MUSC FACULTY SENATE

MINUTES

April 10, 2018, 7:45-9:00 am
Gazes Auditorium, Room 125
Strom Thurmond Building

1. Call to Order (Adam Smolka, President) at 7:48 am.

2. Quorum established
   • March 13, 2018 minutes approved without objection.

3. President’s Report
   • On Friday, March 30th, COM Dean announced his decision regarding the clinical faculty FMLA Policy (an example of policy implementation is attached). Policy is back-dated to July 1, 2017.
   • Bookstore RedCap Survey was completed by 45% of Senators and Alternates; results are attached. Questions can be referred to John Runyon.
   • Diversity & Inclusion training (4 hours) is mandated for university leaders. Adam Smolka has heard from four faculty concerned about the time required for completion. Further discussion addressed deficiencies of wording, accuracy and efficacy of many required MyQuest modules. Adam Smolka to bring this to the attention of the Provost.
   • The independent Faculty Senate account amounts to $7,031. Thank you to all contributors. No issues currently require the services of legal counsel.

4. Invited Presentation: Whitney McLuen, YES Campaign, Employee Campaign Coordinator
   • The 33rd annual YES campaign started April 9, 2018. $8 million has been raised over the years, the goal for this year is $460,000.
   • More than 1600 individual causes can be supported; donations to selected cause(s) can be made by payroll deduction or by check/credit card; donations are tax deductible.
   • Employee participation is very important and inspires others outside of MUSC to give. MUSC Physicians matches MUSC-P employee donations between $250 and $500.

5. Electoral Unit Reports
   • Academic Affairs Faculty (Jean Gudenas): Nothing to report
   • Dental Medicine (Raymond Kessler): Dr. Angela Chi has been elected Director of the American Board of Oral and Maxillofacial Pathology by Academy Fellows. As one of seven Directors she will be responsible for administration of Board Examinations. In the seventh year of her term she will serve as ABOMP President.
   • Health Professions (David Fitzgerald): Nothing to report
   • Medicine: Basic Science (Kristi Helke): COM senators met with Dean Dubois last week and discussed upcoming BS compensation plan. The Dean expects Task Force recommendations shortly and anticipates implementing an FY19 shadow/hold-harmless year.
   • Medicine: Clinical Science (Lynn Schnapp): absent
• Nursing (Melanie Cason): Nothing to report
• Pharmacy (Sherine Chan): Last week Drs. Hall (COP Dean), Worster, Chan and Smolka met with Dr. Kathleen Brady, Vice-President for Research to discuss lack of COP lab space in the proposed IP Building. Dr. Brady was very receptive and requested further details of space and personnel requirements. A COP faculty meeting later today will address these and related issues.

6. Committee Reports
• Governance (Michelle Nichols): Working on Senate Constitution and Bylaws and will be sharing updates at next EC meeting. Request for nominations for President, Vice-President and Secretary will be issued in May in preparation for Officer elections in July 2018. Senators serving the last of three terms are eligible for election as Officers. Senators and Alternates are elected in September.
• Communication and Education (Titus Reaves): Planning a Town Hall for April 19, 2018 on the Blue Zones project. The initiative to make Charleston a Blue Zone City may be implemented in 2019. Town Hall panelists will include Susan Johnson, Director of Health Promotion, Mike Seekings, Charleston City Council, and possibly representatives from BlueCross/Blue Shield and the Boeing Company. Please relay additional ideas for Town Hall topics to Titus Reaves.
• Faculty and Institutional Relations (Kristi Helke): Previous policy draft regarding Volunteer Faculty appointments has been modified and Volunteer Faculty will now be called Affiliate Faculty; this change awaits BOT approval. Concern voiced over the policy’s impact on Intellectual Property Policy. Kris Helke will share this feedback with senior leadership.
• Institutional Advancement (James McElligott): Progress on off-boarding policy is being tracked. There is a small committee working with the Provost to review senior leadership evaluations.

8. New Business - Public health consequences of gun violence
• Question raised at recent Faculty Senate meeting: why has MUSC not made its voice heard? In discussing this question, EC was in favor of taking a position, and debated the most appropriate approaches.
• Alicia Privette proposed that Stop the Bleed classes are one way to be involved; will provide coordinator’s contact information.
• Suggestion to partner with Anton Gunn and teams working in community engagement to identify efforts currently in place and possibilities for Faculty Senate participation.
• Adam has reached out to several people for ideas - Dean Kilpatrick, Ashley Hink, and Arm in Arm SC, a state-wide grass roots organization working for responsible gun ownership
• Suggestion to address this as a Town Hall Topic. Lack of research in gun violence and current status could be addressed by faculty experts. Concerns about how to do so without being counter-productive politically; Adam Smolka may discuss with Mark Sweatman, MUSC Legislative Liaison.
• National Trauma Survivor’s Day is May 16; information will be provided.
• Question as to hospital security; concerns voiced over relative ease of hospital access
• Suggestion made to provide active shooter drills, in addition to existing MyQuest mandatory active shooter module.

9. Adjourned at 8:45 am.
COM-Approved FMLA Policy: Example

Faculty member has an individual wRVU target of 1,000 and a “Y” compensation potential of $1,000; goes out on approved FMLA in a paid status for 3 months

›Pro-rate wRVU target to 750; leave “Y” compensation potential at $1,000 – if individual reaches their pro-rated target of 750 during the 9 months they are working, they would be eligible to receive $1,000 in “Y” compensation. The task force recommended a caveat to the “Y” earning potential under this scenario and recommends that the clinical faculty member should not be allowed to earn proportionally more “Y” during a year when they are out on approved FMLA in a paid status than they earned in the previous year.
Faculty who have visited the University Bookstore

Do you refer students to the University Bookstore for class related materials?
What items have you purchased or referred students to purchase?

- Diploma frames
- Coffee and snacks
- Required textbooks
- School supplies, including technology
- Required Medical Kits
- MUSC logo'd merchandise, including apparel

Why do you not refer/use the bookstore?

- Bookstore selection and/or prices are not competitive
- Unaware of existence
- Get/refer needs to online options

Which options would you consider for servicing your bookstore and merchandising needs?

- Online bookstore with onsite merchandise: 25 votes
- Online bookstore with online merchandise: 17 votes
- Maintain current brick and mortar store: 14 votes
- No need for bookstore: 3 votes
## Comments on the Bookstore Survey

<table>
<thead>
<tr>
<th>keep it up</th>
<th>Send out announcements of its availability to incoming classes and periodically to everyone.</th>
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<tbody>
<tr>
<td>Make its presence felt more prominently so it surfaces as an option when I'm thinking about getting books, office supplies or swag. A real need is on-campus source for the kinds of things I usually get from Staples</td>
<td>More MUSC merchandise for students, family, alumni and faculty/staff</td>
</tr>
<tr>
<td>we need the store. Staff is awesome and need to try on scrubs and jackets prior to orders. would love it if it had more of a variety and less expensive apparel options.</td>
<td>dont have students for which bookstore would be relevant, so not the right person to answer question 4</td>
</tr>
<tr>
<td>Advertise</td>
<td>Not many classes use textbooks anymore and those that do can order from Amazon or other online retailers. Need to identify needs of MUSC faculty/students that aren't being met by online retailers-you can't compete in this arena</td>
</tr>
<tr>
<td>Consider making it part of a larger, multipurpose store</td>
<td>Also have short sleeve white coats available for purchase/adding name, etc. since for some services you can't wear long sleeves into some of the ICUs.</td>
</tr>
<tr>
<td>More central location near library will allow more people to access it all the time</td>
<td>The people who work at our bookstore are outstanding! They are knowledgeable, helpful and expert about their products. They are always willing to help me locate a book or product. They know just what parts to order for my medical equipment such as otoscopes, ophthalmoscopes, and stethoscopes. I consider their presence on campus to be an extremely valuable resource.</td>
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| include alumni in decision making, upgrade the quality of MUSC log merchandise, some stuff is rusting | }
I. Policy Statement

This policy is created to specify a university-wide standard for the appointment and maintenance of Affiliate (aka Volunteer) faculty designation.

II. Scope

This policy applies to MUSC colleges and units that have the authority to initiate a faculty appointment.

III. Approval Authority

The Board of Trustees is the approval authority for this policy.

IV. Purpose of this Policy

An MUSC faculty appointment connotes a position of authority and service and is a designation to be protected with clear standards and procedures. Currently, each college/unit appoints individuals as faculty members using historical precedent that with time has drifted from a common university-wide standard. This policy is to specify the criteria and process for appointing and maintaining an individual as an MUSC Affiliate faculty member.

V. Who Should Be Knowledgeable about This Policy

All Deans, Division Directors, College Administrators, and members of promotion and appointment committees within each college, and the Executive Vice President for Faculty Affairs and Provost and Administrators in the Provot’s office.

VI. The Policy

A. Criteria for appointing Affiliate faculty are as follows: (1) the individual must provide a valuable service to the MUSC mission; (2) the individual must be appropriately qualified for the service s/he provides; (3) the individual’s qualifications and contributions are vetted by the committee that approves the college or unit’s promotion applications, then approved by the Dean and the Provost; (4) the individual must receive no compensation by the college or unit that issues the Affiliate faculty appointment.
B. Upon approval by the Provost, an appointment letter is issued, to be signed by the Affiliate faculty member and returned to the appropriate college/unit, following which, the individual is issued an MUSC MNA and NetID. All appointment (and renewal) letters shall make explicit that the title Affiliate must be included any time the individual refers to his/her MUSC faculty title (letterhead, e-mail signature, etc). The appointment and renewal letters will also make clear that Affiliate faculty are ineligible for tenure.

C. All current Volunteer faculty who meet the criteria specified in this policy will be appointed (or renewed) as Affiliate faculty by July 1, 2018. The term “Volunteer faculty” will be retired by June 30, 2018. On a 3-year cycle, all Affiliate faculty appointments will be reviewed by the issuing college or unit to determine whether the appointment will be renewed. An Affiliate faculty appointment may be terminated at any time at the discretion of the Dean.

D. An individual paid by the college or unit is ineligible to be an Affiliate faculty; if a faculty position is warranted, s/he should be so designated in accordance with the MUSC Faculty Handbook (including appropriate rank modifiers such as Visiting or Adjunct). The title Affiliate shall not be used in conjunction with other faculty rank modifiers (e.g., Adjunct, Visiting, Research, or Clinical).

VII. Special situations

If a situation occurs that warrants departure from the policy and standards outlined herein, the Dean of the College is required to request special consideration from the Provost for exemption. The Provost has ultimate decision making authority to determine if the exemption is granted.

VIII. Sanctions for Non-compliance

Affiliate faculty appointments that fail to adhere to these standards will not be approved by the Provost.

IX. Related Information

This policy does not conflict with information contained in the MUSC Faculty Handbook. “Affiliate salary” is a different construct and unrelated to Affiliate faculty appointment. Affiliate salary is not addressed in this policy.

X. Communication Plan

The policy will be published on the EVPAA webpage and will be disseminated to each Dean and the chair of each respective appointment/promotion committee.

XI. Review Cycle

This policy will be reviewed every 5 years.

XII. Approval History
Original approval date and subsequent review dates:

<table>
<thead>
<tr>
<th>Approval Authority</th>
<th>Date Approved</th>
</tr>
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<tbody>
<tr>
<td>Executive Vice President for Academic Affairs and Provost</td>
<td></td>
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<tr>
<td>MUSC Board of Trustees</td>
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XIII. Approval Signatures

Lisa Saladin, PT, PhD, FAPTA  
Executive Vice President for Academic Affairs and Provost  

Date

Don Johnson, MD  
Chair, MUSC Board of Trustees  

Date