

**LSUHSC School of Medicine – New Orleans
Administrative Council Minutes
Wednesday, February 4, 2009**

Present: Drs. Baker, England, Haas, King, Luftig, McClugage, Molina, Nolan, Kluka (for Nuss), Osofsky, Sanders, Sorensen, Strong, Kolls, Winters, Delcarpio, DiCarlo, Helm, Hilton, Letourneau, Lopez, Nelson, Bazan, Ramsey, Collins, and Mr. Schroth, Mr. Granen (for Ochoa) and Ms. Sibley.

Presiding: Dr. Nelson.

Excused: Drs. Backes, LeBlanc.

**CALL TO ORDER
Dr. Steve Nelson**

Dr. Nelson called the meeting to order at 12:05 pm.

**ANNOUNCEMENTS
Drs. Steve Nelson and Janis Letourneau**

Drs. Nelson and Letourneau announced that Dr. Kim LeBlanc has been named Director of the Rural Scholars Track and that he will chair the newly formed Curriculum Subcommittee on the Rural Scholars Track. Dr. LeBlanc is contacting potential members of the subcommittee and will be convening the group in the near future. Dr. Paula Gregory has been proposed for the Director of Faculty Development; Dr. Gregory is an Associate Professor in Genetics with a keen interest in faculty mentoring and career development. Dr. Nelson reminded the group that Dr. Jean Jacob has assumed the role of Director of Research Development and has been busy in that capacity since November 2008.

Dr. Letourneau also announced that the School of Medicine has been selected to participate in a joint collaboration with the AAMC on faculty satisfaction and faculty retention. After a pilot project testing a professionally rendered faculty survey in 10 schools around the country, 25 schools were selected to participate in a three year program that is kicking off now. The survey will be administered to full time faculty in the spring and the data and analyses will be used to help guide faculty development and retention initiatives. Dr. Robin McGoey will be taking a leadership role with Dr. Letourneau in guiding an ad hoc "Blue Ribbon" Task Force on the project locally.

Dr. Nelson noted that two new specialty residency programs have been approved for July 1, 2009; they are in Radiology and Anesthesiology. Residents will be accepted outside of the match for 2009 and inside the match for 2010.

Dr. Nelson also announced that Children's Hospital has offered to purchase Touro Infirmary and that if all the approvals are obtained, that the School of Medicine could anticipate additional opportunities for collaboration with Touro. Dr. Nolan will be soliciting ideas from the clinical department heads on enhancing our partnerships with Children's and Touro through program or service line development.

**ACTION ITEMS
ADVANCED RANK FACULTY APPOINTMENTS
Drs. Janis Letourneau**

The following candidates have been recommended by the Appointments and Promotions Committee and are submitted for consideration by the Administrative Council:

	<u>Yes</u>	<u>No</u>
Charles Fox, MD Associate Professor of Clinical Department of Anesthesiology FT	<u>24</u>	<u>0</u>
Lisa Peacock, MD Associate Professor of Clinical Department of OB-GYN FT	<u>24</u>	<u>0</u>
Ernest Siwik, MD Associate Professor of Clinical Department of Pediatrics FT	<u>24</u>	<u>0</u>

**PROPOSED REVISION TO APPOINTMENTS AND PROMOTIONS –
GUIDELINES AND CRITERIA
Dr. Janis Letourneau**

Dr. Letourneau presented the proposed changes to the Procedural Guidelines and Evaluation Criteria for Faculty Appointments and Promotion and Tenure; these changes are minor, clarifying or strengthening existing practice. The changes have been suggested by the Appointments and Promotions Committee, have been presented and discussed with the Faculty Assembly Delegation, and have been distributed to members of the Administrative Council for review. After a brief discussion the proposed changes were approved based on a voice vote. The new policy will be posted on the Faculty Affairs web site.

**ANNUAL REVIEW OF FACULTY
Dr. Steve Nelson**

Dr. Nelson reminded Department Heads that all full time faculty members are to undergo annual review by their supervisor, the department head or section head or designated supervisor. This is not only very important for faculty development and career planning, but it is a critical standard for LCME accreditation.

**CLINICAL EDUCATION BUILDING
Dr. Janis Letourneau**

Dr. Letourneau noted that occupancy of the Clinical Education Building (1542 Tulane Ave.) is underway with floors six to eight now repopulated. The third phase of occupancy takes place next week with the fifth floor planned for repopulation. She announced that an expense allocation plan will be distributed for the cost of installing wireless capacity in the conference rooms and lounges. The cost of installation will be borne in part by the Dean, covering the cost of the central hardware and software, and by the departments, covering in equal portions the cost of the peripheral capacity. She also reminded department heads to not bring in personal items of furniture or

personal appliances and to request formally for furniture to be moved from one location to another, keeping such requests to a minimum.

UPDATES

LCME SELF STUDY AND SITE VISIT PREPARATIONS

Dr. Richard DiCarlo

Dr. DiCarlo indicated that there are a few areas of vulnerability that have been exposed during the self study process. In general, full time faculty members are not aware that they are subject to annual review requirements regardless of tenure status. Also there is limited awareness and understanding of School of Medicine and LSUHSC policies, curriculum requirements, and core competencies. There may be inadequate exposure to rehabilitation medicine in the curriculum; this is being addressed with Dr. Glynn. Another area of potential curriculum weakness lies in the area of translational research. Dr. DiCarlo is working with Drs. Falterman and LeBlanc on assessing the support services needs for the Rural Scholars Track. Additionally, he feels that additional assessment needs to be done in the area of professionalism.

The timetable now for the project is to finalize submissions by the individual committees in late February and to draft the committee summaries in March. The executive summary will need to be completed in the early summary. All these materials will be then sent to the consultant. The mock site visit will be held October 5-6, 2009 and the site visit November 15-18, 2009. The goal is to obtain eight years of LCME accreditation.

Reminders will be distributed to department heads on these deadlines and dates. Continued work with the faculty through General Faculty Meetings and other venues will continue.

STRATEGIC PLANNING IMPLEMENTATION

Dr. Janis Letourneau

Dr. Letourneau noted that several initiatives outlined in the School of Medicine Strategic Plan have either been completed or have been initiated. Several key appointments have been made as noted above. Dr. Gregory is undertaking the development of a faculty orientation program. Drs. Backes and Jacob have begun a systematic set of presentations to the departments on research opportunities. Several new or redesigned committees are nearly completed; Rural Scholars Track, Faculty Development and Evaluation, Research Advisory, Continuing Medical Education, and Clinical Practice Advisory. Drs. Nelson and Letourneau are also working on formulating a Committee on Community Health Affairs. Participation the AAMC collaboration, Faculty Forward, will also provide us with critical information that can be used in the pursuit of the goals and initiatives relating to faculty.

BUDGET PROJECTIONS

Mr. Keith Schroth

Mr. Schroth distributed a draft memorandum that will be sent to department heads and center directors outlining the anticipated process for adjusting to the expected budget cuts for FY 10. While we faced mid cycle budget reductions and constraints in the use of State General Funds, the impact of the budget cuts for FY 09 was minimal. The size of the FY 10 reduction is still unknown and could be substantial. Nonetheless, Mr. Schroth expects that we will be able to continue faculty recruitment when the resources have been identified to support the faculty candidate. It is also expected that if the Federal Stimulus Package is ratified there could be some financial relief for higher education (LSU System), the Department of Health and Hospitals, NIH, and other agencies that contribute to the School of Medicine's revenues.

DISCUSSION
RESEARCH SPACE ANALYSIS FY 08
Dr. Janis Letourneau

Dr. Letourneau distributed the summary narrative and supporting documentation for the annual Research Space Analysis. We continue to have more than sufficient space for our research programs. The Research Space Advisory Committee recommended that we continue with the presently established standards for space productivity. Since the close of FY 08 the grant funding, particularly federal funding, for the School of Medicine has increased substantially. Dr. Nelson noted that he continues to work with departments and centers on cleaning and enhancing vacant research space, so that it can be used for recruitment of new investigators, and with campus facilities to define the priorities for capital projects.

ADJOURNMENT
Dr. Steve Nelson

There being no further business to discuss the meeting was adjourned at 1:15 pm.

Respectfully submitted:

Janis Gissel Letourneau, MD

Signed:

Steve Nelson, MD
Dean