Call to Order

Jeff Searl, Faculty Steering Committee Chair called the meeting to order at 3:04 p.m. and welcomed the faculty in attendance from all three campuses. Attendance of the meeting is attached in the appendices.

Academic Affairs Report

1. Kansas Board of Regents (KBOR)
   Allen Rawitch, Vice Chancellor for Academic Affairs and Dean of Graduate Studies was introduced to provide an Academic Affairs update. Dr. Rawitch reported that KBOR requires all institutions to provide a performance agreement every four years. KUMC is in its third year of the last agreement, so a new agreement is required to be submitted. KU, KUMC and K-State all presented their proposals at the November KBOR meeting. KBOR decided to not to approve them at this time, delaying the decisions for one year so that they can be reviewed relative to the KBOR strategic plan. Any revisions to performance agreements will need to be made in December, but at this time KBOR has not made it clear which, if any, will need to be revised.

2. Faculty Tracks
   Two new faculty tracks have been introduced before the Kansas Board of Regents (KBOR). One is a clinical track, which is a one year, renewable contract approved by the department chair and/or dean. The educator track is for faculty substantially invested in teaching. Appointments on this track can range from 1-3 years, renewable. Dr. Rawitch presented these tracks to Council of Chief Academic Officers (COCAO) and from there it moves on to the KBOR who should be making a decision on approval at the December meeting.

3. Post-Tenure Review
   At the September meeting, some discussion took place in regards to post-tenure review, but no specific request was given to KUMC for details on processes or documentation of policies that are currently in place. Now the KBOR is asking each regents institution to put together a policy on post-tenure review that goes beyond annual reviews. Each regents institution is to develop a post-tenure review policy for KBOR approval. KBOR will be voting in December 2012 to alter the KBOR Policies and Procedures Manual to included more specific information about post-tenure review. The manual revision the KBOR is voting on specifies that tenured faculty will be evaluated every 5-7 years (this is in addition to annual reviews). The stated goal focuses on maximizing faculty potential.
4. **Handbook for Faculty and Unclassified Staff**
The updated handbook was posted online in the same place the older version was located ([http://www2.kumc.edu/aa/fa/fac_assembly.htm](http://www2.kumc.edu/aa/fa/fac_assembly.htm)). Some corrections were made and a summary of the changes is also available for view on the website. A memo from Dr. Rawitch with the handbook will be sent out next week. Some discussion has taken place at the level of the EVC about separating separate documents for the unclassified staff (generating a policy manual) and the faculty (maintaining a faculty handbook). Dr. Rawitch reminded the attendees that Faculty is a special class of unclassified staff and has separate policies and procedures from unclassified staff. The Faculty Steering Committee needs to be informed and start identifying policies that relate specifically to the faculty. The process is moving slowly and the FASC will be kept in the loop for this process.

5. **Annual Capital Graduate Research Summit**
The annual Capital Graduate Research Summit will be held in February 2013. Students from University of Kansas (KU), University of Kansas Medical Center (KUMC), Kansas State University (KSU), and Wichita State University (WSU) have been picked to attend the summit. There also will be the first annual undergraduate Research Day at the capital the week after the Graduate Research Summit day.

6. **Announcements**
The Student Research Forum (SRF) is coming in the spring as well as the Resident, Postdoc and Fellow (RPF) Research Day. More details will follow via email. Dr. Rawitch encourages faculty to participate in these events.

**Executive Vice Chancellor (EVC)’s Office Report**
Karen Miller, PhD, RN is representing the Executive Vice Chancellor (EVC) and providing a report from the EVC’s Office.

1. **EVC Search**
A decision will be made soon on the candidates that applied for the EVC position. The Chancellor, Dr. Bernadette Gray-Little, wanted to thank everyone for the responses from the town hall meetings with the respective candidates. She received wonderful feedback from faculty and staff in regards to the strengths and weaknesses of the candidates as well as topics and issues around campus. Dr. Miller wanted to remind everyone that our campus is in the middle of a transition period. The activities are still moving forward to the end of a semester. Most students are passing and everyone is ready for a break.

2. **Pediatric Collaboration**
University of Kansas Physicians, KUMC and Children’s Mercy are collaborating to renew enhanced pediatric health care across Kansas and Missouri. This is not an uncommon occurrence.
   The review process with the ECG (ECG) Management Company is still ongoing. Reports are provided on the progress being made on evaluating our system. They are particularly looking at clinical revenues and distribution across campus. ECG is also reviewing state policies regarding transferring money across campus and its complicated processes. A new Vice Chancellor for Finance position is working in progress.

4. **International Programs**
   The question was raised regarding the status of International Programs which is part of the Academic Affairs office. A review is taking place to see what might be the best practices and getting more support for the Office of International Programs. The Office is taking on more graduate students and faculty coming and going than ever before. They are also handling Visa and legal issues as well with minimal number of support staff.

5. **Johnson County Legislative Forecast Annual Meeting**
   Dr. Karen Miller attended this meeting and represented the University of Kansas Medical Center. This meeting focused on what the future might hold for state issues and financial challenges going forward. The financial budget and bill will put limits on review generators. Dr. Miller’s feelings from the meeting were that the state will decrease their funding to higher education. The focus of the meeting was on job creations, K-12 education, public safety and Medicaid. Higher education was not even mentioned. This meeting included the Governor, and state and house representatives. They asked questions specifically toward K-12 education on expenses and revenues.

Dr. Miller closed by thanking everyone for their support during this difficult time.

**Faculty Assembly Steering Committee Chair Report: – Jeff Searl**

*Kansas Board of Regents and Council of Faculty Senate Presidents*

Dr. Jeff Searl indicated that this Council of Faculty Senate Presidents (CFSP) is a group of faculty senate presidents from Kansas institutions that offer commentary, input and answer questions regarding their respective institutions. CFSP works parallel with the Council of Chief Administrative Officers (COCAO). Dr. Searl presented the retention rates for University of Kansas (KU), Kansas State University (KSU), Wichita State University (WSU), Emporia State University (WSU), Pittsburg State University (PSU), and Fort Hays University (FHU). It is the fourth goal of the Foresight 2020 goal for the Kansas Board of Regents (KBOR) strategic plan. It demonstrates what is happening with undergraduate education. KBOR would like each institution to increase its retention rate to 10% by 2020. If the University of Kansas Medical Center (KUMC) would look at the graduate programs, it would be not be an issue. This can be posted on the website if anyone is interested. KU is at or above national averages. However the other schools are not as strong. In case KBOR wants the numbers from KUMC, Dr. Searl has already contacted Matt Schuette in Enterprise Analytics. It would require some work since KUMC has so many different programs, but it can be done. A question was raised regarding the repercussions from not meeting the goal and if there was any justification or scientific method
used for using 10% as the number. Dr. Searl understood from the meeting that this was a faculty issue to make this possible as a strategic objective as part of the KBOR goals for 2020. However, he didn't have an answer for the question regarding the justification of the increase of 10%. Another question about whether KUMC numbers were combined with KU numbers on the report. Dr. Rawitch confirmed that these were KU’s numbers only. This issue is included in the performance agreements, which are aligned with the KBOR 2020 strategic plan. It might impact admission policies. It will be a fiscal issue as well as well as our six year graduation rates. KBOR agreement is across universities. These changes are still in progress. It will be a different cultural process within state and other public institutions.

Post-Tenure Review
At the September meeting, the discussion of post-tenure review first began. No specific assignment was given to any institution. Information about KUMC’s post-tenure review can be found in the Faculty and Unclassified Staff Handbook on pages 74-76. Nothing is really required at KUMC after faculty are tenured. At the October meeting, KBOR needed additional information on whether any post-tenure reviews happen for faculty. It was discussed again during the November meeting. Dr. Searl will need to present to KBOR what KUMC is doing about this. An article appeared in the Lawrence Journal World on November 15, 2012. KU presented their principles which included 4-5 important points that were important. Faculty Senate read it and a formal motion was made to develop a policy. This process needs to faculty driven and considered as peer review. It should also be developmental and not necessarily focus on punitive. Dr. Searl presented the KBOR Policies and Procedures II. The Academic Affairs group under KBOR met via phone. It was noted that post-tenure review is still on agenda and it will probably pass. One thing that will need to get done is define what 5-7 years review to be created. It will apply for all tenured faculty. A question was raised regarding when the timing starts. This has not been addressed. It will probably need to be phased in and this information needs to be included in the policy. In Fall 2014, the policy needs to be placed.

Standing Committee Reports:

1. Elections: Joaquina Baranda
   Dr. Baranda was not available to attend this meeting. Faculty Steering Committee needs to start thinking about available positions. A more formal notice will be sent out regarding positions available.

2. Research: Ed Ellerbeck
   Faculty Research Day was a success even with the different format this year, which will be implemented again next year. The keynote speaker was good. If anyone has ideas of a keynote speaker for this upcoming year, please send the suggestions to Dr. Ed Ellerbeck. Faculty travel awards are still ongoing. However, funding is limited. The next application deadline is January 6, 2013. FASC is finding ways of increasing faculty participating in research. Funds are coming from the Research Institute (RI), which is not the role of RI. Research governance should receive some type of funding. This issue should wait until the Executive Vice Chancellor is hired. We also discussed the development of a unified scientific review panel for the RI and Frontiers pilot grants. This panel will be led by Janet Pierce and will be operational for this fall's pilot awards. A total of 87 applications were received. Of those 87, a
total of 44 will be reviewed. Faculty are more involved in this process. The deadline to review these grants is December 14. Dr. Ellerbeck asked that those assigned to grants to please put in effort in reviewing the applicants.

3. **Information Resources: Ken Davis**
   The Information Resources Committee is working on recommending policy concerning the development, acquisition and use of information resources pertaining to the research and educational missions of the faculty. The Committee consists of the following faculty members:

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<th>Tomas Griebling – SoM</th>
<th>Prakash Neupane – SoM</th>
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<td>Karen Wambach – SoN</td>
<td>David Becker – SoM</td>
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<td>Edna Hamera – SoN</td>
<td>Stephen Lauer – SoM</td>
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<td>David Martin – SoN</td>
<td>Mark Fey – SHP</td>
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This Committee was previously known as the Library Committee. The Library has been struggling with its collection rate, which is at 8% right now. It is not sufficient funding. In the last three years, the Library has not received adequate funding and no increase in the budget. KUMC leadership provided $85,000 to help out with information resources and the library. More cuts in funding are coming. The Library has a list of journals that will be removed from the library. On their website under the FAQ, it explains the reasoning behind it. The KU “One University” Open Access Publishing Fund Program was announced at a recent faculty open forum. It will assist with publishing without relinquishing copyrights to research. It costs $50,000 to assist faculty in publishing for both KUMC and KU. This committee also works with Teaching and Learning Technology (TLT). Regular reports are provided about changing and managing of functions including the first floor of Orr-Major. The Committee is also going to look at the governance structure with Jim Bingham retiring in January. The role of the committee functions in Information Resources and TLT. Another issue that needs to be addressed includes whether the Committee is meeting the needs of the faculty. It also needs to identify their needs. This Committee also needs to review the new functions or administrative responsibilities. Information Resources Committee includes representation from the KU Hospital, Library, Research and Outreach. It will meet four times yearly. Ken has had the position of Chair of this committee the last three years and would like for someone to take over now.

4. **Faculty Concerns: Jeanne Schott**
   The Faculty Concerns Committee includes the following members:

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<th>Rebecca Opole – SoM</th>
<th>Matthew Macaluso – SoM-W</th>
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<tr>
<td>Carol Lindsey – SoM</td>
<td>Garold Minns – SoM</td>
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<td>Susan Jackson – SHP</td>
<td>Jeanne Schott – SoN</td>
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<td>Sarah Taylor – SoM</td>
<td>John Ferraro – SHP</td>
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<td>Diane Boyle – SoN</td>
<td>Allen Rawtitch – Ex- Officio</td>
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<td>Steffani Webb – Ex-Officio</td>
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This Committee takes faculty concerns and requests for assistance except for matters related to Promotion and Tenure (P&T). The committee also assists the Steering Committee in resolution of faculty concerns. On the Office of Academic Affairs website under Faculty Affairs, there is a Faculty Concerns mailbox that has a place that is secure and anonymous where faculty can place comments or concerns. It works directly with the Steering Committee on faculty concerns. Faculty on the Steering Committee are the only ones that have access to the anonymous, secure communication.

New Business:
1. Renewing Board of Regent’s Faculty award
   The Faculty of the Year award is already on the Kansas Board of Regents (KBOR) Policies and Procedures in Manual II on page 72. This award is only to be given out once annually. Two awards are given out at each institution. One is for a tenured faculty member and the other is for a non-tenured. The Faculty Assembly Steering Committee (FASC) is required to create the criteria to submit to KBOR for approval. Faculty will receive recognition not a monetary award. A mechanism needs to be in place. FASC needs to approve or not. FASC discussed clinical scholars and hot they might be incorporated into the criteria. Dr. Searl has asked Judith Warren to work on the criteria. It is due in April.

The meeting was dismissed at 4:13 p.m.