

Executive Committee Meeting Report

December 20th, 2017

1:30 – 3 PM

166 CMET

SUMMARY AND ACTION ITEMS

Purpose of Meeting: Monthly meeting of Executive Committee.

Action Items: Executive Committee to continue working on faculty onboarding process. Be prepared to discuss more about the AHS Research agenda when EC meets again in the spring.

Present: Bo Fernhall, Kevin Brennan, Gail Fisher, David Marquez, Phil Clifford, Keenan Cutsforth, Sangeetha Madhavan, Hai Vu, Jonathan Santanni, Demetra John, Glen Hedman, Noreen Chap

Minutes from the November 2017 Executive Committee approved.

MAJOR DISCUSSION POINTS:

Faculty Awards

The Executive Committee reviewed the guidelines for the AHS Faculty Awards nominations and only had one major change. For the Researcher of the Year criteria, the language notes that the “purpose of the award is to honor a researcher who has demonstrated outstanding research achievements in his/her field of expertise over the past 18th months.” However, several members of the committee feel that 18 months is not a sufficient period of time and is not in accordance with the campus researcher award criteria qualifications of 3 years. The Executive Committee voted to change the timeframe for consideration of researcher of the year from 18 months to 3 years.

The deadline for nominations has been set for March 16th, an email will go out to the faculty after the holidays.

Emeritus Status for June Wencel-Drake

The Executive Committee was tasked with reviewing Dr. June Wencel-Drake’s emeritus papers. The committee unanimously agrees that Dr. Wencel-Drake merits emeritus status at the college level. Her emeritus papers will be sent to campus faculty affairs for final approval.

Strategic Plan Draft

Some committee members mentioned that the strategic plan draft did not include timelines for accountability. However, the last time a college strategic plan was developed, timelines were found to be ineffective and it would be more beneficial for people to be held accountable for specific metrics. The

data for such metrics can be provided by the Office of the Dean. The Executive Committee voted unanimously to approve the Strategic Plan draft in its current form.

Faculty Workload Policy

After input from the department heads, the workload policy has been re-evaluated and revised. Committee members expressed concern that the faculty workload policy was created without input from the Executive Committee or the faculty. They also raised concerns about instituting a “one size, fits all” policy. The Dean and department heads feel that a unifying college policy will allow for departments to set minimum expectations within their own departmental policies. It will also encourage departments that currently do not have a workload policy to craft their own policy that includes more details specific to the department. The Dean will highly recommend to the department heads that they each create a department-specific policy if they don’t already have one.

The college faculty workload policy will be implemented in Fall 2018. Faculty and department heads will evaluate the impact of the policy on faculty and students after one year, followed by further revisions if necessary.

Onboarding process for new faculty

The Executive Committee suggested that the on-boarding process be categorized into department, college, and campus levels. Instead of overloading the new faculty with information all at once, we can start onboarding them throughout one semester across different process levels. Perhaps we can create a ¾ day workshop with a handbook to complement the new faculty mentoring sessions. Furthermore, with the arrival of a new webmaster, we have the potential to record/post tutorial videos and FAQs to the website for easier access.

Updates from the Dean

We now have a budget, but UIC will continue to operate on a budget reduction. Though we are getting some money back from the reserves the college and departments were required to transfer to the campus, most of it is staying in the President’s/Provost’s office. For the 7 year payback plan, we will get about 39% back this fiscal year, which will be distributed among the departments after the holidays (based on how much they contributed). The rest of the money will be given back in smaller increments through 7 years.

Updates from the Departments

DHD: Faculty at DHD are discussing how to work with the new faculty workload policy. A search for new faculty hire is in progress and the feedback has been very positive. The Assistive Technology Unit academic program is seeking RESNA accreditation; a site visit for January 23-24 has been approved.

KN: The KN department held an 8-hour retreat on December 15th with lots of positive feedback. The department will be initiating a strategic plan soon. An external review of the department was conducted in October with great feedback and suggestions.

BHIS: A minor in biomedical visualization is being developed at BHIS. BVIS students reported to have 95% job placement a year after graduation. One of the BVIS students who graduated in spring 2017 recently won a major VR award.

OT: The department will start offering OT electives for students in other majors. They are also working on potentially hiring OT grads for the faculty practice. The faculty practice plan is being developed and Ashley Stoffel (who's working with families and young children) is working to help incorporate students into this plan. Yolanda met with Dr. Brian Layden regarding graduate students and the faculty practice. One of the graduates might help OT develop an undergraduate elective. Scholarship of Practice day will be April 6th and OT will also hold their 75th anniversary reception that same evening.

Staff Council: Staff Council are meeting and the process for creating the staff handbook is going well.

PT: PT has received approval for a 10-year accreditation from CAPTE. PT students received a 100% pass rate on the National Physical Therapy Exam (NPTE). Acceptance letters have been sent out to applicants.

Meeting adjourned.

Executive Committee Meeting Report

November 16th, 2017

1:30 AM – 3 PM

166 CMET

SUMMARY AND ACTION ITEMS

Purpose of Meeting: Monthly meeting of Executive Committee.

Action Items: Executive Committee to review and revise, if necessary, the nomination criteria for the AHS Faculty Awards. They will also come up with ideas for establishing an AHS faculty and staff onboarding process. Edits to the Strategic Plan Draft will be sent out for final revisions after department heads discussion, please be prepared to review and finalize.

Present: Bo Fernhall, Kevin Brennan, Gail Fisher, David Marquez, Phil Clifford, Keenan Cutsforth, Sangeetha Madhavan, Hai Vu, Jonathan Santanni, Demetra John, Sarah Parker Harris, Noreen Chap.

Minutes from the October 2017 Executive Committee approved.

MAJOR DISCUSSION POINTS:

AHS Celebrates

AHS Celebrates will take place on Thursday, April 5th, 2018. Please encourage your faculty to attend and support our alumni. We are still searching for speakers but there have been some promising suggestions from the department heads. There are three nominees and all three have said that they will be able to attend. The nominees are:

Lifetime Achievement – Tim Grover

Loyalty – Eric Warner

New Alum – Carrie Shaw

Research

AHS Research Day 2017 was very successful, there was a good turnout from faculty and students. Currently, 6 pilot grants have been submitted and, to date, we have 6 awardees. These awardees include a subsidy grant that is funded and another one that will be funded. This is a major accomplishment for our college because, usually, there is only one awardee.

Faculty Awards

AHS plans to hold the Faculty Awards in May 2018. We hope the Executive Committee will be able to help review the criteria for nominations as well as establish a timeline for when we should solicit them. Overall, the final submission for nominees should be done by March 2018 Executive Committee meeting. The Executive Committee can then review the nominations at their April 2018 meeting. We hope to send out the notice for nominations either before or after the fall semester. The general consensus is that it would be best to do so after the winter break. Once the Executive Committee has completed their review of the nominations criteria at the December 20th meeting, the community awards criteria should be sent out for early deliberations.

Please encourage your staff and faculty to make nominations, and note that faculty can nominate themselves if they wish.

Onboarding for New Faculty

It's important that we have a process for onboarding new faculty specific to AHS. We should be able to provide new faculty information like who to talk to or which places on campus has the resources they might need. It would also be important for new faculty to know who does what at the college. The Executive Committee is charged with creating an onboarding process that will, hopefully, be discussed in the Spring 2018 meeting agendas. Some ideas for this include establishing a format for a half-day/day-long AHS-specific orientation and a new instructor handbook.

The staff at AHS will also benefit from the creation of an AHS-specific staff handbook and perhaps an orientation as well. The Staff Council is charged with establishing an agenda for this for Spring 2018 as well.

Strategic Plan

Based on comments from faculty, the Executive Committee sent in the revisions/edits to the AHS Strategic Plan Draft (handwritten notes attached). They were discussed during the meeting and final changes were made regarding the following:

- General feedback (OT): The goals and metrics do not make it clear who is accountable for implementing the goal's activities and for measuring the outcome.
- Final additions to Metrics under Goal 1 (highlighted):
 - Student feedback, retention rates, probation rates, graduation rates, national exam pass rates, students receiving external awards/fellowships/grants, presentation of student work, student survey data at important bench marks, participation rates in mentoring and development activities, completion of the Health and Diversity Academy Fellows program, GPA's.
- Final additions to Metrics under Goal 2 (highlighted):
 - Number of engagement activities, success of engagement activities (surveys, feedback from community organizations), participation rates in the Academy, engagement by alumni, number of patients treated in AHS clinical services, patient-reported outcomes and goal attainment, student internship rates, local clinical placement rates, increased collaborations with UI Health, number of collaborations with community organizations/individuals.

- Final additions to Metrics under Goal 3 (highlighted):
 - Creation of themes, number of interdisciplinary grants, faculty participation on interdisciplinary grants from other colleges and institutions, **number of faculty participating in mentoring program, number of mentoring sessions provided, number of publications, number of student authored publications,** research office activities, research themes document or research strategic plan, **submission and receipt of grants, statistical support services.**
- Final additions to Metrics under Goal 4 (highlighted):
 - Number and type of interprofessional activities, type of improvements in learning environments, **track how many students from other departments and colleges are enrolling in our elective courses,** number and type of infrastructure support activities, creation of orientation program, development of succession plans, interprofessional education goals for college, simulation center plan, classroom technology plan/committee, college teaching/learning committee.
- Approval of additional language (highlighted) in Goal 5: Value diversity **and inclusion** as an integral part of teaching, research, and service at the college.
- Final additions to Metrics under Goal 5 (highlighted):
 - Number and type of Academy activities, number of students, faculty and staff from underrepresented groups, **recruitment and retention outcomes for students, faculty and staff,** number of activities implemented from the Diversity Strategic Plan, campus/university recognition of disability as part of diversity, **number of collaborations with minority serving and divers organizations/stakeholders, number of initiatives to increase diversity.**
- Final additions to Metrics under Goal 6 (highlighted):
 - Number of positions filled, number and type of engagement activities of the Board, number of alumni engagement activities, number and value of major gifts, number and value of student support, participation rates of alumni.
- Final additions to Metrics under Goal 7 (highlighted):
 - Creation of outreach plan, web visits, number of news items and mentions of AHS in UIC and UI news briefings, bulletins and articles, development of directory, develop college brand, number of national **and international** news releases and mentions of AHS, **use of UIC branding logos on presentations outside of UIC,** increased recognition of external faculty presentations, invited lectures, awards, editorships, etc.

Deans Announcements

The AHS Faculty Workload policy is purposefully vague so that department heads can have flexibility with their department workload policy and preserve what is already in place. There were some concerns expressed by faculty regarding the possible inclusion of the workload policy in the P&T process. The AHS faculty workload policy is separate from P&T and should NOT be referenced with P&T or any criteria measure for other department/campus policies. For more detailed information, clarify with your department head regarding how college policy intersects with department policy.

Meeting adjourned.

Executive Committee Meeting Report

October 6th, 2017
11 AM – 12:30 PM
166 CMET

SUMMARY AND ACTION ITEMS

Purpose of Meeting: Monthly meeting of Executive Committee.

Summary: Discussion focused on teaching preparation plans for PhD students and the formation of an ad hoc committee. There was also much discussion regarding the potential for AHS to expand research collaborations across campus in diabetes and cancer research.

Action Items: Please review the Strategic Plan metrics one last time and solicit feedback from your fellow faculty members. Discuss the potential for cancer and diabetes research as part of AHS's research profile with the faculty in your department.

Present: Bo Fernhall, Kevin Brennan, Gail Fisher, Jacob Haus, Phil Clifford, Keenan Cutsforth, Sangeetha Madhavan, Hai Vu, Jonathan Santanni, Demetra John, Fabricio Balcazar.

Minutes from the September 2017 Executive Committee approved.

MAJOR DISCUSSION POINTS:

Teaching preparation homework

Sarah Parker Harris will be the representative from DHD for the ad hoc Phd student training committee. John Coumbe-Lilley has been suggested as the representative from Kinesiology and Nutrition. The suggested parties will be contacted regarding their participation after the meeting. Members of the Executive Committee mentioned that there is a teaching certificate offered by the Graduate College. More information on the Certificate in the Foundations of College Instruction is available via this link:

<https://grad.uic.edu/certificate-foundations-college-instruction>

The certification program does not seem to offer any classroom teaching experience, however, and does not include all the teaching skills we need to impart on our PhD students and post-docs. In researching other institutions, some universities have supervised teaching to help their students in the classroom. Perhaps this practice can also be considered for our college. All the information compiled from the Executive Committee's research will be sent to the ad hoc committee.

Executive Committee members also mentioned reaching out to and accommodating students who have endured traumatic experiences, especially in the current social and political climate. Faculty are encouraged to have conversations with students within and outside of the classroom.

Research agenda for AHS

Though AHS has been doing well in all other aspects, our research portfolio is still quite flat. Our research trajectory has not changed much in the past few years. What are some suggestions for our college to transform our research profile? For example, the University of Pittsburgh received a large fund from the DoD for research and collaboration endeavors. We should consider creating more collaboration opportunities with researchers on campus like Dr. Krishnan and Dr. Winn. Perhaps we can have them come to one of the Executive Committee or Department Heads meetings.

Faculty should also consider program project grants if applicable. Several criteria for program project grants include: faculty who have a history of collaboration, a minimum of 3 faculty members, and a maximum of 6 faculty members. If faculty are interested in pursuing program project grants, a plan should be crafted to create a track record for program project collaborators with overlapping interests.

AHS faculty might be interested in branching out into subjects like cancer research collaborations with the UI Health Center. We might be able to get support from the VCHA, campus initiatives, and the UI Cancer Center for collaborative endeavors like AHS in cancer research/rehab, cancer survivorship programs, preventative treatment programs, etc. Another area for collaboration might be diabetes work. The new chair of UIC's endocrinology division, Brian Layden, might be open to work with AHS on diabetes research. The strength in our college's contributions will be in basic science and in clinical science. We can utilize these strengths for collaborations across many aspects of diabetes research. We can also potentially include other colleges/departments that have an interest in these same fields of research as well, like the College of Nursing.

Please discuss these ideas with your department heads and other faculty members. We'd like more feedback on the potential collaborations in diabetes and cancer research discussed today.

Strategic Plan Metrics

Please once again review the Strategic Plan metrics with other faculty members and let us know if you have any further questions. We hope to have it finalized by the next meeting.

DEAN'S ANNOUNCEMENTS

There was much discussion regarding advancement at the last Deans Council meeting. AHS received the largest gift in its history from alum Margret Amatayakul totaling almost \$900k. For the next five years, our goal for AHS is to raise \$15 million funding. The overall goal for fundraising at UIC will be \$700 million.

UIC Advancement will be launching the Ignite Campaign on October 28th, 2017 at the UIC Pavilion. Please encourage faculty to attend and support the campaign.

UPDATES FROM DEPARTMENTS

KN - The KN department recently had a team of 3 people come in for an external review of the curriculum. The written evaluations have been sent to Department Head Kelly Tappenden. The

department will use this to make plans for future curricula. A department retreat is planned for December.

IPL - Several kinesiology students received travel awards to attend the 2017 ARTERY conference in Pisa, Italy.

PT – 2 clinical faculty members were recently hired.

DHD – Candidates for the DHD cluster hire will be coming in to visit in an ongoing hiring process for the department. There's a promising candidate, Joseph Mikels, who will be interviewing soon. The search for an associate faculty member just closed and there are 3 – 4 promising candidates.

BHIS: There are now 2-3 people enrolled in the PhD BHI program.

OT – Susan Magasi received 2 new grants. 20 OT students are fellows at AHS Health and Diversity Academy. 5 OTD students are serving a month-long practicum at the Center Ann Sullivan of Peru (CASP).

Staff Council - Staff Council will hold some fundraising events this year, a nacho sale is planned for late October/early November.

Demetra – Program evaluations came back and were quite positive this year.

Keenan – We hope to hire an Associate Director of Engagement and Participation soon. The Alumni Awards Luncheon was recently held on September 28th honoring one of our alums, Jean Ragalie-Carr. A faculty giving campaign will be launched from 11/01/17 through 12/01/17, please encourage faculty and staff to participate. The college is hoping to start alumni chat events wherein alums will be invited back to speak to students.

Phil Clifford – AHS Research Day will be on November 1st, 2017 this year. New faculty mentoring sessions are coming up and we have a quite a few new faculty members attending.

Jon – There are 3 promising candidates for the Webmaster position at AHS. We hope to make an offer to one of them soon.

Meeting adjourned.

Executive Committee Meeting Report

September 8th, 2017

1:30-3 pm

166 CMET

SUMMARY AND ACTION ITEMS

Purpose of Meeting: Monthly meeting of Executive Committee.

Summary: Discussion focused on increasing enrollment for AHS, a new faculty workload policy, and concerns regarding teaching preparations for PhD students.

Action Items: Members of the Executive Committee to research how other universities prepare their PhD students to teach.

Present: Bo Fernhall, Fabricio Balcazar, Gail Fisher, Kevin Brennan, David Marquez, Sangeetha Madhavan, Phil Clifford, Keenan Cutsforth, Hai Vu, Jonathan Santanni, Noreen Chap

There are four new members to the Executive Committee; they will be serving two-year terms from Fall 2017 through Fall 2019. These members are Gail Fisher from OT, Kevin Brennan from BHIS, David Marquez from KN, and Noreen Chap from KN representing the Staff Council.

No notes are available from the May 2017 meeting since Executive Committee members met with VCHA Dr. Robert Barish instead of convening for the usual meeting.

MAJOR DISCUSSION POINTS:

Enrollment Data

September 8th is the last day for students to register for classes. As of September 8th, there are approximately 1000 students enrolled in the undergraduate program, a record number for undergraduate enrollment. This is also the first time that AHS has passed the 2000 mark for total number of students enrolled (including graduate and professional students). Our undergraduate programs are doing very well. However, costs for the colleges and departments go up every year while the total budget for the college has been reduced by 4% every year. AHS student retention rates are also some of the lowest on campus. Using the current resources, what can AHS do to offset these costs and retain students? Several suggestions made include evening or night classes to maximize work space and allow AHS to accommodate an already expanding teaching load.

Tuition Distribution

There have been some changes made to the tuition distribution process. Going forward, out-of-state undergraduate tuition will not be part of the amount to be distributed to colleges. Instead, it will be sent to the Provost's office. This change means that there will be less tuition money coming back to colleges and programs from the tuition of each out-of-state undergraduate student. In light of these changes, our college should consider better ways to get resources in order to deliver high-quality education to our students.

Teaching preparation for PhD students

How can AHS better prepare PhD students to teach and follow a career in academia? Some PhD students are not prepared to teach when they enter their PhD program and many colleges do not have the resources to help them do so. Similarly, there are post-docs in the college that might not have extensive teaching experience. The Executive Committee is charged with researching how other universities support their PhD students in this aspect. Discussion will continue at the next Executive Committee meeting.

Draft Faculty Workload Policy

Please see attached document for the full draft of the faculty workload policy. The changes you've requested to the wording of the draft regarding research, funding expectations, and course buyouts will be incorporated into the final draft. The Dean will then send out an email to the college to inform faculty and staff of the new policy.

Distinguished Faculty Recruitment Programs

Please see the attached document from campus regarding an initiative to recruit distinguished, superstar faculty to UIC. The goal of the initiative is to attract tenured, star, or rising star faculty from a range of disciplines who can bring positive, transformative changes to our universities. The program will span three years funded by \$30 million from the President's office and a \$10 million match from each UI campus (\$60 million total).

AHS Faculty and Staff Giving Campaign: Keenan Cutsforth

AHS Advancement will be launching a faculty and staff giving campaign starting November 1st and ending December 1st. An email will be sent out to notify the college of the start date. Participation is the main focus of the campaign, and faculty and staff are encouraged to participate regardless of the amount they contribute. A \$500 prize for the department with the most participants will be given out at the end of the campaign. Keenan will gather a fundraising committee from faculty members of each department to be signatories on campaign letters, postcards, etc. More information will be forthcoming about the specificities of the campaign as November 1st draws near. AHS Advancement will use this opportunity to send a message to alumni and other donors about the strong support that AHS receives from its faculty and staff.

Meeting adjourned.