

**Faculty Council**
**Meeting Specifics**

<b>Purpose</b>	<b>Cadence</b>	<b>Executive Sponsor</b>
Regularly Scheduled	Third Tuesday of the Month	Acting Dean Griffith
<b>Date</b>	<b>Time</b>	<b>Location</b>
Tuesday, July 20, 2021	5:00-6:00 p.m.	Zoom

**Committee Chair(s) and Members**

Basic Science Members	Clinical Science Members
<input checked="" type="checkbox"/> Campbell, Kenneth	<input checked="" type="checkbox"/> Ballard, Hubert (Chair)
<input checked="" type="checkbox"/> Clark, Claire	<input checked="" type="checkbox"/> Beck, Sandra
<input type="checkbox"/> Hatcher, April R.	<input checked="" type="checkbox"/> Hays, Lon R.
<input checked="" type="checkbox"/> Mellon, Isabel	<input checked="" type="checkbox"/> Kapoor, Siddharth
<input type="checkbox"/> Nikolajczyk, Barbara	<input checked="" type="checkbox"/> Neltner, Janna
<input checked="" type="checkbox"/> Spear, Brett (Chair-Elect)	<input checked="" type="checkbox"/> Stevens, Julia C.
	<input checked="" type="checkbox"/> Toney, Dale

**Standing Guests**

<input type="checkbox"/> Allison, Roxie	<input type="checkbox"/> Harris, Kim	<input checked="" type="checkbox"/> Sanger, Matthew
<input checked="" type="checkbox"/> Dutch, Becky	<input type="checkbox"/> Pistilli, Judy	<input checked="" type="checkbox"/> Tannock, Lisa
<input checked="" type="checkbox"/> Greathouse, Lauren	<input checked="" type="checkbox"/> Rogers, Cassandra	<input type="checkbox"/> White, Stephanie
<input checked="" type="checkbox"/> Griffith, Chipper	<input type="checkbox"/> Ross, Shavonna	

**Visitors**

<input checked="" type="checkbox"/> Bylund, Jason	<input checked="" type="checkbox"/> Jones, Davy	<input checked="" type="checkbox"/> Meadows, Amy
<input checked="" type="checkbox"/> Ragsdale, John		

Agenda Item	Presenter/Facilitator
Call to Order	H. Ballard
Declaration of Quorum	H. Ballard
Approval of Minutes – <b>Action</b> • June 15, 2021 – Regularly Scheduled Faculty Council Meeting <sup>1</sup>	H. Ballard
Endorse Course Proposals <sup>2</sup> <b>Action</b>	H. Ballard
Endorse Faculty Council Designated Representatives on Committees <sup>3</sup> <b>Action</b>	H. Ballard
Introduce New Vice Dean for Research	H. Ballard
Introduce New Faculty Council Members	H. Ballard
Reconvene In-Person Faculty Council Meetings (with Zoom Option)	H. Ballard
COMMITTS Executive Governance Representative	B. Spear
Faculty Form F/Overload Committee Update	L. Tannock
Next Meeting – August 17, 2021	H. Ballard

<sup>1-3</sup>Pre-reads sent June 21, July 2, and July 14, 2021

<b>Minutes</b>																																					
<b>Topic</b>	<b>Discussion</b>																																				
Opening Remarks	<ul style="list-style-type: none"> <li>• Meeting called to order by H. Ballard.</li> <li>• Quorum declared at 5:01 p.m. (Eleven (of 13) members present.)</li> <li>• Meeting Minutes Approval               <ul style="list-style-type: none"> <li>○ June 15, 2021 – Regularly Scheduled Faculty Council Meeting Moved by D. Toney and seconded by B. Spear. Minutes approved.</li> </ul> </li> </ul>																																				
Endorse Course Proposals (H. Ballard)	<ul style="list-style-type: none"> <li>• Pre-read distributed on June 21, 2021.               <ul style="list-style-type: none"> <li>○ DR 931 Elective: Diagnostic Radiology in Bowling Green</li> <li>○ ER 932 Elective: Emergency Medicine Services (EMS) in Bowling Green</li> </ul> </li> <li>• There was no discussion. A call to endorse the course proposals was made. Moved by D. Toney and seconded by J. Stevens. Courses endorsed.</li> </ul>																																				
Endorse Faculty Council Designated Representatives on Committees (H. Ballard)	<ul style="list-style-type: none"> <li>• List of Faculty Council Designated Representatives on Committees was distributed as a pre-read on July 14, 2021. List is consistent with past guidelines created by the committee.</li> </ul> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #4F81BD; color: white;"> <th style="text-align: left;">Committee</th> <th style="text-align: left;">Person</th> <th style="text-align: left;">Committee Role</th> </tr> </thead> <tbody> <tr> <td>Biomedical Education Curriculum Committee</td> <td>Beth Garvy</td> <td>Chair</td> </tr> <tr> <td>College of Medicine Admissions Committee</td> <td>Janna Neltner</td> <td>Member (and Faculty Council Member)</td> </tr> <tr> <td>Medical Student Curriculum Committee</td> <td>Claire Clark</td> <td>Member (and Faculty Council Member)</td> </tr> <tr> <td>Student Progress and Promotion Committee</td> <td>Julia Stevens</td> <td>Chair</td> </tr> <tr> <td>Appointment, Promotion, and Tenure Committee</td> <td>Regina Fragneto</td> <td>Chair</td> </tr> <tr> <td>Trainees in Research Advisory Committee</td> <td>Ann Stowe</td> <td>Chair</td> </tr> <tr> <td>Committee on Instructional Vision</td> <td>Beth Garvy</td> <td>Chair</td> </tr> <tr> <td>Faculty Form F/Overload Committee</td> <td>Lisa Tannock</td> <td>Chair</td> </tr> <tr> <td>Graduate Medical Education Committee</td> <td>Sandra Beck</td> <td>Member (and Faculty Council Member)</td> </tr> <tr> <td>Research Vision Committee</td> <td>Becky Dutch</td> <td>Chair</td> </tr> <tr> <td>Scholarship Committee</td> <td>Wendy Jackson</td> <td>Chair</td> </tr> </tbody> </table> <ul style="list-style-type: none"> <li>• There was no discussion. A call to endorse the designated representatives was made. Moved by D. Toney and seconded by J. Stevens. Designated representatives endorsed.</li> </ul>	Committee	Person	Committee Role	Biomedical Education Curriculum Committee	Beth Garvy	Chair	College of Medicine Admissions Committee	Janna Neltner	Member (and Faculty Council Member)	Medical Student Curriculum Committee	Claire Clark	Member (and Faculty Council Member)	Student Progress and Promotion Committee	Julia Stevens	Chair	Appointment, Promotion, and Tenure Committee	Regina Fragneto	Chair	Trainees in Research Advisory Committee	Ann Stowe	Chair	Committee on Instructional Vision	Beth Garvy	Chair	Faculty Form F/Overload Committee	Lisa Tannock	Chair	Graduate Medical Education Committee	Sandra Beck	Member (and Faculty Council Member)	Research Vision Committee	Becky Dutch	Chair	Scholarship Committee	Wendy Jackson	Chair
Committee	Person	Committee Role																																			
Biomedical Education Curriculum Committee	Beth Garvy	Chair																																			
College of Medicine Admissions Committee	Janna Neltner	Member (and Faculty Council Member)																																			
Medical Student Curriculum Committee	Claire Clark	Member (and Faculty Council Member)																																			
Student Progress and Promotion Committee	Julia Stevens	Chair																																			
Appointment, Promotion, and Tenure Committee	Regina Fragneto	Chair																																			
Trainees in Research Advisory Committee	Ann Stowe	Chair																																			
Committee on Instructional Vision	Beth Garvy	Chair																																			
Faculty Form F/Overload Committee	Lisa Tannock	Chair																																			
Graduate Medical Education Committee	Sandra Beck	Member (and Faculty Council Member)																																			
Research Vision Committee	Becky Dutch	Chair																																			
Scholarship Committee	Wendy Jackson	Chair																																			
Introduce New Vice Dean for Research (H. Ballard)	<ul style="list-style-type: none"> <li>• H. Ballard introduced R. Dutch, the college’s new vice dean for research. She will step down as department chair of molecular and cellular biochemistry once a new chair is named.</li> <li>• L. Tannock stated that the process for appointing an acting department chair is underway.</li> </ul>																																				
Introduce New Faculty Council Members (H. Ballard)	<ul style="list-style-type: none"> <li>• H. Ballard welcomed J. Bylund and A. Meadows to Faculty Council. They are serving in an ex officio capacity until their appointments officially begin in September.</li> <li>• D. Jones questioned the membership balance. M. Sanger stated the current imbalance of one too many basic science faculty members will be corrected in September when A. Hatcher’s term ends, which has been reviewed and discussed in previous Faculty Council meetings.</li> </ul>																																				
Reconvene In-Person Faculty Council Meetings with Zoom Option	<ul style="list-style-type: none"> <li>• H. Ballard asked if Faculty Council should reconvene in-person meetings with a Zoom option. J. Stevens, D. Toney, and S. Kapoor encouraged hosting hybrid meetings.</li> </ul>																																				

<p>(H. Ballard)</p> <p>Reconvene In-Person Faculty Council Meetings with Zoom Option (cont.)</p> <p>(H. Ballard)</p>	<ul style="list-style-type: none"> <li>• D. Jones questioned the polling complexity when hosting a hybrid meeting. M. Sanger said we would have to develop a process to account for meeting format.</li> <li>• H. Ballard asked if 5:00 p.m. on the third Tuesday of the month still worked for everyone and others confirmed.</li> <li>• Faculty Council will move forward with hybrid meetings and H. Ballard and B. Spear will decide if the first hybrid meeting will occur in August or September.</li> <li>• K. Campbell mentioned Physiology has been using an Owl system for hybrid faculty meetings.</li> </ul>
<p>COMMITTS Executive Governance Committee Representation</p> <p>(B. Spear)</p>	<ul style="list-style-type: none"> <li>• K. Campbell has volunteered to serve on the COMMITTS Executive Governance Committee as the Faculty Council's designee.</li> <li>• M. Sanger stated there will be at least two other new members on the COMMITTS Executive Governance Committee and an onboarding session will occur.</li> </ul>
<p>Faculty Form F/Overload Committee Update</p> <p>(L. Tannock)</p>	<ul style="list-style-type: none"> <li>• L. Tannock provided an update on the three Conflict of Interest (COI) Committees: Research Conflict of Interest (University), Conflict of Interest (UK HealthCare), and Faculty Form F/Overload (College of Medicine).</li> <li>• Recently conducted department tours. The most recent change was the travel sponsored by any entity outside of UK pre-COVID-19. Administrative assistants are allowed to do submit Form Fs for faculty.</li> <li>• Another recent change was vacation vs. professional leave. When it doubt, disclose. L. Tannock has to communicate the clarifications of not being able to practice remotely with patients. It is against compliance.</li> <li>• FY21 Report: First Three Quarters             <ul style="list-style-type: none"> <li>– Internal Overloads N=32 (28 approved, 1 rejected, 1 in process, 2 cancelled) 14 departments                 <ul style="list-style-type: none"> <li>○ Mainly teaching at other colleges or regional campuses</li> <li>○ Some medical coverage (for athletics, firefighter physicals, etc.)</li> <li>○ Some internal consulting (CCTS, department reviews)</li> </ul> </li> <li>– External Overloads N=162 (143 approved, 5 rejected, 6 in process, 8 cancelled)                 <ul style="list-style-type: none"> <li>○ Count has decreased. May be COVID-19-related.</li> </ul> </li> </ul> </li> <li>• 21 departments             <ul style="list-style-type: none"> <li>○ External talks</li> <li>○ Academic consulting (EABs, board exams, etc.)</li> <li>○ Specialty society positions</li> <li>○ Pharmaceutical consulting</li> <li>○ NIH study sections (Form F not explicitly required)</li> <li>○ Medical-legal reviews, consulting, expert witness</li> </ul> </li> <li>• L. Tannock has been working with L. Greathouse and A. Kirby to work on a biannual reminder.</li> <li>• L. Tannock asked if the Faculty Council would be liaisons to help share this information.</li> <li>• H. Ballard asked if this is part of Faculty Orientation when faculty come on board. L. Tannock confirmed it is done through the orientation hosted by the Office of Faculty Affairs lead by her and M. Rowland.</li> </ul>

<p>Faculty Form F/Overload Committee Update (cont.) (L. Tannock)</p>	<ul style="list-style-type: none"> <li>• J. Stevens asked about any clinical work outside of KMSF. L. Tannock said it is a violation of the practice plan and in violation of contract if that happens.</li> <li>• S. Kapoor asked about the administrative burden and how the college compares to other institutions in terms of restrictions on income. L. Tannock said to be clear that there is not a dollar restriction on the Form F. There is a not a dollar restriction on how much the faculty make. There is only a restriction on how much L. Tannock can approve without sending the request to the committee. Form F has not been a reason for anyone leaving UK during an exit interview. The paperwork is not particularly user-friendly but it is not a difficult process. The form is in <i>myUK</i>. Internal overload has to be submitted by the person paying (e.g., when teaching in another college that college has to initiate the form). Some reviews take longer than others depending on whether there is a contract for external work that needs legal review and/or revisions.</li> <li>• K. Campbell stated he has had a joint cardiology appointment since 2004. Last week was the first time he learned he should be doing this. L. Tannock said there are a lot of policies that affect us in healthcare and to be mindful of regulatory compliance. The University's rules are set and based on federal mandates. Faculty compliance is key.</li> <li>• J. Stevens asked if someone from a central location can help departments.L. Tannock said it would be a challenge for one person to do such centrally given the specialty diversity of our faculty. Unit administrators can complete forms for faculty, but that is at the unit's discretion. It is up to the faculty to keep the staff/faculty up-to-date on funneling through the Form F. This can be done at each instance or over the fiscal year.</li> <li>• L. Hays stated the form is the same for one simple review versus one complex meeting. The process is the same for others.</li> <li>• L. Tannock only oversees Form F. She will pass along information about the external system for COI for Research and UK HealthCare.</li> <li>• L. Hays asked in what month does the COI Committee send an email. L. Tannock said March is when they close. May is when the email is sent. L. Tannock sends emails to faculty if they need to send items.</li> </ul>
<p>Other Business</p>	<ul style="list-style-type: none"> <li>• Next meeting is scheduled for August 17, 2021.</li> </ul>
<p>Adjourn</p>	<ul style="list-style-type: none"> <li>• Meeting adjourned at 5:54 p.m.</li> </ul>