School of Medicine Faculty Assembly

Minutes

December 6, 2018

Technical issues were had with the conference phone. Phone was collected at 3:50pm and attempted to be set up for 15 minutes unsuccessfully. Both phone jacks were tried and attempting to dial the conference number would pick up but wouldn’t play the usual greeting message. At 4:05pm I gave up on the phone in favor of calling the meeting to order and welcoming Digital Measures guest speaker.

Meeting was called to order at 4:06pm.

1. Guest Speakers: Digital Measures
	1. Andrew Wiech visited us from Digital Measures in Milwaukee. Richard DiCarlo introduced him and why we are considering implementing a digital capture software for faculty activity. This is to streamline report generation and bring us into the 21st century with faculty activity tracking
	2. Andrew Wiech introduced the company and their motto which is “Capture Once, Report Many”. The idea is that instead of having many versions of reports, CVs, biosketches etc that each faculty member or departmental business manager must prepare, the Digital Measures system provides an electronic (web-based) interface to capture faculty activity. It can integrate with our HR databases, importing data that the institution already maintains about us, and has facilities for importing things like publication records from myNCBI or ORCID. There are several features to assist with and cut down on manual data entry in order to build a database of activities and information about each faculty member. Each item is tagged with a date (e.g. when an award was won, a class was taught, a manuscript was published, etc) or a data range (e.g. start and end dates for an appointment at a given rank) so that timeframe specific reports can be automatically generated (e.g. annual faculty activity report).
	3. There is a report builder interface. This allows someone to build a custom report that will pull in data maintained in the database. For example, Richard DiCarlo could create a “Standard CV Report” for promotion and tenure and then this report template could be made available to all users. In this way the exact same format would be output for everyone going up for promotion and tenure. An individual user could also create their own custom report for their own personal use. Another good example is that after inputting all of your publications into the software, a user could generate a publication record bibliography for themselves, or they could generate the standard required NSF form for grant applications that lists all co-authors over a given timeframe. Then they could edit that report to manually add collaborators thus saving all of the time of typing out co-authors.
	4. The question was asked whether the system would be mandatory. Andrew said that is an institutional level decision, but most institutions make it voluntary and strongly encourage adoption. Once users see how useful the system is and how much time it saves to buy in, they have very good adoption. In his experience that is a better approach than an institutional mandate.
	5. During this time, Stephanie attempted to fix the speaker phone and could not get it working. She went to get an IT person and he continued working on the phone. Eventually he figured out that the phone cable included in the box had gone bad and he took the receiver to an adjacent conference room and hooked it up there. The conference phone was finally successfully connected near the end of the Digital Measures presentation, in time for the remainder of the faculty assembly agenda. Pinki Prasad connected and sent an email to FA list to let them know the phone line was up.
	6. Due to the length of the presentation, Chris Taylor called for a final Q&A at approximately 4:45pm to leave us with time for the remainder of the agenda.
	7. Final takeaways were that Richard DiCarlo wanted to bring this to the general faculty’s attention. This is coming, change is inevitable, and it will be extremely helpful to faculty, business managers and administration in standardizing reports and cutting down on manual entry of data and duplication of effort.
	8. Andrew Wiech left a stack of cards which I have if anyone wants a copy. We thanked him for travelling to us and presenting Digital Measures solution.
2. Approval of the November meeting minutes
	1. Kyle Happel so moved, John Hunt seconded. November minutes were approved.
3. Reports:
	1. Executive Committee
		1. Chris Taylor gave an update from the executive committee.
		2. The Tulane/Children’s agreement is still being worked on. Must include appropriate safeguards that will satisfy LCME requirements for our learners.
		3. LSU First resolution was discussed. Dean Nelson had sent an email with the resolution indicating that they had agreed to forgive all self-prescriptions before August 2018. In a later meeting, they had changed the date to May 2018. August 2018 was when the letter went out with the bills. May 2018 is when they sent the post-card out reminding people about not writing self-prescriptions. Kyle Happel said that what affected faculty should do is to contact Citizen’sRX and ask them for a list of prescriptions that were billed between May 2018 and August 2018. This way they can potentially dispute those interim charges prior to getting the August 2018 bill. Please contact Kyle Happel if you have questions regarding this as he remains the most tapped in Faculty Assembly Representative to this issue.
		4. Construction Updates. CSRB bid opened last week. Construction is expected to start in late February 2019 and expected to take about 3 years to complete. This is to attach the new animal care annex onto the back of the CSRB. This will be extremely disruptive, especially the several months that they will be drilling into the back to attach the annex on. Most animal will have to be relocated (likely to LCRC or the Dental School). Many faculty will also have to be relocated. Remaining faculty will still have large disruptions to their activity from noise and vibrations. Significant concern was expressed from several faculty about this process along with the other expected concurrent construction. Where will they move us? What about our lab space and equipment? Can they accommodate all the animals? Can they accommodate all the faculty who will have to (or want to) be moved?
		5. Bridge over Tulane update expected to start in July 2019 and take 18 months to complete.
		6. ILH reno is being updated to include design for more faculty offices. SoM is putting up roughly $20.5 million and state $32.5 million. This will take roughly 3 years to complete.
		7. MEB, another design for reno is being worked on. Won’t start for at least a year. In reality, it probably won’t start for quite a bit after that. Concern again raised about this project going on during CSRB reno.
		8. Dean Nelson again pushed for merit raises with the Chancellor. Response again was based around what will the criteria be for setting merit raises. Dean Nelson is pushing forward to develop these criteria and keep this issue moving forward.
	2. SOM Administrative Council
		1. Kyle H. gave a brief update from Admin Council. Most of the things were addressed in the prior report on Exec Committee.
		2. Candidates for Department Chair of Pathology
			1. 5 candidates have had telephone interviews and candidates will be discussed and called in for formal interviews in the new year
		3. CHNOLA Tulane
			1. Space is a concern; will the Tulane faculty need office space and clinic space at CHNOLA. If so, where will their offices be located? CHNOLA is in the middle of a large construction project and this was not planned into the current construction
			2. Ongoing concerns and discussions about increasing the learners at CHNOLA and how this will impact the LSU Medical Students. Currently, there are not concrete plans on how to incorporate the Tulane medical students. A task force has been initiated at LSU/CHNOLA that is working on this.
			3. Onboarding is a concern. There are questions regarding whether Tulane faculty will need to be credentialed at LSUHSC and vice-versa.
		4. New CEO needed for UMC and Touro
			1. Bill Masterston has been promoted and there is a search that will be started looking for a new CEO at UMC and Touro. Masterston has been promoted to LCMC Health’s market CEO, according to a press release. There he will oversee the operational and financial performance of the system’s four adult hospitals: West Jefferson Medical Center, UMC, Touro Infirmary and New Orleans East Hospital. Search is being conducted by Witt-Kiefer
			2. The interim CEO is Paulo Zambito
	3. Faculty Senate
		1. By this time Chris Taylor was the only remaining FA member in the room from faculty Senate (only 8 remained total)
		2. Nov FS meeting was hosted by the School of Nursing to celebrate their 90th? Anniversary. It was held in a conference room on 1st floor of the SoN/Allied Health building and cake and coffee were provided.
		3. Two representatives from HR discussed plans for adopting their own electronic activity system that would assist with documentation of many things from performance reports to interview reports to equal opportunity reports, etc.
		4. Each school representative gave their own school assembly report. Nothing of note to SoM from the other school reports could be recalled and in the interest of waning time this FS report was closed
4. Old Business:
	1. LSU First Prescription Updates
		1. These were already discussed and covered during Exec Committee report
	2. MEB Construction Updates
		1. These were already discussed and covered during Exec Committee report
5. Call for New Business:
	1. Jason Gardener is having issues with HR. His department is trying to advertise for a faculty position and has had delays in advertising of up to 4 months with no explanation. The lines of communication are poor. John Hunt is providing Jason with the name of a business manager his department works with who hasn’t had trouble in the past to see if they can help break through this barrier. It was also suggested that they may have to go to the Dean’s office to resolve the issues they are having with HR.
6. Adjourn
	1. Jason Gardner motioned, John Hunt seconded
	2. Meeting was adjourned at 5:26pm