Faculty Council Members present:
  - Paula Cannon
  - Suzanne Palmer
  - Richard Paulson
  - Clare Templeman
  - Richard Watanabe

Members Absent:
  - Claire Templeman
  - Rima Jubran
  - Daniel Oakes
  - André Ouellette
  - Christy Russell

Advisor Present:
  - Judy Garner

1. Paula Cannon is our outgoing president and Suzanne Palmer was elected as our new president for the new fiscal year.
   a. Paula Cannon suggested that we have a Folder containing the Faculty Handbook, Hard Copies of the minutes and a letter from the outgoing president

   b. Things that need to continue this new year:
      i. Continue to increase KSOM presence on University Committees. See attachment for new additions for 2015-16 academic year

2. Election ballots are ready to be sent out. Final adjustments made to candidate list. Ballots will be sent out Tuesday Morning September 16th.

3. Discussed potential Projects for the 2015-2016 Faculty Council
   a. Consolidation of training modules for faculty who work at LAC/CHLA/KECK so that time is not wasted on training for the same things like Harassment Prevention and IDC10 etc…
   b. Increase KSOM faculty presence at UPC
      i. Increase University Academic Senate attendance. Attending the monthly Senate meetings at UPC takes the whole afternoon making it difficult to fit into an otherwise busy schedule (especially clinical), for this reason, Faculty Council members can choose not to attend the Senate. Once new council is elected, the members that were nominated, but not selected will be asked to join some of the University Senate Committees to get involved and fill those seats not filled by KSOM faculty council members. There are 6 senate seats and 3 alternates that we would like to fill.
      ii. Encourage nominations of KSOM faculty to University committees and Senate Executive Board
iii. Use of Skype to increase UPC presence on committees

c. Evaluate faculty satisfaction, retention and overall morale
   i. Judy Garner outlined a faculty survey that will be performed this fiscal year. Survey created at Brandeis and is a tool used to quantify the concerns of the faculty. The survey will be “C-Change” and provides an 80% return. There will be a site visit by Dr Pololi on October 23, 2015 for further information.
   ii. Clinical News Letter – could recognize and promote clinical faculty
   iii. Wellness
   iv. Faculty promotion announcements and kudos given at regular faculty meetings
   v. Pins or other item in recognition of time served

d. Promotions and ways to streamline the process
   i. Is it possible to centralize the appointment/promotion process and dossier preparation through Faculty affairs? Response: If Faculty Affairs took this on as centralization we would have to tax the department to pay for additional people in the office to help.
   ii. Faculty Affairs puts on workshops for faculty and administrators to assist in preparing the dossier. Faculty Council would like to promote these workshops and possibly have more
   iii. Faculty Council would like to work on recognizing the promoted faculty each year. Suggestion was to have this done during Oktoberfest. Judy Garner mentioned recognition of the Voluntary Faculty as well.

e. Increase Faculty Council visibility to the KSOM faculty.
   i. Improve direct communication with faculty via email re what the council is and what we do
   ii. Add updated minutes to the website
   iii. Semi-annual or quarterly faculty meetings at Edmondson Faculty Center

4. **ACTION ITEMS** before next meeting:
   a. Once the new members are voted on, Annie will send out an email pole to find out what dates for meetings work for everyone (if not, then we will default to the 3rd Tuesday)
   b. Annie will put together a separate folder on the FC website.
   c. Paula will write up a letter with all the faculty council accomplishments of the past year to be placed on FC website.
   d. Evaluate feasibility of using Skype for meetings
   e. Confirm date of Oktoberfest and discuss possibility of having a Town Hall meeting at Aresty prior to the event, and possibility of holding Oktoberfest in the Aresty area