

F A C U L T Y A S S E M B L Y  
Meeting on February 28, 2003

MINUTES

The meeting was called to order at 10:20 AM by the president, Dr. Yehia Hammad.

A vote on approval of the minutes from the January meeting of the Faculty Assembly was deferred until the next meeting as several errors were reported that need to be corrected.

As Dr. Stanley Graven had been called to an HSC meeting, the Dean's Report was deferred until the end of the meeting, to see whether Dr. Graven would be able to attend the Faculty Assembly meeting.

Dr. Ann DeBaldo reported regarding her meeting with the new Vice-President for Research, Ian Phillips. There will be a reorganization of the DSR into the DRG, the Division of Research and Grants. Dr. DeBaldo outlined the new structure and personnel, which will include sections regarding compliance, animal research, patient research, and information technology. The reorganization will combine both pre- and post-award areas.

Dr. DeBaldo acknowledged that there was concern about funding sources. She stated that match monies will continue to be made available, but that the application procedure will require applicants to follow the new correct channels, that is, to begin with Dean DeBaldo, from there to Dean Graven, and only from there to Vice-President Phillips. She noted that, while this is quite a different procedure from the past scheme, it is expected to run better. Currently, she had no definite idea about how the 10/10/10 formula (10% to the college/10% to the department/10% to the PI) will be distributed considering the changes in the procedure and division staffing.

Dr. DeBaldo announced a major change in the research process—the institution of a formal scientific review panel. From now on, before a research proposal goes to the IRB, it must be subjected to scientific review by the panel to determine whether the proposal has a scientific hypothesis, whether the methodology is sound, etc. She noted that this new procedure is a response to concerns that there had been a lack of meaningful review at the departmental level in the past. She acknowledged researchers' concerns that the new procedure not add another week to the approval process for that layer of review and the problems with the long lead time for approval. She also noted that budget review will remain in-house.

Dr. DeBaldo reported regarding reactions to the compliance atmosphere currently in place at the HSC. She stated that compliance issues are very high on the HSC agenda and that the requirements will be imposed soon. There was discussion that this constituted another disincentive to perform research within the HSC. Dr. DeBaldo stated that the compliance issues are largely a response to a few poor proposals from students and medical fellows and that there is

a need for better data about where problem really is. The faculty present expressed a need that the review process be kept within the college and there was no support for an HSC-wide review process.

Dr. DeBaldo reported regarding the upcoming required HIPAA training. She stated that, unfortunately, the training provided by HSC-IS was merely an overview and does not count as the required HIPAA training. The Chiles Center is developing a formal, face-to-face training procedure, although HSC-IS will continue to give its unsanctioned course. Dr. DeBaldo noted that there is a deadline of April 14, 2003, for everyone to complete the required training. The training consists of 3 modules. The first module everyone needs, even if they are not directly involved with research. The second module is for people who deal with such patient data. The third module is geared toward patient aspects of HIPAA.

Dr. DeBaldo and Mr. Jay Evans noted that organizational tracking is currently underway to prepare for reassignment of administrative staffing for the human resources and financial areas. Regarding ODT, there will be an all-day session on Monday, March 3, 2003, for pre- and post-award staff about how to streamline personnel for administration to prepare for the July 1, 2003, transition to PeopleSoft software. Ms. Fertie Brand will continue as the COPH compliance officer but will move out of the pre-award area. For most people, the training must occur after June 1, 2003.

Dr. DeBaldo announced that the Research Advising Committee had been selected from among those interested to include a broad spectrum of positions, backgrounds, departments, and experience. The faculty members of the committee will include Drs. Carol Bryant, Yehia Hammad, Melinda Forthofer, Amy Graves, and Barbara Orban. The advising committee will include students after it receives the recommendation of the PHSA.

Ms. Ellen Kent announced that Dr. Melinda Forthofer will give her Continuing Education program regarding research ethics on Monday, March 3, 2003, from 3:30 – 5:30 PM. She also noted that student research grant applications are due by the end of March and that Research Day will be Thursday, April 3, 2003, and will be held at FMHI.

Dr. DeBaldo noted that progress on the upcoming COPH research website continues. The website is designed to be useful to those preparing research proposals and grants, will incorporate much of the currently existing information available on Ellen Kent's website, and will include lots of useful links, including a link to the new DRG.

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#### Student Affairs Committee

The committee discussed college-wide initiatives regarding SACS accreditation including the procedures for admissions to the college-wide programs in Global Health and Public Health Practice. That discussion was tabled until the next committee meeting.

It was proposed that the Summer graduation reception be combined with the fall graduation reception, primarily as a cost-saving effort. Summer graduating students will be invited to return for the Fall reception. This idea was approved unanimously by the committee.

#### Outcomes Assessment Committee

Dr. Karen Liller reported that the committee will review data from the administration of the Comprehensive Examination this Spring semester, 2003.

#### Faculty Affairs

Dr. Martha Coulter reported that the questions regarding joint and courtesy faculty appointments had been straightened out.

#### Curriculum Committee

Dr. Kelly McCormack-Brown noted that proposed graduate courses must be received by Monday, March 3, 2003, or they will not be acted upon until Fall, 2003.

There was considerable discussion about the format of the Core Comprehensive Examination, including the objections voiced by CFH faculty at last month's Faculty Assembly meeting. In response to questions regarding who is making the decisions regarding the case format question, Dr. Elizabeth Gulitz explained the organizational history, purpose, and construction of the Core Comprehensive Examination Question Committee.

The creation of the Core Comprehensive Examination Question Committee was discussed with the Curriculum Committee several months ago, and the Core Comprehensive Examination Question Committee is made up of faculty members from each department who teach the five required core courses as well as Dr. Gulitz and Dr. Liller from the Outcomes Assessment Committee. The Fall semester, 2002, Comprehensive Examination included a unified case format question with answers in an essay format, however, the grading of those answers was inconsistent. The Outcomes Assessment Committee felt that the percentage of students passing the Core Comprehensive Examination was the best indicator of college-wide achievement of educational goals, and that the multiple choice format would give the best and most uniform assessment of those goals. Therefore, the Core Comprehensive Examination Question Committee voted to approve the multiple choice format for the Spring, 2003, administration of the Comprehensive Examination. However, the Faculty Assembly reversed that decision at last month's Faculty Assembly meeting.

It was therefore moved and seconded that the Core Comprehensive Examination would be administered in a multiple choice format for a period of one year from February 28, 2003, with follow-up review of the results to include discriminate and other appropriate analyses, and that all further decisions and review regarding the Core Comprehensive Examination question(s) will be undertaken by the Core Comprehensive Examination Question Committee. This motion was unanimously approved.

After discussion regarding the need for another meeting of the Faculty Assembly before June, the next Faculty Assembly meeting was set for April 4, 2003.

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Dr. Elizabeth Gulitz discussed the progress of the accreditation procedure for the COPH. A table noting the information required for CEPH accreditation was passed around during the meeting, and will be provided to departmental Chairs. The accreditation procedure requires everyone's prompt effort and departmental and faculty support for curriculum reviews. It is also essential that these reviews incorporate student input from discussions with current students. Dr. Gulitz noted that other tables of information will be available and distributed later.

Dr. Gulitz reported that the web initiative is moving quickly and noted that the HSC and the COPH probably will hire an outside company to assist in developing and implementing the website. She noted that the initiative had been delayed due to the fact that the HSC required template, which follows the USF template, is not yet ready, although the design aspects of that template have been "frozen" at this point. The Content Management Server, which requires the use of the HSC templates, is expected to be in place by June 1, 2003, with compliance with those HSC templates required HSC-wide by June 1, 2003. Dr. Gulitz noted that centers also must use the HSC-mandated templates, although they probably will have to wait for the outside company to revise the various center websites.

Dr. Gulitz also noted that the new COPH website will be organized around central pages with links so that the actual information will be included only in one location. The website will include the full COPH catalog on the web with a smaller paper version for recruitment purposes. The website also will include checklists and information about accreditation progress with links to information about guidelines, deadlines, etc.

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Public Health Week activities will take place during the week of April 7, 2003. Planning is progressing with the assistance of Ginger Phillips and students are being included in the planning process. The College of Public Health is collaborating with the Department of Health and is making efforts to get newspapers to take notice of the proceedings. If any department wishes to sponsor a speaker or contribute toward the Public Health Week activities, please contact Ginger Phillips.

March of Dimes activities are being coordinated by Dr. Mahan and Ellen Kent with a big push scheduled during March. The March of Dimes walk will take place Saturday, April 6th walk at the University of Tampa and has been scheduled to avoid conflict with the Faculty-Staff campaign. Individuals may take part in the walk or sponsor a walker.

Dr. Hammad noted that the By-laws of the Faculty Assembly use the old terminology regarding the Board of Regents and that those need to be changed. It was agreed unanimously by those present that the Steering Committee may make the appropriate changes to reflect current terminology.

It was noted that the Faculty Assembly has no official relationship with the Faculty Senate.

Dean Graven being unable to attend and there being no further business to discuss, the meeting was adjourned at 11:25 AM by Dr. Hammad.

Respectfully submitted by,

Chérie Onkst, MD, JD, MPH