

FACULTY ASSEMBLY
Meeting on May 30, 2003
MINUTES

Meeting was called to order by Dr. Yehia Hammad at 10:09.

Dr. Hammad introduced Dr. Reid who introduced a guest, Dr. Arson Andraliev who is a physician on the faculty of the Kyrgyz State Medical Academy in Bishkek, Kyrgyz Republic.

1. Approval of April/May Meeting minutes.

The April minutes were approved. The May minutes have yet to be discussed.

2. Dr. Graven: Dean's Report

Dr. Graven noted that the accreditation form is completed. The strategic plan looks good. It is pretty much the same as that formed when Bill Locanter was working with us approximately a year ago. The document will be available for anyone to see and will be dispensed to each department. Some changes are yet to be made; however, these will be minimal. Dr. Graven noted that the CEPH site visit will be the third week of October.

With regards to the budget, the Health Science Center and specifically the College of Public Health is not totally aware of the exact amount. It is thought that there may be \$60,000 to \$70,000 more to spend than previously thought. He noted that freezes might be lifted soon. It was noted that the new faculty hire will be based on critical needs as defined by the legislature and won't be opened until approximately two years from now. Dr. Graven then addressed the student FTEs and noted that they are going down in the graduate school but going up in the undergraduate program. He asked for the faculty to maximize our growth potential and publicize our wonderful college. He further brought up that currently the salary savings results in 60% going to the department and 40% going to the college. The college is going to spend their money upgrading student labs, especially the computer labs with new equipment. After July 1, 2003, 75-80% will be going back to the department with the rest remaining with the college.

3. Dr. Coultier: Proposed Revisions of APT guidelines

Dr. Coultier noted that several changes have been made on the APT guidelines and thanked the faculty for submitting those. The list will be made available to the faculty through the faculty assembly secretary. She noted that the changes afforded more clarity. She noted that the criteria for evaluation of the applications was to be based on research, service, public health practice and teaching. All categories were modified except for research. It was noted that one set of criteria would be for the entire college. It was noted also that the following should be included in the preamble and this dealt primarily with the fact that each department is different and this should be taken into account by the overall APT committee. A question was raised as to whether public health practice

should be placed within the subject of research. It was decided that this would be the case. It was further noted that the faculty that were hired before these new changes are made are to be evaluated on the criteria when they were hired although they can chose to be evaluated on the new criteria. Dr. Coultier noted that the committee needs to address the public health practice and how to apply it to the new people, however.

4. Dr. Hammad: Proposed Revisions of Faculty Assembly Bylaws

Dr. Hammad noted that the changes made were based on the review of the College of Arts and Sciences faculty assembly bylaws. Several motions were made by faculty present. This was to change the membership and functions under article 2 paragraph 1 section A. The first change was to include instructors as voting members. This was made by Dr. Wolfson and seconded by Dr. Barnett and approved by all present. The second motion made by Dr. Wolfson and seconded by Dr. Barnett was to eliminate the tenure and tenure earning portion of paragraph A. This was to include research, visiting and clinical faculty members appointed in the college at or equal to a .5 FTE. This also was approved. The final paragraph will read “The faculty assembly is composed of all faculty with the rank of professor, associate professor, assistant professor, and faculty with the titles of research professor, research associate professor, research assistant professor, and clinical professor, clinical associate professor, clinical assistant professor, clinical instructor and visiting professor, visiting assistant professor, visiting instructor, appointed in the college at or equal to 0.50 FTE”. Dr. Barnett made a motion, which was seconded by Dr. Wolfson to include the following paragraph:

“The Dean and the Dean’s administrative colleagues shall solicit the opinions and advice of the members of the faculty in major decisions affecting the academic, financial and material resources of College of Public Health.” This is to be placed in the College of Public Health governance manual on page 2 number 2 under the dean. This was passed by a vote of 27 for and 3 opposed. It might be noted that the discussion of this particular article involved whether we should use faculty colleagues rather than members of the faculty. This was discussed and voted upon as noted above.

Dr. Onkst made a motion that on page 2, paragraph 3, subparagraph B, of the COPH governance manual that the paragraph be left as noted except for changes of “should” to “shall”. This would then read “each department is administered by a chairperson who is responsible for the organization and implementation of its programs, in consultation with the department faculty. Departmental chairpersons are appointed by the dean. Such appointments shall have the approval of the majority of the voting departmental faculty. Chairs are normally appointed for a term of 5 years, and may be reappointed for an additional period. When a vacancy of the chairperson occurs, the dean may:

- Appoint a chair through a dually conducted national search. The search committee shall include a majority of senior faculty from the department with the vacancy; or

- Appoint a tenured faculty member from within department. This appointment shall have the support of the majority of the departmental voting faculty.”

On page 3, number 4, COPH executive committee, the last sentence should read, “it is expected that this committee shall normally be comprised of the dean, the associate and the assistant’s deans, the chairpersons of all COPH departments, the director of the practice program, the president of the faculty assembly, the college business manager, and the directors of the college centers.” This change was made by Dr. Kelly Brown and seconded by Dr. Larry Branch. It was approved by all present.

5. Reports of Standing Committees.

No reports were made.

6. New Business.

Dr. Hammad noted that the web page is being constructed. He discussed the issue of photos with a group versus individual photos. A photographer will be made available next meeting. The next meeting will be on June 27th at 10:00am.

7. Adjourn.

The meeting was adjourned at 12:01 pm.

Respectfully submitted,

Steven A. Field, MD, MPH