

**Faculty Council**
**Meeting Specifics**

Purpose	Cadence	Executive Sponsor
Regularly Scheduled	Third Tuesday of the Month	Dean DiPaola
Date	Time	Location
Tuesday, July 21, 2020	5:00-6:00 p.m.	Zoom

**Committee Chair(s) and Members**

Basic Science Members	Clinical Science Members
<input checked="" type="checkbox"/> Blonder, Lee X.	<input checked="" type="checkbox"/> Ballard, Hubert (Chair Elect)
<input checked="" type="checkbox"/> Hatcher, April R. (Chair)	<input checked="" type="checkbox"/> Deep, Kristy S.
<input checked="" type="checkbox"/> Mellon, Isabel	<input checked="" type="checkbox"/> Fragneto, Regina
<input checked="" type="checkbox"/> Spear, Brett	<input checked="" type="checkbox"/> Gabriel, Gaby E.
<input checked="" type="checkbox"/> Whiteheart, Sidney	<input checked="" type="checkbox"/> Hays, Lon R.
<input checked="" type="checkbox"/> Jessica McFarlin	<input checked="" type="checkbox"/> Stevens, Julia C.

**Visitors and Standing Guests**

<input checked="" type="checkbox"/> Adams, Quinn (Standing Guest)	<input checked="" type="checkbox"/> Ross, Shavonna (Standing Guest)	<input checked="" type="checkbox"/> Tannock, Lisa (Standing Guest)
<input checked="" type="checkbox"/> DiPaola, Robert (Standing Guest)	<input checked="" type="checkbox"/> Sanger, Matthew (Standing Guest)	<input checked="" type="checkbox"/> Garvy, Beth (Guest)
<input checked="" type="checkbox"/> Jones, Davy (Guest)	<input type="checkbox"/> Sawaki Adams, Lumy (Standing Guest)	<input checked="" type="checkbox"/> Pistilli, Judith (Guest)
<input checked="" type="checkbox"/> Huddleston, Alyssa (Guest)	<input checked="" type="checkbox"/> Geddes, Jim (Guest)	<input checked="" type="checkbox"/> Neiport, Emily (Guest)

Agenda Item	Presenter/Facilitator
Call to Order	April Hatcher
Declaration of Quorum	April Hatcher
Approval of Minutes June 16, 2020 Meeting	April Hatcher
The College of Medicine Biomedical Education Committee has approved <b>BCH 619 Seminar in Biochemistry</b> , submitted by Dr. Michael Mendenhall, and it is ready for Faculty Council review.	April Hatcher
DOE Task Force Update	Beth Garvy
Little "c" versus big "C" Centers Update	Davy Jones
Rules of the Faculty Update	Matthew Sanger
Next Meeting <ul style="list-style-type: none"> <li>August 18, 2020 – Zoom</li> </ul>	

Notes	
Topic	Discussion
Opening Remarks	<ul style="list-style-type: none"> <li>Meeting called to order by A. Hatcher.</li> <li>Quorum declared at 5:02 p.m. (Twelve (12) members present.)</li> </ul>
Approval of Minutes	<ul style="list-style-type: none"> <li>Minutes from June 16, 2020, meeting accepted and approved.</li> </ul>
BCH 619 Seminar in Biochemistry	<ul style="list-style-type: none"> <li>Faculty Council reviewed and approved the course change for BCH 619 Seminar in Biochemistry, submitted by Dr. Michael Mendenhall.</li> </ul>
DOE Task Force Update	<ul style="list-style-type: none"> <li>B. Garvy presented a DOE Task Force update. The DOE update is focused on Basic Science Faculty.</li> <li>The DOE Task Force has been working for over a year to come up with consistent policies regarding DOEs in the College of Medicine.</li> <li>In addition to the teaching and service DOEs, which have already been updated, the Task Force was charged with reviewing how assignment periods should follow DOE, i.e., should faculty having issues with their DOEs be put on an improvement plan allowing them the opportunity to receive mentoring and assistance through their department chair and Senior Associate Dean of Faculty Affairs in order to move unproductive time to more productive time.</li> <li>This plan will include department chairs and/or center directors working with their faculty to come up with ways for faculty members to be more productive in terms of teaching, administrative assignments, service, and grant writing.</li> <li>This proposal was presented to department chairs on Wednesday, July 22, to ask them to come up with rubrics for assessing productivity with unfunded research/creative activity effort.</li> <li>The DOE Task Force plans on presenting the final proposal and giving an update to Faculty Council at the August 18 meeting.</li> </ul>
Little "c" Versus Big "C" Centers Update	<ul style="list-style-type: none"> <li>D. Jones reviewed UK policies that distinguish big "C" (educational unit) Centers versus small "c" (administrative unit) centers.</li> <li>"Educational units" refer to the college, school, departments, graduate centers. Big "C" Centers and Institutes are subject to vetting by the University Senate.</li> <li>Centers and Institutes ("<b>M</b>ulti<b>D</b>isciplinary <b>R</b>esearch <b>C</b>enters/<b>I</b>nstitutes"; <b>MDRC</b>, <b>MDRI</b>) are the one kind of "educational unit" not allowed to home University Senate-controlled credit bearing course work.</li> <li>MDRCs/MDRIs are defined by education, governance, and personnel criteria.</li> <li>The <b>educational criteria</b> includes non-credit bearing educational activities, programs that are "primarily research in nature", and lesser in service/instruction. The programs within the educational criteria are "multidisciplinary" and the unit itself "delivers" the educational activities.</li> </ul>

	<ul style="list-style-type: none"> <li>• The <b>governance criteria</b> includes a “faculty” body with “recurring, formally assigned duties in the unit.” The faculty body of the MDRC/MDRI makes educational policy and renders a unit rules document. The majority of the faculty can request off-cycle review of the unit.</li> <li>• The <b>personnel criteria</b> includes total assigned effort greater than or equal to at least 1 FTE, excluding time as Director. The Director is equivalent to a Department Chair and the unit cannot be homed within a department. The Director must be approved by the Board (PR2). The “Faculty” requests off-cycle review of the Director. The Director writes tenure/promotion letters and is ineligible as a Trustee or Senator.</li> </ul>
<p>Rules of the Faculty Update</p>	<ul style="list-style-type: none"> <li>• M. Sanger presented an update on the Rules of the Faculty and College of Medicine Committees.</li> <li>• At the June 16, 2020, Faculty Council meeting, we gave an update that we were continuing to look through the structures of College of Medicine Committees to ensure alignment with the Rules of the Faculty. Faculty Council also endorsed first, elected, or appointed faculty members to the College of Medicine Admissions Committee, Medical Student Curriculum Committee, Scholarship Committee, and the Student Progress and Promotions Committee.</li> <li>• A call was sent out on June 17, 2020, from Faculty Council for a second call for nominations for the Committee on Instructional Vision, Faculty Form F/Overload Committee, and the Research Vision Committee.</li> <li>• Faculty Council endorsed Dean DiPaola’s recommendations from the nominations received.</li> <li>• As a reminder, there are 16 committees that are defined within the Rules of the Faculty. Four are faculty standing committees and the remaining 12 are standing committees.</li> <li>• On February 8, 2020, the Rules of the Faculty were finalized. On March 5, 2020, M. Sanger and E. Neiport began meeting with committee chairs to discuss committee structures and membership to make sure they aligned with the Rules of the Faculty. As these meetings took place, they were creating a governance document to outline roles and responsibilities for those serving on the committees as well as membership changes. Meeting cadences, what it takes to convene a meeting, who can call the meeting, meeting agenda/items, and minute guidelines and templates are also included on the governance document. The goal is to create a consistent meeting template for all committees.</li> <li>• We are also identifying individuals within each committee who will be responsible for taking minutes.</li> <li>• A review will be done on an annual basis with each committee chair.</li> </ul>

- Changes to the Rules of the Faculty will also need to be updated according to how these committees operate and committee chairs will begin to bring changes to the Rules of the Faculty to the Faculty Council.
- For learner-specific committees (Admissions Committee, Professional Code Committee, Student Progress and Promotions Committee, and the Scholarship Committee) there will be items we will have to take into consideration disclosing because identifying information will be left out of minutes.
- As meetings with the committee chairs have taken place, a document has been created to track suggested changes and language to the Rules of the Faculty and to the individual committee structures.
- So far, at least 35 proposed changes to the Rules of the Faculty have been identified and those changes will be brought to Faculty Council as they are made.
- Within the Rules of the Faculty, there is a Faculty Council Appointed Representative serving on each of the committees.
- According to Article 2 section 3.4 of the Rules of the Faculty, you will see that the Faculty Council members who serve in an ex-officio non-voting capacity, who are both regular committee members and the designated Faculty Council representative, are the liaison between the faculty committees and Faculty Council. In some cases, a Faculty Council representative may already sit on a committee (e.g., A. Hatcher on the Curriculum Committee), but Faculty Council is being asked to identify individuals to serve as the Faculty Council representative for each committee who is not a current active member of Faculty Council on the membership roster.
- Committees of the Dean, which are more administrative in purpose, have more flexible language around prescribing representation, but it states, “in relation to faculty, there must be a member determined by the Faculty Council on each committee established under the supervision of the Dean.”
- For the administrative committees, if there is already a Faculty Council member on a committee, they would be the representative. If the committee did not have a Faculty Council member already sitting on each of the committees of the Dean, Faculty Council should look at the members who are serving on those committees and see if there are any members they would like to ask to be the liaison to the Faculty Council.
- Faculty Council is being asked to designate a liaison to each committee that does not already have a Faculty Council representative. These individuals would attend the meetings and provide an annual update to the Faculty Council, along with the committee chair.

	<ul style="list-style-type: none"><li>• Faculty Council will work on defining these roles officially. A survey will go out to Faculty Council before the August 18 meeting to assist in the discussion of the liaison role.</li><li>• Current members of each committee have been identified to Faculty Council as well as the committees that currently have Faculty Council representation. There are nine committees in need of an appointed liaison.</li><li>• Once Faculty Council defines the liaison role at the August 18 meeting, they will work to identify the liaisons for each committee that needs one assigned by the September 15 meeting.</li><li>• Faculty Council will be updated on the Rules of the Faculty at the August meeting and the governance document will also be worked on to address the 35 changes to the committees that were identified.</li></ul>
Other Business	<ul style="list-style-type: none"><li>• The next Faculty Council Meeting will be held on August, 18 2020, at 5:00 p.m.</li><li>• Meeting ended at 6:27 p.m.</li></ul>