

**Morsani College of Medicine
Faculty Council Meeting**

**Tuesday, August 26, 2014
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, ECC 4**

AGENDA

- | | | |
|------|-------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|
| I. | Welcome and Call to Order
Approval of July Minutes | Dr. Javier Cuevas, Faculty President |
| II. | Proposed Bylaws Amendments <ul style="list-style-type: none">• Medical Student Selection Committee• Curriculum Committee | President Cuevas |
| III. | LCME Subcommittee Reports | Subcommittee Chairs |
| IV. | Faculty Council Retreat | President Cuevas |
| V. | New Business | |
| VI. | Adjourn | |

**Next Meeting:
Annual Meeting of the Faculty
Tuesday, September 23
5:30 PM**

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

**Tuesday, August 26, 2014 - 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 Javier Cuevas welcomed everyone and called the meeting to order at 5:30 p.m.

Minutes

President Cuevas asked if there were any comments regarding the minutes of the July Faculty Council meeting. There were none and a motion was made for approval. The motion was seconded and the minutes were approved as submitted.

Proposed Bylaws Amendments

President Cuevas presented proposed Bylaws amendments for the Medical Student Selection Committee (MSSC) and Curriculum Committee (Attachments 1 and 2). Prior versions of these amendments had been approved by the Faculty Council, Executive Council and full Core Faculty, but the Dean had asked for further review prior to granting approval.

The MSSC amendment will allow for expansion of the current roster, which has become necessary due to the increased volume of applications in recent years. Following discussion, a motion was made for approval of the proposed amendment. The motion was seconded and the amendment was approved by the Faculty Council.

The Curriculum Committee amendment is needed because the Committee now has the added responsibility of overseeing course content, based on LCME standards. The amended Bylaws language will include the expanded role in the Committee charge. The amendment also includes the addition of separate Curriculum Committees for the Sports Medicine, Physical Therapy and Physician Assistant programs. This will simplify the curriculum approval process for these programs and relieve some of the burden from the UME Curriculum Committee. During the ensuing discussion, it was requested that the "Sports Medicine" heading be modified to read "Athletic Training." It was agreed that this change will be made. Dr. Bryan Bognar, Vice Dean for Education, then requested additional time to review the language for the Committees on Athletic Training, Physical Therapy and Physician Assistant programs. It was decided to vote individually on the four components of the amendment. A motion was made for approval of the portion of the amendment pertaining to the UME Curriculum Committee. The motion was seconded and the amendment was approved by the Faculty Council. The paragraphs pertaining to the Athletic

Training, Physical Therapy and Physician Assistant Curriculum Committees will be revised if necessary, and presented for vote at an upcoming Faculty Council meeting.

LCME Self-Study Subcommittee Reports

President Cuevas turned the floor over to Dr. Bognar, who thanked all of the self-study subcommittee members for their hard work and dedication. Dr. Gretchen Koehler then reviewed the subcommittee structure, as well as the LCME process and timeline. A mock visit is currently scheduled in December, with the actual site visit to take place in February 2015.

Presentations by the Self-Study Subcommittee Chairs followed:

- **Institutional Setting Subcommittee – Eric Bennett, PhD, Chair**

The subcommittee was charged with reviewing the decision-making process, administration, faculty governance and academic environment. A number of strengths were identified, including the creation of the USF Board of Trustees Workgroup on Health and the MCOM Financial Oversight Committee, and the growth of the Office of Educational Affairs. Concerns focused primarily around a perceived lack of communication or lack of interest in involving faculty with decision-making. The subcommittee recommended that the new administration strive to enhance the collegial atmosphere, faculty governance and communication.

- **Educational Program Subcommittee “A” – Susan Pross, PhD, Chair**

The subcommittee focused on the first and second years. Strengths include the structure of the educational program, the academic success of students and scholarship. Among the concerns and challenges were understanding of program objectives, performance on the USMLE Step 1 by the Class of 2014, formative feedback and attendance. S/U grading was listed as a strength as well as a challenge, as there have been arguments for and against.

- **Educational Program Subcommittee “B” – Mary Lien, MD, Chair**

The subcommittee focused on the clinical years. A key strength is that the Curriculum Committee is now involved with course oversight. Other strong points include vertical/horizontal integration of committees, commendations and awards to encourage excellence, and unique learning opportunities, such as the BRIDGE clinic. Concerns and challenges include inadequate funding for programs overall, space limitations on campus and lack of timeliness of grade submission.

- **Medical Students Subcommittee – Phillip Marty, PhD, Chair**

A major strength is the exceptional growth of the College and its programs since the previous LCME site visit. Other strengths include expansion and renovation of facilities, a strong admissions process, CAMLS, and student services. Areas of concern include the lack of stipends and tuition support for graduate students, competition for space due to the growth of programs, and a dated physical plant. During the presentation, there was some discussion concerning the Medical Student Selection Committee, particularly with regard to the

screening process for applications that are submitted to the Committee for review. The issue must be addressed prior to the LCME site visit.

- **Faculty Affairs Subcommittee – Javier Cuevas, PhD, Chair**

Positive developments include: The EVU system, which provides faculty with sufficient protected time to participate in teaching; a minimum of 5% protected time for scholarly activity; competitive startup packages for new faculty; and a clearly defined promotion and tenure process. A major weakness has been the lack of a strong faculty development and mentoring program. This area is being addressed.

- **Educational Resources Subcommittee – Larry Collins, PAC, ATC, Chair**

A major point is the establishment of a formal career advising program for students, in response to a citation received during the previous LCME review. Other strengths include philanthropy, facilities and technology resources. There have been concerns about lack of state funding, competition for clinical sites, parking and shared study space. Among the recommendations are improved utilization of available study spaces and improved marketing of available resources for students.

- **SELECT and Branch Campus Subcommittee – Patricia Emmanuel, MD, Chair**

The subcommittee was asked to respond to standards that were related to governance and consistency of educational standards between sites. It was also asked to review the other subcommittee reports to ensure that the SELECT program was integrated as appropriate. A number of elements related to SELECT were identified, and additions and modifications were made. Because the SELECT program is in its early stages, with the first class now in its fourth year, there is not enough data available to fully evaluate the outcome. Strengths include the innovative curriculum, collegiality between faculty on both campuses, and the coaching and doctoring programs. Challenges include communication, governance and the logistics associated with the distance between campuses.

Following the presentations, Dr. Koehler noted that a website has been established for documentation related to LCME, including today's presentations.

Faculty Council Retreat

President Cuevas asked for a clinical science volunteer to work with Dr. Thomas Taylor-Clark on the organization of a Faculty Council retreat. An outside consultant will facilitate the retreat, which is planned for later in the year.

Adjourn

There being no other business, the meeting was adjourned at 7:15 p.m.

Attachment 1

Article VIII: Administrative Committees

Section 2. Committee on Medical Student Selection

The Committee on Medical Student Selection shall review all applications for admission to the College and shall recommend to the Dean a list of candidates and alternate candidates for admission. The Committee shall also review and make recommendations concerning procedures by which applicants are screened, interviewed and selected.

The Committee shall be composed of ~~seven~~nine core clinical science faculty, ~~five~~seven core basic science faculty, ~~the Associate Dean for Diversity/Minority Affairs~~ and ~~three~~four faculty from the Lehigh Valley Network Partnership Campus to be nominated by the Faculty Council. The committee will also include a faculty member involved with diversity and minority affairs and up to three additional faculty members-at-large to be appointed by the Vice Dean for Educational Affairs. The committee will be supported by interviewers designated annually by the Vice Dean for Educational Affairs. The Medical Student Council in cooperation with the Associate Dean for Student Affairs selects four senior medical students; two are designated as voting members of the Committee and two are designated as alternates. The alternate representative members will be ex-officio non-voting members of the committee unless the active member(s) is (are) not in attendance. The Dean appoints the Committee Chairperson. Committee members (with the exception of the medical students) are appointed for three-year overlapping terms. The Associate Dean for Student Affairs shall be a non-voting ex-officio member of this committee.

Attachment 2

Article IX: Policy Committees Section 3: Committee on Curriculum

Current:

The Committee on Curriculum shall review, advise and make policy recommendations on matters related to undergraduate medical education and physical therapy education. This Committee shall develop, review and make policy recommendations regarding the curriculum and educational goals of the College and shall develop standards for the evaluation of teaching.

The Committee shall be composed of six members from basic science departments, six members from clinical science departments, two members from the Lehigh Valley Partnership Campus, and one member from the School of Physical Therapy & Rehabilitation Sciences who have responsibilities for curriculum design and planning within their departments and a representative from the Student Council of the Morsani College of Medicine. Each core faculty member of the Committee shall serve for a term of three years. The three-year terms shall be staggered such that one-third of the core faculty members shall be replaced each year. The senior administrative officer(s) responsible for educational affairs (Vice Dean for Educational Affairs, Associate Deans for Undergraduate Medical Education and Physical Therapy Education), and the Presidents of the first, second, third, and fourth year Medical and first, second and third year Physical Therapy classes or their designates shall be non-voting ex-officio members of this Committee.

Recommended:

The Committee on Curriculum shall advise **the dean** matters related to undergraduate medical education and physical therapy education. The committee shall develop, review, assess, and recommend changes to the **content, curricular structure, learning environment**, and educational goals of the UME program and shall evaluate the courses, curriculum, and program outcomes as a whole. **It will update the faculty regularly on changes and program outcomes.** It will also develop standards for the evaluation **and improvement** of teaching **quality**.

The Committee shall be composed of six members from basic science departments, six members from clinical science departments, two members from the Lehigh Valley Partnership Campus, and one member from the School of Physical Therapy & Rehabilitation Sciences who have responsibilities for curriculum design and planning within their departments and a representative from the Student Council of the Morsani College of Medicine. Each core faculty member of the Committee shall serve for a term of three years. The three-year terms shall be staggered such that one-third of the core faculty members shall be replaced each year. The senior administrative officer(s) responsible for educational affairs (Vice Dean for Educational Affairs, Associate Deans for Undergraduate Medical Education and Physical Therapy Education), **Director of Pre-clerkship Curriculum, Chair of Committee of Clerkship Directors, one Chair from a clinical department, one Chair from a basic science department** and the Presidents of the first, second, third, and fourth year Medical and first, second and third year Physical Therapy classes or their designates shall be non-voting ex-officio members of this Committee.

Sports Medicine:

The Curriculum Committee for the Athletic Training Program, consisting of the Master of Science in Athletic Training (Entry-Level) and the Master of Science in Medical Sciences with a Concentration in Athletic Training (Post-Professional) shall advise the dean on matters related to the Athletic Training curricula. The committee shall develop, review, assess, and recommend changes to the content, curricular structure, learning environment, and educational goals of the Athletic Training degree programs. The Committee will regularly update the faculty and submit any changes for approval. The Committee will consist of:

- The Director of Athletic Training (Committee Chairman)
- The Director of Post-Professional Graduate Athletic Training
- The Coordinator of Clinical Education for the Athletic Training Program
- One (1) additional Athletic Training academic faculty member
- One (1) clinical faculty member in the Department of Orthopaedics and Sports Medicine
- One (1) at large academic/clinical faculty member from the Morsani College of Medicine outside of Athletic Training

The Chairman of the Department of Orthopaedics and Sports Medicine will serve as an ex-officio, non-voting member.

PT:

The Curriculum Committee of the School of Physical Therapy and Rehabilitation Sciences shall advise the School Director on matters related to the physical therapy curriculum. The committee shall develop, review, assess, and recommend changes to the content, curricular structure, learning environment, and educational goals of the Doctor of Physical Therapy degree program and shall evaluate the courses, curriculum, and program outcomes as a whole. The Committee will regularly update the faculty and submit curricular changes for ratification. The Committee will be chaired by the Coordinator of Professional Education of the School of Physical Therapy & Rehabilitation Sciences or his or her designee and shall be composed of:

- the Coordinator of Post-Professional Residency Education of the School of Physical Therapy & Rehabilitation Sciences;
- the Coordinator of Clinical Education for the School of Physical Therapy & Rehabilitation Sciences;
- the Coordinator of the USF Physical Therapy Center for the School of Physical Therapy & Rehabilitation Sciences;
- two (2) SPTRS academic faculty;
- one (1) SPTRS clinical faculty and;
- one (1) SPTRS alumni representative

supported by the Senior Faculty Administrator responsible for curriculum in the School, or their designee, who serves as an ex-officio, non-voting member. The Director, School of Physical Therapy & Rehabilitation Sciences may also attend meetings as an ex-officio, non-voting member.

PA:

The Curriculum Committee of the Physician Assistant Program will advise the PA Program Director and the Vice Dean of Academic Affairs on all matters relating to physician assistant curriculum. The committee shall develop, review, assess, and recommend changes to the content, curricular structure, course sequencing, learning environment, and educational goals of the Physician Assistant program and shall evaluate the courses, curriculum, and program outcomes in accordance with accreditation standards and USF Health policy and guidelines. The Committee will submit curricular changes the Morsani College of Medicine Committee on Curriculum for final approval and publish these approved changes. The Committee will be chaired by the Physician Assistant Program Medical Director as an ex-officio voting member.

The committee will be composed of:

- a core faculty member of the Physician Assistant faculty
- a physician member of the MCOM instructional faculty
- a representative from the basic sciences department
- a clinical preceptor for physician assistant students
- a total of two representatives at large from either the College of Nursing, Pharmacy, or Public Health

The Physician Assistant Program director retains the privilege of attending any of the meetings of the Curriculum Committee of the Physician Assistant Program to fulfill the responsibility of oversight of the program.