KUMC Faculty Steering Committee Meeting  
Wednesday, April 4, 2012  
SON-G011

Minutes

Members Present: Judith Warren, Chair (SON at large member); Ken Davis (Information Resources Chair/FASC recorder); Wen Liu (SHP Steering Committee Chair); Jeanne Schott (Faculty Concerns Chair); Jeff Searl (SHP at large member) 3:50 – 5:00 p.m.; and Donna Sweet (SOM Faculty Council Chair) via phone.

Members Absent: Abebe Abebe (Elections Chair); Susan Carlson (Research Chair); Karen Wambach (SON Steering Committee Chair); and Sr. Vice Chancellor/Dean Karen Miller (Ex-Officio EVC Representative)

1. Call to Order & Introductions – Judith Warren, Chair, called the meeting to order at 5:05 p.m.

Prior to the meeting the following items were distributed via e-mail:
- Agenda
- Draft minutes from March 20th FASC meeting and minutes from February 21st FASC meeting, as amended.
- Response to Robert Klein’s Proposal for Health Professions Educator Track and Clinical Track Modification
- Proposed Faculty Assembly Strategic planning map

2. Review of FASC minutes for 03/20/12 meeting.

Action: Donna Sweet moved to approve, Jeff Searl seconded the motion and the minutes for 03/20/12 meeting were adopted by unanimous consent.

3. Chair Reports:

a) Council of Faculty Senate Presidents (COFSP) and KBOR Meeting – Judith announced that there is no formal meeting scheduled in April, because KBOR will be visiting the KUMC campus on April 18th. Committee reports will be made available to FASC.

b) Draft Strategic Plan – Judith Warren shared a draft of the proposed FASC Strategic Plan for review and discussion (Refer to Appendix A). Overall, the proposed map was well received and found to reflect the four major goals:
- Faculty Handbook & Bylaws Revision
- FASC Support
- Types of Faculty Appointments
- Integration of Policy and Faculty Governance

A number of issues are enumerated under each goal, and merit further discussion. This map appears to capture the FASC strategic initiatives for the next two years.

Action: Deferred until a future meeting.

4. Standing Committee Updates/Reports:

a. Elections – Abebe Abebe, Chair
A written report was submitted. The election is ongoing and the Election Committee is awaiting a nomination from the School of Nursing for the unexpired term (2011-2014) left vacant with the untimely passing of Catherine S. Cole, PhD, ACNS-BC.

b. Research – Susan Carlson, Chair
No report available

Submitted by Ken Davis on 04/16/12 ; Adopted as revised 05/08/12
c. **Information Resources** – Ken Davis, Chair  
   No new business to report.

d. **Faculty Concerns** – Jeanne Schott, Chair  
   No new business to report.

e. **SHP Faculty Steering Committee** – Wen Liu, Chair  
   SHP Steering Committee will be discussing the SOM proposal for the New Clinical and Health Professions Educator Track. No other new business to report.

f. **SOM Faculty Council** – Donna Sweet, Chair  
   No new business to report.

g. **SON Faculty Assembly** – Karen Wambach, Chair  
   No report available.

5. **Old Business:**
   a. **Faculty Input Survey**  
      Judith Warren reported that the faculty survey was sent and the closing date will be sent later as a reminder.

      **Action:** Judith Warren will send a survey reminder and announce the closing date.

   b. **Proposal for Revised Clinical Track and Creating a New Health Professions Educator Track**  
      Feedback has been received and summarized.

      **Action:** Judith will send a Memo with FASC feedback to Dr. Klein and offer an opportunity for the issue to be discussed at a future FASC meeting.

   c. **Bylaws revision**  
      Ken Davis reported on his March 26th meeting with Dr. Allen Rawitch, Vice Chancellor for Academic Affairs and Dean of Graduate Studies and Kelly Bellmyer, Senior Coordinator for Postdoctoral Affairs to discuss the future schedule for revising the Faculty Handbook. Allen Rawitch outlined the process by which the Faculty Handbook will be revised and explained that a draft version will be provided to FASC within a few weeks for review.

      Many of the changes are editorial, such as changing the name of the School of Health Professions. Some of the items are trivial, such as posting the minutes to the web versus “forwarding” minutes to all faculty. Some items are too prescriptive, for example the Faculty Assembly will meet in September rather than broadly allowing the meeting to take place in the Fall, as is truly the case. These trivial and editorial changes will be made using “track changes” to highlight them.

      Past bylaws changes, which have already been implemented via faculty vote, will be updated to be consistent with the ballot language in the Faculty Assembly minutes.

      Some pending issues include the formation of the School of Public Health. However, this matter needs to wait until the School of Public Health is actually formed. Additionally, the anticipated segregation of the EVC and Dean of School of Medicine roles will require substantive modification of the Faculty Handbook. Allen Rawitch has requested that FASC give consideration to segregation of these roles and provide input on how the roles should be reflected in the Faculty Handbook.

      **Action:** Judith will discuss the anticipated segregation of the EVC and Dean of School of Medicine roles, and ask about any implications for revision of Faculty Handbook.
6. **New business:**

   a) **Faculty Assembly Meeting**
   Faculty Assembly has been scheduled for Wednesday, May 2\textsuperscript{nd} @ 5:00 – 6:00 p.m.

   **Action:** Judith Warren will schedule a room and send an e-mail notice to faculty.

   b) **Faculty Elections**
   
   Some concerns have been expressed about possible irregularities in the ballot. Some nominees were not asked for their consent to serve. The faculty roster apparently is not current, because some 20 ballots were returned as undeliverable. This reflects some of the difficulties associated with lack of staff support for FASC activities.

   **Action:** Judith Warren plans to discuss FASC support needs with Dr. Karen Miller and Allen Rawitch.

7. **Adjourn:**

   Meeting Adjourned at 6:15 p.m.

   **Future Meetings:**
   Faculty Assembly Meeting - Wednesday, May 2\textsuperscript{nd} @ 5-6 p.m. (SON G013)

   **Summary of Pending Actions:**

   1. FASC members will reflect on the strategic planning issues and provide feedback on prioritizing these issues at future meetings.
   2. Judith Warren will send a reminder and announce the closing date for the Faculty Input Survey.
   3. √ Judith will send a Memo with FASC’s feedback to Dr. Klein and offer an opportunity for the issue to be discussed at a future FASC meeting.
   4. Judith will discuss the anticipated segregation of the EVC and Dean of School of Medicine roles, and ask about any implications for revision of Faculty Handbook.
   5. √ Judith Warren will schedule a room and send an e-mail notice to faculty regarding the May 2\textsuperscript{nd} Faculty Assembly meeting.
   6. Judith Warren plans to discuss FASC support needs with Dr. Karen Miller and Allen Rawitch.