



FACULTY SENATE

Freeman Auditorium, 930 Madison December 10, 2019 4:00 PM

Recording available: <https://mediaserver.uthsc.edu/uthscms/Catalog/catalogs/tflorence-2019>

Present: W. Callahan, T. Cooper, T. Cory, M. Donaldson, M. Hartig, J. Jiang, P. J. Koltnow, M. Land, S. Li, N. Mandal, T. McClinton, M. Mulligan, F. Park, T. Pourmotabbed, L. Reed, P. Richey, C. Russell, N. Shafi, R. Smith, W. Sun, F. Thomas, A. Zachry, Y. Zhang
Zoom:, P. Albin, S. Clark, M. Erickson, R. Jean, V. Jones, R. Krishnan, S. Lancaster, J. Langford, J. McCarthy-Maeder, M. Meekins, E. Murray, H. Steinberg, K. Torgbe, J. Ventrin, T. Wilson
Absent: K. Bettin, S. Bohn, B. Choby, M. Clark, R. Clark, W. Claro-Woodruff, J. Clemmons, D. Colvert, G. Cook, W. Dabbs, A. Diaz-Thomas, M. Donohoe, I. Dragatsis, T. ElAbiad, M. Fain, P. Fischer, L. Gonzalez G. Goodin, O. Grandas, L. Grese, B. Hamilton, M. Harvey, P. Head, M. Herr II, K. Hevener, K. Hohmeier, V. Jain, J. Jones, V. Joshi, D. Kadaria, D. J. Kennedy, C. Ledbetter, Y. Levine, M. Lisner, S. Little, J. Lowder, C. Madlock-Brown, E. McCoy, M. McDonald, J. Mohamed, R. Narayanan, D. Pattaniaik, R. Philip, A. Pinckney, J. Pledger III, R. Rao, S. Rowe, R. Scroggs, J. Sharp, A. Sheyn, O. Siddiqui, C. Spivey, M. Surbrook, C. Tombazzi, K. Upadhyay, J. Vanatta, S. White-Means, R. Williams, N. Yedlapati.

Meeting called to order at 16:00 hours CST

I. Approval of Minutes

Minutes approved for November 12, 2019 were approved unanimously.

II. Speakers

A. Dr. Doris Maldonado- Digital Measures-

- Recap from last 3 months- have had short sessions previously
- Review pre-populated data and make sure it is request. Make request for changes by the middle of next week.
- Tip of the day: Run the All Activities report to see all the data in your DM account and review it for accuracy.
- Digital Measures AFSA page: New and improved things listed on website including tips of the day, what's new and what is in the works.
- User guides: good resource to use. How to: reports section will tell you how to run reports. Short tutorial and written instructions provided. Directions for running all activities reports found here. All Activities Report shown as an example. Make sure to click include button on right top to include areas that aren't completed. Good way to see what is and is not entered. Don't have to enter time range. This will pull all information in the system.

- Minimum 2 years data must be entered by December 31, 2019. Includes all of 2018 and 2019 along with information pertinent for annual reports for respective college.
- Annual report for each colleges demonstrated. Must enter date range for this report. This will allow you to track completeness and progress of data entered.
- This annual report should include July 1, 2018 through December 31, 2019. Annual activity report will be dated July 1, 2018 through December 31, 2019. For each activity must enter date.
- Faculty member is responsible for the accuracy of the report.
- Publications: Each field that is asterisk in red must be completed or data will not be saved. Be sure to add date and if it is peer reviewed. Anything imported can be edited.
- Dates are significant and must be attached to reach record.
- In the college of nursing- you will need to add goals for 2020- will enter this information under goals section. Current goals are 2019 even though you did receive them in 2018. Save then go back enter calendar year 2020 and enter proposed goals for next year. Same way for assignments screen. Current assignments are 2019.
- Teaching areas- some courses are listed. How do you enter hours taught. Contact the DM personnel and let them know you don't see your teaching assignments. 2018 and 2019 assignments were the priority so prior to 2018 may not be there. In terms of contact, teaching, grading hours- ask program director how they want to use that information. Do whatever your program says is important to capture.
- You have the ability to free text under course section: what if you do regular teaching in a course but aren't listed in the course. If college provides it, can upload it. Can enter into other teaching activities or clinical teaching sections. Can put guest lectures here. In dropdown box of each section has choices as well as another option. Same for clinical teaching.
- For the college of medicine, you have to complete the teaching calculator as well as the subcategories in the other sections. Calculator demonstrated. When doing clinical conference, enter 1 hour of contact hour but where do you enter how many hours you put in to develop conference.
- In the college of medicine- 1:1 teaching in mentoring goes by calendar year for each mentee for each year. Enter the total number of hours spent each year.

- Template for each report will tell you know where it is pulling data from to populate sections.
- If activities is not showing up is because incorrect date is entered-
- Evaluation process: prior to this year, each faculty submitted a portfolio to chair then meeting was held to discuss if met /not met. Faculty will evaluate how well they did with goals prior to meeting with chair. This year will be a hybrid year- evaluation by supervisor will be a narrative that will be uploaded. Faculty Affairs committee has met and developed the steps in the evaluation process.
- DM team is happy to come to you or have you meet them somewhere to answer any questions.
- Focus on years 2018 and 2019 and information for this annual review.
- Variety of resources available – just need to contact them prior to break. No one available on or after December 20th to answer questions.

III. Items Requiring Faculty Senate Vote: None

IV. Announcements

- Committee Reports:
 - Handbook Committee- Dr. Terry Cooper- Working on rewriting grievance section of handbook. One more meeting then will be ready to meet with Vice-Chancellor.
 - Computing and Technology: Dr. Bill Callahan- Dan Harder updated the committee on his work. Currently he is creating survey to go to all faculty to identify needs IT and technology. Still working on Methodist Lebonheur security issue. Looking for Chief information Officer for security-search on going. Working with IT to meet faculty needs- open to input from faculty
 - Non Tenure Track: Dr. Bill Callahan- proposal sent to handbook committee that would allow each college to use multiyear contract if the college should so choose.
 - Research committee- Dr. Pourmottabed- In the October meeting, Issues regarding classifications of post Doc fellows to UT employees were discussed. The following is a summary of the meeting: Post docs are considered exempt employees from now on and all benefits will be paid off of investigator's grant so it is highly recommended that researcher ask for more money from granting agency to cover expenses. If want more information on retirement and insurance benefits for foreign nationals coming in on H1 or J1 Visas, contact Connie Child, director of international office. She will give you the information. Usually those coming in on J1 Visa do not have retirement benefits. On October 22nd had a guest speaker that provided information for investigators interested in selling their lab material. These materials may be

sold to other investigators at other institutions but not at UTHSC. If need more information, see Dr. Pourmotabbed.

- Faculty Affairs: Dr. Mandal- Met on November 21st. Currently, working on goals for the committee for this year. One of the goals will be increasing faculty participation in upward evaluation. Working with Allan Dupont currently. Committee will work with Deans and Faculty chairs to get more participation. A meeting was held last year after the Upward evaluation with Chandra Alston about getting the campus wide survey to include faculty survey to see if that would help increase participation. The committee will follow up on this suggestion.
- Clinical affairs: Dr. Shafi- committee has not met yet but he will reach out to committee members to set up standing meeting for 2020.

V. New Business-None

VI. Old Business- None

There being no other business, the meeting adjourned at 16:55.

Respectfully submitted,

Laura Reed, DNP, APRN, FNP-BC
Faculty Senate secretary