

Marshall School of Medicine

Faculty Council Meeting

November 27, 2018

Name	Attendance
James Denvir, PhD	✓
Emine Koc, PhD	✓
Melissa Lester, DO	✓
Alfred Cecchetti, PhD, MSc, MSc IS	✓
Katherine Steele, MD	✓
Matthew Curry, MD	✓
Charles Meadows, MD	
Bisher Mustafa, MD	
Vikrim Shivkumar, MD	✓
Jared Brownfield, MD	
Charles Francis, MD	✓
Tom Reinsel, MD	Excused
Alysia Browne, MD	
Jennifer Gerlach, MD	✓
Jack Stines, MD	✓
Hillary Porter, DO	✓
Paul Bown, MD	

Mtg Date: 11.27.2018

I. Welcome, Approval of Minutes

Dr. James Denvir called to order the Faculty Council meeting on November 27, 2018 at 5:30 PM. Dr. Jennifer Gerlach moved to approve the minutes from October 24, 2018, there was a second. Everyone voted in favor and no members opposed.

II. Faculty Bylaw Proposed Changes

The Faculty Council has two separate changes to the Faculty Bylaws that need approval. The first proposed bylaw changes are from the Admissions Committee.

The Faculty Council requested the presence of the Admissions Committee to respond to questions from the council. The guests from the Admissions Committee included Dr. Charles Clements, Chair of the Admissions Committee, Jennifer Plymale, Associate Dean of Admissions, Cindy Warren, Assistant Dean of Admissions, and Nancy Webb, Director of Enrollment Management. Dr. Clements described the admissions process for medical school starting in June when the AMCAS opens for students to fill out the application online. Each student that checks off which medical schools they will be applying to and submit their application. Marshall University School of Medicine accepts applications on a rolling admissions process, selecting students based on the following criteria: WV residents, bordering states, or direct association with Marshall University. During the interviews, the students have the opportunity to sit down with two members of the admission committee, and 45 minutes with current medical students. At the completion of the interviews, the admission committee members will write up the pros and cons of the applicant while also reviewing entire application. These forms are then presented to the Admissions Committee, followed by discussion, and then by voting whether the applicant is accepted, hold (waiting for additional grades), or rejected. The applicants are notified right away if they are accepted in order to show the applicants they are valued and that

the school would like them to be part of the Marshall University family. Generally, the interviews are conducted from October to end of January.

The first question addressed by the Admissions Committee is who is part of the committee? At least 51% of the voting members of the committee need to be SOM Faculty, there are also some community members, Marshall University Faculty, private practice practitioner. Dr. Clements stated that Residents have previously been part of the committee, however finding a Resident who has time to commit has been challenging.

The next question is how the Executive Committee of the Admissions Committee determined. This question was answered by receiving the correct version of the Proposed Bylaws from the Admissions Committee; the incorrect version was sent previously. In this correct proposed bylaw changes, it states that the Executive Committee is comprised of the Chair, Vice Chair and all of the Assistant, Associate and Vice Deans who are serving at that time on the Admissions Committee. The Dean of the School of Medicine appoints the Chair and Vice Chair of the Admissions Committee.

The Faculty Council questioned the rationale of not ranking waitlist applicants, since they are not ranked the Council requested to know the process of moving from the wait list to the accepted list. Dr. Clements explained that the Admissions Committee has designated authority of moving the applicants from the wait list to the accepted list to the Executive Committee of the Admissions Committee. As openings in the next School of Medicine class become available, the Executive Committee look for applicants who benefit to the medical school, based on a holistic process in order to meet the schools' needs. If the wait list applicants are ranked, it does not allow the committee to accept based on diversity or unique life experience. The Faculty Council questioned whether it is necessary to include that the Admissions Committee follows an unranked waitlist system, and Dr. Clements informed the council that they are very comfortable with the way that the committee is running and knows keeping the unranked waitlist system is the best option.

After answering questions, Dr. Clements notified the Faculty Council about two new members to the Admissions Committee. The council, if the proposed by laws regarding the Admissions Committee are passed, would need to vote on the new members to be part of the Admissions Committee. The two proposed new members are Dr. Anthony Johnson, a PGY3 pediatric resident who graduated from Joan C. Edwards School of Medicine. He is from Dunbar, WV and completed his undergraduate studies at the University of Tennessee. The second new member is Dr. Allissa Caudill, a licensed child and adolescent psychologist. She is on faculty as an assistant professor of psychiatry, and earned her Doctor of Psychology from Marshall University.

In closing, the Admissions Committee requested to be invited back in the fall of every year in order to brief the council on the new members along with providing demographics for the new medical school class. The Admissions Committee members then left the meeting in order for Faculty Council to continue the meeting.

Discussion began regarding the Faculty Council Proposed by-laws. The proposed by-laws were sent to members on November 15, 2018 at 2:26 PM for review prior to the meeting. The term limit policy was discussed with members feeling that once the two-year term is completed they finally understand the role and flow of the council, adding a brand new member at that point would not help the council as a whole. It was agreed that members could serve two consecutive terms.

Monthly meetings will continue based on these by-laws, and there will be an option in the future to join the meeting via Zoom conference. If nothing is submitted to discuss for the next meeting, the Chair will have the power to cancel it and the council will reconvene at the next meeting date.

Dr. Charles Francis move to amend the proposal to include the changes in the by-laws concerning the Admissions Committee and the Faculty Council. Dr. Jennifer Gerlach seconded the motion. All were in favor with none opposed.

Dr. Jennifer Gerlach moves to vote on the amended motion. Dr. Charles Francis seconded the motion. All were in favor, none opposed. The amended by-laws passed by the Faculty Council.

III. Policy on Appointment of Teaching Faculty in Medical Education

Dr. Matthew Curry is concerned that this proposed policy will complicate the steps he take as a Block Leader for the School of Medicine. He stated that if he had a guest lecturer for an hour and does not evaluate the students, it would be complicated to have to make sure they have a faculty appointment in order to do so. After reading over the document, the Faculty Council decided it was a wording issue, and so changed the wording for the policy.

Dr. Matthew Curry moved to amend the proposal as is, Dr. Charles Francis seconded the motion. All were in favor, none opposed.

Dr. Jennifer Gerlach moved to approve the policy as amended, Dr. Matthew Curry seconded. All were in favor, with none opposed.

IV. Other business

Dr. Jennifer Gerlach moved to suspend the current agenda, Dr. Matthew Curry seconded. All in favor.

Dr. Matthew Curry moved to add an item to the agenda to approve Dr. Anthony Johnson and Dr. Allissa Caudill to the agenda. Dr. Jennifer Gerlach seconded the motion, and all were in favor.

Dr. Jennifer Gerlach moved to resume the newly proposed agenda; Dr. Charles Francis seconded the motion. All members were in favor with none opposed.

V. Approve Dr. Anthony Johnson and Dr. Allissa Caudill to the Admissions Committee

Dr. Matthew Curry moved to vote to approve Dr. Johnson and Dr. Caudill to the Admissions Committee. Dr. Jennifer Gerlach seconded the motion, all members approved, none opposed.

VI. Next meeting

The next Faculty Council meeting will take place on Tuesday January 22 at 5:30 PM. Hope everyone has a great Holiday season!