

**Faculty Council Meeting
Meeting Minutes**
Monday, February 17, 2020
4:00-5:30PM – BRB 105

4:00-4:10PM	Welcome and Chair Announcements	Gary Clark
4:10-4:15PM	Approval of Faculty Council Meeting Minutes from the January 27, 2020 Meeting (with proposed edits)	Gary Clark
4:15-4:35PM	Update on the Office of Equity	Darnell Parker
4:35-4:55PM	Faculty Senate Executive Committee Report	Cynthia Kubu
4:55-5:25PM	Professional Code of Conduct Presentation	Cynthia Kubu

5:25-

Darin Croft
Piet de Boer
Pamela Davis
Philipp Dines
Todd Emch
Thomas Gerken
Monica Gerrek
Anna Maria Hibbs
Darrell Hulisz

Cynthia Kubu
Suet Kam Lam
Maria Cecilia Lansang
Charles Malemud
Maureen McEnergy
Anna Miller
Vincent Monnier
George Ochenjele
Anand Ramamurthi

Patricia Taylor
Carlos Trombetta
Heather Vallier
Allison Vidimos
Susan Wang
Nicole Ward
Jo Ann Wise
Richard Zigmond

Members Absent

Robert Bonomo
Matthias Buck
Sudha Chakrapani
Jae-Sung Cho
Travis Cleland
Brian D'Anza

Jeffrey Hopcian
Alex Huang
Robert Hughes
Ankur Kalra
Laura Kreiner
Vinod Labhasetwar

Vicki Noble
Clifford Packer
Nimitt Patel
Steve Ricanati
Ben Roitberg
Barbara Snyder

Members Absent (cont.)

Jennifer Dorth
William Dupps
Judith French
Amy Hise

Peter MacFarlane
Jennifer McBride
Ameya Nayate

Krystal Tomei
Satish Viswanath
Jamie Wood

Others Present

Alicia Aguilar
Mark Chance
David Miller

Nicole Deming
Joyce Helton

Matthew Lester
Anna Miller

Chair Announcements

Gary Clark, Chair of Faculty Council, called the meeting to order at 4:00PM. He reminded the members of an e-mail that they had recently received from the Office of Interprofessional Education, Research and Collaborative Practice at Case Western Reserve University announcing that they are hosting a retreat on Tuesday, March 3, 2020, from 8:00AM-5:00PM in the Samson Pavilion at the HEC. All should consider attending this event.

Eleven individuals have submitted their statements of interest for four faculty slots on the Faculty Senate. The NEC is in the process of ratifying the ballot.

Approval of the January 27 Faculty Council meeting minutes will be deferred until later on in the meeting as we do not have a quorum at this time.

Faculty Senate Executive Committee Report (Cynthia Kubu)

Dr. Kubu stated that it was a privilege to serve as a SOM representative of the Faculty Senate Executive Committee. If any of the council members have questions or concerns they should feel free to reach out to her and the other senators. The broad topics that will be covered today are: safety, teaching, benefits, new initiatives, and Think Big.

The administration is committed tmt. co,nid To hebe c

proposed Professional Code of Conduct for the SOM's consideration. It could include the formation of a permanent SOM Committee, if deemed appropriate, and would present best practices for resolving professional concerns between faculty members, look at mechanisms that will ensure that we are all the best that we can be.

There are several types of professionalism. Medical professionalism is based on a covenant of trust, a contract clinicians have with patients and society; professional organizations; professionalism in science/research (Nuremburg Code; Declaration of Helsinki, Belmont Report, The Common Rule); and research integrity – a pattern of behavior identified with scientific integrity (honesty, excellence in thinking and doing, collegiality, mentorship, COI, scientific malfeasance and misconduct).

Some common elements indicated that there is significant cost associated with unprofessional behavior (loss of patients, low staff morale and turnover, medical errors and adverse outcomes; malpractice suits). Escalating unprofessional behavior by an individual has been shown to have a contagion effect. (s)-1.si i2 (t)-2 TJ-0.004 T5 (i.004 Tw)i0.004 Tw -3c .002.004 Tw -3c o (s)-1/w2 (n t)-2 (ha)4 So5-4

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There will be five appointed members and five elected members (two from each institution). If the professional code of conduct is endorsed by faculty, it will require the endorsement of all institutions that employ faculty. The joint model addresses both concerns.

While committee members do not need to be current Faculty Council members, current or past service on SOM committees will be preferred. The charge was edited based on the feedback received from the Faculty Council Steering Committee (e.g. committee members must be at the rank of associate professor or professor). The ad hoc committee will elect a chair from among its members and inform the Chair of Faculty Council by April 15, 2020.

The committee shall meet regularly and at least once a month. Momfrom the e

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go, other faculty and post docs). It is not sufficient to state that is just how that person is and accept bad behavior.

It was noted that the charge is extremely well thought out, supported by the comments from Dean Davis, and puts forth a very well spelled out plan to form a committee stating the composition, objectives, data gathering data, comparing colleagues at other institutions, determining our needs, time involved (monthly meetings), expectations of the committee, and a sunset date. This committee will set guidelines to address other issues of conflict among colleagues and general unprof (r)3 (a)4 (l)-2-s . (w)e{mo Tdfe)-6 (r -0.002 T (ill s)1 (w (juc1(id)me)-4 (e)-0.00

Faculty Council Meeting
Draft Meeting Minutes
Monday, January 27, 2020
4:00-5:30PM BRB 105

4:00-4:10PM	Welcome and Chair Announcements	Jennifer McBride
4:10-4:12PM		

Members Absent

Alicia Aguilar
Tracey Bonfield
Cathleen Carlin
Sudha Chakrapani
Gary Clark
Pamela Davis
Jennifer Dorth
Anna Maria Hibbs
Jeffrey Hopcian
Darrell Hulisz

Ankur Kalra
Ahmad Khalil
Laura Kreiner
Suet Kam Lam
Peter MacFarlane
Ameya Nayate
Vicki Noble
George Ochenjele
Clifford Packer
Nimitt Patel

Anand Ramamurthi
Steve Ricanati
Ben Roitberg
Barbara Snyder
Daniel Sweeney
Patricia Taylor
Krystal Tomei
Carlos Trombetta
Allison Vidimos
Satish Viswanath

Others Present

Mark Chance
Nicole Deming

Joyce Helton
Matthew Lester

Raed Bou Matar
Anna Miller

Welcome and Chair Announcements

Jennifer McBride, Chair-Elect of Faculty Council, convened the meeting at 4:00PM. Dr. McBride reminded

It was noted that ninety-five percent of the equity review process carried out by the FCSC for appointments, promotion and tenure for 2019-2020, has been completed.

Dr. Matthias Buck presented an update on the Committee on Finance, Budget and Compensation. The FCSC suggested that it might be beneficial for the Committee on Finance, Budget and Compensation to hold a second town hall meeting. The previous one, scheduled for November 25 (the day before Thanksgiving), was poorly attended and conflicted with the senate meeting. Dr. Buck will identify a more expedient date and time for a second town hall.

The committee will address the particulars regarding the ad hoc committee on Code of Conduct at the February 3 meeting at which time Dr. Cynthia Kubu will present documentation regarding structure and the charge in process for discussion. The Committee review the SOM CAPT recommendations for equity. The Committee provided advice to the Dean on chair appointments.

Senate Report from Executive Committee (continuation from last FC meeting) (Ahmad Khalil)
Dr Khalil was not in attendance. The report will be on the next Faculty Council agenda.

SOM Faculty Council Ad hoc Committee on Awards and Honors (continuation from last FC meeting)

The charge for this committee has already been approved by Faculty Council. Discussion was opened for the methods to be employed in recruiting people to serve on the committee. The Nomination and Elections Committee is responsible for reading the statements of those interested in serving and putting those qualified candidates through to Faculty Council for approval. While the ad hoc Committee on Awards was initially created as an ad hoc committee of Faculty Council, there is a potential for it to become an ongoing committee. Six members are being sought for the committee.

A motion was made and seconded that the Nomination and Elections Committee will review nominees and create a ballot for the Faculty Council to vote and elect the committee members for the ad hoc Committee on Awards and Honors. There being no further discussion, a vote was taken. 27 were in favor, 0 were opposed, and 3 abstained. The motion passes.

Faculty Senate Ad hoc Committee on HEC (continuation from last FC meeting)

It was noted that this was an outstanding agenda item from the December 16 Faculty Council Meeting.

Some faculty and staff from the School of Medicine, the School of Nursing and the Dental School moved to the HEC campus. In April, an ad hoc committee on HEC transition was formed by the Faculty Senate. The committee is comprised of three senators from each School (SOM, SODM, SON), one senator from MSASS, and a representative from the Faculty Senate Committee on Personnel and Committee on Budget and Finance.

The committee is charged to gather information from faculty, share this information with faculty and the Faculty Senate, and make recommendations on behalf of faculty.

This committee will sunset in in May of 2020. Dr. McEnery stated that the HEC is a vibrant building with a tremendous amount of activity.

The committee met with Ellen Lubers (IPE) and K. Cole Kelly (IPE Transition) to confirm that there was no overlap or duplication of effort between the HEC ad hoc Committee charge and the

Dr. Nicholas Ziats. Dr. Barkoukis stated that the program is a

faculty for election of the senators and SOM committees. The issue was discussed by the SOM Bylaws Committee at its meeting and Darin Croft, Chair of the SOM Bylaws Committee was in attendance at Faculty Council. The question of whether the SOM Bylaws stated the NEC was charged with approved ballots for proposed amendments to the Bylaws was put to Dr. Croft and he stated it was not. It was agreed that the process for reviewing the ballots for proposed amendments to the Bylaws could be expanded upon by amending the SOM Bylaws. While this matter will continue to be discussed in Bylaws; there was no violation in this past process. It was initially sent to the NEC and they put it on the agenda for October and stated that the NEC will not review the proposed amendments to the bylaws.

Dr. McBride stated that voting on the proposed amendment is closed and the amendments have already passed. Additional amendments can be submitted at a future date, but for now, the matter is closed.

There being no further items to be addressed, a motion was made and seconded to adjourn the meeting. All were in favor, no one opposed. The motion passes.

The meeting was adjourned at 5:05pm.

Respectfully submitted,

Joyce Helton

Senate Update

Cynthia Kubu, PhD

February 17, 2020

Broad Topics

- Safety
- Teaching
- Benefits
- New initiatives
- Think Big

Safety

- Administration is committed to safety
- There has been no increase in crime (stats available online for past three years) but there has been an increase in sending alerts
- >1000 cameras on campus
- Increased visibility of campus police force
- Plain Clothes Officers
- Rave Guardian smart phone app
- Increased Safe Ride vehicles
- Escort Service
- Leverage faculty's expertise in safety, trauma, etc., ..to help develop policies/resources

Teaching

- Committee on Undergraduate Education and the General Education Requirement Task Force
 - Course Evaluations and bias
 - Online Courses
 - Tuition allocation for interdisciplinary courses
- Motion to consider cancelling classes the Wednesday before Thanksgiving
 - Decision to wait until GER task force work is completed

Benefits

- Music School Settlement and CWRU agreement. \$1000 subsidy for childcare at either location
- Paid parental leave to extend to 8 weeks for all postdoctoral students and staff beginning July 1, 2020. Includes adoption, foster care, and birth of children. Cost covered by host department, not by grants

New initiatives

- The idea of a Space and Classroom Utilization Committee was raised
- Policy regarding wheeled transportation especially scooters.
General Counsel is interested in faculty input/participation

Think Big

Case Western Reserve is a high-impact research university that aspires to be a community where humanity, science and technology meet to create a just and thriving world

Pathway 1: Ignite interdisciplinarity

Charge for the ad hoc Committee to study Professional Codes of Conduct

Background Professionalism is a key component of medical school education and conduct. The School of Medicine (SOM) faculty serve as role models of professionalism to students, trainees, and colleagues. Despite the importance of modeling professional behavior, the SOM does not have a Professional Code of Conduct that applies to all faculty. Further, CWRU has limited options to address faculty-on-faculty professionalism concerns.

Faculty Council will form an advisory ad hoc Committee that will study Professional Codes of Conduct at other institutions, use this information to develop a proposed Professional Code of Conduct for the SOM, and submit a report to the Dean. The Committee will also conduct a survey of a permanent SOM Committee if appropriate, and present best practices for resolving professionalism concerns between faculty members to the Faculty Council.

- 1) The ad hoc Committee will be comprised of senior faculty who are elected by the faculty and appointed by the Dean. There will be one elected and one appointed faculty representative from each home institution (i.e., CWRU Main Campus, VA, UH, MHMC, CCLCM) for a total of 10 members. Leadership at each home institution shall make recommendations to the Dean for appointment on the committee and faculty based at each institution will elect one member.

Rationale: Adherence to high professionalism standards is expected of all SOM faculty members.

- 5) The Committee shall meet regularly and at least once a month. Members shall solicit input from faculty at their respective home institutions. It is expected that the committee will include ex R I I L F L R P H P E H U V L Q S D U W L F X O, Representatives from the SOM & R X Q V H O Offices of Faculty and Diversity, and leadership who will be expected to help enforce any recommendations, to help inform the work early in the process and to review the final recommendations. The Committee will provide a report with recommendations to Faculty Council Steering Committee during the December 2020 meeting. Upon approval of the Steering Committee, the report will be placed on the agenda for the December 2020 Faculty Council meeting.

The committee report will include

- a) A summary of existing Professional Codes of Conducts and mechanisms for resolving inter-collegial conflicts,
 - b) A draft Professional Code of Conduct for discussion and/or adoption by the Faculty Council and the SOM Faculty,
 - c) A recommendation on the administration of the Code of Conduct in the School of Medicine and across institutions, and
 - d) If a Professional Conduct Committee is recommended, present a draft charge outlining membership and duties.
- 6) The Committee will sunset in January 2021 following submission of its final report including comments from Faculty Council representatives.

Rationale: Deadlines and requirements regarding regular meetings help maintain progress so that the ad hoc Committee can fulfill its charge.

Proposal for an ad hoc Committee to Study Professional Codes of Conduct

February 2020

What is professionalism?

- Medical Professionalism: based on a covenant of trust, a contract clinicians have with patients and society (Root, 1992, MEDS, 2000)
- Professional organizations
- Professionalism in science/research (Nuremburg Code; Declaration of Helsinki, Belmont Report, The Common Rule)
- Research integrity (NAS)
 - Pattern of behavior identified with scientific integrity (honesty, excellence in thinking and doing, collegiality, mentorship, COI, scientific malfeasance and misconduct)

Costs of Unprofessional Behavior

- Poor adherence to practice guidelines
- Loss of patients
- Low staff morale and turnover
- Medical errors and adverse outcomes; malpractice suits
- Escalating unprofessional behavior by individual
- Stresses the system
- Contagion effect of increasing unprofessional, disruptive behavior among others

CWRU Code of Conduct

The mission of Case Western Reserve University is to improve and enrich people's lives through research that capitalizes on the power of collaboration, and education that dramatically engages students. This goal is realized through: scholarship and creative endeavors that draw on all forms of inquiry; learning that is active, creative and continuous; and promotion of an inclusive culture of global citizenship.

CWRU Procedure

- "In most cases, a faculty member who desires information about and assistance with university "disputes regarding personnel practice" or "intercollegial conflicts" among faculty (as both are defined below) that may affect him or her should first consult with his or her own colleagues or his or her own dean or department chair."
- "Issues brought by a faculty member alleging discrimination in a personnel practice or intercollegial dispute must be referred by the Conciliation Counselor to the Faculty Diversity Officer or his/her designee in the Office of Inclusion, Diversity & Equal Opportunity, so that the matters may be investigated. The Conciliation Counselor, after reviewing the issue, will determine if the matter is appropriate for mediation. The Conciliation Counselor shall consult with the Provost and/or the Office of General Counsel in reaching such determinations. In reaching a resolution, the Conciliation Counselor shall ensure that the process is fair and equitable." (ns42 TDg (T(n-.1 (l)-3 (l)-3.1 (i)-3 (n)8 (r)19. (i)-5.1 (i)-3 (c)2.9 (e0o)9.2 (v)4(t)-2.3 (h)--2.4 (3 (n)8 (de)10.1 (l)-3

Charge for the ad hoc Committee to study Professional Codes of Conduct

- Background: Professionalism is a key component of medical school education and conduct. The School of Medicine (SOM) faculty serve as role models of professionalism to students, trainees, and colleagues. Despite the importance of modeling professional behavior, the SOM does not have a Professional Code of Conduct that applies to all faculty. Further, CWRU has limited options to address faculty-by-faculty professionalism concerns.
- Faculty Council will form an advisory ad hoc Committee that will study Professional Codes of Conduct at other institutions, use this information to develop a proposed Professional Code of Conduct for the SOM's consideration including the formation of a permanent SOM Committee if appropriate, and present best practices for resolving professionalism concerns between faculty members to the Faculty Council.

Charge for the ad hoc Committee to study Professional Codes of Conduct, 2

1) The ad hoc Committee will be comprised of senior faculty who are elected by the faculty and appointed by the Dean. There will be one elected and one appointed faculty representative from each home institution (i.e., CWRU Main Campus, VA, UH, MHMC, CCLCM) for a total of 10 members. Leadership at each home institution shall make recommendations to the Dean for appointment on the committee and faculty based at each institution will elect one member.

Rationale: Adherence to high professionalism standards is expected of all SOM faculty members. It is fair to have equal representation from all CWRU SOM faculty home institutions. If a Professional Code of Conduct is adopted by the SOM Faculty it will require the endorsement of leadership at all five institutions that employ SOM Faculty; consequently, leadership should have a voice in selecting representatives. It is equally important that the faculty of the five home institutions have a voice in electing their representative to the ad hoc committee. This joint model addresses both concerns.

Charge for the ad hoc Committee to study Professional Codes of Conduct, 4

3) Committeemembers must be at the rank **associate professor or** professor who have demonstrated expertise in professionalism. This expertise may be reflected in a variety of ways, including (but not limited to) invited lectures or curriculum development on professionalism, service on committees that entail consideration of topics related to professionalism (e.g., IRB, ethics boards or committees, CAPT), scholarship on topics related to professionalism, expert knowledge of ethics, etc.. Elections will be held at the beginning of March and the final Membership in the ad hoc committee will be presented to the Faculty Council by the end of March 2020.

Rationale: Limiting membership in the ad hoc committee to those at the **associate professor or** professor rank ensures that all ad hoc committee members have gone through the same review process and are recognized national or international leaders in their respective fields. Demonstrated expertise in professionalism will facilitate the timely work of the ad hoc committee and ensure that the committee's report and recommendations reflect the relevant literatures and best practices.

Charge for the ad hoc Committee to study Professional Codes of Conduct, 5

4) The ad hoc Committee will elect a Chair from among its members and inform the Chair of Faculty Council by April 15, 2020.

5) The Committee shall meet regularly and at least once a month. Members shall solicit input from faculty at the institutions. It is expected that the committee will include ex officio members, in particular from G.4 (y), cerp2ineta Councils, cerp2ies4 (y), cerp2ia2ip24s (y), cerp249 (y), cerp2106 review the final

Charge for the ad hoc Committee to study Professional Codes of Conduct, 6

The committee report will include:

- a) A summary of existing Professional Codes of Conducts and mechanisms for resolving intercollegial conflicts,
- b) A draft Professional Code of Conduct for discussion and/or adoption by the Faculty Council and the SOM Faculty,
- c) A recommendation on the administration of the Co9.ca(y)73.8 (,)1 ()JTJ EMC11

Discussion