

REGIONAL CAMPUS FACULTY ADVISORY COMMITTEE (RCFAC)
October 3, 2014
9am Rm 162

****MINUTES****

Present: Ben Clarke, Emily Onello, Melissa Walls
Absent: Terri Rose-Hellekant, Jon Holy
Ken Wallace, exofficio
Jeannette Lang, Staff

- I. **Call to order – 9:05a**
- II. **Review of minutes –**
 - a. Minutes of the RCFAC are to be disseminated to faculty by email and posted on the “to be developed” Medical School website under the Faculty Affairs page, as long as there is an x500 protection once that webpage is up and running.
 - b. Minutes will be distributed only after being approved by the RCFAC. Edits to the minutes will be made by the committee as soon as possible after the meetings. Jeannette will forward to everyone and ask that track changes is used to make edits. We will explore a google docs function to edit minutes as well.
 - c. The minutes will contain a list of “action items” or “open items” that will be forwarded so ideas are not lost from meeting to meeting.
 - d. Minutes accepted as proposed.
- III. **Vote for chair of RCFAC committee.**
 - a. Terri Rose-Hellekant has removed her name from consideration (per meeting conversation 9/23/14).
 - b. Ben has agreed to place his name in as chair in the spirit of consistency. So moved by Emily Onello, seconded by Melissa Walls. Passed.
- IV. **Confirmation of schedule for 2014-15.**
 - a. Upon review of documents and votes held within the past two years, the name of this group has been changed to *Regional Campus Faculty Advisory Committee (RCFAC)* and the larger groups is the *Regional Campus Faculty Assembly (RC Faculty Assembly)*.
 - b. RCFAC meetings are scheduled with the Regional campus Dean first Tuesday of every month, Rm 162, 3pm.
 - c. RC Faculty Assembly with full faculty meets the third Tuesday of every month, Rm, 68, 3pm.

- d. RCFAC Planning meetings are scheduled the fourth Tuesday of every month, but may be cancelled as determined and communicated by the Chair, Rm 162, 3pm.
- e. Jeannette will reserve the rooms, make a google calendar invite for all three meetings to the groups affected, and send a meeting reminder out to Faculty a week before the RC Faculty Assembly meetings asking them to send items for the agenda to the Chair or any member of the RCFAC.
- f. We discussed whether the dates of the RC Faculty Assembly meetings should go on the electronic signage on the day of the meeting as a reminder to faculty.

V. Old business from 2013-14:

- a. Rural Research Task Force report. The report was distributed to faculty. There are a number of action items and we discussed whether there needs to be a vote at the RC Faculty Assembly meeting. (Action)
- b. Post Tenure Review. A document was distributed May 10th, 2014 after a review was completed by RCFaculty Affairs. We discussed who “owns” the document. Ken will check with CDH then return to RCFAC. It was suggested that a brief presentation be made at the RC Faculty Assembly by RC Faculty Affairs listing positives and negatives, and determine if the RC Faculty Assembly needs to approve. (Open)
- c. RC Dean Candidate visit. The visit is scheduled for October 23rd and Lori I. doodled members to participate. Jeannette will check with Lori to see who was doodled and make sure she has the correct RCFAC member list. (Action)

VI. New business – items submitted for work in current year.

- a. RC Faculty Assembly meeting agenda items include:
 - 1. Committee reports – we discussed creating a consent agenda what committee chairs will submit to the Chair for each meeting. That way if there are no pressing committee issues we can move on with the goal of keeping these meetings to an hour.
 - 2. RC Dean update
 - 3. Rural Task Force – review report determine need for votes on action items
 - 4. Business meeting – we discussed if votes are to be taken at the meeting (by hand or using slips of paper), or if the votes should be done electronically. Each vote will be posed by the Chair requesting the group to make a choice from the three options presented above.
- b. RCFAC participation – Associate Dean of Faculty Affairs sitting as ex officio was discussed. It was determined that this is appropriate,

but the person will recuse themselves if conflict or request made by group.

- c. Membership in other committees. Jeannette and Ken are working to create a document that will summarize the Constitution, the By-Laws, recent meeting votes and documents previously distributed by the RCD's office to make sure committees are populated consistently.
- d. It seems that current committee membership for the Medical School Faculty Advisory Council needs to be reviewed immediately. Jean Regal's term is up and Barb Elliott is still active.

Meeting ended 10:14a.

Respectfully submitted,
Jeannette Lang