Faculty Assembly Agenda
April 16, 2019
3:30-5:00pm
School of Nursing Auditorium G013, KUMC
Wichita Room, Wichita
Salina Room 140 Board Room, Salina

Call to Order (Debra Sullivan) – 3:30-3:35pm
1. Welcome and approval of November 14, 2018 minutes.

Old Business – 3:35-3:40pm
1.

New Business – 3:40-4:15pm
1. Frontiers: University of Kansas Clinical and Translational Science Institute – Dr. Bill Brooks – Associate Director
2. Policies/Statements to review
   a. Natalie Holick – Director, Office of Compliance/Equal Opportunity & Academic Compliance
      i. KUMC Policy on Vendor Visits on Campus
   b. Dr. Robert Klein – Vice Chancellor for Academic and Student Affairs
      i. Alcohol Service at Events Policy
      ii. KUMC Badge Policy
      iii. KUMC Computer Hardware Procurement Policy
      iv. KUMC Computer Lifecycle Policy
      v. KUMC Policy on industry-Sponsored Speaking Engagements and Ghost Writing
      vi. KUMC Student Unified Honor Code
3. Questions and comments on standing committee reports
   a. See reports below

EVC Office Report – 4:15pm-4:30pm
1.

Office of Academic & Student Affairs Report (Vice Chancellor Robert Klein) – 4:30-4:45pm
1.

Questions, comments and discussion – 4:45pm-4:55pm

Adjournment and Final Comments – 4:55pm-5:00pm

Standing Committee Reports

Election
- Election Committee Overview:
  - The Election committee shall obtain, examine, and certify the annual assembly membership roster as prepared by the Faculty Affairs Office. The committee shall make this roster available to any member of the assembly. The committee shall designate at the fall meeting the number necessary for a quorum.
- 2018-19 Faculty Election Committee members are:
  - Peter DiPasco, School of Medicine (Committee Chair)
  - Heather Gibbs, School of Health Professions
  - Breah Briggs, School of Nursing
SPRING FACULTY ASSEMBLY MEETING
Debra Sullivan, PhD, RD
2018-2019 Chair

- Election Committee report:
  o The call for faculty committee nominations was extended to March 29, 2019
  o The committee has a final list of nominees and a ballot will be sent out via REDCap

Research

- Research Committee Overview:
  o The Faculty Assembly Research Committee (FARC) facilitates and promotes faculty research at KUMC. Specifically, the FARC is responsible for reviewing policies related to research and making funding decisions for Faculty Travel Awards and Shared Biomedical Equipment Funds.
  o Each year the FARC chair and chair-elect assist with organizing and conducting Study Section review of proposals for the various inter-institutional research programs (e.g. Frontiers/Lied/Clinical Pilot Program). The FARC facilitates the annual Faculty Research Day, highlighting current faculty research and awarding major KUMC research awards.

  - 2018-19 Faculty Research Committee members are:
    o Allen Greiner, School of Medicine (Committee Chair)
    o Karen Wambach, School of Nursing (Elected member)
    o WenFang Wang, School of Health Professions (Elected member)
    o Danielle Olds, School of Health Research Committee Chair
    o Amber Haq, School of Medicine Research Committee Chair
    o Samuel Ofei-Dodoo, School of Medicine – Wichita Representative

- Faculty Research report:
  o FARC members continue to assist with Lied Pre-Clinical and Clinical Pilot grant award review processes
  o Currently the FARC is preparing to review a new round of Faculty Travel Awards
  o The FARC continues to plan for the annual faculty research day (October 17th, 2019) – we have secured a commitment from a visiting keynote speaker - Peter Crawford, MD, PhD University of Minnesota – obesity and cardiovascular disease, basic and translational approaches
    https://www.dom.umn.edu/bio/dom-a-z/peter-crawford

Information Resources

- Information Resources Committee Overview:
  o The Information Resources Committee shall be concerned with the development of policies for the use of information resources facilities and for the growth of information resources and its various information resource functions. It shall establish priorities to guide the use of available funds for the purchase of educational material. The committee shall recommend policy concerning the development, acquisition and use of information resources pertaining to the research and educational missions of the faculty. It shall maintain a website for faculty governance.

  - 2018-19 Information Resources Committee members are:
    Elected Members: Shin Hye Park (SON, Chair), Udayan Apte (SOM), Andrei Belousov (SOM-retired member), Carrie Ciro (SHP), John Thyfault (SOM), Russ Waitman (SOM), Tamara Winden (SOM)
Ex Officio Members: Dave Antonacci (Associate Vice Chancellor for Information Resources), Chris Hansen (Chief Information Officer of the Hospital), Crystal Cameron-Vedros (Director of the Library)
Student Representative: Suraj Shankar

- **Information Resources report:**
  - The Information Resources Committee (IRC) met on December 6th, 2018; February 25th, 2019
  - The IRC has been discussing and updating the IRC function/mission by getting feedback from the IT Governance Group. The current IRC function/mission statement is based on previous library-focused committee function and has not been updated. Update is needed to make the statement align with what the IRC oversees, e.g., networking technology, information securities, libraries, and informational technology. The IRC will continue to revise the function/mission statement and will be able to report the updated statement in the upcoming 2019-2020 academic year.
  - The IRC reviewed the KUMC IT Service Catalog, available at myKUMC > Tools&Services > Technology. Business Analyst (Jessica Smith) is the contact person when the faculty has IT-related questions and issues that are not covered in the IT Service Catalog.
    - [https://kumed.sharepoint.com/sites/mykumc/catalog/Pages/Technology.aspx](https://kumed.sharepoint.com/sites/mykumc/catalog/Pages/Technology.aspx)
  - The IRC discussed new MS Office 365 issues, presented by Dr. Antonacci: We (University and Health System) are two independent legal entities. MS has a special pricing offer for the University. A single, joined MS Office license would be very expensive, but separate licenses cause problems (e.g., two separate SharePoint sites and calendars). Currently emails are together, but the SharePoint sites are separate. Hired a consultant to evaluate the issues of joined vs. separate license.
  - The IRC discussed required Windows 7/10 upgrade issues ([https://kumed.sharepoint.com/sites/mykumc/ir/Lists/IR%20Bulletins/DispForm.aspx?ID=76](https://kumed.sharepoint.com/sites/mykumc/ir/Lists/IR%20Bulletins/DispForm.aspx?ID=76)). By January 2020, Windows 7 will be transitioned out of use at KUMC. Windows 10 will be the new operating system for PCs across campus. Computers 5-years old and less can be updated to the new system without any problems. The IR Help Desk will assist with the new upgrade allowing users to either update the operating system and keep existing programs/files, or wipe the system clean and reset it. However, old computers contain some special software (to be connected to microscopes or other research/work-related equipment) can’t be upgraded to Windows 10. Resolving this issue may be determined based on the software needed to be upgraded. Policies regarding software exceptions are established by the IT Governance Group based on stipulations made by the State of Kansas. Administrative bodies across campus have been notified of the upcoming changes. Questions and concerns from the IRC will be compiled in a letter and submitted to the IT Governance Group for clarification.
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  - Library Update presented by Crystal Cameron-Vedros, Director of the Dykes Library: Content additions, renewals, and cancellations
    - Five new databases and ten journal titles added to KUMC library collection in 2019. New additions can be found on the library website under the “How To” section.
    - Joint access with KU-Lawrence libraries has been cut for the following packages:
      - Wiley Journal Package: cancellations for 2019 (still not finalized as of 1/25/19) will be pared down to 220 titles based on cost and usage. Usage data is managed through a monitoring software, numerous canceled titles were never used. Package expired in December 2018.
      - Oxford Journal Package: some cancellations for 2019 on the Lawrence campus have been picked up by KUMC, thus increasing the spending for Oxford Journal access.
      - Sage renewal took place with no changes.
      - Elsevier Science Direct initial talks for 2020 renewal have begun.
School of Medicine librarian liaison position has been filled by Jacob White.

**Faculty Concerns**

- **Faculty Concerns Committee Overview:**
  - The committee shall consider requests for assistance relating to any faculty concern, except those of promotion and tenure issues. The Faculty Concerns Committee shall assist the Steering Committee in resolution of concerns applying to members of the faculty.
  - A secure communication mechanism has been created for faculty to express any concern which the Faculty Concerns Committee may play a role in resolving. A Faculty Concerns mailbox allows faculty to express concerns in an anonymous manner. It can be found at the Office of Academic Affairs.
  - [http://www.kumc.edu/academic-affairs/faculty-affairs/faculty-concerns--communication-form.html](http://www.kumc.edu/academic-affairs/faculty-affairs/faculty-concerns--communication-form.html)

- **2018-2019 Faculty Concerns Committee members are:**
  - School of Medicine – Babalola Faseru, Joshua Mammen, and Matthew Macaluso (W),
  - School of Nursing – Martha Baird and Jeanne Schott (Chair)
  - School of Health Professions – Jeannine Goetz and Robin Maser
  - Ex-Officio Members – Robert Klein and Steffani Webb

- **Faculty Concerns Report:**
  - The Faculty Concerns Committee had one request from faculty for assistance regarding their concern.
  - Members of the KUMC Faculty Concerns Committee were encouraged to share information about the functions of the committee with their respective schools.
  - The Chair of the Faculty Concerns Committee attended monthly Faculty Assembly Steering Committee (FASC) meetings with other KUMC committee chairs and representatives from KUMC administration.
  - Representatives from KUMC administration are ex-officio members to the Faculty Concerns Committee facilitating communication.

- **2018-19 Goals**
  - Consider faculty requests for assistance related to any broad or general faculty concern, except personal grievance and promotion and tenure issues.
  - Respond to requests from the KUMC Faculty Assembly Steering Committee related to faculty issues, such as the faculty handbook and new policies affecting faculty.
  - Increase visibility and awareness of the Faculty Concerns Committee among KUMC faculty.
  - Foster communication between faculty and administration regarding faculty governance and faculty concerns or issues.

**SHP Faculty Steering Committee**

- **Committee report:**
  - Tiffany Johnson, PhD appointed as the Chair of Hearing and Speech
  - Karen Schell, DHSc, RRT-NPS has been inducted as the president to American Association for Respiratory Care
  - Wendy Hildenbrand, PhD, OTR/L is the incoming president for the American Occupational Therapy Association effective July 1, 2019
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<tr>
<th>SOM Faculty Council</th>
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<tr>
<td>• KU SOM Executive Dean search is ongoing with 1st and 2nd visits occurring this spring</td>
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<td>• Robert Moser, MD has been named Dean of the SOM, Salina campus and effective May 1st replacing William Cathcart-Rake, MD who is retiring</td>
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<th>SON Faculty Assembly</th>
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<th>FASC Representative to EVC Diversity and Inclusion Cabinet</th>
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<td>• Cabinet’s materials, including meeting minutes are available in SharePoint</td>
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<td><a href="https://share.kumc.edu/adminis/diversity/SitePages/Home.aspx">https://share.kumc.edu/adminis/diversity/SitePages/Home.aspx</a></td>
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<td>• The Cabinet meets quarterly (met 2/28; 4/10)</td>
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<td>• The Cabinet’s sub-committees typically meet once a month</td>
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<td>• Activities:</td>
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<td>o Unconscious Bias Training – over 950 people have completed the training. Police and public safety department (over 100 people) will also be trained</td>
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<td>o Vice Chancellor for Diversity, Equality &amp; Inclusion search – have outstanding internal and external applicants with a wide range of backgrounds; 6 applicants selected for an on-campus interview starting mid-April</td>
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<td>o HR Exit Survey – has been expanded to capture climate related information from those who decided to leave KUMC</td>
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<td>o Employee Engagement Survey will be administered on an ongoing basis</td>
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<td>• Upcoming events:</td>
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<td>o 4th Diversity &amp; Inclusion Awards, 4/25, 11:30am-1pm, SON Atrium</td>
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<td>• Keynote Address by Meredith Gray, MD, Assistant Professor, Obstetrics &amp; Gynecology, KUMC; and Micaela Wexler, DO, Assistant Professor, Psychiatry, Marillac Campus. KU Health System: “Best Practices for Inclusive Interaction and Care for Transgender Persons”. Training module about inclusion and engagement of the transgender community in healthcare settings (clinical, workplace, educational) is to be pilot tested during the summer and potentially launch in the fall of this year.</td>
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<td>o 2019 Eaton Lecture “Anatomy of Bias: U.S. Medicine, Ethics and Mythology” presented by Bohan Visiting Professor and award-winning author Harriet A. Washington, 5/7, 12-1, HEB 5202 (Ad Astra room)</td>
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<td>o 2019 Michael Tilford Conference, 10/3-4 (will be held at KU-Lawrence this year). Planning committee spots are available. Reach out to Jennifer Keeton if interested.</td>
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