## MUSC Faculty Senate – Draft Minutes

**October 14, 2014**

| Ariaill | Jennie | P
| Atz | Andrew | A
| Bonilha | Leonardo | A
| Bowden | Mark | A
| Brennan | Emily | P
| Brock | Andrew | P
| Carson | Nancy | P
| Cartmell | Julia | A
| Chapin | Russell | A
| Chessman | Alexander | P
| Crabtree | Elizabeth | A
| Davies | Christopher | A
| Demos | Harry | P
| Discolo | Christopher | P
| DuBose-Morris | Ragan | A
| Dumas | Bonnie | P
| Durham | Catherine | A
| Eblen | Scott | P
| Frankel | Bruce | A
| Gebregziabher | Mulugeta | A
| Graybill | Whitney | A
| Gregoski | Mathew | P
| Hall | Gregory | A
| Haney | Jason | A
| Hardie | Andrew | P
| Hayden | Geoffrey | A
| Helke | Kristi | P
| Helpern | Joseph | A
| Hennig | Mirko | P
| Hildebrandt | John | P
| Holmes-Maybank | Keri | A
| Hsu | Yi-Te | P
| Hudson | Shannon | P
| Ingraham | Gabriel | P
| Jaruzel | Candace | P
| Jones | Walter | P
| Jones | Shannon | A
| Kessler | Raymond | A
| Kokko | Kyle | P
| Krywko | Diann | P
| Lauerer | Joy | P
| Lopez | Cristina | A
| Lynch | Cheryl | A
| Martin | Amy | P
| McDermott | Paul | P
| McGillicuddy | John | A
| Mills | David | P
| Montgomery | Stephanie | P
| Morrisette | David | A
| Mueller | Martina | P
| Mund | Angela | P
| Norris | Russel | A
| O'Bryan | Edward | A
| Palanisamy | Viswanathan | A
| Patel | Krishna | P
| Picard | Jonathan | A
| Player | Marty | P
| Presley | Bradley | A
| Schmidt | Michael | P
| Schnellmann | Jennifer | A
| Schuler | Elizabeth | P
| Smith | Tom | P
| Smolka | Adam | P
| Soltis | Edward | A
| Spiotta | Alejandro | A
| Srinivas | Ganga | A
| Steed | Lisa | A
| Sterrett | James | P
| Summer | Andrea | P
| Sutkowski | Natalie | P
| Tolliver | Bryan | A
| Turner | Raymond | A
| Vandergrift | William | P
| Vess | Pamela | P
| Warren | Robert | P
| Watson | Dennis | A
| Watts | Greg | P
| Westwater | Caroline | P
| Wolff | Daynna | P
| Woolworth | Julie | P
| Wray | Dannah | P
| Zyblewski | Sinai | P
October 14, 2014

Basic Science Building, BSB 433; 7:45-9:00am

I. Call to order (Tom Smith, President) @ 7:51 am

II. Approval of minutes from September 2014 meeting
   1. Changes to Minutes
      i) no changes
   2. Motion to Accept, considered approved as submitted, the minutes will be posted on faculty senate website.

III. Introduction to Senate by President, Tom Smith (please refer to App A – FS Introduction.pdf)
   • The welcome power point can be found as an appendix, AppA-FS Introduction.pdf. We are currently not located in our normal meeting room due to construction in the Strom Thurmond building. Normally we are located in the Gazes Auditorium, room 124. We are here in faculty senate to serve our faculty by determining what faculty across campus think and keep them up to date about what is going on in the faculty senate, which is considered the university level. While in faculty senate listen generously and speak forthrightly. Do not fear asking questions about how some issue might relate to your unit. It is important for the faculty senate to be bold and audacious in our ideas. If you think something is out of order, as a faculty senate we can try to make it in order.
   • Angela Mund will serve as the parliamentarian for this year. For a list of previous accomplishments of the faculty senate, please refer to the pdf of the FS-Introduction. Also listed in the powerpoint is a list of the current emphasis for the coming year. Meetings are normally held the second Tuesday of each month from 7:45 to 9:00 am. A senate term is two years, while an alternate term is one year. You can serve six consecutive years on the faculty senate, however if you take a year off then you can serve again.
   • Responsibilities listed on power point.
   • Votes can be collected by email (by redcap) if an issues comes up before we can discuss it at a meeting or if we are running behind.
   • Exec Committee: three officers (President, Vice President, and Secretary), unit representatives (voting exec members), committee chairs and past president (non-voting members).
   • Refer to the powerpoint for a breakdown of senators by unit, determined proportion by college. To determine the proportion we are able to look at provost database and then using the algorithm found in the handbook, the government committee will adjust the distribution every year during election time. It should be noted that the provost database is not necessarily the most up to date (usually lags a couple of months), but it is the relatively most current and up-to-date database. The Chairs of the standing committees are voted into position by the exec committee. If you are interested in chairing a standing committee please express your interest to a member of the exec committee. We have two current ad hoc committees (Clinical Affairs and Modified Faculty). Ad hoc committees arise when there is an topic of particular importance the faculty senate can choose to form a temporary committee to tackle the issue. The exec board will discuss the status and charges of the current ad hoc committees for this year.
• There are other roles around campus and the faculty senate may be asked to identify individuals to fill charges in university committees.
• If there is an issue that arises in your unit, be sure to share that with your unit representative. The faculty senate does have access to meet with provost and president as well as the Dean’s counsel.
• Feel free to refer faculty members that may have put through challenging circumstances with administration to senate officers. We can help coach them through the grievance process.

IV. Review of Robert's Rules presented by Vice President Angela Mund

• We follow the most current version of Robert's rules, which describes how meetings are held. First, in order to have a discussion of a topic, raise your hand and wait for recognition from the president. A motion must be made in order to allow for discussion. If someone makes a motion with a second, then as a body we can discuss the topic. Next, on a given topic during a discussion you will be allotted a maximum of three minutes for speaking and you do not speak again. The faculty senate is not as strict on this Robert Rule, the limitation of talking on a given topic is up to the President.
• There will be documentation in the minutes of what the motions and discussion was for a given topic and how many people voted for and against.
• Any senator can make a motion by raising your hand and being recognized, start your statement with ‘I move...’). The person that made the original motion, now loses control and it goes to the group. If you want to amend the original motion, you need to make a second motion and must be seconded. You can table a motion and it does not go away. Motions are here to create a record.
• The faculty senate is interested in adopting a consent agenda this year. A consent agenda is meant to help to do things that are strategic and important to the body, by moving non-controversial items, such as minutes and committee reports, to a consent agenda that will allow all of the items on the consent agenda to be approved at the same time. It is important with a consent agenda that all members read through the items prior to the meeting. A consent agenda is a way to be respectful of everyone’s time. We will be discussing in exec what should go into consent agenda.
• If you want to discuss anything that is placed in the consent agenda during the meeting, you will make a motion to have it removed from the consent agenda before the consent agenda is approved.
• A consent agenda does require some effort on the behalf of all members in that before a meeting you will have to have read the consent agenda to see if there is anything you want to remove and make a motion before the consent agenda is approved to remove the item from the consent agenda.
• The proper way to take an item off of the consent agenda is to say, "I move to remove [item] from the consent agenda for discussion".

V. President’s Report presented by Tom Smith (refer to App B-President Report.pdf)

1. Point of the President's Report is to bring up issues that might not be covered by any particular committee. These items may come from discussion(s) in exec committee or from elsewhere on campus.
2. There are handbook revisions underway. The FIR committee is trying to make the handbook structured for searching by converting it to a database format. This will require the faculty senate approval process.

3. The exec committee has regularly quarterly scheduled meetings with Dr. Cole. This is an opportunity to have some dialogue and bring issues to him. Keep in mind that this is going on and contact anyone on exec if you have an issue that you would like brought to his attention.

4. To follow-up on online education from the college of medicine, this issue was brought to Sothmann and will be a charge of the IA committee.

5. There have been some initial discussions underway about faculty engagement, this charge may also go to IA committee

6. Follow-up on ombudsman. Initial appointment was a trial for a limited time to determine utility.

7. Dr. Sothmann is coming in November to discuss how the evaluations of deans and department chairs are used. He will be open to discussing other issues as well at the November meeting.

8. No word on the College of Medicine Dean search. The delay is a result of a discussion about whether the two positions of Dean of the College of Medicine and Interim Vice President for Medical Affairs should remain separate positions and therefore separate searches. The floor was opened to thoughts and discussion.

9. There was a meeting held last week about academic freedom. There was a statewide statement issued that they are continuing the discussions of holding a statewide meeting of faculty senate in the spring of 2015.

VI. Review of Committees and Short Report of the Past Year Activities

1. Faculty & Institutional Relationships - Previous Chair Mark Bowden
   The charge of the Faculty and Institutional Relationship Committee is 2-fold:
   
   - Consider issues pertaining to negotiations and procedures that, in a generic sense, apply to individual faculty. Examples of actions: Formulation of contracts, tenure/post-tenure review, promotions and rank, equity, sabbaticals, conflicts of interest, means of grievance.
   - Accept and evaluate requests to change the Faculty Handbook.

   This year has been dominated by a pretty thorough review of the faculty handbook in coordination with the University handbook review committee. Much of the work of the University committee is formatting and organization, while issues requiring faculty input have been progressed to FIR. We have finalized policies on the post-tenure review, approved the “new” MUSC mission statement, and modifications to the University faculty ranks (yet to be approved by the faculty and the Senate).

   In the coming year, we will continue to progress with needed handbook modifications, will address the proposed fraud policy, and will tackle the issue of part-time faculty and voting rights. Changes to the handbook will be presented to the senate first then sent out to the full faculty. We will at this time elicit comments from the full faculty and report back to the faculty senate for a vote on the changes.

   a. Finalized policies in post-tenure review. Uniform policy across electoral units, approved mission statement, and modifications to the University faculty ranks.
   b. Future continue handbook revisions, proposed fraud policy, tackle part-time voting rights.
   c. The revisions of section 4 will be given to the FS for discussion soon. This is a substantive change because there was question about those with assistant and associate to vote. Voting rights need to be further clarified. Conflict created between MUHA and SC AHEC, not
wanted an outside entity to determine ability to grant appointments. This information will go out to full faculty in the week or so to elicit comments. Will look at comments in committee.

d. Need a broad group within the committee to ensure that all electoral units are represented, robust and eye opening conversations in this group.

2. Governance - Previous Chair Martina Mueller

a. The governance committee is charged with governing the faculty senate.

b. During elections this year, there was an issue with part-time faculty regarding rights for joining and voting in the faculty senate because of the diverse definitions across colleges. Dr. Sothmann is in favor of having the definition be consistent across units. This would also assist the governance committee in determining part-time faculty before elections in this future. Currently, faculty below 50% effort can vote during the election for senators and alternates, but cannot join themselves. Governance committee would like to ensure that we are giving a voice to all of our faculty and allowing those that want to participate to participate.

c. The committee is also looking into the split of college of medicine into Clinical Science and Basic Science. A department decides if it is Clinical or Basic and as a member of that department you will serve that unit even if you are not involved in clinical work or basic science. There are individuals that are not classified according to their work and interests.

3. Institutional Advancement - Previous Chair Angie Moreland

a. One charge of the committee is to monitor trends for faculty across all colleges. There will be a number of new charges for the committee in the upcoming year, so it is a great time to join.

b. One of the new charges for the upcoming year is online education and how it spans across colleges. Want to learn more about the university wide focus on online education, exploring what different colleges were planning to understand the landscape. Upcoming task will involve discussions about where the colleges currently are and monitor what is happening in each college regarding online education. An action item is to develop a statement from the Faculty Senate for online education, possibly including items about implementation and intellectual property issues relating to content. Current wording in faculty handbook is pretty unclear about ownership of course content.

c. Strategic plans and see how they fall into practice.

d. Looking at faculty issues and advancement, and focusing on issues of faculty engagement and how it fits in with faculty as a whole.

e. There is an open chair position, so if you are interested please contact someone on the exec committee.

4. Communication & Education - Previous Chair Julie Woolworth

a. Serves as a connection between the Faculty Senate and MUSC Faculty

1. Three newsletters published to highlight the activities of the faculty senate
2. Two town hall presentations on online education
3. New design of the faculty senate website
4. Promotion and Tenure Workshop scheduled for October 23rd
5. Worked on a new format for the University-wide New Faculty Orientation, this planning will continue into next year

b. The major focus of the CE committee is to address the communication needs of the Faculty Senate. The committee is composed of the following five workgroups that highlight the activities of the committee. The workgroups are Newsletter, Website, Promotion and Tenure Workshop, New Faculty Orientation, and Town Halls. We are flexible to the needs of the Faculty Senate and in past years have planned workshops, panels, newsletter articles and
town halls to discuss a variety of timely issues, such as this year’s panel and workshop on online education.

VII. Electoral Unit Reports
1. College of Dental Medicine
   Seeking a chair for their largest department, oral rehabilitation. Also there are ongoing discussion regarding protected time.

2. College of Health Professions
   still unclear on status of new unit rep
   College is currently undergoing revisions and reset of goals. Done by faculty with college leadership. Establish vision and objective to support that vision. Nice model of share governance within the college including both leadership and faculty assembly.

3. College of Medicine Basic Sciences
   overall better representation of BS
   Do not have faculty assembly, may help facilitate COM discussions before the FS. Reorganize COM to help facilitate a development of faculty assembly. Need to create some type of COM discussion platform.
   Several interim chair positions (COM-2, GS-1, cancer center director), establish more productive dialogues.

4. College of Medicine Clinical Sciences
   Adam Smolka
   unit has asked for nominations for CS representative, Adam will continue as representative search for Dean of COM, asked for a representative of the unit on the search committee
   Online curriculum, currently shelved but not dead. will be watching the process carefully and report to the senate on any activity going forward
   Development of faculty assembly, request to all senators asking for a meeting to determine best way forward.

5. College of Nursing
   Working on last version of strategic plan, has been given out for voting
   Confirmed as unit leader for one more year

6. College of Pharmacy
   James Sterrett, new unit representative
   Change in structure with deans. With the merger there was an overseeing dean, when DiPiro left they have asked not to replace him. there is a dean currently at each campus and it is currently working well.

7. Department of Library Sciences and Informatics
   The unit needs to decide on a unit representative.

VIII. New business
1. Issues from the floor – nothing was raised from the floor

IX. Adjournment @ 9:09 am.
What Faculty Senate Asks of You

- Your good judgment
- Your engagement in Senate business
- Your communication with constituents
- Your willingness to speak forthrightly and listen generously
- Your vision of the needs and interests of your constituents
- Your creativity and audacity

* ... to improve MUSC
2013-2014 Selected Accomplishments

- Participation in efforts to squelch CofC/MUSC merger
- Collaborated with SC university/college senates to lobby in support of academic freedom
- Participated in Presidential search and interview processes
- Undertook large scale structural revisions to Faculty Handbook
- Communicated actively and regularly with COM leadership regarding compensation plan concerns.
- Promoted open dialogue re online education, helped to block hasty implementation in COM.
- Established routine Senate interaction with Deans, new President.
- Negotiated to revise proposed Industry Relations Policy
- Sought and gained representation of Senate on Diversity and Inclusion Strategic Planning Work Groups
- Extended Ombudsman position for additional year
- Assisted in resolving multiple conflicts between faculty members and administration
- More Accomplishments to Come in Chair Reports
2014-2015 Selected Emphases

- Improve environment for faculty
- Establish faculty position on online education, particularly IP
- Complete new edition of Faculty Handbook
- Improve communication presence on campus
- Strengthen collaborative relationships with Deans, Provost, President

- What do you wish were different about MUSC? Bring this to the Senate, through committees, through officers, and through discussion in Senate meetings.
The mission of the MUSC Faculty Senate is to represent the views, needs, and interests of faculty in the educational, research, and service programs of the university.
As the representative body of the Medical University of South Carolina faculty, the Faculty Senate is the faculty voice whose recommendations reflect and advocate the faculty's collective interests to further the university's mission.
Meetings

* Second Tuesday of each month
  7:45 - 9:00 AM
  TBA through December (normally, 125 Gazes)

* When unable to attend a meeting:
  * Ask alternate from your college to attend
  * Notify Senate Secretary
Terms & Responsibilities

* **Length of Term**
  * two years with maximum of three consecutive terms
  * terms starting October 2011 end in September 2013

* **Responsibilities**
  * attend Senate meetings
  * represent & report back to your constituents
  * support Senate activities
  * review Faculty Handbook
  * serve as part of your Electoral Unit Committee, on at least one other Standing Senate Committee (University Committees as requested)
Voting in Session

- Senators – vote
- Alternates – vote if representing a senator absent from own electoral group
- Both participate in all senate activities
- Selected votes via email
Senate Leadership

Senate Officers

* President
* Vice President
* Secretary

Executive Committee

* Discusses issues of broad concern
* Sets agenda for Senate meetings
* Appoints sub-committee chairs
* Voting members
  * Senate Officers
  * Representative from each electoral group
* Non-voting members
  * Committee chairs, past President
2014-2015 Senate Officers

President
Tom Smith (DLSI)

Vice-President
Angie Mund (CHP)

Secretary
Julie Woolworth (COM)
Electoral Groups

- College of Medicine
  - Clinical Sciences (34 + 16)
  - Basic Sciences (7 + 3)
- College of Nursing (6 + 2)
- College of Dental Medicine (6 + 2)
- College of Health Professions (6 + 2)
- College of Pharmacy (4 + 2)
- Department of Library Science & Informatics (4 + 2)
Standing Committees

- Governance
- Faculty & Institutional Relationships
- Institutional Advancement
- Communications & Education
- Electoral Unit Committees

- Ad hoc

Chairs to be determined this month, appointed by the Executive Committee
Govern the proceedings of the Senate

Conduct Faculty Senate elections

Review the Faculty Senate’s governing documents (Constitution & Bylaws and Handbook) and recommend changes to these documents as deemed appropriate

Call for nominations, establish slates, and conduct elections of officers of the Faculty Senate
* Develop, review or revise policies & procedures that apply to faculty. Examples: contracts, APT, post-tenure review, equity, conflict of interest, grievance.
* Receive and evaluate requests to change the Faculty Handbook.
Monitor major trends in the life of the institution
Request that the Faculty Senate take a position or act on issues of general interest. Examples: creation, development, or discontinuation of major units or departments; RCM; Strategic Plan; Institutional Effectiveness.
Track progress of Senate initiatives/votes/requests
  Appointments to University committees
Develop Senate strategic plan
* Communicate the work of the Senate. Examples: organize workshops or retreats addressing themes such as faculty mentoring, promotion & tenure, online education, contracts, and negotiation skills.

* Maintain the Faculty Senate web site and ensure that Senate activities are published in University publications.
Two Current *Ad Hoc* Committees

* Modified Faculty
  Examining definitions, career development, mentoring and compensation levels of modified faculty members.

* Clinical Affairs
  To monitor and respond to issues of particular concern to clinicians

Executive Committee to discuss and extend or withdraw the charges of these committees. Input welcome, as always.
Other Roles

* Ad hoc committees to form in order to handle particular issues without clear linkage to a single standing committee or where a standing committee has a significant workload.
* Senate appointees to University Standing Committees or ad hoc task forces.
* Provide your electoral unit representative and/or senate officers a “heads up” when issues of concern emerge.
* Refer particular faculty members to senate officers when they face challenging circumstances with administration.
Thank you and a Reminder

- Introduce yourself and bring...
  - Your good judgment
  - Your engagement in Senate business
  - Your communication with constituents
  - Your willingness to speak forthrightly and listen generously
  - Your vision of the needs and interests of your constituents
  - Your creativity and audacity

- ... to improve MUSC
Faculty Senate President’s Report
October 14, 2014

1. Handbook Revision Group Update: Completed the second read-through of a reorganized version of the Handbook. Revising based on that read. Once complete, the draft will be given to staff for conversion to database format and web access. Afterward, draft to be presented to FIR.

2. Executive Committee Quarterly Breakfast with Dr. Cole. Good sign. Next scheduled for November 20. Please keep in mind and convey concerns/questions to unit representatives or senate officers.

3. Follow up for Online curriculum statement from COM. Forwarded to Sothmann...planning to discuss at next meeting. Referred to IA Committee.

4. Initiating discussions around the concept of Faculty Engagement and work environment. Likely to be tasked to IA committee.

5. Follow up on Ombudsman plans for next year with Sothmann.

6. Will discuss with Exec Committee Dr. Sothmann coming to the November Senate meeting. Discuss a range of issues, but particularly the faculty evaluations of chairs and deans.

7. No word on COM dean search. Apparently, delay stems from discussions about potential division of VP for Medical Affairs role from COM Dean role.

8. Meeting with counterparts from CofC and Citadel next week. Statewide meeting being discussed for early 2015.