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

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

II. Announcements:
- Tax reform package that proposed tax increases on graduate students has not been included in the reconciled proposal between the Senate and the House.

III. Update on Hiring Process for FMBH Department Chair:
- Search committee has met
- Faculty Q&A session with search firm was held
- Job description is in process with a goal of having it ready to post by mid-late January; the hope is that a new Chair will be on campus by summer (ready to start the ‘18-’19 academic year)
- Dean Termuhlen indicated that ideally the new hire will be a tenured position
- Hiring process will include opportunities for faculty to meet with the candidates and attend their seminar presentations; Search committee will put forth 2-3 names (unranked) with lists of pros and cons

IV. Update on OFA and new Associate Dean of Faculty Affairs hire
- An offer letter has been sent to Dr. A. Termuhlen; negotiations are in process
- K. Miller will be leaving OFA in late January
- M. Rosenberg wants to come to Duluth to discuss conflict of interest in the OFA with the Duluth campus
- Questions from faculty were raised regarding the status of the recommendations from the Diversity taskforce (and their recommendation for an Office of Diversity & Inclusion)

V. RC-FAC Composition:
- Discussion of the new proposal for composition of RC-FAC; LD suggested adding language to define how the committee positions will be determined; clarification that the terms (2 years staggered) will remain as they currently exist
- Amended proposal:
  o The Regional Campus Faculty Advisory Committee shall be composed of five (5) members, appointed as follows:
    ▪ One (1) representative appointed by Chair of the Biomedical Sciences department
    ▪ One (1) representative appointed by Chair of the Family Medicine and Biobehavioral Health department
    ▪ Three (3) members elected at-large by the faculty assembly
  o The RC-FAC shall have the following positions filled and determined by the five (5) members of the committee:
    ▪ Chair
    ▪ Vice Chair
    ▪ Secretary
    ▪ Vice Secretary
- Amended proposal was approved

New Business:
I. Update on Faculty Governance Event
- Tentative Save the Date for Tuesday, March 20, 2018

II. New sexual assault / harassment reporting policy
- All members of the UMN community (faculty, staff, students) are obligated to report any sexual discrimination, harassment, or assault that they are made aware of
- Dean Termuhlen stated that for the UMN Medical School Duluth campus, reporting is to the EEOC officer J Keith, or to M Rosenberg with the OFA
- Although reporting is mandatory, victim will always be given the choice on how / if they want to take action, but the University needs to be notified of the incident regardless
- Faculty raised questions regarding how this will be regulated and how is “zero tolerance” defined
- Discussion was tabled for further continuation at the January Assembly meeting

III. Updates from Dean Termuhlen
- Hanover Research has been contracted by the Medical School as a resource for faculty to aid in grant development
- Hanover contract is for one (1) year
- Dr. C McCarty and Dept Chairs will be the point people to discuss using this resource with

IV. Committee Reports – no time was requested
- Faculty still have questions regarding the future of the AHC

Adjourn: 4:04 pm
Minutes submitted by Kendra Nordgren

Committee Reports to Faculty Assembly, Duluth campus
FY’18
December 2017

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)
 1. Electronic file system in Duluth admissions is now aligned with that of the Twin Cities. UMMS Admissions/Student Affairs websites have been under construction but nearing completion.
 2. We currently have 2,149 verified applications (compared to 1,491 last year at this time). Of those, 994 have completed their application and have been sent through for screening. We have currently completed 150 interviews (compared to 123 at this time last year). We have made offers to 45 candidates (38 are MN residents, 7 UIM including 5 NA, MCAT Total Mean = 508 (compared to 505 last year at this time) and Total GPA of 3.78 (compared to 3.72 last year at this time). We will hold with offers at this time to allow for additional highly qualified rural and NA candidates to be interviewed and considered for our program. We also
have to reserve up to 5 slots for our Early Admissions program. As a reminder, candidates have until the end of April to decide on their school of choice. Therefore there is likely to be a turnover in numbers between now and then. I will keep you posted.

3. The 2017-18 cycle will admit 65 students. We do not plan to increase numbers beyond this cycle until we have assurances that we will have the resources and space necessary to support them.

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](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 October of 2017

2. There have been two CUMED meetings since our last faculty assembly.
   a. Meeting on 11/29/2017
      i. A special meeting was called to discuss a new course proposal – “Principles in Neuroscience”
      ii. CUMED reviewed the proposal and voted in favor of passing the course proposal
      iii. This course will be housed in the Biomedical Sciences Department as a 5000-level course offered to UMD undergraduate and graduate students starting in the Fall of 2018.
      iv. Course will be directed by Pedro Fernandez-Funez and Kevin Diebel
      v. Course will be cross-listed with the Philosophy Department in the College of Liberal Arts where undergraduate students will be allowed to use this course as an upper division elective to satisfy a minor or major (proposed) degree in Cognitive Science.
      vi. Discussions are underway to get the course cross-listed within the Biology Department as well.

b. Meeting on 12/12/2017
   i. Regularly scheduled monthly meeting.
   ii. Alan Johns discussed initiating a project identifying Gaps and Redundancies in our 2 year medical school curriculum on the Duluth campus. The group spent time troubleshooting the most practical way of obtaining curricular information to identify gaps and redundancies and discussed the effort it would take faculty to generate reports based on the disciplines in which they teach. A revised plan to complete this project is forthcoming.
   iii. Discussed the CRRAB I annual course report.

c) **AHC Academic Freedom & Tenure** (Trachte)
AF & T committee met this month. The major topic was “community engaged research” presented by Andrew Furco.

d) AHC Committee on Committees (Clarke)
e) AHC Faculty Consultative Committee (Wallace)
The committee has met with President Kaler who has asked for perspective on whether the AHC fits within the administrative organization chart for the University and the benefits gained.
   a. The committee is gathering information from and meeting with representatives from the offices of faculty affairs, finances and HR from each of the colleges.
   b. The objective is to deliver to President Kaler a perspective and proposed administrative structure for the AHC by mid-February.

f) M/S Education Council (Severson/Diebel/Christensen/Trachte)
   1. CUMED and SFC presented their biannual reports to the Education Council. Reports included progress of the committees over the last 6 months, summary of annual course reports conducted over the last 6 months, and goals for the next 6 months. Future work on these committees will be focused on reducing medical student and faculty burnout, increasing student satisfaction with their education, and decreasing cognitive load within the curriculum.
   2. Student Compliance Requirements for the Twin Cities and Duluth campuses were voted on. Proposal passed unanimously. Student compliance requirements can be found here: https://www.med.umn.edu/md-students/policies-governance/compliance-requirements

g) M/S FA Council (Bemis/Fitzakerley)
Did not meet.

h) M/S Promotion & Tenure (Trachte/al’Absi)
P & T is percolating along. The committee seems to be making mostly rational decisions this year.

i) M/S Research Council (Bemis)
j) University Senate (Fitzakerley)
Did not meet.

k) (University) Senate Research Committee (Rose-Hellekant)
l) University Faculty Consultative Council (Drewes)
   1. The FCC began the year with a two-day retreat on August 22-23, 2017, where members met with a number of senior leaders to discuss issues of mutual interest. Topics included the System-Wide Strategic Plan; freedom of speech and a welcoming campus climate (to avoid events such as happened at U Va.); and faculty diversity and development.
2. A major point across the U is the University’s sexual misconduct investigative processes, the challenges posed by sexual misconduct behavior, the need to provide the University community with education and awareness of this issue, and on the reporting requirement for all employees.

3. FCC emphasized a substantial appreciation for the productive relationships we have between governance and administration and with ideas for how to improve the effectiveness of our own governance processes at the collegiate level. We have also been meeting regularly with the University’s senior leaders, with members of the Board of Regents, and others to ensure that the perspectives of governance are heard at all levels.

m) UMD Facilities Subcommittee (Lurinda Davis)
   1. UMD Strategic Planning information can be found at [http://d.umn.edu/strategic-planning](http://d.umn.edu/strategic-planning)
   2. The Campus Connector Project (a City of Duluth bicycle/pedestrian route through campus) was agreed upon by the committee and will be sent to the Strategic Planning Committee for a vote.
   3. Campus temperature set point standard is 68 degrees in the winter and 74 degrees in the summer. Information can be found on the UMD Sustainability web site: [http://d.umn.edu/sustainability/campus-initiatives/buildings/building-systems-controls](http://d.umn.edu/sustainability/campus-initiatives/buildings/building-systems-controls)

n) Educational Steering/Policy Committee (Diebel)
   1. Discussed the committee charges and committee memberships for the CEC and SFC committees in the Twin Cities.
   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 a future Education Council meeting.

o) MDT (Henderson)

Special Report:
Search Committee for the Head of Family Medicine and Biobehavioral Health -- Robin Michaels, Chair

1. The search is being organized by the search firm Witt Keiffer. They will be meeting with the search committee and with stakeholders from the Duluth school later this week. This will be a national search.
2. The search committee consists of 8 members including 3 MDs, 4 PhDs, and 1 EdD. Three members are from the Twin Cities representing the Programs in Health Disparities Research, Community Engagement to Advance Research and Community Health and RPAP. 50% of the members are women and 25% are underrepresented minority faculty. The Chair and several members have
recently completed implicit bias training for search committee members and chairs.
3. The job description is still being developed with input from stakeholders.

Robin will be out of town for the Assembly meeting, but in an email said she “would be happy to answer questions from people when I get back.”