Call to order – 3:03 pm by Dr. Nordgren

Old Business:
I. Approval of minutes from October meeting- Minutes from October assembly meeting were approved and will be posted online.

II. Announcements:
   - Annual winter celebration 6:30-9:30 on Dec 7 at Glensheen Historic Estate

III. Campus Governance Event:
   - Two goals: (1) define the role of faculty in governance and (2) define the role of governance for the faculty
   - RC-FAC members will make up the planning committee and others can be involved as interested / needed for consultation

IV. RC-FAC Composition:
   - Suggest keeping 5 members, with one appointed by each department head and three at-large positions
   - Terms would be staggered to minimize disruption due to turnover
   - Suggest formalized roles for four members on the council: chair, vice chair, secretary, vice secretary
- Not sure whether the composition of other committees (e.g., scholastic standing committee) has been changed due to department merge
- Will vote on this restructuring in an upcoming Faculty Assembly

New Business:

I. Dr. Tolar appointed Dean of Medical School:
   - Notes from Dean Termuhlen indicated Dr. Tolar is interested in regular updates on our campus regarding issues, concerns, and activities. He looks favorably upon our campus and recognizes the key role we play in helping provide diversity of the student body and faculty.

II. Tax Reform Package:
   - This will hurt graduate students considerably and threatens to slow or stop research productivity.
   - Suggestion to contact legislators individually, rather than collectively, to have maximum impact

III. Update on Hiring Process for FMBH Department Chair:
   - Notes from Dean Termuhlen indicated that Dr. Cathy McCarty will be serving as Interim Chair of FMBH effective Jan 3. A job description is being drafted and a search firm has been hired to handle the hiring process. Robin Michaels is Chair of the Search Committee; members of the FMBH department are not members of the search committee.
   - Faculty would like to know the rationale for excluding members of the department from the search committee.
   - Faculty would like the process to be transparent and clearly lay out how & when they can provide input (e.g., reviewing the job description before it's posted)

IV. DMed Org Chart:
   - Notes from Dean Termuhlen indicated that she has identified the errors that took place and has taken measures to make sure they are not repeated. Further versions will not go out until they are reviewed by the people whose names appear on the charts.
   - Concerns expressed over why the org chart was so wrong.
   - Faculty would like to better understand structure and lines of accountability at all levels (e.g., human resources, IT, research support).
   - How does Faculty Affairs fit into the Duluth org chart?

V. OFA and potential new Associate Dean of Faculty Affairs
   - Notes from Dean Termuhlen indicated that Dr. A Termuhlen has returned for a second visit and will likely be entering into negotiations with Drs. Tolar and Rosenberg. Of note, if Dr. A Termuhlen is hired and any faculty find they do not want to include her or Dean Termuhlen in an issue for reasons of potential conflict of interest, then that individual would go directly to Dr. Rosenberg.
- Potential conflicts of interest were discussed (e.g., promotion processes, grievance procedures) given that the finalist is Dean Termuhlen’s sister-in-law; not fair to ask Duluth faculty to engage in a different process with Faculty Affairs because of potential conflict(s) of interest, this may disadvantage Duluth faculty relative to Twin Cities faculty
- These situations are common within universities. Faculty would like the Med School to anticipate potential conflicts of interest and have a plan in place for handling them should they arise. Suggestion to submit this request to Dr. Rosenberg.
- Faculty are concerned about the state of Faculty Affairs on Duluth campus; agreed to discuss this further at the next Assembly meeting.
- No time requested; request for update from Dr. Wallace on potential dissolution of AHC (as mentioned in his committee report).

Adjourn: 4:07 pm
Minutes submitted by Sarah Beehler

Committee Reports to Faculty Assembly, Duluth campus
November FY’18

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. There are some new resources available for Education Innovation. Please visit the Center for Educational Innovation and the Education Innovation Website for more information.
       a. https://cei.umn.edu/
       b. https://hub.med.umn.edu/medical-education/instructional-resources
    2. The CUMED website has been updated and 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 September 2017
3. FMED 6957 – Medical Education through Diversity and Service (MEDS), FMED 6987 – OB Longitudinal Course, and FMED 6997 – Rural Academy of Leadership annual course reports were discussed.

c) AHC Academic Freedom & Tenure (Trachte)
d) AHC Committee on Committees (Clarke)
Nothing to report.

e) AHC Faculty Consultative Committee (Wallace)
1. The AHC-FCC had conducted an “exit interview” with Brooks Jackson to get his perspective on the positions of Dean and V.P. as it might affect his successor. His greatest challenge during his term was the negotiations with Fairview.
2. The AHC-FCC met with President Kaler who was seeking faculty perspective for the vacant position of V.P. for the AHC. Discussion centered on the need for segregating the colleges into a separate administrative unit of the AHC. Is there redundancy in administrative services that can be saved by dissolving the AHC? What benefits are gained by having the AHC that would not be appreciated should the AHC be sunset?
3. The 3rd-Thursday Reception on Nov. 16 was broadcast live to Duluth in room 321 Lsci.

f) M/S Education Council (Severson/Diebel/Christensen/Trachte)
4. Claudio Violato presented an executive summary of the results from the Graduate Questionnaire (GQ). Duluth compared very favorably with the Twin Cities in the survey and in many categories including student well-being and overall satisfaction Duluth scored higher than the Twin Cities.

g) M/S FA Council (Bemis/Fitzakerley)
1. Decided to have meetings once a quarter.
2. Also attended the University Senate meeting and discussed sexual harassment study and policies.

h) M/S Promotion & Tenure (Trachte/al’Absi)
i) M/S Research Council (Bemis)
1. UMF grants were discussed and awarded

j) University Senate (Fitzakerley)
k) (University) Senate Research Committee (Rose-Hellekant)
No meeting held in November.

l) University Faculty Consultative Council (Drewes)
m) UMD Facilities Subcommittee (Lurinda Davis)
The CAMS project has a completion date of January 2019. There will be about 68 parking spaces restored from the construction site later this fall
UMD is requesting $17.9 million for renovations to the Chemistry and Humanities buildings, with a small portion set aside to replace the floor in the Ward Wells Field House. If awarded, the funds would be available to begin work on July 1, 2018 and would coincide well with moving the Chemistry occupants into the CAMS building.

The construction taking place on the corner of Woodland Avenue and College Street is a campus marker. The project should be wrapped up by mid-November. The campus master plan includes additional markers at the Woodland and St Marie Street intersection and also at the Bluestone walkway entrance to campus.

n) **Educational Steering/Policy Committee** (Diebel)
   5. November 6th meeting was cancelled. Nothing to report.

o) **MDT** (Henderson)