LSUHSC SOM Faculty Assembly Meeting Minutes

Meeting held Thursday, November 3, 2016

**Opening:** President Elect O. Lee called the regular meeting of the LSUHSC SOM faculty to order at 4:08 p.m. in Room 7 on the 6th floor of the Lions Building.

**Present:** Callahan, K; Crabtree, J; Engel, L; Gardner, J; Guillory, S; Happel, K; Holman, S; Houser, M; Hunt, J; Kelly, B; Lee, O; Lentz, J; Levitzky, M; McGoey, R; Neumann, D; Oge, L; Prasad, P; Surcouf, J; Taylor, C

**Absent:** Murtuza, A;De Silva, T; Delacroix, S; Greiffenstein, P; Hetzler, L; Kapusta, D; Mooney, J; Polite, F

**Proxies:** Crabtree, J for Campeau, L; Danrad, R for Spieler, B; Guillory, S for Kamboj, S; Kelly, B for Sturtevant, J; McGoey, R for Winsauer, P; Taylor, C for Foster, T

1. **Approval of Minutes from the October:**  M. Levitzky put forth a motion to approve the minutes for the October meeting, and J. Crabtree seconded this. Motion was approved unanimously.
2. **Invited guest - Dr. Tina Gunaldo**, Director of The Center for Interprofessional Education and Collaborative Practice, discussed the following updates on IPE:
	1. Two (2) standards that overlap with IPE are being developed for LCME re-accreditation:
		1. Standard 6.7 – In fall of 2017, all 1st year students will begin a 2-year IPE Experience called Team Up. Students will meet one Monday per month from 4 – 6 and work on collaborative practice and team-based activities. Model for the course is evidence based and will be integrated into MCLIN 101 and 102 for Year 1.
		2. She will meet with course directors in December to discuss attendance, grading, etc.
		3. Looking for facilitators. Timeline – real push in spring 2017 to start Year 1 in fall 2017. One facilitator will oversee 3 student groups of 11-13 students/group; all schools will be represented in a group.
		4. Topics for Year 1 are - Visual intelligence, teamwork, mindfulness, communication, motivational interviewing, and a grand rounds session.
		5. Topics for the Year 2 are - alcohol use disorder, developmental delay, obesity, end-stage renal disease, geriatrics, and oral trauma/cancer.
		6. Standard 7.9 – Developed a clinical reflection tool to put learning on the student because of difficulty to add people to clinical setting. Piloting now with students.
		7. Other updates at IPE –
			1. Dr. Shane is new faculty liaison for SOM.
			2. Next IPE day is Jan 25, 2017, sponsored by Blue Cross/Blue Shield, and the topic will be immunizations.
		8. Reached out to Faculty Senate, Faculty Assembly, etc. about IPE regarding promotion and tenure. Will re-engage with the new Associate Dean for Faculty Affairs after the position is filled.
		9. Faculty contributions and scholarly activity with regard to IPE will be posted on IPE website.
		10. Survey Data – how does collaborative practice relate to outcomes
			1. 497 students from SOM participated
			2. Areas to target: Roles and Responsibilities
		11. If anyone is looking to help or interested in the research, Dr. Gunaldo is interested in collaborating on mining survey data and developing a manuscript.
3. **Reports**
	1. **Executive Committee (O. Lee)**
		1. Dr. Sheila Chauvin’s retirement and replacement was discussed.
			1. Dean Nelson wants the focus of the office to become more LSUHSC centric, and the new person to help students become better learners and teachers.
			2. Dr. Nelson stated that because both Dr. Chauvin and Dr. Letourneau are retiring, he is looking to restructure the Dean’s office.
		2. Status of the search for Dr. Letourneau’s replacement was discussed.
			1. Three (3) finalists are being considered.
			2. Dr. Nelson stated that he is hoping to finalize soon to fill the position for re-accreditation.
		3. Potential for raises for Faculty in the SOM was discussed.
			1. Dr. Nelson stated that we will be able to give equity raises for faculty and staff; and wants to get proposals for merit raises in by the end of the year.
		4. Dr. Nelson stated that a consultant has been hired to work with Dr. Di Carlo on LCME accreditation and that progress is going well.
		5. SOM Capital outlay projects were discussed.
			1. Seminar rooms on the 3rd floor of MEB are being restructured into a Team-Based Learning Center for team-based learning and IPE team-based activities.
			2. Dr. Nelson is working on a plan for the renovation of the rest of the MEB.
			3. The renovation of ILH into clinical offices and the Office of Medical Student Affairs is moving forward.
		6. The recent Board of Supervisors meeting held in New Orleans was discussed.
			1. Dr. Nelson encouraged LSUHSC faculty to ask for tuition benefits for family members attending LSU schools.
		7. Kathy Lazarus’ new position as CAO at UMC was discussed.
			1. Dr. Nelson stated that Bill Masterson, CEO of UMC, requested 10% of Cathy’s time to build the CAO position.
			2. Robin McGoey (LSUHSC, Pathology) and Paul Gladden (Tulane, Orthopedics) will work with Dr. Lazarus to build the position/office.
			3. The plan is to re-assess after 1 year, and potentially hire permanent positions.
		8. Outpatient clinics in the greater New Orleans area and the renegotiation of the lease for the St. Charles clinic were discussed.
			1. Working to build a loyal referral base by building a strong Primary Care/Family Medicine practice.
			2. Dr. Nelson wants to create purely clinical employment tracks.
			3. With regard to the lease for the St. Charles clinic, Dr. Nelson wants to renegotiate the space and rate; and understand the plan for the first floor.
			4. Dr. Nelson wants to build a closer relationship with Touro.
			5. Dr. Nelson stated that he wants to make sure that the moves we make with regard to our outpatient clinics are smart and not just an immediate cost-saving measures; he also wants them to be good for long-term growth of our practices.
	2. **SOM Administrative Council (C. Taylor)**
		1. Dr. Letourneau is considering offering a promotions & tenure packet preparation workshop for department heads, business managers and faculty in December.
			1. This year we had the second largest number of packets ever submitted in any year; however, quality of packets is at all time low despite worthiness of candidates.
				1. Several misplaced and no-clear items listed.
				2. Clinical candidate packets are particularly problematic.
		2. SOM is considering a different timeline for packet submission now that there is no LSU System’s-level administrative review.
			1. Deadline of mid-September is problematic because it is too soon after fiscal year closes and summer is a difficult time to get letters of reference.
		3. Drs. Nelson & Letourneau discussed Endowed Chairs and Professorships.
			1. Board of Reagents consultants have become more active in process.
			2. Record number of unfilled Endowed Chairs & Professorships.
			3. Concern that resources and donations are not being utilized appropriately.
			4. A maximum time of vacancy may be imposed by BOR.
			5. We have $25M in reserves, some chairs are not spending the money.
			6. Some Endowed Chairs may be restructured to be less specific.
		4. Dr. DiCarlo discussed LCME preparation.
			1. Survey visit is next November.
			2. Consultant with 15+ years of experience was hired.
			3. Fourth Year curriculum requirements need to be updated/revised, which must be voted on by general faculty at next SOM meeting.
		5. Dr. English discussed curriculum news.
			1. Updates to Year 1 curriculum have gone well.
			2. Meeting weekly with Aesculapian Society to get student feedback.
			3. There is a high degree of anxiety expressed by L1 students in being a “guinea pig” class
			4. L2 spring schedules have been finalized.
		6. Dr. Backes discussed Space & Equipment updates.
			1. Dean Nelson approved purchase of a new mass spec that will provide capabilities that are not otherwise available in our region to detect both the presence/absence and quantitation of proteins.
			2. There will be a draft/lottery for RIC Equipment Transfer.
			3. Met with John Ball about the plan for MEB renovation.
				1. No concrete plans yet, but all are in agreement that a plan is needed, including the Chancellor.
				2. Dr. Backes stated that input from faculty & heads will be solicited.
		7. Dr. Nelson discussed Leadership searches.
			1. A decision for Senior Associate Dean will be made in next few weeks.
			2. Negotiations are ongoing for Infectious Diseases.
		8. Budget updates were discussed by Dr. Nelson.
			1. There is a $7M mid-year state budget cut; however, none is expected for LSUHSC.
			2. Proposals for equity raises has been sent to HR; and Dr. Letourneau is collecting equity information for faculty.
			3. Equity and Merit raises are likely to go forward by Jan/Feb, 2017.
			4. VA Hospital ribbon cutting is scheduled for 9 a.m., Nov 18th.
			5. Clinical REPs due Nov 9th; only 1 application last cycle.
			6. ILH renovation has engaged architects for ~$35M renovation.
			7. Elevated walkway across Tulane Ave may start in Feb, 2017.
			8. Faculty who have not submitted annual or sick leave in the last year or more have been identified by HR for an audit through the Dean’s office.
	3. **Faculty Senate** (J. Crabtree)
		1. Tina Gunaldo gave updates with IPE.
			1. Faculty, consider becoming an IPE facilitator.
		2. Chancellor of LSUHSC-Sh is G.E. Ghali, Vice-Chancellor for Finance here on campus is Wendy Simoneaux, and Director of HR is Rosalynn Martin.
		3. Changes resulting from the Fair Labor Standards Act discussed.
		4. B. Spieler will be sending out shuttle app.
		5. Poor garbage collection/housekeeping was discussed.
		6. Considering and discussing an educator tract, criteria have been developed, committee is looking for support from Dr. Nelson.
4. **Old Business**
	1. New curriculum updates were discussed.
		1. Neuro block for L2’s has just finished.
	2. Discussion of Faculty Assembly charity fundraising efforts was tabled until Dr. De Silva returns from leave.
	3. Dr. Winsauer will formalize changes in the FA Bylaws regarding FA Delegate nominations and elections, and present them at next meeting
	4. Fitness Center hours were discussed.
		1. Hours have been extended to be open until 8:30 p.m. on weeknights, accept Friday.
		2. Old hours still posted on door.
	5. New Shuttle App was discussed.
		1. Link for App is [http://www.lsuhsc.edu/umcshuttle](http://www.lsuhsc.edu/umcshuttle/)/
		2. Support for generating data about usage to justify $ spent is being proposed.
	6. Dr. Lee called for ideas about how the faculty might get to know one another better?

**Adjournment:** Move to adjourn by M. Levitzky, seconded by J. Crabtree; meeting adjourned at 5:01 p.m.

Minutes submitted by Jennifer Lentz.