

Faculty Assembly Meeting Minutes

3/26/04

10:00am – 12:00pm

COPH Room 2016

Dr. Suzanne Perry-Casler, Interim Secretary of Faculty Assembly, respectively submits these minutes.

The meeting began at 10:10am.

1A. When a quorum was reached, a motion was made to discuss the October 30, 2003 meeting minutes. It was confirmed that the majority voted for creation of a new Global Health Department. Also, it was stated that the four steps listed on the bottom of the 2nd page, were viewed as a wrap up commentary. Lastly, a few editorial comments were offered. A motion to update and change the minutes accordingly was made. The motion was seconded. The motion was passed as all were in favor.

1B. A motion was made to approve the January 30, 2004 meeting minutes. An opportunity for a discussion was provide. There were no discussions. The motion was approved as all were in favor.

2. A map was passed out to assist in explaining the plans for COPH parking. A large area of the parking lot will be fenced off this weekend so construction can begin on the new building named as Children's Medical Services. It is expected that by August 2004 150 parking slots will be lost. Gold Slots are available near the HSC clinic for those interested parties. It was suggested that the slots in the Visitor parking area be re-designated for staff parking. This will be checked on for feasibility and reported during the next Faculty Assembly meeting.

3. APT Guidelines, Faculty Mentoring, and Joint Appointments were open for discussion. The faculty officers researched guidelines from other Universities and incorporated appropriate guidelines in our guidelines. Faculty expressed their concern about the guidelines in the document. Practice issues have been moved in the document to service and research.

It was pointed out that the statements need to be strengthened for each department in COPH. Statements need to clearly differentiate between departments. It was also recommended that each department use these guidelines for the APT committee. The Faculty Assembly must vote to approve the guidelines. Several of the faculty did not have a copy of the guidelines to review. As such, it was agreed that this discussion on the APT Guidelines will close and reconvene at the next Faculty Assembly meeting. Copies were made and distributed to the faculty to review prior to the next meeting.

4. Faculty Mentoring will be discussed at the next Faculty Assembly meeting.

5. Faculty Affairs Committee discussed how joint appointments will work in COPH. The following are suggestions for this task.

- The two chairs will work out the assignments for the faculty member.
- Primary and secondary appointments may not be a 50-50 distribution regarding faculty assignments.
- The primary chair has the main responsibility for the faculty member with the secondary chair serving as a consultant regarding decision-making.
- The primary department is where the salary is generated.
- Two chairs sign off on appointments.
- A clear statement of the responsibilities of the chairs regarding primary and secondary appointments is needed.

6. The Dean' report included a discussion on salary equity, merit pay, and new appointments. Handouts were provided on all issues to facilitate the discussion. The salary equity discussion included eligibility, funding, proposals for years 1, 2, and 3 and new appointments. It was emphasized that this approach will treat all faculty across the board the same. This will be implemented at the start of the new contract as of August 2004. Faculty, in all ranks, are on average below the .25% and thus their salary is below their peers in public ASPH institutions. Faculty will receive either an increase raising their salary to the 25th percentile of their ranking or a 2% increase – whichever is greater. This will not apply to faculty with one-year appointments. Faculty must have a contract that stipulates a continuing appointment. HSC can develop their salary document that shows equity as a primary factor regarding salary changes. Also, PIs need to write this into their new grants to cover the increases in salary. Everyone present demonstrated acceptance of this approach. The goal is that no faculty will be below the 25% in schools of Public Health. The question is should the differentials be a cash amount instead of a percentage increase? Discussions will continue.

The merit pay discussion focused on the union not wanting everyone to get the same amount of money. The union wants a merit system in place. Each department can develop their own criteria for a merit pay scale and implementation process. A handout showed that this process must be tied to faculty evaluation, assignments, with measurable components. No merit pay will be allocated for the year 2004. In essence, faculty paid with less E&G monies will have their remaining salary come from other sources such as grants and soft money.

7. It was determined that trouble is brewing with regard to faculty course evaluations. Web course evaluations are not working well. Faculty are not getting a good response from students. Paper and pencil format worked better regarding the number of students who completed an evaluation for the course they were enrolled in. However, on-line evaluations are the preferred approach and will be implemented in COPH. We must comply with the on-line version. Faculty can offer a separate ad hoc evaluation along with the on-line version. Faculties must

be different from the on-line version. We need alternative ways to evaluate faculty teaching.

Faculty can use Lab B at the end of the semester for their students to evaluate a course on the web. Remember, it is a voluntary process. Students are not required to participate. The union may submit their criteria soon. Faculty will receive instructions on this soon.

8. The Diversity Planning Workgroup developed a Diversity Plan to achieve and maintain gender, ethnic and racial diversity among faculty, staff and students. Handouts were provided to facilitate the discussions. Comments and questions following today's discussion may be addressed to June Lake or Barbara Kennedy.

Approval is needed to give to CEPH. If you will recall, CEPH rated this area in COPH as partially met. For example, the number of Hispanic students is much lower than it should be. To assist in this process, the Student Affairs Committee may monitor the student component of the Diversity Plan. We must have a high-profile plan with specific numbering and specific measuring goals by category for each minority group. CEPH needs a breakout of students. The major goal components include a list of the objectives, a column for the baseline data 2003-2004, 2004-2005 goals, if the goals were met, 2005-2006 goals and workgroup activities. The categories may be collapsed later on if this is needed to help make the plan work. The evaluation plan and goals will be re-set annually.

A motion to approve the draft of the Diversity Plan was made with the above comments and modifications. The motion was seconded. All approved. The motion was passed.

9. The Dean's Search is moving along. Twenty-six applications were reviewed. Dean Burns is going to approach 5-6 more potential applicants. These interested parties were invited to apply. The Search Committee narrowed the number of applicants from 26 to 10 for a telephone interview. Five – six will be offered an on campus interview. The committee is gagged not to give out the names.
10. The India Program presentation consisted of a three-part discussion. Handouts were provided to facilitate the discussion of the MPH program in Public Health Informatics that focused on faculty teaching assignments, and if the course will be taught at USF or for I2IT. The first handout was the original plan and the second handout was written after the Global Health Curriculum committee and department reviewed and made changes. Topics were reviewed and discussed
 - Chronological Issues
 - To investigate this initiative faculty traveled to India during 2002, 2003, and 2004. During these travels suggestions included that this initiative be offered as the India Information Technology Program. USF would teach the public health courses. More discussion will ensue.

- Rational for Program and Project
There is an ongoing interest in collaboration with several universities and the direction we are going is related to Global Health Issues. The faculty from India are interested in our public health offerings and curriculum. More discussion is needed on these issues.
- Curriculum
An MPH in Public Health Informatics and an MSPH in Bio-Informatics was proposed through our COPH. A handout was provided showing the potential teaching assignments related to 21 courses. The courses listed are divided into two categories - one category for USF and one category for I2IT.

The next steps are for the India Program Committee to present their proposal to the College Curriculum for approval and to meet with individual chairs to discuss issues such as how to teach the courses, funding, and the chance for crossover to occur between departments, etc. USF faculty will travel to India to teach courses for about 2-3 weeks. The web-based approach is also an option to implement the program. This is also an opportunity for student placements and field experience. Lastly, faculty expressed the following comments & concerns.

- Why are we doing this?
- Will faculty leave USF?
- Will there be flexibility in teaching?
- Can we have a focus?
- How does it help USF?
- Will it generate resources?
- Will it provide an opportunity for research?
- The comments provided at this meeting are late. Faculty as a group need to review this program. The core courses offered will impact each department. Faculty need to discuss this in an organized manner across all departments.

11. The reports of the Standing Committees, new elections for Faculty Assembly Officers, web-based courses, the India Program, APT guidelines and the faculty mentoring program will be addressed at the next Faculty Assembly Meeting.

The meeting adjourned at 12:15pm.