

Duluth Faculty Advisory Meeting (DFAC)  
September 23, 2014  
3:00 Rm 162

**\*\*MINUTES\*\***

PRESENT:

Ben Clarke, Chair (2013-14)  
Terri Rose-Hellekant

Ken Wallace, Ex Officio  
Jeannette Lang, Staff

Call to order 3:05pm.

- I. **Minutes** from May 13, 2014 Meeting. Distributed but not voted.
- II. **Governance Documents.** Ken presented various documents that outlined governance of DFAC, as well as other committees charged to exist within the Medical School as well as the Duluth Regional Campus. The group also discussed a voted document outlining DFAC membership guidelines that was approximately two years old (when Janet Fitzakerley was chair). This was tabled for further discussion.
- III. **FAC Membership.** Based on review of materials in II. Above membership is confirmed:  
Biobehavioral (dept. appointed) – Melissa Walls  
Biomedical (dept. appointed) – Terri Rose-Hellekant  
Family Medicine (dept. appointed) – Emily Onello  
At large (election results) – Ben Clarke  
At large (election results) – Jon Holy  
The discussion regarding terms of participation on the committee or as chair was tabled.
- IV. **Vote of Chair.** Tabled until more members are at the meeting.
- V. **Ex officio position.** Ken discussed his role as Ex Officio, and the group agreed that role for Associate Dean for Faculty Affairs should be discussed at the next DFAC meeting when there is a quorum.
- VI. **Memo to Faculty.** Ben agreed to write a memo to faculty announcing summer election results, regularly scheduled DFAC and Faculty Assembly meetings, and a special planning session scheduled for September 30<sup>th</sup>. Jeannette will check Interim Dean John's monthly schedule prior to the memo going out so it is correct.

VII. **Next meeting.** September 30<sup>th</sup>, Rm 162, 3pm.

Meeting Adjourned at 3:47p.