

# **JCESOM Faculty Council Committee Meeting Minutes**

Monday January 8, 2018

## **I. Call to order**

Dr. Alan Koester called to order the regular meeting of the Faculty Council Committee at 5:35 on January 8, 2018 at MUSOM 2<sup>nd</sup> Floor Health Science Conference Room.

## **II. Roll call**

James Denvir, PhD

Charles Francis, MD

Todd Green, PhD

Alan Koester, MD

Matthew Curry, MD

Jennifer Gerlach, MD

Katherine Steele, MD

Marie Veita, PhD

Deji Olajide, MD

Facilitator: Dr. Deb Koester

Vikrim Shivkumar, MD

Invited Guests: Dr. Darshana Shah

Jared Brownfield, MD

## **III. Approval of minutes from last meeting**

Dr. Green motioned for previous notes to be approved. Motion was seconded and approved with all in favor and none opposed.

## **IV. Open issues**

- a) Dr. Deb Koester provided a brief background and introduced the process to be used for the Faculty Council StandPoint Survey Prioritization Meeting (see attached PPT).
- (1) Pre-Meeting: Prior to the meeting, Council members were asked to bring in up to 10 issues/opportunities for improvement from the overall survey results for the organization that were based on the collective input and recommendations provided by respective Department faculty.
- (2) Silent Brainstorming: Faculty members were asked to transcribe one issue per post-it-note. Once the post-its were created they were placed onto the back-wall of the conference room.

- (3) Affinity Diagram: Issues were consolidated into themes by the participating Faculty. The following themes were identified:
- (a) Mentoring
  - (b) Faculty Wellness
  - (c) Recruitment and Retention
  - (d) Research Development
  - (e) Compensation
  - (f) Communication
- (4) Critical Weighting Method & PEARL Test: Dr. Deb Koester then facilitated the use of Critical Weighting Method and PEARL test to further evaluate each identified theme. Faculty council members divided into two workgroups, each evaluating a subset of the themes. Results were then presented by each group, discussed, and scores were finalized as follows. It was determined that the theme of Promotion and Tenure would remain a priority but would be deferred to the Promotion and Tenure Committee for strategic planning and next steps.
- (a) Mentoring (60)
  - (b) Faculty Wellness (58)
  - (c) Recruitment and Retention (54)
  - (d) Research Development (50)
  - (e) Compensation (50)
  - (f) Communication (42)
  - \*\* Promotion and Tenure (48)
- (5) Next Steps: Following review of final scores, it was determined that themes would be grouped as provided below among three subcommittees of the Faculty Council. Again, the Promotion and Tenure would be deferred to that Committee. Chairs for each group were identified. As next steps, each group will meet between now and February at which time progress reports will be presented.
- (a) Subcommittee 1: Faculty Wellness; Chair, Dr. Charles Francis
  - (b) Subcommittee 2: Mentoring and Research Development: Chair, Dr. Vikram Shivkumar
  - (c) Subcommittee 3: Recruitment & Retention and Compensation: Chair, Dr. Jim Denvir

## V. New business

- a) Sub-committees with chairs were established.

- b) Council will meet on the 2<sup>nd</sup> Monday of each month at 5:30 PM for updates. The next meeting is February 12, 2018 at 5:30 PM in the Suite 2403 Conference Room.

## **VI. Adjournment**

Dr. Alan Koester adjourned the meeting at 7:30 PM.



## Faculty Council Prioritization Summary

Prioritization Worksheet												
		Criteria Weighting Method <i>Rate 0 (low) to 10 (high) based on criteria</i>				PEARL Test Score either a '1' or '0' for each						Overall Score (Criteria x PEARL)
Identified Issue		Outcome (Rating x 1)	Size (Rating x 2)	Seriousness (Rating x 3)	Criteria Total Score (O + Si + Se)	Propriety	Economics	Acceptability	Resources	Legality	PEARL Score (PxExAxRxL)	
#1	Mentoring	10	20	30	60	1	1	1	1	1	1	60
#2	Faculty Wellness	8	20	30	58	1	1	1	1	1	1	58
#3	Recruitment & Retention	10	20	24	54	1	1	1	1	1	1	54
#4	Research Development	10	16	24	50	1	1	1	1	1	1	50
#5	Compensation	10	16	24	50	1	1	1	1	1	1	50
#6	Communication	4	20	18	42	1	1	1	1	1	1	42
**	P & T	8	16	24	48	1	1	1	1	1	1	48

## Faculty Council Prioritization Summary

The top ranked issues and topics were identified from a structured prioritization process with input from Departmental faculty via Faculty Council members and using the Faculty StandPoint Survey Data collected in the fall 2017. Each issue was assessed using the Critical Weighting Method and the PEARL Test. Following the prioritization via scoring a total of 6 issues were subsequently determined to be those the Faculty Council would focus on further understanding and developing improvement strategies for. Subcommittees have been strategically formed based on the issues and will be chaired as follows:

- Faculty Wellness: Dr. Charles Francis
- Mentoring and Research Development: Dr. Vikram Shivkumar
- Recruitment & Retention and Compensation: Dr. Jim Denvir

Subcommittees will begin meeting this month to develop an understanding of each issue. As a result, for each topic, the subcommittees will develop a written goal statement, supporting data/evidence, rationale for the topic/issue, time-framed and measurable objectives/outcome measures and recommended strategies to be undertaken to meet them.

