Keck School of Medicine Faculty Council
Date: Tuesday, January 12, 2015
Time: 4:00 PM
Minutes

Faculty Council Members present:
- Suzanne Palmer
- Richard Paulson
- Rima Jubran
- André Ouellette
- Amir Goldkorn
- Josh Sapkin
- Sia Daneshmand

Advisor Present:
- Judy Garner

1. Review and approval of December minutes

2. Academic Senate Update
   a. Review part time faculty resolution: Suzanne spoke of the new PT faculty resolution brought by the academic council. HSC works much differently than UPC and the PT resolution does not match what we do here. Judy stated that the University and the senate will negotiate what will go into the faculty handbook. Suzanne will send a reply that the rights and privileges for FT faculty should be the same for PT faculty under the guidelines of each school.
   b. Next meeting January 20th, 2-4pm, University Religious Center Room 108

3. Clinical Quarterly Updates: last meeting we discussed different ideas for the quarterly. One idea was to use it as a place to identify department services and locations of those services. Clare provided a grid of just one of the division of OB/GYN. This would be too much information, but could be a link on the page to direct people. CHLA will be featured on 1 page to spotlight (CHLA Corner). This will have an overview and what to expect next time. Perhaps small snippets of CHLA and the way they function. The quarterly should have a brief list of services provided by the departments and addresses and links for information.

   IT’s function with the website and the quarterly: Departments are supposed to have a contact person in the department who is in contact with someone from IT regarding the website and updates.

   Liz Stewart will be editing the information before it is presented. Suzanne would like a timeline so we can make sure we meet the deadlines. Judy suggested she start with the items that need to
be done and deadlines on these items and we can put the timeline together after a meeting with the appropriate people.

First Quarterly should have a welcome, to be written by Suzanne, a spotlight on CHLA and an overview with information on OB/GYN.

ACTION ITEMS:

- Judy and Rima will work on a review of the relationship with CHLA.
- Judy and Annie will work with IT on the Faculty Council website. To include a meeting with Josh, Suzanne, George Martinez and Rene Pak.
- Suzanne and Rima will review the Dornsife FC website and try and pull information for Keck FC

4. C-Change Survey update: Survey went out to all Faculty Today. Please complete and remind other faculty to complete. Judy has been getting emails from faculty who say they did not receive. If a faculty member did not receive the survey, please have them email Judy and she will forward the email on.

5. Dean’s Diversity Council: Suzanne is on the Dean’s diversity council and they were charged to work on diversity. Judy spoke about the diversity (gender & ethnicity) information that is not being obtained. We now want to send out Gender and Ethnicity forms for all faculty to completed. This would be sent to the administrators of each department to gather. We would then compile the information and make sure it is uploaded into every faculty member’s profile in work day.

6. KSOM FC in HSC weekly
   a. Article published January 15th edition

7. Meeting times and days: Annie will send out a poll to see if a new day or time would work for everyone else.

8. New Business:
   - The Governance document needs to be updated. Judy would like to make the needed updates and send to the FC for review and feedback.
   - The New Promotion guidelines have been reviewed by everyone and now the provost office is reviewing them. Judy will ask that if they don’t have time to approve, we be allowed to post as draft so that people can start to use the new guidelines.
   - Frank Sinatra will be invited to talk about LCME next meeting.

9. Next meeting to be on Tuesday February 23, 2016

10. Adjourn