# FACULTY COUNCIL MEETING MINUTES

**Monday, November 20, 2017**  
**Noon – 1:00 p.m.**  
Medical Education Building (MEB), Room 1120  
And WebEx

## MEMBERS IN ATTENDANCE:

<table>
<thead>
<tr>
<th>Name</th>
<th>Department</th>
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</thead>
<tbody>
<tr>
<td>Marc Orlandi, M.D.</td>
<td>Anesthesiology</td>
</tr>
<tr>
<td>Stormy Monks, Ph.D.</td>
<td>Emergency Medicine</td>
</tr>
<tr>
<td>Jennifer Molokwu, M.D., M.P.H.</td>
<td>President, Family &amp; Community Medicine</td>
</tr>
<tr>
<td>Cynthia Perry, Ph.D.</td>
<td>Medical Education</td>
</tr>
<tr>
<td>Heidi Lyn, M.D.</td>
<td>Immediate Past President, OB/GYN</td>
</tr>
<tr>
<td>Gilberto Gonzalez, M.D.</td>
<td>Orthopaedic Surgery and Rehabilitation</td>
</tr>
<tr>
<td>Daniel Bustamante, M.D.</td>
<td>Pathology</td>
</tr>
<tr>
<td>Jo Rao, M.D.</td>
<td>Pediatrics</td>
</tr>
<tr>
<td>Ricardo Salazar, M.D.</td>
<td>President-Elect, Psychiatry</td>
</tr>
<tr>
<td>KoKo Aung, M.D., M.P.H.</td>
<td>Assistant Vice President for Faculty Affairs, TTUHSC El Paso, Associate Dean for Faculty Affairs, PLFSOM, Ex-Officio, Non-Voting</td>
</tr>
</tbody>
</table>

## MEMBERS NOT IN ATTENDANCE:

<table>
<thead>
<tr>
<th>Name</th>
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<tbody>
<tr>
<td>Laxman Gangwani</td>
<td>Biomedical Sciences</td>
</tr>
<tr>
<td>Andres Carrion Monsalve, M.D.</td>
<td>Internal Medicine</td>
</tr>
<tr>
<td>Darine Kassar, M.D.</td>
<td>Neurology</td>
</tr>
<tr>
<td>Jose Gavito, M.D.</td>
<td>Radiology</td>
</tr>
<tr>
<td>Trent Filler, D.D.S.</td>
<td>Surgery</td>
</tr>
<tr>
<td>Richard A. Lange, M.D., M.B.A.</td>
<td>President, TTUHSC El Paso, Dean, PLFSOM, ex-Officio, Non-Voting</td>
</tr>
<tr>
<td>J. Manuel de la Rosa, M.D.</td>
<td>Provost, TTUHSC El Paso, Non-Voting</td>
</tr>
<tr>
<td>Richard McCallum, M.D.</td>
<td>Community Representative, EPCMS, Non-Voting</td>
</tr>
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## GUESTS:

<table>
<thead>
<tr>
<th>Name</th>
<th>Department</th>
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<tbody>
<tr>
<td>Armando Meza, M.D.</td>
<td>Chair, Committee on GME</td>
</tr>
<tr>
<td>Sanja Kupesic, M.D., Ph.D.</td>
<td>Associate Dean for Faculty Development</td>
</tr>
<tr>
<td>Zuber Mulla, Ph.D.</td>
<td>Assistant Dean for Faculty Development</td>
</tr>
<tr>
<td>Olof Sundin, Ph.D.</td>
<td>Biomedical Sciences (sub for Dr. Gangwani)</td>
</tr>
<tr>
<td>Miranda Alvarez</td>
<td>Faculty Affairs</td>
</tr>
<tr>
<td>Cindy Camarillo</td>
<td>Faculty Affairs</td>
</tr>
<tr>
<td>Rita Nicolini</td>
<td>Faculty Affairs</td>
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## I. CALL TO ORDER

Jennifer Molokwu, M.D., M.P.H., Faculty Council President, called the meeting to order at 12:05 p.m.

## II. REVIEW AND APPROVAL OF MINUTES

Jennifer Molokwu, M.D., M.P.H., Faculty Council President, having met quorum, the Faculty Council members unanimously approved the meeting minutes from October 16, 2017, with no changes.

## III. DEAN’S REPORT

Richard Lange, M.D., M.B.A., Dean, PLFSOM, No Report

## IV. PROVOST’S REPORT

J. Manuel de la Rosa, M.D., Provost, PLFSOM, No Report
V. FACULTY AFFAIRS

Ko Ko Aung, M.D., M.P.H.  
- VP for Faculty Affairs, TTUHSC El Paso  
- Associate Dean for Faculty Affairs, PLFSOM

No Report

VI. EPCMS REPORT

Jennifer Molokwu, M.D., M.P.H.  
- Faculty Council President & EPCMS Representative  
On behalf of Richard McCallum, M.D.

Dr. Molokwu reported the following in Dr. McCallum’s absence:

A. At the recent monthly meeting of the EPCMS, physicians were encouraged to become members and increase participation. Due to an uncertain political climate for the medical community, it is important to advocate and represent.

B. The EPCMS will host a Holiday Open House for physicians in the community, however no date has been set as of yet.

VII. STANDING COMMITTEE REPORT

Armando Meza, M.D.  
- Chair, Committee on GME

Dr. Meza reported the following:

See attached report*

Q: How is GME progressing at the Transmountain site?
A: Dr. Meza responded that he had met recently there with leadership to discuss the progression of GME availability at the new site, including the addition of a possible Assistant Dean for GME to aid in opening the programs. An optimistic prediction of when the site could receive residents would be 2020 but Dr. Meza believes in reality it may be longer.

VIII. OLD BUSINESS

Jennifer Molokwu, M.D., M.P.H.  
- Faculty Council President

Dr. Molokwu reported the following:

A. Following the inaugural meeting of the Faculty Senate, it has been determined that there is a discrepancy between the Faculty Senate Bylaws and those of the Faculty Council in regards to the Council President’s role on the Senate. The Faculty Council Presidential term only lasts one (1) year, while that of a Senator has a duration of 2-3 years. Dr. Molokwu proposed that in order to create alignment, the Faculty Council Bylaws be sent to the Bylaws Committee for review and revision. In the meantime, the Faculty Council President
IX. NEW BUSINESS

Jennifer Molokwu, M.D., M.P.H.  
- Faculty Council President

Dr. Molokwu reported the following:

A. The Academic Council will have 2 vacant seats come January 2018 due to the expiration of Dr. Gangwani’s term and the transition of Dr. Molokwu’s as Faculty Council President. Nominations will be due December 1, 2017 for the 2-year term appointment that requires attendance at quarterly meetings.

B. Nominations for the PLFSOM representatives to the EPCMS will be due December 1, 2017 as well. Two seats are available for those who wish to participate in the monthly meetings and provide reports back to the Faculty Council. The participants’ membership dues are paid for by the Faculty Council.

C. In response to concerns regarding a lack of communication between faculty and leadership, participation in Faculty Governance is highly encouraged for the faculty as a whole, but particularly for those who are not yet involved. Faculty Council members should reach out and encourage other faculty within their departments to participate so that there is a broader, richer pool of people and ideas in governance.

X. FACULTY COUNCIL’S PRESIDENT’S REPORT

Jennifer Molokwu, M.D., M.P.H.  
- Faculty Council President

Dr. Molokwu reported the following:

A. The LCME site visit went well as a whole. During Dr. Molokwu’s panel session, she was asked several questions in regards to the role of the Faculty Council and how information is shared between the faculty and leadership.

B. As SACS accreditation visits grow closer with a mock review set for December 11, 2017, it is of utmost importance to cooperate with requests for CVs, transcripts, and other documents.

C. The Faculty Council will host a Holiday Open House networking mixer for the entire faculty on December 18th, 11:30-1:00 p.m. in the AEC Faculty Lounge. Tapas and refreshments will be provided. It will be a unique opportunity to celebrate, interact, and get to know other colleagues.

XI. ADJOURNMENT

Jennifer Molokwu, M.D., M.P.H.  
- Faculty Council President

Jennifer Molokwu, M.D., M.P.H., Faculty Council President, adjourned the meeting at 12:40 p.m.

FOLLOW UP:

ITEM:  

PERSON/DEPARTMENT RESPONSIBLE:  

TASK COMPLETED Y/N

Jennifer Molokwu, M.D., M.P.H.  
PLFSOM Faculty Council President
Committee on Graduate Medical Education

Presented by: Armando Meza MD
Date: November 20, 2017

Committee Composition and Terms of Service

Composition:
- Designated Institutional Official (DIO)
- Training directors from all the residencies and fellowships sponsored by the institution.
- House staff representative.
- Patient safety/quality improvement representative
- Provost TTUHSC EP
- Representative PLSFOM

Term:
- Indefinite
Committee Charge

Oversight of:

- the ACGME accreditation status of the Sponsoring Institution and each of its ACGME-accredited programs;
- the quality of the GME learning and working environment within the Sponsoring Institution, each of its ACGME-accredited programs, and its participating sites;
- the quality of educational experiences in each ACGME-accredited program that lead to measurable achievement of educational outcomes as identified in the ACGME Common and specialty/subspecialty-specific Program Requirements; and
- all processes related to reductions and closures of individual ACGME-accredited programs, major participating sites, and the Sponsoring Institution.

Review and approval of:

- institutional GME policies and procedures;
- annual recommendations to the Sponsoring Institution’s administration regarding resident/fellow stipends and benefits;
- applications for ACGME accreditation of new programs;
- requests for permanent changes in resident/fellow complement;
- major changes in each of its ACGME-accredited programs’ structure or duration of education;
- additions and deletions of each of its ACGME-accredited programs’ participating sites;
- appointment of new program directors;
- progress reports requested by a Review Committee; and
- requests for exceptions to duty hour requirements;
- voluntary withdrawal of ACGME program accreditation;
- requests for appeal of an adverse action by a Review Committee; and
- appeal presentations to an ACGME Appeals Panel.

Current Issues/Concerns

<table>
<thead>
<tr>
<th>ACGME Programs</th>
<th>Board Port</th>
<th>Effective Date (yr)</th>
<th>Accreditation Status</th>
<th>Accreditation Notes</th>
<th>New Citations</th>
<th>Concerns/Trends</th>
<th>Comments</th>
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<td>Pending LR</td>
<td>Pending LR</td>
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<td>Pending LR</td>
<td>Pending LR</td>
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<td>Research, 2, resident evaluations, appointments</td>
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<td>9 GU/BN</td>
<td>N 04/27/17</td>
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<td>1st Visit Jan 29, 2017</td>
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<td>2/30/2017</td>
<td>LV 5/16/17</td>
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<td>12 OB/GYN</td>
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<td>14 Surgery</td>
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<td>Non-ACGME</td>
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<td>16 Anesthesiology</td>
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<td>17 Neph. Int. Sys.</td>
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<td>18 Transplant Immunology</td>
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<td>None</td>
<td>None</td>
<td>None</td>
<td>LV 5/16/17</td>
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combined program
Actions taken since last report

- Provided the Annual Institutional Review (AIR) to the Deans’ Council
- Supported residency and fellowship programs
  - Sponsored several resident wellbeing related activities
  - Made available a statistics course for residents and faculty
  - Assisted Family Medicine and Surgery with their site visit preparation
  - Assisted DR, IM with their Self Study report preparation
  - Provided faculty development activities
  - Worked with TT and UMC on the residents’ contract
  - Worked with TT on EVU fund allocation
  - Supported UMC with resident related quality metrics
  - Had several meetings with training sites leadership (UMC, EPCH)
- Revised policies related to appeals, moonlighting, documents requests

Upcoming actions

- Continue supporting the residency and fellowship projects
- Improve oversight methods of training programs
- Implement the recently approved CPR’s
- Negotiate 2017-2018 resident contracts
- Update due GME policies
- Improve the quality of the training programs’ reporting
- Address faculty development areas in need of improvement
- Adopt and early intervention approach to underperforming residents and fellows
NOMINATIONS FOR ACADEMIC COUNCIL SEAT

Current Seats:
Jennifer Molokwu, M.D., M.P.H. (Faculty Council President)
Laxman Gangwani, Ph.D. (Jan 2016)
Stormy Monks, Ph.D. (July 2017)
Richard McCallum, M.D. (Jan 2017)
Vacant

*Seats up for election/reelection

Eligibility
Faculty who have completed two years of service at TTUHSC El Paso PLFSOM are eligible for consideration. (Not limited to Faculty Council representatives) Interested faculty should have an interest in faculty governance.

Term of Appointment
Academic Council representatives shall serve a two (2) year term.

Responsibilities
- Attend quarterly meetings scheduled from 7:30-9:00 am.
- Represent faculty at large

Description of Academic Council Membership
Academic Council members include: the dean, four members of the Dean’s Council appointed by the Dean, the Faculty Council President, four additional members elected by the Faculty Council. These faculty at large should reflect the ratio of clinical to basic science faculty and include at least one basic science faculty member.

For more information about the Academic Council refer to Article VI, The Academic Council, in the PLFSOM Faculty Bylaws below:

Article VI
THE ACADEMIC COUNCIL

A. Membership

The ten (10) members of the Academic Council shall be:
1. The Dean
2. Four (4) members of the Dean’s Council appointed by the Dean
The President and President-Elect of the Faculty Council

Three (3) additional faculty members elected by the Faculty Council. The five (5) faculty representatives should reflect the ratio of clinical to basic science faculty and include at least one basic science faculty member.

Those eligible for election are faculty who has completed two (2) years of service at Paul L. Foster School of Medicine.

Terms for the Academic Council representatives shall be for a period of two (2) years and will be staggered.

B. Conduct of business

1. The Dean shall be the presiding officer of meetings of the Academic Council. The President of the Faculty Council shall preside in the absence of the Dean.

2. Minutes shall be kept of all meetings of the Academic Council.

3. A quorum shall consist of one-half (1/2) of the Academic Council’s voting members.

4. The Academic Council shall meet at least quarterly or more frequently, whenever called by the Dean or a majority of the voting members of the Academic Council.

C. Responsibilities

1. The Academic Council is the central body for communication between the administration and the faculty. It will receive information from both the Dean’s Council and the Faculty Council and will facilitate the dissemination of information to all. The Academic Council shall have responsibility for:

2. Consideration of matters referred to it by the Dean, Dean’s Council, Faculty Council, or Committees of the Paul L. Foster School of Medicine. The Academic Council may arbitrate or facilitate if desired, or may appoint an ad hoc committee to review and make recommendations.

3. Providing the Dean with recommendations and nominations for positions of committees reporting to Academic Council in accordance with the provisions stated in Article IX, C. and in compliance with federal statutes, TTUHSC EP OP’s and Texas Tech University System Board of Regents.

4. Reviewing and accepting or rejecting recommendations made by Standing Committees.

5. Reporting to the Faculty Council and Dean’s Council about the activities of the above-described Standing Committees.

6. Appointment of ad hoc committees to fulfill the above responsibilities of the Academic Council.