

COPH, USF
Faculty Assembly Meeting Minutes
January 28, 2005
10:00 am-12:00 Noon
Room 2016

Dr. Yehia Hammad called the meeting to order at 10:10 am.
Dr. Suzanne Perry-Casler respectively submits these meeting minutes.

I. When a quorum was reached the November 17, 2004 Faculty Assembly meeting Minutes were reviewed. Two edits were recommended. The minutes were approved.

II. Dr. Mary Sarver, Director, Student Disability Services, USF.

A. Dr. Sarver's provided information on the process of completing forms, and providing accommodations, for students with disabilities. Handouts were provided. She invited us to contact her when questions may arise at msarver@admin.usf.edu, or www.sds.usf.edu.

III. Dean's Report

A. Based on the *Visual Identity Standards Book*, Dr. Donna Petersen provided information on how to properly use USF logos, names, colors, and where to properly place logos on a document.

Action: COPH will revise their documents with logos that are not properly used and thus adhere to these guidelines by next Tuesday.

Action: Faculty, Staff, and Students must send all materials with a logo to Ginger Phillips for approval before the materials are disseminated. If the document is an internal document, a logo is not required.

B. Stephen Klasko, MD, MBA dean of COM and Vice President for the HSC announced that Enrico Camporesi, MD has been appointed chair of the Department of Anesthesiology and associate dean for Clinical Practice at the USF COM.

C. The COPH retreat with chairs and deans went very well. It was a productive meeting. Discussions items included: setting priorities related to our vision and mission; fundraising goals; interdisciplinary research; collaborative degree programs and ways to thank faculty for all their efforts.

Dr. Karen Liller has accepted the position as permanent Associate Dean for Academic Affairs. Her major tasks are to address and improve academic problems and to devote more time in the area of policy development. The Undergraduate Education Program will be discussed at the next Faculty Assembly meeting.

The Office of Research Administration has been created. Faculty should let the dean know if the office is meeting their needs.

Dr. Ann DeBaldo will serve as Associate Dean for International Affairs.
Jay Evans will serve as Assistant Dean for Administrative and Fiscal Services.

A national search will take place for the position of COPH Associate Dean for Research and Faculty Development.

- D.** Drs. Hammad and Petersen met with the chairs of Standing Committees. It was agreed that faculty need to know what the committees are doing.
Action: Agendas and meeting minutes will be provided to the Dean's office.
- E.** The COPH Strategic Action Plan was discussed. Components of the plan will be transformed into action items. Six faculty work groups will be formed.
Action: Barbara Kennedy will meet with the leaders of the work groups to develop a plan and then carry out the action items.
- F.** 20th anniversary of the College of Public Health was addressed.
Task: Dean Petersen asks that we provide her with our selections of the best events that have occurred since 1984. Ginger Phillips is organizing the 20th anniversary committee.
- G.** Action: Dr. Robert McDermott and Dean Petersen asked that faculty submit articles that highlight events over the past 20 years. These will be published in the July issue of the Florida On-Line Public Health Journal.
- H.** Trustee Steve Burton and the School of Mass Communications have selected our college to participate in a class project on marketing and advertising. Our task will be to tell stories about our research and service activities that focus on community engagement.
Action: A date will be set for faculty to meet with the students so they can tell their story.
- I.** Dean Petersen met with Sam Bell in Tallahassee yesterday. The COPH is known in Tallahassee. Many opportunities are there for us to lose if we do not act. We are a resource and need to engage in the policy process.
- J.** Legislative issue: Governor Jeb Bush speaks to modernize the medical program due to high costs. A Public Health meeting is scheduled for February 11, 2005 at the USF Alumni Center.
Action: We need one or two of us to testify.
- H.** New COPH Groups
- Sandhya Srinivasan and Dr. Liller are co-chairing a task force on distance learning.
 - Scheduling of quarterly public health grand rounds is underway.
 - Dr. Melinda Forthofer is chair of the COPH Research Advisory Group that will (a) investigate opportunities for the COPH to engage in international research (b) advise the Dean's Office on strategic planning for research (c) review students' research to allocate awards when needed.

IV. Introduction of New Faculty

Department of Community & Family Health

Dr. Julie Baldwin

Department of Epidemiology and Biostatistics

Dr. Katherine O'Rourke

Department of Environmental & Occupational Health

Dr. Amy Stewart

Dr. William Johnson

USF Safety Florida, College of Public Health
Dr. Robert Pavlik
Dr. Robert Nesbit

V. Posting Minutes of College Committees

Committee dates, times and agendas, followed by, meeting minutes will be posted on the web so faculty & staff know when the meetings are being held and items slated for discussion.

VI. Reports of Standing Committees:

- A. Dr. Marti Coulter reported on the APT committee. Guidelines are being developed for courtesy appointments and Joint appointments with guidelines for participation in the departments, advising students and voting rights. This is a task for the two chairs to decide.
- B. Curriculum Committee: Proposals are due February 8, 05. Review is scheduled for March 8, 05; April 12, 05; May 10, 05.
- C. Education and Outcome Committee: Faculty are asked to send questions to Dr. Liller about core course indicators. Offering a masters level cap stone course is being addressed.
- D. Safety Committee: Dr. Ira Richards reported concerns about safety and security in the COPH building. People are known to piggyback on students who use their access card to enter the building. We need to watch for this. If you have any safety concerns please email Dr. Richards.
- E. Student Affairs Committee: Dr. Hammad will convene a College Wide Student Affairs Committee.

VII. New Business

- A. UFF: Contact the office if you are applying for sabbatical.
- B. Faculty Senate: There is no policy on consensual relationships between faculty and students unless the faculty member is in a supervisory position with the student.
- C. Research Council: There is a new system in place to review internal awards. Carefully review requests that are sent out.

VIII. Next meetings are scheduled for April 29 and June 24, 05.

Meeting adjourned at 12 noon.