

Faculty Steering Committee MINUTES

Thursday, January 16, 2013 • 12:00 Noon • Daly Center, Room MS 186

<i>Topic</i>	<i>Time</i>	<i>Presenter</i>	<i>Discussion</i>	<i>Action Item/Resolution</i>
1. Call to Order -Approval of Minutes from December 2013		Jodi Smith	*December Minutes attached	Meeting minutes from December were unanimously approved.
2. Old Business a. InScope Redesign	10 min	Margie Smith-Simmons	Margie presented the changes they have implemented to the design of InScope. Kevin Fryling, editor of InScope also attended the meeting to discuss the new design. The updated version was well received with a few additional minor changes requested. Margie will take this back to her team and revisit the committee once they have been implemented.	
b. Promotion & Tenure Clarification	5 min	Emily Walvoord	Emily presented information (slides attached) to clarify the Promotion and Tenure annual report given at the October FSC meeting. In order to be eligible for Tenure track promotion, a faculty member must show excellence in service, research or teaching and be satisfactory in the other 2 areas. The schedule for upcoming workshops can be found here . Additionally, there is a FEED session on April 10 entitled "How to turn your clinical and educational work into scholarship".	
3. Dean's Business a. Diversity Affairs Update	10 min	Steve Bogdewic	Steve Bogdewic discussed the School's plan to revitalize Diversity Affairs (see attached). Steve will be meeting with each department chair to discuss a specific plan for each department. Additionally, Steve has reached out to Dean Gusic and asked that the education units identify a plan for	

			students as well. Steve is also working together with IUH/IUHP to implement a more effective diversity plan within their health system as well.	
4. Committee Report a. Academic Standards	10 min	Michael McKenna	Michael McKenna presented the annual report for the Academic Standards committee (see attached).	
5. New Business a. Glenn W Irwin, Jr. MD, Experience Excellence Award	5 min	Jodi Smith	The call for nominations is attached. Please send nominations to Karen Lee (info attached)	
6. Questions and Open Discussion	5 min	Jodi Smith	The agenda for the Spring Faculty Meeting will be <ul style="list-style-type: none"> a. Faculty Salary Plan Implementation Q&A Session b. Dean Hess – School Financial Update c. Faculty Election Results d. General Q&A Session with the Dean 	Send an announcement to All Faculty via email and InScope with the agenda and instructions for submitting questions for the General Q&A Session.
7. Adjournment				



INDIANA UNIVERSITY

Tenure

Excellence in service,
research or teaching

Satisfactory in other two areas

Clinical

Excellence in service or teaching

Satisfactory in other area

Research

Excellence in research

Satisfactory service may be required

Upcoming P&T Sessions

Promotion and Tenure Workshops and Consultations

The IUSM OFAPD offers informational workshops on promotion, tenure and long-term appointment contracts for the IUSM faculty (tenure- and non-tenure track).

Current Workshops

Promotion & Tenure Information Session: General Overview

2/5/2014

12:00 PM-01:00 PM

Location: Fairbanks Hall (FS) 5005

Presenter(s): Mary Dankoski, PhD

[Register](#)

Promotion & Tenure Information Session: Excellence in Service

2/11/2014

07:00 AM-08:00 AM

Location: Fairbanks Hall (FS) 5005

Presenter(s): Emily Walvoord, MD; Julie Welch, MD; Edward Liechty, MD; Deb Cowley, Director

[Register](#)

Promotion & Tenure Information Session: Excellence in Education

2/17/2014

04:00 PM-05:00 PM

Location: Daly Center (MF) 186

Presenter(s): Megan Palmer, PhD, James Jones, MD, Deb Cowley, Director

[Register](#)

Promotion & Tenure Information Session: Excellence in Research

2/20/2014

07:00 AM-08:00 AM

Location: Daly Center (MF) 186

Presenter(s): Jim McAteer, PhD; Mary Dankoski, PhD; Anantha Shekhar, MD, PhD; Dan Rusyniak, MD; Deb Cowley, Director

[Register](#)

Promotion & Tenure Information Session for Department Chairs and Primary Committee Members

2/27/2014

12:00 PM-01:30 PM

Location: Van Nuys Medical Science Building (MS) B11

Presenter(s): Mary Dankoski, PhD

[Register](#)

http://faculty.medicine.iu.edu/pt/pt_workshops.html

Indiana University School of Medicine
Strategic Revitalization Plan
for Diversity, Inclusion, and Excellence in Medical Education
2013 - 2014
DRAFT

Rationale for Revitalization

Our nation is changing and our higher education institutions need to reflect these changes. More than half of all U.S. babies born today are people of color. By 2050, our nation will have no clear racial or ethnic majority. From 2005 to 2030, Indiana is projected to have a 26% increase in the number of African Americans, a 54% increase in the number of Asian Americans, and a 100% increase in the number of Latinos. Communities of color will provide many of tomorrow's patients, physicians, scientists, and leaders. Diversity, however, is about much more. In its broadest meaning, diversity goes beyond race, ethnicity, and gender to consider other areas of difference such as religion, socio-economic status, age and generational differences, sexual orientation, people with disabilities, work styles, and character traits. Each person has his or her own unique combination of such characteristics. The School of Medicine thus embraces the Association of American Medical College (AAMC) Group on Diversity and Inclusion's (GDI) definition of diversity:

“Diversity as a core value embodies inclusiveness, mutual respect, and multiple perspectives and serves as a catalyst for change resulting in health equity. In this context, we are mindful of all aspects of human differences such as socioeconomic status, race, ethnicity, language, nationality, sex, gender identity, sexual orientation, religion, geography, disability and age.”

This strategic revitalization plan is based upon five over-arching goals:

- To create a culture where all individuals within the IUSM community feel included, valued, and respected
- To expand and enhance opportunities within the School of Medicine at all levels for individuals from all backgrounds
- To increase the diversity among IUSM learners, faculty, and staff so that the population of IUSM reflects the general population of Indiana
- To increase diversity in leadership positions throughout the School of Medicine
- To promote cultural understanding and cultural competency as a cornerstone of providing the highest quality, patient-centered care
- To increase engagement with the community in order to advance the health and health equity of Indiana citizens

Our challenge is to prepare a workforce for the future. This cannot happen without a renewed commitment and new approach that involves all members of the medical school community.

This revitalization plan was informed by the following:

- The UMass Diversity and Engagement Survey results
- Discussions with Dean Hess, chairs and directors as well as IUH/IUHP leadership
- Institutional data regarding the diversity of IUSM faculty, students, and housestaff
- The School of Medicine Affirmative Action report
- LCME requirements
- Discussion of best practices with leaders at other medical schools that have achieved significant outcomes through diversity initiatives

The review of these data indicated that new or expanded efforts are needed in several areas including, but not limited to:

- Systemic integration of diversity efforts across all aspects of the IUSM tripartite mission
- Ensuring that diversity efforts reach across the state
- Establishing a shared commitment to, and common goals for, enhancing diversity with IUH/IUHP
- Increasing the emphasis on cultural competence in order to transform care at the bedside
- Increasing the partnership with chairs, division directors, and other leaders regarding strategies to diversify their units
- Reassessing and refining the IUSM approach to recruitment and selection of underrepresented learners

Revitalization Strategies to be launched during the 2013-2014 academic year:

- 1) Appoint Diversity Champions to serve as liaisons between Diversity Affairs and IUSM several units. Potential units could include:
 - Medical Student Affairs/Admissions
 - Undergraduate Medical Education/Curriculum Council
 - Graduate Medical Education
 - Graduate Division

Each champion would work in collaboration with the leaders in each office to comprehensively integrate issues related to cultural competency, diversity, and inclusion into the mission areas and state-wide functions of each respective office. These initiatives would be documented in diversity plans for each unit. Further, each champion would be expected to work in partnership with one another and with OFAPD.

- 2) Revisit the charge, goals, activities, and membership of the Diversity Council
 - Diversity Champions will be appointed as members of the Council
 - New member(s) will be appointed to represent IUH/IUHP

- A new charge for the Council will be issued that includes more concrete, active responsibilities such as outreach to departments to establish diversity plans, and establishing an institutional definition for diversity (see Strategy 3).
- 3) Develop an institutional definition of diversity and establish a formal commitment to diversity and inclusion that is ratified by the Faculty Steering Committee and School Executive Committee
 - The Diversity Council will be charged to lead this initiative
 - IUH/IUHP will be engaged proactively in the process with the intent of establishing a shared commitment and common goals
 - 4) Establish a diversity plan for each department within the School of Medicine. The plan will be developed by representatives of the department with the assistance of the Chair or an appointed designee, and in partnership with the Diversity Council and/or OFAPD.
 - 5) Benchmark the racial/ethnic and gender diversity within our own institution at various professional levels, collectively and departmentally, with available data from peer institutions, especially in the Midwest.
 - 6) Expand training opportunities about culturally competent care through enhancing the Cultural Competence Grand Rounds program and partnering with departments within the School of Medicine as well as undergraduate, graduate, and continuing medical education.
 - 7) Conduct a rigorous evaluation of pipeline programs and medical student recruitment initiatives to determine which efforts provide the most return on the investment of resources.

Long-Term Objectives

While IUSM will revitalize diversity efforts through these new strategies, many of our long-standing objectives related to diversity remain unchanged. These include:

- 1) The School of Medicine will be at the forefront of developing policies, programs, and resources to improve the recruitment, education, retention, professional development, mentoring, rewarding and recognition of minority learners, post-docs, staff, and faculty.
- 2) Increase the diversity of the medical school leadership. This will be done through continued enhancement of the executive leadership recruitment initiative, which was launched to institutionalize best practices in leadership recruitment across the school.
- 3) Increase the number underrepresented minority students* that apply, matriculate, and graduate from IUSM.
- 4) Increase the number of underrepresented minority graduate students that apply,

matriculate, and graduate from IUSM.

- 5) Increase the number of underrepresented minority residents and fellows that apply to, match, and graduate from IUSM graduate medical education programs.
- 6) To Increase the participation from diverse groups in IUSM alumni activities and donations, thereby increasing scholarships for underrepresented minority students.
- 7) Increase the recruitment, advancement, and vitality of underrepresented minority faculty members.

Note: After a new leader is recruited for Diversity Affairs, a full strategic plan will be developed in collaboration with the Diversity Council and integration with the overall strategic plan of OFAPD.

**Where the term “underrepresented minority” is used, we are defining this term broadly as noted in the AAMC Group on Diversity and Inclusion definition above.*

Indiana University School of Medicine Committee Report Template

Please submit this report to Melody Darnall at mldarnal@iupui.edu.

Committee Name: Academic Standards Committee

Committee Chair Name: Jennifer Choi, MD

Committee Chair Email: jenchoi@iupui.edu

Meeting Frequency: Monthly (Second Tuesday)

What is the mission of your committee? (100 words)

“The Academic Standards Committee (ASC) develops and implements a systemic evaluation process of the medical education program. The ASC will review each IUSM course/learning unit, competency curricula, and student performance data at specified intervals to enhance the ability of the School to monitor and evaluate the educational program. The ASC will acknowledge exemplars, note deficiencies and make recommendations for the improvement of the objectives, content, pedagogy, design, learner assessments, and evaluation strategies being used. ASC also hears grade appeals after they have been reviewed by department chairs to make a recommendation to the Executive Associate Dean for Educational Affairs.”

What has your committee accomplished this year? (250 words)

In the past year, the ASC has reviewed 12 clerkships/courses. All but 2 of the reviews have been of courses in the preclinical years. The committee has worked hard to focus on making sure that these courses, which are offered at all 9 campuses, are as equivalent as possible. This has included ensuring that the course objectives are included in the syllabus and are similar, school policies are referred to, and that the competencies assessed at each campus are similar and that course contact hours are equivalent. The ASC has also been evaluating whether performance has been similar across campuses, which on the whole it has. We operate on an 18 month schedule and will soon transition back to the clinical clerkships.

In addition to reviewing courses, our members have also had the opportunity to become better educators ourselves. We have had 6 Educational Sessions where master educators from outside the committee come and present on significant, cutting edge topics such as Developing and Utilizing Rubrics and Active Teaching and Learning. Clinical faculty receive CME credits for these.

The ASC has been instrumental in identifying policies needed across the school. These include a structured and standardized syllabus, a standardized policy for value/weighting of final exams (maximum of 25% for foundational science courses), identification of consistency of competencies assessed and evaluated, and encouragement of defined educational meetings of the disciplines (we found many meet as a department but discussion of course content and management is a sidebar rather than a focus).

Finally, as mentioned in the mission above, the ASC will on occasion receive and deliberate on grade appeals. Specifically, the committee is charged with evaluating the appeal from a standpoint of whether or not the policies of the course or clerkship were appropriately described and followed. In the past year the ASC heard 2 grade appeals, upholding the grade in one case and overturning the grade in the other case, perhaps the first overturned grade in several years.

What goals does your committee have for the next academic year? How can the Faculty Steering Committee help you to accomplish those goals? (150 words)

The main goal of the ASC for the next year is to continue to apply our rigorous methods to reviewing courses and clerkships. As we begin to revisit courses in the second half of the year, we hope to see that previous recommendations to course directors have been taken under consideration and that the objectives and syllabi have become more consistent across the campuses and that we can then move on to other areas of the courses to focus our efforts on to make sure that the Indiana University School of Medicine is preparing medical students for whatever future career they may choose. We will be revising our clerkship evaluation form to be nearly identical to that expected by the LCME. This will aid us additionally in preparing for LCME visits and enhancing our internal reviews.

The Faculty Steering Committee can support our mission in a few ways. Course director participation is essential for complete course reviews. The ASC has attempted several formats to encourage participation and relieve the tension of being reviewed. However, many faculty remain put off by curricular reform and therefore limit their participation. Further the FSC can promote inter campus collaboration regarding course management and content. Finally, the FSC can continue to support faculty primarily involved in educational endeavors as their focus.

From: [Lee, Karen](#)
To: [Darnall, Melody Lynn](#)
Subject: FW: 2014 Glenn W. Irwin, Jr., M.D., Experience Excellence Awards for Faculty - Nominations Accepted!
Date: Thursday, January 16, 2014 2:27:21 PM
Attachments: [image001.png](#)
[image002.emz](#)
[image006.png](#)

As requested.

Karen



Faculty and Staff Councils

Karen E. Lee | Coordinator

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<http://www.iupui.edu/~fcouncil> • <http://www.iupui.edu/~scouncil>

From: Lee, Karen

Sent: Wednesday, January 08, 2014 11:04 AM

Subject: 2014 Glenn W. Irwin, Jr., M.D., Experience Excellence Awards for Faculty - Nominations Accepted!



TO: Deans, Directors, and Department Heads

FROM: L. Jack Windsor, President
IUPUI Faculty Council

Karen Lee, Coordinator
Office of the Faculty and Staff Councils

RE: Glenn W. Irwin, Jr., M.D., 2014 Experience Excellence Recognition Award

DATE: January 8, 2014

We would like to take this opportunity to inform you of the *Call for Nominations* for the 2014 Glenn W. Irwin, Jr., M.D. Experience Excellence Award. Please consider the exceptional faculty in your schools and nominate them for this award. Please also disseminate

this e-mail widely among faculty and staff groups, faculty administration, and others and encourage them to nominate worthy candidates. Staff nominations will be sought in fall 2014.

NOMINATE SOMEONE TODAY

The IUPUI Glenn W. Irwin, Jr., M.D. Experience Excellence Recognition Award was established in 1984 as the IUPUI Experience Excellence Awards. At Dr. Irwin's retirement in 1986, the name of the award was changed to honor Dr. Irwin for the many significant contributions that he made to IUPUI. These awards recognize faculty and staff members for service "above and beyond the call of duty." Service for the benefit of the university as a whole or for any of its affiliated units which is non-reimbursed and is not specifically job-related will be recognized. All of us are here to do a specific job at IUPUI. The focus of this award is to recognize those individuals whose service activities go above and beyond the responsibilities of their basic job.

All full-time faculty are eligible to be nominated for this award at this time, even if they have been a previous nominee. Guidelines developed by the original selection committee established a policy to present the awards to faculty members on an annual basis. This year, the awards will be presented at the Chancellor's Academic Honors Convocation on April 25, 2014. You are invited to nominate any full-time IUPUI faculty member who has worked for the university a minimum of 12 months.

Nominations are due no later than March 16, 2014, at midnight. Please review the nomination guidelines and submit your nominations online [here](#). Supporting documentation and any questions regarding the process should be directed [here](#).

Thank you, again. Please contact us at 4-2215 or klee2@iupui.edu if you have any questions.

