

DULUTH CAMPUS FACULTY ADVISORY COMMITTEE (DFAC)

April 7, 2015
3 pm Rm 162

****MINUTES****

Present: Ben Clarke, Jon Holy, Terri Rose-Hellekant, Melissa Walls

Absent: Emily Onello

Guests: Paula Termuhlen, Ken Wallace

NOTE: minutes in order of conversation at meeting, not following agenda.

I. **Call to order** – 3:09p by Ben.

II. **Dean Termuhlen** was welcomed and introductions were made. She reported:

- She has received a good welcome, and she is looking to buy, not rent a home.
- She has been throughout the school visiting offices, and meeting people. Her objective is to meet everyone in the building within the next six months. She knows it is a busy time of year.
- She commented on the value and importance annual reviews.
- Budget – she has a good start-up package from administration and is meeting with Drs. Jackson and Paller tomorrow (4/8). She wants to develop a business plan and wants to know how to get input from faculty. The opportunity for a new building is exciting, and the process would start with receipt of planning funds. She attended a meeting Monday (4/6) with others to start to discuss a collaborative space.
- Terri discussed the need for animal research space as part of the new plan, and outlined some issues that are on-going with the current building and facilities, not simply related to the animal space.

III. **Old Business** –

- a) *Grant funding data from Blue Ribbon report as requested by Faculty Assembly (request to Laurie D.) -- update from Faculty Assembly meeting.* Ben reviewed the grant award materials that were shared at the Assembly. Much of the data is inconsistent in terms of reports generated, and Dean Termuhlen has recommended we develop an internal, objective monitoring system. She would like to see how many grants are submitted (to public and private sources), number received, expenditures, and to create a tracking system. Collaboration information will be expected, as well, and she recommended starting with annual report information and move on from there. Dean Termuhlen stated that she is to be a cheerleader for this campus and needs data to accomplish that successfully.
- b) *Faculty data reported to LCME – Alan Johns said he would update. Alan has not done this yet so the remains an OPEN ACTION ITEM.* Discussion included how faculty are counted, numbers of faculty who

complete the full mission of the school (service, research, teaching, etc) and how those numbers/reports/historical comparisons affect faculty morale.

- c) *Merit raises – metrics and school policy.* Dean Termuhlen stated that the process will basically follow last year's pattern, but noted that disparities exist. Topics included:
- ✓ Merit raises based on salary are inequitable
 - ✓ How to mesh with TC faculty
 - ✓ Staff increases – how do we handle
 - ✓ Need to codify the work that is done and determine rewards based on data

This year the departments are making some changes, and Melissa shared what BPHS department is doing. It was requested to receive the initial distribution of merit to each department, and to learn how that is determined (per capita?).

- d) *New non-tenured track statement – distributed for review?* Nancy Raymond will be here on May 7th, and we have an itinerary planned awaiting her approval. Dean Termuhlen will see her tomorrow (4/8).

IV. **New/Reviewed Business –**

- a) *Committee ballot for FY 2016; open slots, designation of candidates, dates of election.* Jeannette shared the committee designations and population information gleaned based on the Medical School Constitution and By-Laws. Dean Termuhlen will send out a request to faculty asking for interest regarding populating the vacancies.

V. **Review of minutes – March 3, 2015. Approved.**

VI. **Adjourn – 4:02p by Ben.**

Respectfully submitted,
Jeannette Lang