

# Marshall University

## Joan C. Edwards

### School of Medicine

## Faculty Council Minutes

August 20, 2019

Name	Attendance
Alfred Cecchetti, PhD, MSc, MSc IS	✓
Andrew Nato, PhD	Excused
Bisher Mustafa, MD	
Casey Patick, MD	
Charles Francis, MD	✓
Charles Meadows, MD	
Chaundra Maddox, MD	✓
Christina Hensley, MD	
David Chaffin, Jr., MD, FACOG	
Emine Koc, PhD	✓
Errington Thompson, MD, FACS, FCCM	✓
Eva Patton-Tackett, MD	
Gary Petty, MD	✓
Hillary Porter, DO	✓
Iheanyichukwu Ogu, MD	✓
James Day, MD, PhD	
Jennifer Gerlach, MD	✓
John Parker Jr., MD	✓
Melissa Lester, DO	
Nicolas Phan, MD	✓
Nick Chongswatdi, MD	
Niru Nahar, MBBS	
Paul Bown, MD	
Raj Khanna, DMD, MD	
Vikrim Shivkumar, MD	✓
Viorel Raducan, MD	Excused
Mtg Date: 8.20.19	

#### i. Welcome

Dr. Jennifer Gerlach, Chair of the Faculty Council, called the meeting to order on August 20, 2019 at 5:31 PM. Dr. Vikrim Shivkumar moved to pass the minutes from the July 16, 2019 Faculty Council Meeting, Dr. Errington Thompson seconds the motion. All were in favor for passing the minutes, with none opposed.

#### ii. Admissions Committee

As per the Faculty Council meeting on November 27, 2018, the Admissions Committee requested to attend an annual meeting to give general updates regarding the admissions committee and next medical school class. Dr. Charles Clements, Chair of the Admissions Committee, informed the council that the Class of 2023 has a class size of 80 with 79% being from West Virginia. The average GPA is 3.64 and the average MCAT score is 503 – an infographic of the Anatomy of the Class of 2023 follows the minutes.

The Admissions Committee has also had some faculty leave the committee due to retirement and leaving JCESOM. The committee submitted a proposal (19-20-AC-1) to add Dr. Darshana Shah to the Admissions Committee. She has previously served on the committee from 2003 to 2013. Dr. John Parker Jr.

moved to approve the addition of Dr. Shah to the Admissions Committee, Dr. Alfred Cecchetti seconds. All were in favor of Dr. Shah rejoining the Admissions Committee, and none opposed.

**III. Office for Faculty Advancement Submission Proposal**

The Office for Faculty Advancement submitted a proposal (19-20-OFA-1). This proposal was to include the word 'PA Student(s)' to the Faculty Annual Evaluation Form since the Physician Assistant School faculty have faculty appointments through the Joan C. Edwards School of Medicine. The evaluation form is an annual evaluation for all JCESOM faculty. Dr. John Parker Jr. moved to approve the proposal, Dr. Iheanyichukwu Ogu, MD seconds. All were in favor, none opposed.

**IV. Next Meeting, Closing Remarks**

An open door policy stands for any meeting Dr. Jennifer Gerlach, Chair, attends and thus will keep the Faculty Council informed. The next Faculty Council meeting will take place on September 17, 2019. Dr. Jennifer Gerlach adjourned the meeting at 5:41 PM.



MARSHALL UNIVERSITY®  
Joan C. Edwards School of Medicine

# ANATOMY OF THE CLASS OF 2023

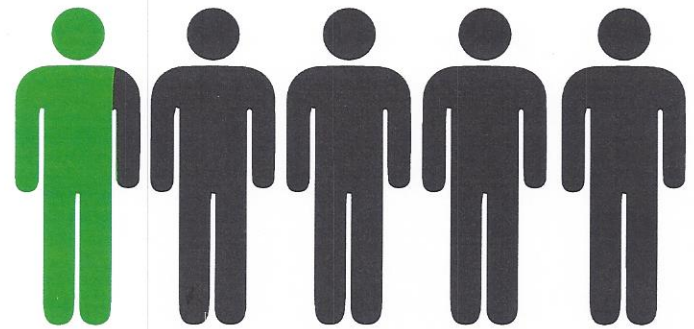
MCAT **503**

GPA **3.64**



AGE RANGE **20 - 35**

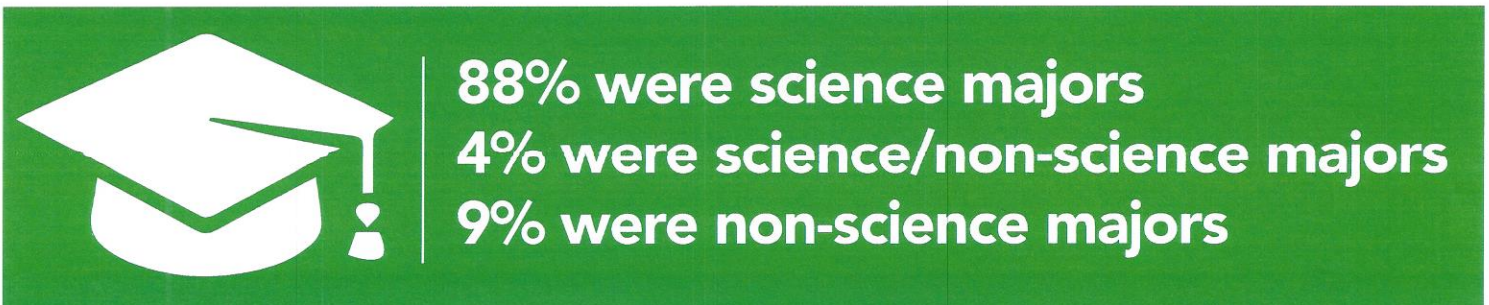
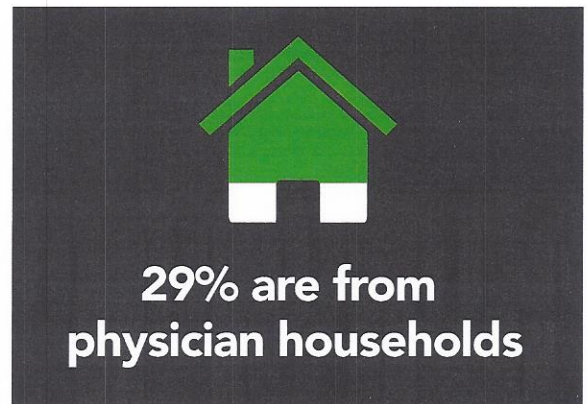
AVERAGE AGE **24**

**2205**  
Applications



15% are first generation college graduates

-  66% hold bachelor's degrees
-  20% hold master's degrees
-  3% holds doctoral degree
-  11% entered from Accelerated BS/MD program



Proposed by:	<input type="checkbox"/> Faculty Council <input checked="" type="checkbox"/> Admissions Committee <input type="checkbox"/> Curriculum Committee <input type="checkbox"/> Academic Standards Committee <input type="checkbox"/> Personnel Advisory Committee
Date:	August 12, 2019
Proposal Text:	<p>The Admissions Office presents the proposed new member of the Admissions Committee to Faculty Council for approval:</p> <p>Darshana Shah, PhD, Professor of Pathology Associate Dean , Faculty Advancement Marshall University , Joan C.Edwards School of Medicine</p> <p>Dr. Shah has previously served on the committee from 2003 to 2013.</p>
Rationale:	<p>The Admission's Committee has two members who left the committee after the 2019 admissions cycle. Dr. Suto Akpanudo has relocated out-of-state, and Dr. Jeffery Breaux has retired.</p> <p>Dr. Shah has requested to return to service on the Admissions Committee.</p> <p>The addition of Dr. Shah to the committee will bring the total membership to 34 (with 31 voting members). This number provides a sufficient group for interviews and allows for meaningful discussion of candidates at meetings.</p>

Joan C. Edwards School of Medicine at Marshall University

Faculty Council

Proposal submission form

19-20-OFA-1

Proposed by:	<input type="checkbox"/> Faculty Council <input type="checkbox"/> Admissions Committee <input type="checkbox"/> Curriculum Committee <input type="checkbox"/> Academic Standards Committee <input type="checkbox"/> Personnel Advisory Committee <input checked="" type="checkbox"/> Office for Faculty Advancement
Date:	August 6, 2019
Proposal Text:	Addition of the word 'PA Student (s)' to the Faculty Annual Evaluation Form.
Rationale:	In order to include the Physician Assistant School faculty, as they have faculty appointments through the School of Medicine. This Faculty Annual Evaluation Form was previously approved by the Faculty Council in 2013.

**MARSHALL UNIVERSITY  
JOAN C. EDWARDS SCHOOL OF MEDICINE**

**The Annual Faculty Activities Evaluation form must be completed by ALL Full Time and Part time Faculty Members before June 30, 2019.** This form is standardized to verify that the School meets the Marshall University Board of Governor's requirement to provide annual evaluations to all Faculty Members.

<http://www.marshall.edu/board/files/MUBOG-AA-22a-Annual-Evaluation-of-Faculty-Amended-2014-04.pdf>

The form is revised and approved by JCESOM Faculty Council April 2013.

It should again be emphasized that the evaluation must take into account the Faculty Member's assigned and approved activities.

The last page of the completed Annual Faculty Assessment Summary must be signed by both the Departmental Chair and the faculty member to verify the information. Even if the Faculty Member does not agree with the Chair's assessment/comments, the Faculty Member must sign and date the form. The Faculty Member is required to attach a signed detailed letter of explanation if she/he indicates a substantial disagreement with the overall assessment.

**This form is intended to be used as follows:**

- (1) The Faculty Member is requested to complete appropriate sections (not all sections should be filled out by all faculty, e.g. Basic Science faculty would not complete section on clinical service). In addition to this form, Faculty Members are encouraged to submit material which will be helpful in an adequate consideration of their performance. The Faculty Member should include her/his updated *curriculum vitae* listing supporting data for that year. ( [JCESOM CV builder](#) )
- (2) The Faculty Member and the Chair shall complete appropriate sections of the form, and thereafter a conference shall be scheduled with the Faculty Member, at which time the completed form will be discussed. The Faculty Member's signature signifies that he/she has met with the chair and has seen the Chair's comments and recommendations, but not necessarily that he/she agrees with all of them.
- (3) The Faculty Member must have the opportunity to review the Chair's comments and respond before the form is finalized. The completed form becomes part of the Faculty Member's official file.
- (4) Faculty members holding joint appointments will be evaluated in each department with copies of both evaluations in the faculty member's official evaluation file
- (5) Each department should maintain the annual faculty evaluations for their faculty in the departmental files and also post it in the departmental SharePoint directory.  
<https://soms.marshall.edu/annualevaluation/layouts/15/start.aspx#/>

Those completing the form should feel free to specify other activities or factors considered significant. Particular emphasis should be given to elements unique to an individual department and how these elements relate to the criteria for performance in that department.

Please fill out completely.

Name of Faculty Member: _____		Degree: _____	
Academic Year: _____		Department: _____	
Name of Department Chairperson: _____			
Rank: _____		Years in Rank: _____ FTE: _____%	
Academic Track: _____		Tenured: ____ Yes ____ No	
Percentage effort in the following activities during the evaluation period:			
Clinical: ____		Education: ____	
Research: ____		Administrative: ____	
Service: ____		Other: ____	
I have a Mentor: <input type="checkbox"/> Yes <input type="checkbox"/> No		Name(s) of Mentor(s): _____	
_____		_____	

## 1. TEACHING & MENTORING

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***To be completed by the Faculty Member***

***The information included in this section should be limited to your teaching and mentoring activities during the past academic year.***

- A. Teaching including Quality and Quantity (courses taught, courses/block directed, student assessment, peer assessment, awards, new teaching materials developed, field or clinical teaching)
  
- B. Mentoring of Resident(s) or Medical Student(s), Graduate Student (s), **PA Student (s)**, Post Doc Fellows or Junior Faculty Members.

### **Faculty Member's Self-Assessment of Teaching and Mentoring Activities**

*If you wish, briefly comment on the extent to which you feel you met your teaching/mentoring goals as defined in the previous year. Include the challenges you have faced during this academic period, and the approach you took to address each challenge. Indicate what you, the department, or the institution could do to enhance your professional development in this academic area.*

**Goals and objectives for the future year as related to A & B:**

**To be completed by the Chair**

**Chair's Comment:**

**CURRENT % EFFORT \_\_\_\_\_**

(If % effort has changed for any reason during this assessment time period, please explain.)

## **2. RESEARCH & SCHOLARLY ACTIVITY (include ONLY those occurring in the past calendar year)**

**To Be Completed by the Faculty Member**

- A. Publications (books, articles, chapters, reviews, abstracts etc.)
  
- B. Regional or National Presentations
  
- C. Grants & Contracts Received ( including the name of the granting agency and the amount of the award/contract.)



- D. Work in Progress (submitted or in-press abstracts and manuscripts and creative works in development, research support applied for, development of new teaching or research materials/methods.)

**Faculty Member's Self-Assessment:**

*If you wish, briefly comment on the extent to which you feel you accomplished your research plans as defined in the previous year. Include the challenges you have faced during this academic period, and the approach you took to address each challenge. Indicate what you, the department, or the institution could do to enhance your professional development in this academic area.*

**Goals and objectives for the future year as related to A, B, C and D above:**

***To Be Completed by the Chair***

**Chair's Comment:**

**CURRENT % EFFORT** \_\_\_\_\_

(If % effort has changed for any reason during this assessment time period, please explain.)

**3. CLINICAL SERVICE:**

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***To Be Completed by the Faculty Member***

- A. Practice Goals and Assessment of the Past Year (re: patient volume and RVU's, no-shows, referral base, etc.)

**Faculty Member's Self-Assessment:**

If you wish, briefly comment on the extent to which you feel you met your clinical goals as defined last year. Include the challenges you have faced during this academic period, and the approach you took to address each challenge. Indicate what you, the department, or the institution could do to enhance your professional development in this academic area.

**Goals and objectives for the future year as related to A above:**

**To Be Completed by the Chair**

*Comment on accomplishments, strengths, weaknesses, and if the annual performance goals were met. Provide detailed comments and specific expectations when improvements are needed*

**Chair's Comment:**

**CURRENT % EFFORT** \_\_\_\_\_

(If % effort has changed for any reason during this assessment time period, please explain.)

**4. HONORS AND AWARDS**

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**To Be Completed by the Faculty Member**

- A. Journal Editorial Reviews (list name/date of journal):
- B. Selection to review panels & editorial boards, elections to professional society positions, organization of scholarly meetings):
- C. Invited/Keynote Speaker

**Faculty Member's Self-Assessment:**

If you wish, briefly comment on the extent to which you feel you met your service goals as defined last year. Include the challenges you have faced during this academic period, and the approach you took to address each challenge. Indicate what you, the department, or the institution could do to enhance your professional development in this academic area.

**Goals and objectives for the future year as related to related to A, B, C:**

**To Be Completed by the Chair**

Special attention should be given to faculty activities which extend service activities and expertise beyond the boundaries of the department. This kind of work often serves educational purposes and is an important avenue of contact between the department and other parts of the JCESOM. Comment on

accomplishments, strengths, weaknesses, and if the annual performance goals were met. Provide detailed comments and specific expectations when improvements are needed.

**Chair's Comment:**

**CURRENT % EFFORT** \_\_\_\_\_

(If % effort has changed for any reason during this assessment time period, please explain.)

## **5. ADMINISTRATIVE AND INSTITUTIONAL SERVICE ACTIVITIES**

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### ***To Be Completed by the Faculty Member***

- A. Committees (Internal & External):
- B. Standing Committee Chair or on Executive Council of the Committee:
- C. Professional Organizations (outside MU):
- D. Program/Clerkship/Course Director

**Faculty Member's Self-Assessment:**

If you wish, briefly comment on the extent to which you feel you met your service goals as defined last year. Include the challenges you have faced during this academic period, and the approach you took to address each challenge. Indicate what you, the department, or the institution could do to enhance your professional development in this academic area.

**Goals and objectives for the future year as related to related to A, B, C, & D:**

### ***To Be Completed by the Chair***

Special attention should be given to faculty activities which extend service activities and expertise beyond the boundaries of the department. This kind of work often serves educational purposes and is an important avenue of contact between the department and other parts of the JCESOM. Comment on accomplishments, strengths, weaknesses, and if the annual performance goals were met. Provide detailed comments and specific expectations when improvements are needed.

**Chair's Comment:**

**CURRENT % EFFORT** \_\_\_\_\_

(If % effort has changed for any reason during this assessment time period, please explain.)

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## 6. PROFESSIONAL DEVELOPMENT

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### **To Be Completed by the Faculty Member**

Activities contributing to Personal Professional Development (e.g. participation in professional societies, professional certifications, CME credits, participation in institutional and departmental workshops, conferences and training sessions.)

## 7. OVERALL ASSESSMENT: Integrated assessment of Faculty performance.

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### Chair's Summary:

	Exemplary	Professional	Needs Approval	Unacceptable
Teaching & Mentoring				
Research & Scholarly Activities				
Clinical Service				
Activities Honors, Awards, Administrative and Institutional Service Activities				
Professional Development				

### Signatures:

DATE

\_\_\_\_\_

DATE

\_\_\_\_\_

CHAIR  
DIVISION OR SECTION  
CHIEF

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Faculty Member's Response**

\_\_\_\_\_ I have discussed with my Chair his/her comments and recommendations and **I agree with the overall assessment.**

\_\_\_\_\_ I have discussed with my Chair his/her comments and recommendations. **I disagree substantially with the overall assessment** and wish to receive explicit feedback from the Dean's Office. **The faculty member is required to attach a detailed signed letter of explanation.**

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DATE

FACULTY MEMBER'S SIGNATURE