

University of Kentucky, College of Medicine Faculty Council

May 15, 2018

Minutes**Present**

Ken Campbell
Davy Jones
Wally Whiteheart
Lee Blonder
Gaby Gabriel
Martha Peterson
Stefan Kiessling
Paul Kearney
Paul Sloan
Amy Meadows
Kristy Deep

Not Present

Julia Martin

Invited Guests: Dean DiPaola, Matthew Sanger, Lauren Greathouse, Kim Carter, Jeff Sullivan, Michael Rowland

The meeting was called to order at 5:04pm.

Dean DiPaola (invited guest) addressed the council as follow up from the meeting on April 26, 2018 where the recent changes to leadership in the Orthopaedic Surgery Department were discussed. Dr. DiPaola presented the proposal for the training recommendations. Input was sought from a group of educational subject matter experts including the Office of Institutional Equity and Equal Opportunity (IEEO), Human Resources, UKHC Learning and Development, and Diversity and Inclusion. The recommended training plan includes three one-hour training sessions. Session 1 will involve review of applicable laws, University regulations and policies, and reporting requirements (IEEO); Session 2 will involve review of diversity and inclusion programs and services offered at UK; and Session 3 will involve review of ethical conduct and Living DIRECT. The intended audience will be inclusive over time of faculty, staff, residents, and students. Implementation of the first wave of training is to be completed no later than July 29, 2018. Faculty Council made the suggestion of providing this training as part of pre-scheduled conferences and meetings to ensure attendance. Web-based options were suggested- the first round is intended to be face to face.

Kim Carter (invited guest) Executive Director for the Office of Sponsored Projects Administration (OSPA) presented a summary of the OSPA's responsibilities and grant-writing procedures. 2,600 proposals are submitted every year, with an approval rate of ~20%. There are 4,000 active accounts administered by OSPA. COM submits the most applications and receives the most awards of any College at UK. There are two major stages in the granting process: proposal preparation/submission and post award management. The proposal phase starts with a Grant Proposal Specialist (GPS). The GPSs for the College of Medicine are housed in the Sponsored Research Administrative Services (SRAS) office. A GPS will get the proposal process started and give assistance with developing the budget, budget justifications, putting together the proposal package including administrative information, and doing a final proposal review (before it is officially submitted by OSPA). The GPS will also assist in preparing the required Internal Approval Form (IAF).

GPSs are assigned to departments/units and the relevant individuals for each can be found on the SRAS website: <https://research.med.uky.edu/research-administration-ibu>. It is important to note that SRAS and OSPA are not the same. COM grants should start with a GPS from SRAS

Once you have received a Notice of Award (NOA), a Research Administrator (RA) in OSPA handles management of the award. The RA is the primary resource if there are questions once the award starts. They review the award and negotiate changes with the sponsor. They provide the institutional signature and prepare documents for account setup in SAP. They facilitate any rebudgeting that may be required. RAs are assigned to departments/units and the relevant individuals for each can be found on the OSPA website at: <https://www.research2.uky.edu/office-sponsored-projects-administration>. The College of Medicine SRAS also provides post award assistance with certain tasks. Information can be found on their website, at: <https://research.med.uky.edu/research-sras-useful-information>.

It was brought up that there is a flaw in the IAF in submitting multi-PI grants and Ms. Carter said she would look into this if she was provided with an example where this has been a problem.

Dr. Whiteheart initiated the chair-elect process. The next Faculty Council chair will need to be from a Clinical Department, Dr. Kristy Deep (Internal Medicine) self-nominated and was unanimously elected by the council members to be the next chair of Faculty Council for 2018-2019. She will begin her term on September 1.

Dr. Whiteheart made an announcement: The COM Curriculum Committee has approved a new course proposal for MED 901 Acting Internship: Community Internal Medicine in Morehead. This was submitted by Dr. Shea Lambirth, RPLP Site Director, M3 Internal Medicine Clerkship.

Dr. Whiteheart initiated discussion about the General Faculty Meeting agenda and the “text the Dean” option. Moving the meeting to the HG611 conference room from Pav A will also allow for faculty to eat their lunches and enjoy light refreshments during the meeting. Other ways to engage faculty attendance were discussed, such as: Helping faculty understand the importance of the topics such as LCME accreditation, highlighting positive gains in the College, as well as providing opportunities for faculty to share their opinions on issues openly. It was seen as important to make the faculty feel that they have an impact by attending. Bridging the gap between basic and clinical faculty members was also discussed. Asking the Department Chairs to encourage attendance was suggested.

Additional topics suggested for this General Faculty Meeting and future meetings include: Tenure status-the University Perspective, Press-Ganey Survey results, Faculty Effort/DOE discussion.

New business- “Eduroam” wifi does not work on the medical school campus but it does work and needs to be used on main campus.

Meeting was adjourned at 6:09pm

Presentation materials referenced above can be found at the Faculty Council Website: <http://med.uky.edu/faculty-council>

see blue.