

RCFAC
Monthly Meeting with the Dean

October 7, 2014
3:00 Rm 162

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

****MINUTES****

- I. Call to order – 3:02p.
It was noted that in lieu of any available Medical School Faculty Advisory Council members available to attend the ITV meeting today at 4:00p, Ben has said he would sit in on that meeting.
- II. Approval of Minutes -- October 3, 2014 meeting.
Tabled due to lack of quorum.
- III. Dean's topics of interest
 - a. *Planned Town Hall Meeting* for 10/21 at Noon in 130. It will be a follow-up to the most recent Town Hall Meeting (Sept 9) where participants were asked to present items needed for a one-year strategic plan. Alan will review the list of topics he gleaned as being mentioned more than once from the working session. Some of the items were addressed during subsequent conversation at this meeting, but one item that Alan wanted to present specifically to RCFAC was the idea of a School-Wide Journal Club.
 - b. *RCD Candidate* return visit planned for 10/23. Lori I has distributed the schedule to participants, some of whom were chosen to be included by the candidate herself, and somewhere requested by the search committee. We reviewed how she was identified as the candidate to return, discussing Dean Jackson's charge to the search committee.
 - c. *AAMC Dr. Marc Nivet* visit planned for 10/31. There will be a Town Hall Meeting that day and the schedule will include information by Mary Owens regarding the CAIMH and brief remarks by Dr. Nivet. Box lunches will be provided so participants will need to RSVP so we have a correct number.
 - d. *Searches* for all faculty open positions have been put on hold until we have a new RCD on site. There is an LCME follow-up report due in a month and Alan has submitted information regarding the faculty complement. He was clear we were not cited for anything in

Duluth, but an update was requested regarding faculty located in Duluth.

- e. Alan met with the School of Nursing administrators who were in town. He reported discussions involving starting a feeder pipeline to their doctoral program. He also reported he went to the School of Dentistry in the TC a few weeks ago to discuss opportunities there. Alan reported he is unaware of a 20 year facilities plan AHC meeting scheduled for the end of the month, as it has not come up in the Deans' Leadership group.
- f. *Tank (hot tub) Room* continues to be planned. Estimates for clean-up, needed renovations are dependent on use. It is being planned for wet lab, and team-based research purposes for CAIMH, Pre-Matriculation Program, Summer programs, and potential for grad/undergrad courses.
- g. *Native American Curriculum and research goals* were discussed. The development of a team to assist CAIMH with planning will be brought to the CDH for discussion.
- h. *Unit Change Team Task Force* was discussed in terms of how topics will be addressed and the use of the Town Hall Meetings as update opportunities planned for each meeting. There will be 10 minutes each Town Hall Meeting focusing on Unit Change Team work, starting with clear reporting procedures.
- i. *Rural Task Force Report* has been distributed and discussed at the CDH. Ben reported the RCFAC wants to continue the conversation and communication is needed to find consensus. It was stated the new RCD will have to lead a strategic planning process.
- j. *Relationship with SCSE* has occurred by meetings with Josh Hamilton (new dean) and Tim Craig (Biology Depart Head). Some student numbers have been decreasing and there continues to be misunderstandings on how courses could benefit both schools.
- k. *Two scheduled meetings for October 21, 2014 include a town meeting at Noon and the FAC Assembly at 3PM.*
- l. *Discussion about the viability of BackBag being continues as a Curriiculum management system was discussed. The consensus from faculty and students is positive and anticipation to expand service to 3rd and 4th year student training. The overriding issue is the cost of technical help to upgrade and sustain the program.*
- m. *A proposal to establish a school wide journal club was discussed. The objective would be enhancing cross-discipline discussions on medical topics to enhance knowledge and develop collaborations.*

IV. RCFAC topics:

- a. RCD Candidate update (see above)
- b. Rural Task Force – does RC Faculty Assembly need to vote? (see above)

c. *Committee document being created by RCFAC* based on document review regarding how committees are populated and to prepare more completely for a ballot in the spring of 2015. The Constitution, By-Laws, earlier minutes of RCFAC and previous materials coming from the Dean's office will be combined so we end up with an as-yet still unnamed "standard operating procedure" for committee terms and required votes. Jon suggested we provide a visual organizational chart as part of the task so we see reporting responsibilities as well.

V. Items to be addressed before next RCFAC meeting with RCD—not addressed

Adjourned, 3:58p.

Respectfully submitted,
Jeannette Lang