

**Morsani College of Medicine
Faculty Council Meeting**

**Tuesday, July 23, 2013
5:30 p.m.**

MDL 1037 B-C (Group Learning Area)

**Videoconferencing at
South Tampa Center for Advanced Healthcare, Room 5051C
Lehigh Valley Health Network, VTC Room**

AGENDA

- | | | |
|------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------|
| I. | Welcome and Call to Order
Approval of June Minutes | Dennis Ledford, MD
President of the Faculty |
| II. | President's Report <ul style="list-style-type: none">• Historical Celebration Initiative• Faculty Development• Nominating Committee and Committee on Committees | President Ledford |
| III. | Discussion: Role of Faculty Council During Leadership Transition | President Ledford |
| IV. | Proposed Bylaws Amendment | Subhra Mohapatra, PhD, Bylaws Committee Chair |
| V. | Physician Assistant Program Overview | David E. Kotun, EdD, Director |
| VI. | New Business | |
| VII. | Adjourn | |

Next Meeting

**August 27, 2013
5:30 p.m.**

**Morsani College of Medicine
Faculty Council Meeting
Minutes**

**Tuesday, July 23, 2013 - 5:30 p.m.
MDL 1037 B-C**

**Videoconferencing at:
South Tampa Center for Advanced Healthcare
Lehigh Valley Health Network**

Welcome and Call to Order

Faculty President Dennis Ledford welcomed everyone and called the meeting to order at 5:30 p.m.

Minutes

The minutes of the June meeting were approved as submitted.

President's Report

President Ledford believes that it is vital that the Faculty Council consider what its role will be in the leadership transition. He encouraged the representatives to discuss ideas with their constituents.

The historical initiative is progressing. The interactive wall will include a library of conversations with those who were involved with or have knowledge of the establishment of the College. Anyone with suggestions for potential interviewees should contact President Ledford.

President Ledford discussed the importance of a robust faculty development program that will meet the needs of the MCOM faculty. It is critical that the Faculty Council continue to advocate for such a program during the leadership transition. Representatives should seek input from faculty in their departments.

Dr. Karl Muffly, Immediate Past President of the Faculty, will chair the Nominating Committee this year. There are currently four potential Vice Presidential nominees for consideration by the Committee, all of whom are highly qualified. Additional suggestions of nominees are welcome.

Dr. Javier Cuevas, Faculty Vice President, will chair the Committee on Committees this year. A call for committee nominations was sent today, and faculty are encouraged to self-nominate.

Proposed Bylaws Amendment – Dr. Subhra Mohapatra, Bylaws Committee Chair

Dr. Mohapatra presented a proposed amendment to the Bylaws (Attachment 1) that would allow for the merger of the Faculty Council Nominating Committee and Committee on Committees, as discussed at the June meeting. Discussion followed, and it was suggested that the proposed language be altered to stipulate that both the Vice President and Immediate Past President serve as members of the merged Committee, with the Vice President designated as Chair. Dr. Mohapatra agreed to modify the language.

President Ledford called a vote to approve the amendment with the pending language modification. The Faculty Council unanimously approved the amendment, which must now be ratified by the Executive Council (All Chair's Committee), full core faculty and Dean.

Physician Assistant Program – Dr. David E. Kotun, Director

Dr. Kotun distributed copies of his presentation (Attachment 2) and reviewed the background and timeline of the newly created Physician Assistant (PA) Program. The program will be launched in June 2015 and the focus will be on improving medical care in our community, supporting our veterans and supporting the University's mission. A feasibility study is due to the accrediting body next month, and is well under way. The official accreditation application is due in December, with a site visit to follow in February 2014. It is anticipated that applications will be accepted beginning in September 2014. As the program will have only four full-time core faculty, it will rely heavily on existing faculty.

Several concerns were raised with regard to teaching credit and EVUs. EVU metrics are being determined and Dr. Kotun will do what he can to see that they are equitable.

President Ledford asked if the PA students will train alongside the medical students and residents. Dr. Kotun responded that they will and that this will allow for professional interaction among the students.

President Ledford asked if the tuition revenue will be shared with other programs. Dr. Kotun replied that this is the intent.

Upon conclusion of Dr. Kotun's remarks, President Ledford stated that it is important that the Faculty Council have input as the program develops.

Other Business

A concern was raised concerning suspension of carry-forward funds and the impact it will have on faculty research. President Ledford responded that he and Vice President Cuevas have shared this concern with Dean Klasko, and he is in agreement. Mr. John Ekarius, Chief Operating Officer, explained some of the recent history of carry-forward funds, as well as some of the financial challenges facing USF and USF Health. Impact reports are being prepared for the President to show the implications of a continued freeze on carry-forward funds.

A concern was voiced that VA faculty are not receiving proper credit for teaching, which has an impact on possible promotion. President Ledford will follow up on this issue.

Adjourn

There being no further business, the meeting was adjourned at 6:45 p.m.

Attachment 1

**USF Morsani College of Medicine Faculty Bylaws
Proposed Amendment
June 2013**

Current Bylaws:

**Article X: Faculty Council Committees
Section 2: Nominating Committee
Section 3: Committee on Committees**

2. Nominating Committee

The Nominating Committee shall have the responsibility of preparing a slate of candidates from among the Core Faculty for the offices of Vice President, Secretary and Treasurer of the Faculty. Members of the Nominating Committee may not be candidates for these offices. The Nominating Committee shall report the names of the candidates to the Secretary not less than 60 days before the Annual Meeting of the Faculty.

The Committee shall be composed of not less than six Faculty Council members, three from the Basic Science Faculty and three from the Clinical Science Faculty, and one faculty member from the Lehigh Valley Partnership Campus. The Chairperson of this Committee shall be the immediate Past-President of the Faculty.

3. Committee on Committees

The Committee on Committees shall seek candidates from among the Core Faculty to fill vacancies on Standing Committees of the College. This Committee shall recommend to the Faculty Council a list of eligible candidates to fill these positions at least 60 days prior to the time the positions become vacant or, if such notice is not possible, as early as possible after the vacancy occurs. Following a vote of approval by the Faculty Council, the names of the recommended appointees shall be submitted to the Dean.

The Committee shall be composed of seven Faculty Council members, three from the Basic Science Faculty and four from the Clinical Science Faculty. The Vice President of the Faculty shall be included as one of these members and shall serve as its Chairperson.

Proposed Revision as Recommended by Bylaws Committee June 2013:

**Article X: Faculty Council Committees
Section 2: Nominating Committee**

2. Nominating Committee

The Nominating Committee shall have the responsibility of preparing a slate of candidates from among the Core Faculty for the offices of Vice President, Secretary and Treasurer of the Faculty. The Nominating Committee shall report the names of the candidates to the Secretary not less than 60 days before the Annual Meeting of the Faculty. In addition, this Committee shall seek candidates from among the Core Faculty to fill vacancies on Standing Committees of the College. This Committee shall recommend to the Faculty Council a list of eligible candidates to fill these positions at least 60 days prior to the time the positions become vacant or, if such notice is not possible, as early as possible after the vacancy occurs. Following a vote of approval by the Faculty Council, the names of the recommended appointees shall be submitted to the Dean. Members of the Nominating Committee may not be candidates for these offices.

The Committee shall be composed of seven Faculty Council members, three from the Basic Science Faculty and three from the Clinical Science Faculty, and one faculty member from the Lehigh Valley Partnership Campus. The Vice President of the Faculty Council or Past President shall be included as one of these members and shall serve as Chairperson.

**Approved by Faculty Council:
Approved by Executive Council:
Approved by Core Faculty:
Approved by Dean:**

PA Program SitRep

Where are we now and where do we fit
in?

Timeline

- **Important dates:**
- **August 24-25, 2013** – Feasibility Study due to ARC-PA
- **December 20, 2013** – Application materials submitted to ARC-PA
- **February 24-25, 2014** – ARC-PA site visit
- **April 2014** – Enroll in PAEA and CASPA
- **September 4-6, 2014** – **ARC-PA commission meeting for accepting provisional applications**
- **November, 2014** – Accept student applications (anticipated)
- **December 2014 - April, 2015** – Conduct student interviews (anticipated)
- **April 30, 2015** – Accept inaugural class (anticipated)
- **May 18, 2015** – First cohort begins (anticipated)
- **September 2016 – February 2017** – Follow-up continuing accreditation site visit (anticipated)
- **August 5, 2017** – Graduation of first class (anticipated)

Prerequisites

- Applicants must have received a baccalaureate degree from a regionally accredited college or university, with a minimum cumulative GPA of 2.7 on a four point grading scale and a minimum science GPA of 2.7 on a 4.0 grading scale. Successful applicants in the past have had science and cumulative grade point averages above 3.0. Upper level courses completed longer than 10 years prior to application will be evaluated on a case by case basis.
- The program requires applicants to earn a grade of C or better in each of the following required subjects:
 - College Algebra or better - 3 semester hours
 - General Chemistry (I & II) including laboratory - 7 or more semester hours
 - General Microbiology including laboratory - 4 semester hours
 - General Biology and lab OR Zoology including laboratory - 4 semester hours
 - Human Anatomy - 3 semester hours (with lab preferred)
 - Human Physiology - 3 semester hours (with lab preferred)
 - Biochemistry or Organic Chemistry - 3 semester hours
 - Statistics – at least 3 semester hours
 - Medical terminology – one course at least 1 semester hour
 - English Composition - 3 semester hours
 - Humanities/Arts - 3 semester hours
 - These include art, music, literature, foreign language, history, philosophy, religion, linguistics, English, critical theory, or classics
 - Social Sciences - 9 semester hours (includes but is not limited to: anthropology, sociology, geography, political science, government, economics, culture studies, gerontology, psychology, ethics, law)
 - English Literature / or other Humanity - 3 semester hours

Desired Courses

- Courses in the following subject areas will help provide the applicant with a solid foundation for the study of medicine *although they are not prerequisites*:
 - Medical Terminology
 - Sociology
 - Physics
 - Technical Writing
 - Nutrition
 - Public Health
 - Genetics
 - Communications
 - Psychology
 - Anthropology
 - Human Growth and Development
 - Medical Ethics
 - Wellness

G F I

- Note: Graduates of foreign institutions where English is not the primary language of instruction must present transcripts showing at least 18 semester hours of study from a regionally accredited college or university in the United States.
 - Course breakdown of these 18 semester hours are as follows:
 - » 3 semester hours in English Composition
 - » 3 semester hours in English Literature / or other Humanity
 - » 3 semester hours in Public Speaking
 - These courses cannot include ESO
- Foreign students can have transcripts and courses evaluated using one of the USF accepted services
 - Evaluation includes IELTS and TOFEL

Housing and People

- Dave Kotun, Ed. D., PA-C
 - Program Director
- Allan Goldman, M.D.
 - Medical Director
- Antoinette Anderson, B.A.
 - Program Administrator

Future Additions

- Academic Team
 - Academic Director - Physician Assistant with education experience, terminal degree, or terminal degree educator with medical or PA education experience
 - Academic Administrator, Bachelors degree preferred
- Clinical Team
 - Clinical Director - Masters degree or better, medical or PA education experience, local community knowledge preferred
 - Clinical Administrator (not decided yet), bachelors degree, local community knowledge pref.

Future Additions

- Full time faculty member
 - PA or physician, terminal degree preferred, masters degree required
 - Experience in PA education preferred
 - Curriculum design and lecture experience strongly preferred

Expansion

- Charter Class
 - 24 with interest in students from the USF and Tampa Bay community, including our veteran population
 - Increase by 12/year to 48 by 2017
 - Further expansion will be determined by faculty loads, classroom availability, and SCE sites
 - I will be 67 at that time and eligible for full social security benefits, so expansion past 48 students is up in the air.

Program Needs

- Classroom, Physical Diagnosis, Clinical Skills, and evaluation space
- Faculty for lecture:
 - Basic Sciences
 - Humanities
 - Medical Specialties
 - Clinical Skills
 - Supervised Clinical Experiences


