



## **Academic Council Meeting Minutes October 18, 2007**

**Present:** Dr. Michael Ash (VP for Administration), Dr. Philip Baker (SOD), Dr. Sherman Chamberlain (Medicine), Dr. Sharon Chestnut (AHS), Dr. Roman Cibirka (VP for Instruction/Associate Provost), Dr. Pam Cook (Secretary-Treasurer), Ms. Kathy Davies (Library), Ms. Mary Downey (AHS), Ms. Rita Garner (Registrar), Mr. Bryan Ginn (VP for University Advancement), Dr. Barry Goldstein (Provost), Dr. Janie Heath (SON), Dr. William (Dave) Hill (SOM), Dr. Clarence Joe (SOM), Dr. David Kozlowski (SOM), Dr. Lynn Jaffe (AHS), Dr. Ricky Joseph (AHS), Ms. Tamera Lee (Library), Dr. Ronald Lewis (SOM), Dr. Lucy Marion (Dean, SON), Dr. Eric Meaders (AHS), Dr. Kathleen McKie (SOM), Dr. Michael Miller (VP for Enrollment & Student Services), Dr. Shelley Mishoe (Dean, AHS), Dr. Kenneth Murdison (SOM), Mr. Andrew Newton (VP for Legal Affairs), Dr. Anjali Parish (SOM), Ms. Lori Prince (AHS), Dr. Dan Rahn (President), Dr. Vincent Robinson (SOM), Dr. Robert Schade (SOM), Mr. Mark Staples (IT – for Ms. Beth Brigdon), Dr. Lara Stepleman (SOM), Dr. Martha Tingen (Vice Chair), Dr. Sandra Turner (SON), Dr. Frank Treiber (VP for Research/Associate Provost), Dr. Karl Wenger (SOM), Ms. Mickey Williford (Decision Support for Ms. Deb Barshafsky), Dr. Nathan Yanasak (SOM), Dr. Jack Yu (SOM)

### **I. Meeting called to order by Dr. Tingen at 5:00 PM**

**II. Approval of Minutes September 20, 2007:** Approved with one correction noted. Under the “Welcome” section change “serve” to “service”.

### **III. New Business**

~ MCG Diploma – Dr. Mike Miller discussed several concerns with our current MCG Diploma: 1) MCG is now awarding degrees for which there are no Latin terms (e.g. Informatics); 2) A number of state licensing boards and credentialing agencies require a copy of the actual diploma and cannot accept one that is written in Latin without a certified English translation; thus extra work is created for the student and Office of the Registrar. Dr. Miller noted one way to address the concerns is to change the MCG’s diploma to English. A recommendation was made for representatives from the Academic Council to review the concerns, and recommend any potential changes to the President. Dr. Rahn suggested the size of the diploma be considered as well during the review process. Volunteers signed up to serve on the task force. Dr. Tingen will facilitate the first meeting. Recommendation by mid-January.

### **V. Standing Committee Reports**

#### **Faculty Governance: Dr. Jack Yu**

##### ***Membership, Voting & Nomination Subcommittee***

~ The Subcommittee met on 10/03/07. Ms. Kathy Davies from the Library was elected Chair. The Subcommittee will be working on the slate of nominees as stated in our Bylaws. This list will be presented to the Academic Council before the Spring Faculty Assembly.

##### ***Grievance Subcommittee***

~ There are currently open positions on this Subcommittee due to changes in faculty. The current Bylaws note that the open positions are to be filled through the annual election process. However this may create operational issues. The Bylaws are being submitted with a proposed change to appoint members to vacancies that arise mid-year until the annual election to ensure the Subcommittee is adequately represented. If approved at the November General Faculty meeting, proposed members will be submitted to the Executive Committee and the Academic Council for review and appointment.

##### ***Statutes Review Subcommittee***

~ During the first Academic Council meeting, extensive revisions of the Bylaws were made. Bylaws will be presented next month to General Faculty.

~ There are also significant developments in the Optional Retirement Plan. Following is an excerpt of the most recent communication:

- Chancellor Davis has heard continuing concern from some campuses over the Optional Retirement Plan (ORP) issue. We would appreciate your passing along the information below to members of your campus community who may be interested in this matter.
- House Bill 815 was introduced during the 2007 session of the General Assembly. A copy of the proposed legislation can be found at the following site: [http://www.legis.ga.gov/legis/2007\\_08/fulltext/hb815.htm](http://www.legis.ga.gov/legis/2007_08/fulltext/hb815.htm)
- House Bill 815 proposes two changes to the current ORP law: 1) Effective July 1, 2008, the definition of employees eligible for membership in the ORP would change from "faculty and principal administrators" in the current law to "faculty members" and "exempt employees within the meaning of the Fair Labor Standards Act of 1938..." in the proposed legislation. This represents a broadening of the pool of eligible employees for those hired on or after July 1, 2008. 2) Effective January 1, 2009, the authority and responsibility for setting the employer contribution rate for the ORP would shift to the Board of Regents. (As you are aware, the employer contribution rate is currently set by law as a mathematical calculation that is pegged to the "normal" contribution rate for the Teachers Retirement System of Georgia.) With this change, the Board of Regents can better ensure the competitiveness of the ORP, within the limits of funding available to the University System.
- Under Georgia law, retirement bills that are judged to have a fiscal impact cannot be acted upon in the first session of the two-year legislative term. They must receive an actuarial study and be held over until the second year for action. The House and Senate Retirement Committees voted to do the actuarial study of House Bill 815. House Bill 815 will, therefore, be eligible for action in the 2008 legislative session.
- The bill has the support of the Governor's Office and a number of key legislative leaders. We are actively educating legislators about the importance of this legislation and will keep you informed of developments as the legislative process proceeds.
- A comment was made that the actuarial study to determine the potential impact will NOT be including the effects from the perspective of the faculty participant of the ORP and that it is designed to gauge the impact on the state budget. It is critically important that an impact study from the standpoint of the ORP participants be looked into as well.

#### ***Faculty Appointment, Promotion, Tenure & Post-Tenure***

~ A review of the Promotion and Tenure guidelines has been completed and the formats for the Educator's portfolio and curriculum vitae have been streamlined and standardized. The FADPT Subcommittee has also made the following suggestion:

A more comprehensive review must be done in the third year. The third-year review must involve the Department Chair, the School's FADPT Chair and the Dean. It is designed to assess the individual's progress toward promotion and especially towards tenure. It will also serve to assure that all parties are interpreting the criteria for tenure similarly, and provide the candidate with a constructive critique of his/her progress in writing. Specifically, this critique will assess the faculty member's progress in teaching, scholarly activity and service and rate it as being satisfactory or outstanding. If any areas of deficiency are identified, the review will specify the steps required to correct each deficiency. A favorable result at the third-year review does not bind the institution to recommend the individual for promotion and/or tenure. It is an assessment which informs faculty members whether their progress toward promotion and/or tenure is satisfactory at the time of the assessment.

~ Bill Browning and his Subcommittee have completed all requested FADPT needs from Dr. Cibirka's office. Dr. Tingen met with Dr. Cibirka and provided him everything needed to change the web, etc.

#### ***Faculty Evaluation of Administrators***

~ Details of the arrangements are being ironed out regarding the programmatic, implementation, and summary result feedback. This Subcommittee did not meet during this interim period.

#### **Scholarship & Standards: Dr. Dave Hill**

##### ***Faculty Development Subcommittee***

~ Chair is working on filling vacancies.

#### **Strategies & Responsibilities: Dr. Lynn Jaffe**

##### ***Faculty Grievance Subcommittee***

~ The Subcommittee voted Dr. Mike Brands as the Chair for this year. So far, there has been no business.

**Student Affairs Subcommittee**

~ The Subcommittee vacancies have been filled.

**VI. Comments from Administration:**

**President: Dr. Dan Rahn**

~ Dr. Rahn stated that 480 of our 2400 students are located outside of Augusta. This results in 20% instruction outside of Augusta. Nursing has the largest number of distant sites. We now have 60 more faculty on campus which has added \$40 to 50 million in assets. MCG is financially and academically sound. Our cancer research facility is complete with multidisciplinary cancer clinical programs. The strength of the Chancellor is to engineer how effective we operate the business function of the University System, i.e. Human Resources, Payroll, etc. There is a plan to centralize Human Resources and Payroll over the next few years. Dr. Rahn noted that MCG will remain in Augusta and is not leaving the community.

**Vice President for Administration: Dr. Michael Ash**

**Initiatives:**

~ Dr. Ash emphasized what Dr. Rahn stated: MCG is not going anywhere. We are in the draft phase of our master plan. Expansion is occurring in all areas. A disposition application from AHA to HUD was sent on 10/15 for their review and approval. With this approval, the Housing Authority will have permission to relocate residents in Gilbert Manor within their operations, either through Section 8 or available housing. That property would then be available for purchase by the Medical College of Georgia. We are looking at including this in the master plan so that the purchase of this property allows MCG to expand 15 acres.

~ Planning for the Dental School continues. Plans are underway to screen for a Program Manager, Architects, Engineer and Construction Manager for the new Dental School project. By the 1<sup>st</sup> of the calendar year there should be a full team available to work on this project. Since the building and finances are so complex, it is to our advantage to have all major stakeholders at the table as the design proceeds to get the best value.

~ We have completed the initial programming for a Medical Commons building. This building will be designed to become home for the School of Medicine. Currently, the SOM is housed in different locations around campus. This building will essentially become the administrative and teaching home. This will allow a domino effect to reprogram space pertinent for some research. The Medical Education building will be located across the street from the Dental School and will be located on the Gilbert Manor property so we can create some synergy in non duplication of certain classrooms and other activities between those two professional schools. We could possibly have the title to the Gilbert Manor property by June, 2008.

~ The Master Plan will also speak to the revitalization of our student housing. Our current housing is old and outdated. We are looking at opportunities to recreate student housing. The Cabinet has spoken very clearly that comfort in student housing is necessary to serve a segment of our student population. Our plan is to maintain our current housing and transition students into the new housing once it is available.

**Challenges:**

~ Advertising – Department Managers and administrative assistants will be contacted soon by Fat Man's operations regarding their catering business. Fat Man's is currently operating our food services in the Student Center and subcontracting with Firehouse and Chic-Fil-A for a variety of different types of food being available. What they want input on is how they can help you in your catering business. You will be contacted soon and invited to participate in a survey.

~ Costs of units produced – MCG has a full service and cost effective printing operation on campus. For any activities that need printing, you are encouraged to talk with us as we can offer a very competitive price and turnaround. Dr. Rahn indicated that we cannot subsidize the operation.

~ The Sandwich Gallery is closing. Legal is working with MCG regarding the space. A franchise may need to be offered to make the space successful.

**VP for Decision Support: Ms. Mickey Williford for Ms. Deb Barshafsky**

**Initiatives:**

~ Decision Culture - We're working to build a "decision culture" at MCG through initiatives such as the Business Intelligence Gateway (BIG) project and the recently established Institutional Data Group, composed of the data-keepers across support units.

~ Accountability - We're steadily enhancing accountability for MCG initiatives, such as through a newly developed initiative tracking system.

~ Administrative Policies - We've assumed responsibility for the development and oversight of administrative policies, which has entailed working closely with each administrative unit to revise and convert their policies to a one-template-fits-all format.

~ Customer Service - On the customer service front, we are doing some work in financial aid now and are focusing primarily on student service areas. However, we are working to create enhanced customer service across campus, not just in service to students and external constituents but also in unit-to-unit service. We have developed a President's Award for Customer Service and are developing two others, one that will be students' choice and one related to process improvements.

**Challenges:**

~ Actionable Data - We are challenged by an increased appetite for actionable data, to which we are responding through #1 above in "New Initiatives/Strategies".

~ Transparency Across the Institution - We are challenged to ensure transparency across the institution as it relates to MCG initiatives and related funding decisions which is being addressed through #2 above in "New Initiatives/Strategies".

~ Policy Review and Approval Process - We are challenged to streamline the policy review and approval process which places a challenge on the administrative units as well.

**VP for Information Technology/Associate Provost: Mr. Mark Staples for Ms. Beth Brigdon**

**Initiatives:**

~ PC Life Cycle – There have been 400 systems onsite deployed or in the process of being deployed. After the first of the year there will be 400 additional systems that will be deployed as well. The configuration of the PC's is not low end but not high end either. Additional memory can be bought and put in the recycled PC's and IT will put it in for you. There is a differential cost if you want to upgrade to a laptop instead of a desktop. This cost would have to come out of departmental funds. Also, you will see more Macintosh's on campus as well. There is a price difference if you want to switch to a Macintosh.

~ Video Assessment – we are looking at needs on campus across the board. IBM spearheaded that initiative and there were three findings and some recommendations. We are looking at a phased approach to improve our video enhancements or a "big bang" approach. Dr. Rahn is looking at the funding source.

~ Instructional Role - a department has been established for Research and Institutional Technology Support. In the past two years, Mr. Staples has been working with other institutions to collaborate regarding research and instruction. We are looking at data warehousing and analysis focus to help data management and developing standards. We are working very closely with Dr. Cibirka regarding enhancing instruction. We want to put the tools in your hands to be able to provide the training. We can help with ideas and consulting so you can develop good, online courses.

**Challenges:**

~ Develop some opportunities for collaboration. Multi media come and see what you can do. Build some research and constructional side work groups to user groups among faculty. Work with key faculty to develop a strategy. We are missing a clear strategy with the faculty research community.

~ Make changes for "name recognition".

~ See improvement for a better group for recruitment of good students.

**VP for Instruction/Associate Provost: Dr. Roman Cibirka**

**Initiatives:**

~ We want to encourage recruitment and globalize our curriculum.

~ University Assessment Committee – Formulated to provide faculty driven oversight around campus. They are addressing different charges and created and formulated recommendations.

~ Program Review – is now being re-implemented and energized very quickly. We have SACS accreditation in 2011 onsite with 2010 being the year of development. We want to provide review for the bulk of the program prior to that.

~ Community – A.R. Johnson partnership is becoming a very exciting and robust effort. We have a lot of good faculty enthusiasm and participation with over 50 students and 70 faculty that have agreed to participate. We have kicked off a meeting with the students and they developed their own strategy and research project as well as health awareness projects for each school and we are going to start moving with that as quickly as possible. We are also looking at peer to peer student tutoring projects.

~ Community based faculty recognition group assembled to try to develop strategies to nurture our community based faculty.

**VP for University Advancement: Mr. R. Bryan Ginn**

**Initiatives:**

~ Branding/Marketing Initiative - University Advancement is working with Stamats, Inc., the nationally recognized leader in higher education integrated marketing. Preliminary findings/recommendations were presented to the President's Cabinet. The Brand Marketing team, a group of about 25 MCG team members from across campus units, will be refined and recommendations will be presented to the Academic Council at the appropriate juncture in the process.

~ Tobacco Free Campus - The MCG enterprise efforts to create a Tobacco-Free campus by November 15, the Great American Smokeout day, are underway. The SON Practice Plan will serve as the provider of smoking cessation services to the campus community. Communications will begin in various venues to highlight this policy change to all campus personnel.

~ State Relations - Reported on the six legislative study committees that have or will visit MCG prior to the beginning of the legislative session. Focus areas include Medical School expansion, chronic kidney disease, the state of the state's health system, and childhood obesity to name a few.

~ Development - The School of Dentistry Campaign is ongoing as the #1 priority of the campus fund raising agenda. We are beginning to put a plan in place for a medical education commons building campaign as well.

**Challenges:**

~ Resources to meet the growing demand for institution-wide services.

~ Managing the varied interests relative to the external audiences interested in the SOM expansion.

~ Working to place our funding and legislative issues on the table with the legislature given the significant tension that exists between the House, Senate, and executive branches of government and its leadership. The issues are not with MCG, but between the leaders themselves. The issue for MCG is how to manage pro-active and positive communications within such a difficult framework.

**VP for Enrollment & Student Services: Dr. Mike Miller**

**Initiatives:**

~ Enrollment and Student Services – The biggest thing we will be rolling out this year is the imaging project for Banner so that we can move forward to becoming a paperless operation. The first area affected by this is Student Admissions.

~ We are recruiting a new Administrative Services Director for Student Health to reduce the time spent by the Medical Director on administrative tasks and to improve vital availability. We have noted an increased demand by students for services in part because we integrated student health services operation with the student health insurance program that is offered for our students.

~ We currently have an assessment being conducted by consultants to improve business practices, customer service and efficiency in Enrollment and Student Services. The report is being benchmarked and should be available in a week or so. We are going to be introducing customer service training and other initiatives in the three Enrollment and Student Services offices (Student Financial Aid, Academic Admissions and Registrar's Office).

**Challenges:**

~ We are inefficient in some of our business practices and imaging levels.

~ We have a high demand for services in Student Health. As you know, healthcare costs money, Students pay a health fee and the campus is reimbursed fees for services. This has to be balanced. We need additional coverage for personal counseling and mental health. This is a budget issue. We have to increase staff productivity or raise the fees for students which we do not want to do.

~ Banner's information system – Our ability to generate reports is not as good as it is going to be. We are looking at user assessable or ad hoc reporting. We are looking at insuring that end users and staff communicate clearly.

**VP for Finance: Mr. Peter Munger (Interim)**

~ No report submitted.

**VP for Legal Affairs: Mr. Andrew Newton**

**Initiatives:**

~ In order to be a better Legal Office we are internally switching to an electronic record system. We are going to purge all our files to create more space.

The Legal Office is going to become "Contracts Office".

A revised way to approach our conflict of interest policy will expand to the general institutional policy. A Core Panel Committee is being developed to advise on how to manage conflict of interest.

**VP for Research/Associate Provost: Dr. Frank Treiber**

**Challenges:**

~ In FY07 the federal budget for research for NIH has flat lined. We are trying to resuscitate it. We have increased our external funding and increased the total number of NIH grants, but have experienced a decrease in the total number of funds. We have lost 9 RO1 investigators. We need to keep people here and improve on recruitment.

~ The Lab Animal Services Director is a PI on an NIH grant.

~ Disclosure record: 53 patent applications, 4 new patents

**VII. Other Business:**

None

**VIII. Announcements**

~ Forum for the Future - The next Forum for the Future will be October 4<sup>th</sup> from 12 to 1pm in room EC 1222. Dr. Pat Sodomka, Director for MCG Patient and Family Centered Care and Senior VP for Patient and Family Centered Care, MCG Health Inc. will present on *Patient and Family Centered Care: Just an Irritation or a Substantive Change*. Mr. Bill Andrews would like suggestions for future forums. Please email him with ideas or complete the form distributed and return tonight.

**IX. Meeting adjourned by Dr. Tingen at 7:00 PM**

Submitted by,

Nancy Waks, Academic Council Recording Secretary

and

Pam Cook, DNP, RN  
Secretary-Treasurer, Academic Council  
Assistant Dean, School of Nursing