannigan from the University of Michigan
 - c. Ideas for future development workshops
 - i. Turning point training
 - ii. Training on interview process/SBI's
- VI. Faculty Handbook
 - a. Cynthia and Chris made comments for change on current document
 - i. Dean's Welcome needs updated
 - ii. Under "Introduction" change "to-do" to "handbook"
 - iii. Under "Before Arrival" change/update links and add map of campus
 - iv. Under "On your start date" add links to HR onboarding and add "Memorial" before "Student Center"
 - v. Regarding ELVIS login – need to clarify who they need to receive that access from
 - vi. Add updated org chart
 - vii. Clarify that there will only be one capstone for P4s instead of one per semester
 - viii. Include OSCEs in the assessment of student skills section
 - ix. Under "Promotions" include the link for P&T document
 - x. Update the dates for Committee Charges Due Dates
 - 1. Can possibly add chart that explains the different committees
 - xi. Remove all articles
 - 1. Either add links or create an appendix with the articles listed for reference
 - xii. Tenure and Promotion evaluation process needs to be added
 - xiii. Annual Goals should be removed
 - 1. Should be discussion with individual and chair about goals
 - 2. Outline a sample plan (meet with chair, discuss goals, etc.)
 - xiv. Ordering textbooks should be added
 - xv. Secure testing policy needs to be discussed

1. Cradle links for all policies

xvi. Blackboard organizations should be added

b. Once updated Amber will add hyperlinks to navigate through the different sections of the handbook

C. Faculty Retention Policy Discussion

I. Tabled until next meeting

D. Faculty Retreat 2016

I. Planning on beginning of August

a. First week will work best

b. Wednesday, Thursday and Friday first week of August

i. Suggested to shorten retreat to 2 days

ii. Wednesday and Thursday will be regular retreat activities

iii. Depending on date/time of White Coat Ceremony - Friday will be dedicated to the White Coat Ceremony

c. Everyone will start scouting locations

4. New Business

A. Vice chair election

I. Tim Long nominated Cynthia Jones

II. Cynthia accepts nomination

III. Unanimous agreement for Cynthia becoming new vice chair

B. Faculty Senate

a. Third elected official slot open

C. Research lab space

I. Faculty concern that pharmacy Practice has none or may lose their space

a. Need to have discussion on in the future

D. Update on P&T:

a. Little behind

b. Dr. Hao dossier has been sent out to peer reviewers

i. Departmental tenure committee has reviewed it

ii. Has not been sent to Glenn yet

c. Dr. Sehgal dossier has been sent to peer reviewers

i. Glenn has received 2 out of 3

d. Departmental Tenure Committee

i. Eric Blough, Mike Castellani, Gary Rankin (chair)

5. Meeting Adjournment