**School of Medicine Faculty Assembly Meeting**

Minutes Meeting

September 7, 2017

**Present:** C. Taylor, P. Prasad, M. Ali, J. Crabtree, T. De Silva, K. Happel, J. Hart, S. Kamboj, D. Kapusta, B. Kelly, P. Kozlowski, J. Lentz, M. Levitzky, C. Lilje, D. Rivera, J. Sturtevant, J. Surcouf, P. Winsauer, M. Houser (phone)

**Absent:** K. Callahan, L. Campeau, S. Delacroix, J. Gardner, T. Goodchild, S. Guillory, L. Hetzler, S. Holman, J. Hunt, O. Lee, R. McGoey, J. Mooney, L. Oge, G. Orangio, F. Polite, C. Roth, D. Sen

**Proxy:** S. Kamboj (B. Spieler)

Opening: President-Elect C. Taylor called meeting to order at 4:07pm. Motion for Approval of Minutes from the August meeting; J. Crabtree motioned. M. Levitzky seconded.

1. Assistant Dean of Undergraduate Medical Education Dr. Robin English – guest speaker
	1. 3rd iteration of the first year
	2. NO changes to first semester (Gross anatomy, Biochemistry – not on the same exam schedule)
	3. NO changes to second semester (moving some courses genetics, physiology)
	4. 2nd year – made changes to order of courses (made changes to Foundations, needs to make changes to Micro). Surveys sent to medical student – discussion regarding integration to courses and clinical. Unprecedented number of students delayed Step I USMLE. Step average is about 230 – same as before course changes.
	5. Attendance is better in 1st and 2nd year.
2. **Reports:**
	1. **Executive Committee**
		1. Bridge around Tulane Ave – only 1 bid came in; more bids are being sent out. Projected start date will be Spring 2018 with completion around Spring 2019
		2. Equity Pay Adjustments – approved, going into effect September 1st. Equity pay adjustments most notable for Basic Sciences and Business Managers. Most Clinical faculty raises were noted in supplement. Merit raises were approved (0.5%). $1000 for a year / $100 for 10 months for those that did not get equity or merit raises.
		3. UMOB – CTRC opened, moved from original
		4. State officers offered office space on first floor of UMOB – to aid with visibility of police in that area
		5. CSRB – start date next year. Will be disruptive when building begins
		6. Team Based Learning Facility MEB – TBL rooms to open June 2018
	2. **SOM Administrative Counsel**
		1. Dr. W. Backes: New funding mechanism for residents ($2500 funding, needs matching funds from Department)
			1. Expeditiously approved by 3 members of the Dean’s Staff
			2. 4-page application (title page, abstract, project, budget)
			3. Requires all necessary approvals (IRB, IACUC, etc.) prior to release of funds
			4. Upon completion, a final report is filed with Dr. Hilton’s office to track resident scholarship
			5. No cap on number of applications funded per year
		2. LCME site visit
			1. App store: SOM companion. Email was sent to medical students.
			2. Sr. Associate Dean DiCarlo: Focus on Student mistreatment
				1. People involved directly in LCME visit should read the summary report (35 pages). Expect questions about resources, clinical faculty time balance between clinic/teaching/scholarship and basic faculty teaching in other schools
				2. SOM Policy on Mistreatment Chancellor’s Memorandum 56

If student comes to faculty with concern (formal or informal) this should be reported to the faculty to Ombudsman so they can begin to collect better, more specific data

* + - * 1. New Ombudsmen – Dr. Kourtnie Robin (Office of Student Affairs)
				2. Students GQ AAMC Survey (n = 125) – Student perception upon graduation

Public Humiliation by faculty or residents (20 faculty/13 residents/interns)

Required to perform personal services by faculty or residents (6 faculty/14 residents/interns) NOTE: This may be getting lunch or coffee for the group

Offensive remarks sexist or racist (8 faculty/9 residents/interns)

* + - 1. Diversity
				1. Dr. Mobben (larger discussion in November)
			2. New Faculty orientation – Oct 17, 2017
	1. **Faculty Senate**
		1. Chancellor L. Hollier came to meeting, discussed Equity Pay Adjustments
		2. Heart Walk November 11, 2017 Champions Square (contact Brad Spieler)
		3. 2 candidates for Dr. K. Krantz’s previous position Executive Director, Office of Research
		4. Library head search ongoing
	2. **Old Business**
		1. Faculty Forward Survey – 57% response rate; would like 70% response rate. Remind everyone that helps LCME site visit
		2. Coffee for Cause (42 people, raised over $200) – $ allocated to families affected by tornadoes in New Orleans East
			1. Get between 6-10 new people
		3. FA Charity Fundraising Efforts
			1. Re-initiating this effort (T. DeSilva) – Head the Committee
			2. Kingsley House – Teaching Parents CPR
		4. Fitness Center Hours
			1. Faculty Senate issue
			2. UMC has 24/7 gym that has opened
			3. Repurposing ILH Building, will open Wellness Center in that location
		5. Shuttle App
			1. No signage at any of the stops
			2. Signage needs to be improved
		6. FA Invited Speakers
			1. Dean Nelson
			2. Sr. Associate Dean DiCarlo
			3. UMC CEO
			4. John Ball – Associate Vice Chancellor jball@lsuhsc.edu (reach out); Rayza Carballo rcarba@lsuhsc.edu Administrative Affairs
		7. HSC Housekeeping Directive
			1. Invite Associate Vice Chancellor John Ball to discuss housekeeping issues at MEB
		8. Grand Rounds Seminar (have list of seminars) – Lisa Campeau
			1. Calendar of events (monthly grand rounds for all departments)
	3. **Call for New Business**
		1. Short’s travel (state contract): Do we need to use this for all travel?
		2. Balconies: Why can’t we use the balconies at MEB?
	4. Motion to adjourn M. Levitsky; seconded C. Lilje. Meeting adjourned at 5:15pm