**I. CALL TO ORDER**

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

Jennifer Molokwu, M.D., M.P.H., 2017-2018 President of the Faculty Council, called the meeting to order at 12:08 p.m. She welcomed faculty participating via WebEx from the Kenworthy and Transmountain locations.

**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 May 21, 2018 with no changes.

**III. DEAN’S REPORT**

Richard Lange, M.D., M.B.A. - Dean, PLFSOM

Richard Lange, M.D., M.B.A. reported the following:

- TTUHSC El Paso is now a SACSCOC accredited institution with commendation, thanks to the collective support and efforts of all faculty and staff. Due to the success of the application, Dr. Lange will be chairing a review committee for the Western Association of Schools and Colleges (WASC).
- Searches for the Associate Dean for Student Admissions, Chair of OB/GYN - Transmountain, and Associate Dean of Student Affairs are currently underway. Richard Brower, M.D., Assistant Dean for Medical
Dean’s Report continued...

Education, will assume the interim role of Associate Dean for Student Affairs upon Dr. Kathryn Horn’s departure.

- Construction on MSB II has stalled due to issues with the construction of the floors. The projected opening date of the building will be delayed several months in order to investigate construction concerns and remedy the situation.
- Gurjeet Shokar, M.D., chair of Family & Community Medicine reported 100% of the senior Family & Community Medicine residents passed their board certification exams for the seventh consecutive year, which likely places the Family & Community Medicine residency program in the top 5% of programs in the country.
- Based on faculty concerns regarding clinical research brought up at the Annual Faculty Governance Retreat and presented to the Dean’s Council, Richard McCallum, M.D. will be chairing a task force that will make recommendations to Peter Rotwein, M.D., and me regarding institutional level clinical research. Their mission statement will be available by the first of July.

Q. Will this task force include representative from all schools in the institution?
A. Yes, there will be representation from each school.

Q. How will this task force interact with the Senate Research Committee?
A. The task force will be independent from but available to the Senate Research Committee for working towards institution-wide solutions.

IV. FACULTY AFFAIRS

Dr. Aung reported the following:

KoKo Aung, M.D., M.P.H.
- Assistant Vice President for Faculty Affairs,
TTUHSC El Paso
- Associate Dean for Faculty Affairs, PLFSOM

KoKo Aung, M.D., M.P.H. stated he would discuss the tenure and promotion process in order to address any faculty concerns and dispel any hearsay. All tenure and promotion decisions are usually made at the end of February or beginning of March by the Board of Regents and are absolutely confidential. He stressed these decisions cannot be released to anyone other than the individual applicant and their respective department chair. HSCEP OP 60.01 can be reviewed for further details of the promotion and tenure process. Dr. Aung then fielded questions from the council and attendees:

Q. Is there a movement away from granting tenure in universities such as ours?
A. No, the tenure policies of TTUHSC El Paso and PLFSOM remain the same, which include a process for mid-point review, granting of tenure, and post-tenure review as modeled by TTUHSC Lubbock.

Dr. Kupesic stated that in preparation for SACS accreditation, the Office of Faculty Development worked with the Office of Institutional Research and Effectiveness to report on successful and unsuccessful faculty bids for tenure and/or promotion at Dr. Paton’s request. They were tasked with showing the success rate of their
development program that was tailored to help those faculty who were previously unsuccessful with tenure or promotion.

Q: Would it be possible for Faculty Affairs to coordinate with Faculty Development in these efforts to remediate and support faculty members by sharing the names of faculty who were unsuccessful in obtaining promotion or tenure?
A. The tenure and promotion process is very confidential, thus it is the individual’s responsibility to seek avenues of development available through various resources provided within the institution, including Faculty Development’s services.

Q. Is there an appeals process for an unsuccessful attempt at promotion or tenure?
A. Per HSCEP OP 60.01, there is no appeal unless an applicant alleges that their unsuccessful application is related to a violation of academic freedom or discrimination of the protected categories, in which case, the faculty member can bring the complaint to the EEO office.

Dr. Lange reminded the attendees that the institution is no longer undergoing the accreditation process and that TTUHSC El Paso is now fully accredited by SACS with commendation. There were no recommendations for any changes in the institution, including the tenure and promotion process. Dr. Lange reiterated that Faculty Affairs may not disclose names of faculty members who were not successful in promotion or tenure to anyone in Faculty Development or to anyone within the institution. What Faculty Affairs can do, and what Dr. Aung makes attempts to do, is meet with these individuals and advise them of resources available to them. Some of these resources include the excellent programs of Faculty Development and their individualized programs. It is not in our purview to go to any committee or group and tell them who was unsuccessful in getting promoted and tell them to do something for them.

Q. Is Dr. Aung letting them know about this tailored program the Office of Faculty Development has to offer?
A. Yes, all faculty are made aware of all resources that they have available to them on campus including Faculty Development courses, programs, workshops, etc.

Dr. McCallum emphasized the importance of the department chair’s responsibility to meet with their unsuccessful candidate and Dr. Aung for review and planning.

Q. Is there an opportunity for faculty to have a view of their trajectory between the time they join TTUHSC El Paso and their application for promotion and/or tenure?
A. Yes, these reviews occur when faculty members meet with their department chairs during Annual Faculty Evaluations. Faculty Affairs also offers the Mid-Point Review which occurs when a faculty member has met the midpoint of their career (after a minimum of three years at the institution). However, a faculty member
Faculty Affairs’ Report continued...

may apply at any time after joining the institution. These reviews are submitted, written, and voted on very similarly to the tenure and/or promotion applications. All summaries are available to applicants after applications are evaluated. This is required for tenure track faculty and highly recommended for non-tenure track faculty.

Q. Are decision summary documents available to unsuccessful promotion and/or tenure applicants after their application has been evaluated?
A. No, id-Point reviews provide formative feedback that goes back to faculty. Votes and decisions for Tenure and/or Promotion applications are not written in such a way to give feedback to applicants. This is why meetings with the candidate, department chair and the Associate Dean for Faculty Affairs are scheduled.

Q. Is it possible for someone on tenure track to move to a different track?
A. Yes, per policy, faculty are allowed to switch tracks no more than once with the approval of their chairperson and the Dean, except under extenuating circumstances.

V. EPCMS REPORT
Richard McCallum, M.D. -EPCMS Representative

Richard McCallum, M.D., EPCMS Representative, reported the following:

- The Texas Medical Association (TMA) met in San Antonio at the end of May and elected a new president, Doug Curran, M.D.
- The American Medical Association (AMA) met in Chicago last week, and Dr. Roxanne Tyroch, M.D., President-Elect informed Dr. McCallum that the AMA provides the following services to physicians:
  - The AMA intervenes in mergers that are not good for medicine.
  - The AMA protects physician activities and limits the scope of what non-physicians can do.
  - The AMA has an integrative health initiative in chronic diseases and is very active in the opioid epidemic.
- The TMA Trust provides scholarships to minorities attending medical school, with one recipient attending Paul L. Foster School of Medicine.
- The Texas Medical Board (TMB) will be visiting PLFSOM on July 19th 12-1pm in the MEB to discuss Texas licensure. Afterward Sierra Medical Hospitals will host a CME event regarding licensure from 5:30-7pm in the Doctor’s Dining Room. On July 20th, a presentation regarding licensure will be available to MS3 and MS4 students and residents.
- On July 28th EPCMS and KSOC TV will host a trauma medical program.
- The Health Information Exchange has been adopted by The Hospitals of Providence, the VA, Department of Defense, UMC, and El Paso Children’s Hospital.
- The EPCMS will be making a donation to the upcoming White Coat Ceremony.
• The RotaCare free clinic, is looking for physicians to volunteer their time and services to serve the community with medical students every 6-8 weeks for one three-hour block on Saturdays.

VI. STANDING COMMITTEE REPORTS

Michael Parsa, M.D.
-Chair, Committee on Student Grading and Promotion

Michael Parsa, M.D. reported the following:

*Please see attached report

The following questions were addressed by Dr. Parsa:

Q. Was the number of medical students dismissed this year higher than average or was it normal?
   A. It was higher than normal and was an unusual situation this year. Usually we’ve had only one medical student dismissed per year.

Q. Is that due to our institution having more students or was it a blip?
   A. It was a blip.

Per Dr. Parsa’s request, Dr. Molokwu asked for a motion to approve the nomination of Patricia Nelson, M.D. to fill a current vacancy. A motion to recommend the appointment of Dr. Nelson to the Committee on Student Grading and Promotion was made, seconded and approved by the Faculty Council. Dr. Patricia Nelson’s name will be forwarded to the Dean for appointment.

Kathryn Horn, M.D.
-Chair, Committee on Student Affairs

Kathryn Horn, M.D. reported the following:
Dr. Horn stated that there were two clinician vacancies on the Student Affairs Committee that needed to be filled. Per the Faculty Bylaws, one nominee must be a psychiatrist or a psychologist. Dr. Horn asked the Office of Faculty Affairs to send out a call for nominations before the next meeting.

Q. Do you envision the mistreatment policy being under the umbrella or adjunct to the professionalism policy that Faculty Council is working on?
A. Yes, I think it has to be. This policy would have to come from faculty. If faculty don’t follow through with treatment guidelines that are written in the Student Affairs Handbook, we need a policy where faculty hold each other accountable. Our grievance process doesn’t address this. I think it is a hole in our system that we have discovered now that our school is large enough is see this issue.

### VI. NEW BUSINESS

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

Jennifer Molokwu M.D., M.P.H. reported the following:

- Following an e-vote by Faculty Council members, the following faculty members were nominated and approved by the Faculty Council for appointment to a workgroup to revise the current professionalism policy:
  - Gurjeet, Shokar, M.D., Family & Community Medicine
  - Wendy Walker, Ph.D., Biomedical Sciences
  - Ricardo Salazar, M.D., Psychiatry
  - Sireesha Reddy, M.D., OB/GYN

- Several Faculty Council departmental representative seats up for election/re-election.
  - Medical Education
  - Neurology
  - OB/GYN
  - Orthopaedic Surgery & Rehabilitation
  - Pediatrics
  - Radiology
  - Surgery

  Should the current representative from any of the following departments be elected for Faculty Council President-Elect, that department’s seat will be exempted from election and he/she will continue to serve as the departmental representative for the duration of the officers terms as president-elect, president, and past president.

- Hernando Garcia, M.D. has been elected as the new Faculty Council representative for Internal Medicine and will assume duties on July 1st to replace Dr. Carrion-Monsalve.
VII. OLD BUSINESS

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

Jennifer Molokwu, M.D., M.P.H. reported the following:

- Nominations for the 2018-2019 President-Elect are now being taken. Nominees must be a current Faculty Council representative. The position of Faculty Council President-Elect is a 3-year commitment. He/she will assume the duties of the President-Elect in September 2018 and then the positions of President and Immediate Past-President in the subsequent two years. Nominees will be required to submit a one paragraph statement about what they think the Faculty Council's role should be at PLFSOM, and what they would like to accomplish if elected to the position. Elections will be held in July 2018. Self-nomination is acceptable. Please submit nominations to Miranda Alvarez in the Office of Faculty Affairs by June 30th.

Old Business continued...

VIII. PRESIDENT’S REPORT

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

Jennifer Molokwu M.D., M.P.H. announced the following:

- A General Faculty Meeting for Paul L. Foster School of Medicine faculty will be held on Monday, July 30th, 2018 12-1:00 p.m. in the AEC Misenhimer Auditorium. Topic suggestions for discussion by the Dean may be submitted to the Faculty Council Officers.

IX. 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 1:07 p.m.

FOLLOW UP:

| ITEM: Call for Nominations for Student Affairs Committee | PERSON/DEPARTMENT RESPONSIBLE: Office of Faculty Affairs | TASK COMPLETED Y/N | Y |

Call for President Elect Nominations

Office of Faculty Affairs

Y

Jennifer Molokwu, M.D., M.P.H.
PLFSOM Faculty Council President
Committee Composition and Terms of Service

- Nine Faculty Members - Voting Members (5 members needed for quorum)
  - Four Clinicians - Serving 3-5 year terms
    - 1 Associate Professor, Clerkship Director
    - 2 Assistant Professors
    - 1 Vacancy
  - Five Professors/Medical Education - Serving 3-5 year terms
    - 3 Associate Professors
    - 2 Professors
- Four Ex-Officio - Non-Voting Members
  - 2 Office of Student Affairs
  - 1 Office of Student Services
  - 1 Office of Medical Education
Committee Charge

The GPC is a committee of the faculty appointed by the Dean with recommendations by the Faculty Council and is charged with the responsibility to review and evaluate the academic and behavioral progress of each medical student enrolled at the TTUHSC El Paso Paul L. Foster School of Medicine. It is not a policy making body but rather applies the policies that are approved through the Curriculum Education Policy Committee and the Faculty Council.

Actions taken since last report

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Upcoming actions

- We will continue to meet on a monthly basis

Q&A
Student Affairs Committee
Presented by: Kathryn V. Horn, M.D.
Date: June 18, 2018

Committee Composition and Terms of Service

- 12-Member Committee - 3-Year Terms - Meets Quarterly
  - Three Ex-Officios
    - Two from Student Affairs
    - One from Student Services
  - Two Clinicians
    - One must be a Psychiatrist or Psychologist
    - Both Clinician positions are vacant
  - Three Medical Educators
    - One must be a College Master
    - One Medical Educator position is vacant
  - Four Student Representatives from each Class
    - Class of 2019
    - Class of 2020
    - Class of 2021
    - Class of 2022
Committee Charge

- The Student Affairs committee is a standing committee of the Paul L. Foster School of Medicine that includes faculty and students.
- The purpose of the committee is to review and recommend policies and programs that support student affairs, campus life and the academic mission. Student representatives from each academic level serve until they graduate. Students are recommended by their college master to the Associate Dean for Student Affairs.

Current Issues/Concerns

- We need Faculty Council to appoint three new members to the Student Affairs Committee:
  - Two Clinicians
    - 1 - Must be a Psychiatrist or Psychologist
  - One Medical Educator
Actions taken since last report

- New Policies already approved by Faculty Council:
  - Blood Borne Pathogens Policy
  - Challenging Student Grades Policy

- Policy Needed:
  - Course of action for faculty who mistreat students

Actions taken since last report cont’d

- An Advisory Committee to the Student Affairs Committee was created

  - The Student Life Committee - Be Well, Do Well

    The Student Life Committee (SLC) is an advisory committee to the Student Affairs Committee. Its major purpose is to organize student wellness activities that maximize student academic performance and provide positive lifestyle balance. Organized into three (3) subcommittees (Expressive Arts; Mind/Emotional/Lifestyle; and Physical/Stress Management), it is responsible for developing a calendar of student activities. These activities are run primarily by student volunteers but may also include interested outside individuals.
Q&A