

MINUTES
University of Minnesota Medical School
Faculty Advisory Council

December 5, 2006

The meeting of the Medical School Faculty Advisory Council (FAC) was held on Tuesday, at 4:00 p.m. in Room B646 Mayo Memorial Building and 281 School of Medicine Duluth (via ITV). Steven McLoon, Chair of the FAC presided.

Members Present: Drs. Sharon Allen, Robert Bache, Susan Berry, Carole Bland, Peter Bitterman, James Boulger, Linda Burns, James Carey, Kathleen Conklin, Scott Crow, Esam El-Fakahany, Donna Forbes, Richard Gray, Daniel Hanson, Kristin Hogquist, Dana Johnson, Carol Lange, David Largaespada, Tucker LeBien, Steven McLoon, James Pacala, Christopher Pennell, Gregory Vercellotti, and George Wilcox

Dean's Office Staff Present: Allison Campbell, Patricia Mulcahy, Lil Repesh, Anne Taylor, Kathleen Watson, and Paul White

Welcome and Call to Order

Dr. Steven McLoon, Chair of the FAC, called the meeting to order at 4:02 p.m.

Brief Comment on Promotion and Tenure Issues

Dr. McLoon informed Council that the University Faculty Consultative Committee had submitted suggested revisions to Section 7.11 of the University Tenure Code, as well as Section 9.2. These revisions were distributed to University Senators via email, and should be read thoroughly to ensure that the Medical School's best interests are represented.

Comments from the Dean

The Dean notified Council that there were no major announcements to be made regarding open searches, but updated Council on the status of these searches including the Department of Urologic Surgery Head Search, the Department of Integrative Biology and Physiology Head Search, and the search for a Senior Associate Dean for the Duluth Campus. A council member brought up the issue of parking for newly recruited faculty members, and explained that this was becoming a problem and wondered what could be done. The Dean asked the faculty member to work with Ms. Patricia Mulcahy, Director of Faculty Services, on this issue.

Presentation of the Medical School Admissions Committees

Dr. Paul White, Director of Admissions for the Twin Cities Campus, explained to Council that the Admissions Committee consists of at least 15 members, elected by the Executive Faculty of the Medical School. Each member serves a three year term, and attempts are made to balance the membership between Basic and Clinical Sciences. Additionally, there is membership from local medical associations as well as affiliate hospitals. The Student Council of the Medical School also chooses at least two student members who serve one-year terms. Administrative

representatives from the Office of Admissions, Office of Minority Affairs and Diversity, and the Center for American Indian and Minority Health all serve in ex-officio roles.

The Committee meets twice in September to review Admissions Committee policies and procedures, and to admit Early Decision Program applicants. Regularly scheduled meetings begin in September and extend through May, which occur weekly and last approximately three hours per meeting. The Dean's Office provides compensation to the Departments for faculty time spent working on this Committee.

Although Dr. White is new to the University, he felt that the Committee worked well as currently constituted. He noted that the this Committee does require a major time commitment, but that the members of the Committee understood the importance of the work being done. Since joining the Medical School, Dr. White has implemented new processes that should be more efficient for processing applications.

Council suggested that fourth year medical students might act as good second round interviewers to act as recruiters, but that it is critical for all interviewers to have proper training. Departments should be responsible for providing faculty who are willing to serve on this important committee, because the quality of the students who attend the Medical School are critical in defining the overall quality of the Medical School. It is evident that the Medical School needs to be more aggressive with recruitment, which might also be a component that the Committee should be responsible for.

Dr. Lillian Repesh, Associate Dean for Admissions and Student Affairs on the Duluth Campus, presented the Duluth Admissions Committee to Council. She explained that members are selected and proposed by the Associate Dean and Senior Associate Dean of the Duluth Campus, and confirmed by the Duluth Campus Assembly. At least one half of the members are regularly appointed faculty members of the Duluth Campus. There is a three-year term for appointment, and no compensation is provided, but it is considered a responsibility of faculty on the Duluth Campus to serve. The current composition includes fifteen members plus three pre-screeners, with the Associate Dean for Admissions and Director of the Center for American Indian and Minority Health serving as ex officio members. The time commitment for service on this committee is 60 hours of scheduled time, plus an additional 80 hours (approximate) of outside time for file review and interview write-ups.

Dr. Repesh felt that the Committee on the Duluth Campus worked very well as currently constituted. She also explained that an Oversight Committee, which included the Associate Dean for Students and Student Learning, provided oversight of the processes on both campuses, and integrated data from both campuses for unitary accreditation with the LCME.

The meeting was adjourned at 5:00 p.m.

Respectfully submitted,

Jeni Skar
Staff to the FAC