

**FACULTY ASSEMBLY**  
Meeting on January 31, 2003

MINUTES

The meeting was called to order at 10:07 am by the president, Dr. Hammad.

**1. Discussion with Dr. Daugherty**

Dr. Daugherty, vice president for Health Sciences, told us that due to Dr. Branch being relieved as dean of the College, Dr. Stanley Graven would become the acting dean until July 2004, until the search committee had met and approved a new candidate. He noted that accreditation was coming up and he asked for everybody's assistance in seeing that this would be fruitful. He noted that the search committee would not be formed until after the accreditation, which would be around September of 2003. The site visit is apparently scheduled for October 2003. He then talked about the state budget, in particular the governor's budget. There will be a significant reduction in funds for USF and especially the Health Sciences Center. He noted that the fourth quarter funding will be withheld for USF and Health Sciences Center but that it would be put back into place at a later date so that there would be no loss of funding. He noted that the governor's priorities for use of that funding were for a children's health initiative, distance learning, construction of new facilities, including a new nursing school and a new building at Holly and Magnolia for CMS. He then talked a little bit about Dr. Branch and noted that he was a fine gentleman and a very learned person but that he just wasn't a good fit for the College. He noted that Dr. Branch still maintained his tenure and position on the Faculty. He said he could not discuss adequately the distinctions between a state and public employee, but that he would turn that over to someone who would be able to better approve that.

**2. Approval of October Meeting minutes.**

The minutes were read and approved by those present.

**3. Dean's report by acting Dean, Dr. Graven.**

Dr. Graven noted that there will several meeting readjustments to fit in with his schedule. There will be no change in the strategic planning process. He talked about the upcoming schedule and that his priorities are primarily re-accreditation and secondarily, research.

**4. Dr. Gulitz: Update on College Accreditation**

Dr. Gulitz talked about strategic plans and noted that they are indeed important. She noted that the planning itself has been laying dormant since May and that it was being resurrected and worked on diligently. She noted that much data has been collected and that Barbara Kennedy is assisting her in this project. Plans are for creating a new college catalog. Drafts of the accreditation documents will be distributed after 12 categories have been met. She will attempt to put this on the website and ask for faculty input. She then noted the days for the accreditation visit are from October 21 to October 23, 2003. She talked about the self-study report that was due in May. There will be large student involvement. Apparently there's a questionnaire that has been sent out to alumni and that

this would be reviewed. On this committee will be student representatives but also faculty assembly and department committee representatives. She talked about the time table for the strategic planning vs the time table for accreditation.

#### **5. Dr. DeBaldo and Dr. Hammad: Discussion of the College Strategic Plan**

Dr. DeBaldo referred to the draft concerning strategic planning. She noted that there should be more faculty involvement in the Health Sciences center, especially with strategic planning. Dr. Hammad noted the same. Apparently this would be done by the use of small groups and then it will be brought up to the Faculty Assembly. The members present agreed that this was probably the best method.

#### **6. Dr. DeBaldo: Advancing the Research Programs in the College**

Dr. DeBaldo then talked about the various research program areas, grant that currently are pending and funded. She noted that the office of research is currently in pre and post award phases. It is to develop various work processes. The safeguards will be built into the new system called the FAST system. This new system will be implemented by July 2003. It will encompass all the current methods dealing with research and research compliance and facilitate the researcher's ability not only to write the grant but also to track the grant and then once the research has been funded, to follow the funding for that particular research project throughout. There will be a website for the research area and it will be comprehensive and user friendly. All types of assistance will be offered. The system will be all-encompassing so that everybody will be integrated into this new system. She said she will need input for implementation of this and thought an ADHOC committee should be formed. She further noted that there will be biostatistical support. The epidemiology department was looking for people to provide this support. She noted that the internal awards that were presented by the University were granted and one person from the College of Public Health received it. A new grant for 25,000 dollars for two years from DSR with the proposals being due on February 17 was discussed.

#### **7. Reports of Standing committees.**

Dr. Forthoffer talked about the grant training program and its availability. She noted a developmental program for new faculty that was scheduled for February 6 at 9:30, either at the MC Suite or La Quinta Resort. Apparently this will be repeated on March 19. She also noted that February 13 was research day with one o'clock being the awards ceremony.

Faculty Affairs committee. Dr. Coultier requested there'd be letters from the chairs of each department for appointments of outside faculty. She noted there should be shared governance amongst the College. The College of Public Health supports the premise of shared governance. "The Faculty Assembly of the College of Public Health expresses support for the governance principles that are put forth by the USF faculty senate and the UFF". This was so moved and seconded by the members present and then discussed, voted upon and approved unanimously. She then noted that several prerequisites will be forthcoming.

## Curriculum Committee

Dr. Pracht noted the guidelines for the comprehensive exam need to be uniform. The exam will be a multiple choice exam. The questions will be from each of the four departments. It was then discussed by Dr. Gulitz that actually there will be case presentations with multiple choice questions following this. Dr. McCormack-Brown stated that the students need to be notified of this and that there probably isn't enough time. Dr. Liller then noted that they will be notified the coming week. A lively discussion then ensued. Dr. Liller noted the question of outcomes assessment. There should be a shift of the format to deal with subjectivity. There being a consensus that the examination could not be formatted in time to be given on February 28, Dr. Gulitz noted that this will go back to the Curriculum committee for reassessment and to look at outcomes assessment. She noted that the exam in June will then assume this new format, including the multiple-choice. She noted then that the current exam will then take the flavor of essays and questions from each department that were to be multiple choice. Dr. Liller discussed the difficulty in interpreting the pass/fail rates of the comprehensive exam (core) due to great subjectivity in the grading. The comprehensive exam committee supports a multiple choice format for the core portion of the exam. Dr. Liller made a motion that was approved by all present except for one who voted against this.

## Laboratory and Environmental Health and Safety.

Dr. Richards noted the various chemical and biological agents within the building and that we will be becoming more safety conscious concerning this.

Dr. Forthoffer then talked about the research council and noted that a new VP of research was to start the following week and she already has an appointment to see him and will let us know farther concerning this.

### **8. New Business**

Dr. Branch spoke about Dr. Robert McDermott concerning his service and leadership to his department and to the College in general. He was awarded a plaque and congratulated for his wonderful service.

There being no further business to discuss, the meeting was adjourned at 11:54 by Dr. Hammad.

Respectfully submitted by,

Steven Field, MD, MPH