### 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**

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**Call to Order (Debra Sullivan) – 3:30-3:35pm**

1. Meeting called to order at 3:32pm.
2. Welcome and approval of November 14, 2018 minutes. Minutes approved unanimously.

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**Old Business – 3:35-3:40pm**

1. No old business to report.

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**New Business – 3:40-4:15pm**

1. **Frontiers: University of Kansas Clinical and Translational Science Institute — Dr. Bill Brooks — Associate Director**
   a. Eighth year of being funded by NIH, and is currently the largest grant awarded to KUMC. Purpose of grant is to support research across various regional institutions. Including: KU Health System, Saint Luke’s Health System, Children’s Mercy Hospital, UMKC, and Kansas State University just to name a few. It is important to Frontiers that cross-collaboration and support takes place within the field of medical and scientific research.
   b. Frontiers has three main goals: support researchers, train researchers, and grow the research enterprise. The core areas of the institution are Administration, Research Methods, Translational Endeavors, and Recruitment & Engagement. These areas are essentially the foundation for assisting researchers. Staff titled “Navigators” are the points of contact for those needing assistance. They find equipment, resources and information to help develop and execute research.
   c. Recently the pilot funding program has changed drastically. Currently, funds are provided via multiple smaller grants and research projects.

2. **Policies/Statements to review**
   a. Natalie Holick – Director, Office of Compliance/Equal Opportunity & Academic Compliance
      i. **KUMC Policy on Vendor Visits on Campus**
         Presented by Ryan Werth, Director of Research Integrity and Conflict of Interest, this policy is related to the use of University space and resources. The intention to adhere to Board of Regents policies and state ethics statutes; as well as determine how to best use campus spaces. This policy will help improve relationships between vendors, departments, Campus Facilities, and TLT who work together to schedule events on campus. Vendors must partner with departments to gain sponsorship for scheduling a campus event. Implementation of this policy will set standards for dealing with solicitations from vendors. It will also define specific rules. Overall, it will create more accountability across campus.
      ii. **KUMC Badge Policy**
         The policy is still in draft form, with multiple revisions coming through. Collecting badges from students, staff, and faculty who leave the institution is an issue across campus. This policy will ensure security guidelines are followed properly.
   b. Dr. Robert Klein – Vice Chancellor for Academic and Student Affairs
      i. **Alcohol Service at Events Policy**
         Related to KUMC events, only beverages permitted are beer and wine. Alcoholic beverages must be purchased and served by an outside caterer licensed to serve alcohol. Alcoholic
beverages must be approved via the permission form. Donated alcohol and charging for alcoholic beverages is not permitted.

ii. **KUMC Computer Hardware Procurement Policy**
This policy addressed the purchasing of campus computer equipment. All computer equipment must be purchased through the institution. The policy stipulates the proper purchasing procedures and how to initiate that process.

iii. **KUMC Computer Lifecycle Policy**
The new lifecycle for campus-wide computers is four years. The IT Advisory Committee reviews exemption requests submitted in regards to computer upgrades. Software and security upgrades are reviewed regularly. The State of Kansas passed a mandate which requires Windows 10 as the PC operating system. Specific exemptions are reviewed based on the validity of needs.

iv. **KUMC Policy on industry-Sponsored Speaking Engagements and Ghost Writing**
Faculty must be mindful of how they use their affiliation with KUMC when publishing research and articles. Unpaid (Volunteer) faculty are completely prohibited from using their faculty title in connection with speaking engagements.

v. **KUMC Student Unified Honor Code**
Name changed to KUMC Unified Student Values Statement. Statement will be placed across campus and ready for incoming 2019-2020 AY students.

### 3. Questions and comments on standing committee reports

#### a. See reports below

<table>
<thead>
<tr>
<th>EVC Office Report (Executive Vice Chancellor Robert Simari) – 4:15pm-4:30pm</th>
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<tbody>
<tr>
<td><strong>Campus Recruitment</strong></td>
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<td>o First interview for Vice Chancellor of Diversity and Inclusion will take place Thursday, April 18th. There are currently six candidates.</td>
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<td>o Executive Dean of SOM will speak at the next Town Hall meeting.</td>
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<td><strong>Facility Changes</strong></td>
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<td>o Murphy Courtyard – although it will not finished before winter of this year, the renovated area will be more user friendly.</td>
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<td>o Murphy Hall – The front steps facing Rainbow Blvd. will be repaired by 2022. The renovated space will be ADA compliant and have walkways. The Clendening fountain will not be removed. Murphy lobby will eventually be renovated, with plans for Helix Architects to oversee the project.</td>
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<td>o Lied Building – the entrance will be replaced, along with the glass ceiling. A newer, more standard entrance will be constructed. Plans to incorporate cancer-treating plants at the entrance are moving forward.</td>
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<td>o Sudler – The walkways to hospital on first and ground floors will have new floors, updated walls, and new signage.</td>
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<td>o Primrose Child Care – Construction plans on target for spring 2020, enrollment information will be provided at a later date.</td>
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<td>o Kirmayer Fitness Center – plans for renovation and a new building are being discussed.</td>
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<td>o Spencer Chapel – renovations to the building are necessary. There are three key focus areas to consider as the planning process begins:</td>
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<td>o The building must support the diversity of the campus</td>
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<td>o The current location is hard to access, should a new location be considered?</td>
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<td>o Is it possible to receive philanthropic support to complete the required renovation</td>
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Office of Academic & Student Affairs Report (Vice Chancellor Robert Klein) – 4:30-4:45pm

1. See campus policy updates above.

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

- The meeting discussion focused on the Computer Hardware Procurement and Computer Lifecycle policies:
  - Many attendees expressed concern regarding the required replacement of computers taking place after four years. Dr. Simari clarified that this update in policy comes from the State of Kansas and is a state-wide mandate.
  - Questions about funding resources for frequent replacement were asked. Funding for replacing computers and computer hardware must come from the departments’ budget and should be included in budget planning. One faculty member suggested researchers factor the cost of computer replacement when they apply for grants.
  - A key issue of replacing computers is the specialty software used in some research labs. There is software that may not be compatible with computer upgrades. Faculty were advised to contact the EVC’s office with concerns regarding this issue, as well as any lack of funding issues.

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
  - Dave Burnett, School of Health Professions
  - Janet Woodroof, School of Medicine
  - Timothy Ryan Smith, School of Medicine

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

**Research**

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

### Faculty Research report:
- FARC members continue to assist with Lied Pre-Clinical and Clinical Pilot grant award review processes
- Currently the FARC is preparing to review a new round of Faculty Travel Awards
- 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](https://www.dom.umn.edu/bio/dom-a-z/peter-crawford)

### Information Resources

#### Information Resources Committee Overview:
- 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://kumc.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.

- 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

- 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
  - SHP has updated course evaluations which will go into effect Fall 2019.
  - SHP Research committee is reviewing applications for clinical research in SHP.
  - Diversity and Inclusion committee are beginning quarterly article for faculty.

**SOM Faculty Council**

- KU SOM Executive Dean search is ongoing with 1st and 2nd visits occurring this spring
- Robert Moser, MD has been named Dean of the SOM, Salina campus and effective May 1st replacing William Cathcart-Rake, MD who is retiring

**SON Faculty Assembly**

- No report

**FASC Representative to EVC Diversity and Inclusion Cabinet**

- Cabinet’s materials, including meeting minutes are available in SharePoint
  https://share.kumc.edu/adminis/diversity/SitePages/Home.aspx
- The Cabinet meets quarterly (met 2/28; 4/10)
- The Cabinet’s sub-committees typically meet once a month

Activities:
- Unconscious Bias Training – over 950 people have completed the training. Police and public safety department (over 100 people) will also be trained
- Vice Chancellor for Diversity, Equality & 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
- HR Exit Survey – has been expanded to capture climate related information from those who decided to leave KUMC
- Employee Engagement Survey will be administered on an ongoing basis

**Upcoming events:**
- 4th Diversity & Inclusion Awards, 4/25, 11:30am-1pm, SON Atrium
  - Keynote Address by Meredith Gray, MD, Assistant Professor, Obstetrics & 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.
- 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)
- 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.