Call to order – by Dr. Trachte

Old Business:
1. Minutes from 12/19/17 Faculty Assembly—approved.

2. Update on Search for new Chair of Dept of Family Medicine & Biobehavioral Health: Graciously provided by Robin Michaels. Draft of job description has been created by the search firm, job description is detailed. Anticipate interviews on campus in April 2018.

3. New Dean of Faculty Affairs: Dr Mandy Termuhlen. Various faculty expressed a desire to have new Dean meet with tenured faculty and other interested faculty. Topic of potential conflicts of interest (COI) was raised because new Dean is Regional Campus Dean Paula Termuhlen’s sister-in-law. Faculty discussed the topic of the annual review process, for probationary faculty as well as non-tenure track faculty.

4. Update on Faculty Governance Event
   Planning continues for the faculty governance event. Planned for March 20th, 2018, a Tuesday. Planned guest speakers include Colin Campbell, Kathy Krichbaum, Joe Konstan. Medical students will be on spring break,
so teaching duties should be reduced. All faculty can participate. Event will include information on the governance structure of the AHC and the medical school. Content includes: 1) governance structure of AHC and the larger university and where do faculty serve in the structure? 2) How can Duluth faculty optimize committee participation? 3) policies and procedures surrounding faculty hiring 4) ‘case studies’ in situations pertaining to faculty responsibilities in governance

Committee Reports-

Adjourn: approximately 4:00 pm
Minutes notes taken by George Trachte and assembled by Emily Onello

Electronic Location of archived assembly and FAC minutes: Minutes for both assembly and FAC meetings are now posted online. The links can be found on https://www.med.umn.edu/about/duluth-campus under Faculty and staff resources. (Currently, neither faculty assembly or faculty advisory committee enjoy any administrative staff support, so there may be delays in archiving materials).

Committee Reports to Faculty Assembly, Duluth campus
January 2018

M/S = Medical School
RC = Regional Campus
University = University Senate
UMD = University of MN Duluth

Reminder: All Faculty Assembly and Faculty Advisory Committee meeting minutes are located under the Faculty and Staff Resources tab on the UMN Medical School Duluth campus webpage.

Committees:
a) RC Admissions (Michaels)
b) RC CUMED (Diebel)

1. The CUMED website can be viewed here:
   https://www.med.umn.edu/md-students/policies-governance/governing-committees/course-committees/committee-undergraduate-medical-education-duluth

   a. CUMED meeting notes are available for viewing and are current through December of 2017

   2. The “Introduction to Rural Family Medicine” course has changed its name to “Introduction to Rural Family Medicine and Native American
Health Care” to better reflect the scope and content taught in the course. Course catalog description will be updated as well.

3. Confirmed with Robin Michaels that our 1st year class size will increase from 63 students this year to 65 students next year. No further increases to our medical student class sizes are anticipated at the moment.

4. Aubie Shaw presented her annual course report on MED 6520 – Foundations of Medicine.

5. A PBL Standardization Subcommittee was formed with the intent to implement best practices of PBL in all courses that use the PBL teaching format. More updates to follow on this issue in the future.

c) **AHC Academic Freedom & Tenure** (Trachte)
Not aware of too much going on in the AF & T committee except for the awareness about the new sexual harassment/assault policy that Janet Fitzakerley is discussing.

d) **AHC Committee on Committees** (Clarke)
Nothing to report.

e) **AHC Faculty Consultative Committee** (Wallace)
1. The AHC-FCC met Dec. 19 with Katharine Bonneson (AHC Assoc. VP and COO) and Rebecca Ropers-Huilman and Ole Gram (Vice Provost and Asst. Vice Provost, respectively, for UoM Faculty and Academic Affairs) for the purpose of discussing the scope and concerns of the administrative infrastructure of the AHC. These discussions were held to help frame the response by the AHC-FCC to questions raised by President Kaler with regard to the continuance of the AHC.
2. The AHC-FCC is preparing a faculty survey to be distributed by the individual unit FAC aimed at gaining perspective of the operations and continuance of the AHC administrative structure. The survey is scheduled to be distributed the week of January 15th.
3. I hope to schedule an open informational meeting of the faculty to review these discussions next week.

f) **M/S Education Council** (Severson/Diebel/Christensen/Trachte)
6. Claudio Violato presented the medical school State of Education report. His report was shared to faculty by Alan Johns via an email sent on January 3rd 2018. As mentioned by Alan, as a whole Duluth is performing well as can be seen within the metrics of the report.
7. Bob Englander gave a short update on the progress of the medical school education strategic plan. More details on this plan are expected to be shared at the February Education Council meeting.

g) **M/S FA Council** (Bemis/Fitzakerley)
FAC in the Twin Cities has moved to the quarter system so no meeting.

h) **M/S Promotion & Tenure** (Trachte/al’Absi)
P & T committee is wrapping up for the year. The evaluations in the various tracks went well EXCEPT for the “teaching track”. This continues to be vexing with perhaps unrealistic expectations. FYI, our evaluation form consists of the following (for all tracks): 19% background; 3% area of excellence; 13% grants; 19% publications; 13% invited presentations; 6% letters of recommendation; 12% national recognition (study sections or panels or editorial boards etc); 13% teaching; and 3% service. *The current thought is that you should be in a track that corresponds with your scholarship.*

Perhaps it’s obvious from the above, but if not, almost the entire evaluation is based on research productivity (including in the teaching track) and very little on teaching or service.

**NOTE:** Later in January there will be a more extensive meeting to discuss this topic on the Duluth campus (jbl).

i) **M/S Research Council** (Bemis)
Research Council met by email to review a grant other than that nothing reportable.

j) **University Senate** (Fitzakerley)
k) **(University) Senate Research Committee** (Rose-Hellekant)
No Senate Research Meeting in January.

l) **University Faculty Consultative Council** (Drewes)
m) **UMD Facilities Subcommittee** (Lurinda Davis)
The Facilities Subcommittee has not met.

n) **Educational Steering/Policy Committee** (Diebel)
   1. As in our December meeting, we discussed the committee charges and committee memberships for CUMED, CEC, SFC, and the Education Council committees within the medical school.
   2. Reviewed draft proposals for each of these committees. Talk centered on committee structure and governance.
   3. Final drafts of these proposals will be reviewed and voted on during our Education Council meeting on 1/16/2018.

o) **MDT** (Henderson)