



**School of Medicine Faculty Assembly  
Meeting Minutes  
Thursday, September 5, 2024  
4:00pm-5:00pm  
Hybrid Meeting (Lions 544 / Zoom)**

**In Attendance:**

In person: J. Gardner, J. Cameron, S. Primeaux, G. Athas, R. Siggins, S. Kamboj, B. McGee M. Cook, M. Reinoso, G. Athas, C. Taylor, L. Simon, N. Loganantharaj

Virtual: P. Prasad, A. Abreo, S. Holman, M. Clement, J. D'Souza, E. McDonough, T. Castellano, L. Pelaez, J. Hart, M. Korah-Sedgwick, R. Zambrano, E. Wisner, L. Tanner-Sanders, C. LeBlanc, T. Reske, V. Vaitaitis, M. Harrington, S. Alahari, A. Augustus-Wallace, L. Marrero, J. Calandria, M. Nance (proxy for J. Berthelot)

**Absent:**

R. Kline, A. Smith, J. Schoen, A. Bennett

**Welcome and call to order at 4:01pm by President Gardner**

**Special Guests: Dr. Robin English, Associate Dean for Undergraduate Medical Education**

**• Discussion with Dr. English:**

- Updates on LCME Accreditation: An initial overview was given at general faculty Meetings about the process. Liaison Committee on Medical Education (LCME) accredits all US and Canadian medical schools to ensure continuous quality improvement and meeting certain standards.
- If SOM receives FULL accreditation, then will be on an 8 year review cycle (which we currently have and our last LCME Accreditation was from 2017).
- For details about the process, collection instruments and accreditation elements see <https://lcme.org/>
- LSUHSC-SOM will be assessed on and need to meet 93 accreditation elements which are part of 12 different standards (including school organization, processes, faculty issues, curriculum, student issues, etc.) Data gathering includes data from AAMC graduation questionnaire, student surveys, institutional data, number of faculty, course hours, etc.
- To prepare for accreditation, 3 committee have been established, Committee on Institution, Faculty & Finances, Committee on Education Program & Curriculum, and Committee on Students, Admissions and Environment. Each committee has

multiple teams to address specific required accreditation elements. A few people will do the actual “writing”, but many people are on the teams and will provide input.

- All data must be turned in by July 2025. Then, we will have 3 months to answer any questions. On October 20-23, 2025, a team will come to meet with Department Chairs, faculty representatives, residents, etc. Official report will be received in February 2026. We will have a mock visit on April 28-30, 2025.

- **Questions for Dr. English from Faculty Assembly Delegates:**

- How do the standards take into “Match”? Dr. English responded that this would be an outcome, one of many, and if we had a whole bunch of students that went “unmatched” that would be something that we would have to discuss, would potentially get flagged.
- Will faculty be told which areas need to be improved, will there be communication to faculty? Dr. English responded that information on improvement needs would be recognized and reviewed by the committees and a plan would come from the different committees. However, if it is a need for a broader effort, that may come from administration.
- Does clinical faculty realize that they have to submit student related reports on time? Dr. English responded that there are processes in place to help faculty get reports submitted on time and the faculty has been told in handbook. However, we can always improve the way we informing faculty and making sure they know what is required.
- **ACTION ITEM:** Is dissemination of information from the LCME visit something that Faculty Assembly can do? Can we develop a plan?

Approval of August 2024 meeting minutes: There were a couple of minor updates needed. Motion to approve with updates by Dr. Kamboj, Second by Dr. Cameron, none opposed.

### Reports:

1. Executive Committee (Dr. Gardner): Did not meet
2. Administration Council (Dr. Augustus-Wallace): There have been 64 promotion/tenure requests. There is now a process for standardization of CVs across all of the schools (based on SOM CV). Dr. English presented the new policies on the development and updating of SOM policies (this was discussed with FA at August meeting). There is an increase in medical students wanting to participate in shadowing and research opportunities. L1 students are directly reaching out to faculty, but this will need to be done through formal processes. Dr. Fern Tsien is developing a process for this moving forward, so that students will receive the necessary compliance training and receive program guidelines. **ACTION ITEM:** Invite Dr. Tsien to Faculty Assembly meeting to discuss with faculty. **UPDATE:** She is scheduled for the November meeting.
3. Faculty Senate (Dr. Cameron): Met August 13<sup>th</sup>. Ben Lousteau (VCAF) was guest and discussed the recent emergency water outage and how the LSUHSC-NO

community was not notified in a timely manner. Discussed how the Super Bowl (Sunday, February 9, 2025) will impact the downtown (NOLA) campus. We will be “farming” out parking lots for Super Bowl-related events for approximately 8 weeks. This will likely have significant effects on student parking, which may result in updates to classes, including, but not limited to virtual classes to reduce the number of students on campus. We were reminded that the Library and IT hold information courses.

To sign up for Library Announcements:

<https://forms.office.com/pages/responsepage.aspx?id=iTYGNNSCiU6jKBq3nMWNnV7fmPmYx4hPrXhfx-GEggRUOVhHTFcwQU0yWVIMMExZRDE0MzNUUUMyMS4u&route=shorturl>

To access a list of Library Classes:

<https://www.lsuhsu.edu/library/services/classes.aspx>

For a list of IT courses (called IT Office Hours), includes link to sign up for updates.

<https://www.lsuhsu.edu/admin/it/officehours.aspx>

#### **Old Business:**

- Voter education information was sent out in email to Faculty Assembly Delegates. Faculty Handbook is online. If you have any suggestions for changes, updates, corrections, etc. please contact Dr. Alison Augustus-Wallace.

#### **New Business:**

- Delegates were asked to review the SOM Faculty Assembly website and look for any errors, items that need to be updated, improved or added.

**Adjourn** – Motion by Dr. Sanjay Kamboj, 4:59PM