Executive Leadership Committee
Wednesday, April 4, 2018, 3:00-4:30pm
HPNP Room 4102
Summary

Present: Dr. M. Perri, Dr. A. Blue, Ms. A. Burne, Dr. S. Classen, Dr. V. Mai, Dr. A. Mainous, Dr. M. Marsiske (on behalf of Dr. G. Smith), D. S. Nittrouer, Dr. P. Qiu, Dr. T. Sabo-Attwood, Dr. K. Vandenborne, and Ms. L. Guidi

1. Action items follow-up
   a. Teacher-Scholar and Lecturer Positions: status of hirings – ten of the eleven positions have been filled. The final position is close to being filled.
   b. List of influential colleagues to invite to visit in AY 2018-2019 – The Chairs were asked to provide a list of colleagues who will be or have been invited to visit campus. It was clarified that the Public Health departments should invite Deans and Associate Deans and the Health Professions departments should invite Chairs and Program Directors. This list of colleagues can be added to the Academic Program Review. The departments are responsible for financing the visit unless the visitor is a Dean’s Scholar. AP: The chairs will send their lists to Ms. Guidi.
   c. Children in the Classroom – Dr. Hanson is drafting a policy on Children in the Classroom that reflects the UF policy. There is a recommendation that each department create a reporting structure and determine a designee who will track instances and disseminate information to the students. This policy should also be placed in class syllabi. To allow for some flexibility, students can be given two exceptions during the semester for extraordinary circumstances, which should be tracked by the department’s designee. AP: Dr. Hanson will send the finished policy out to the ELC members.

2. Adjunct lecturer requests – Dr. Hanson discussed the email request for information from the Provost for the addition of adjunct lecturers. The information should address class size and student:faculty ratio. AP: These reports are due to Dr. Hanson by Monday April 9, 5pm.

3. Faculty Senate nominations – Dr. Mai shared that two candidates were nominated to fill two spots on the faculty senate. A survey will be sent out to faculty to vote on the candidates.

4. Academic analytics – Dr. Cottler reported that she will check on availability of the latest data and distribute the information to the chairs.

5. Research update – Dr. Cottler
   a. Dr. Cottler reminded the group of the policy change regarding submission of research proposals to the Office of Research. The deadline is 9am one business day prior to the date of the sponsor’s deadline. There is no financial penalty.
   b. There is a $1K research fund from the Provost available for authors. When a paper is accepted, media/communications should be notified. If that paper is accepted to
move forward with the media, the author will receive $1K for a research fund. Even if the paper is not accepted, it will still be added to the booklet.

6. SEC Visiting Faculty Travel Grant Program – Dr. Perri reminded the group of this travel grant and that they are accepting applications. Faculty can apply for support to work on a collaborative project with a faculty member from another SEC school.

7. Academic program reviews – Dr. Perri reminded the group that the annual report is due soon. Tables and figures are ideal in the report to clarify information to the reader.

8. Administrative update
   a. Dr. Perri shared information about the new Assistant VP for HR, Ms. Maureen De Armond, who will work with Ms. Jodi Gentry, VP of HR, on updating the employee handbook, updating the process of investigating complaints, and updating employee relations policies. She will also be a Health Science Center liaison.
   b. Tom Pearson is stepping down as Executive Vice President for Research and Education for the Health Science Center and will be reducing his duties. Two major components of his job, education and research, will be divided. He will continue his work on community engagement, i.e., the Wildlight Initiative. Chad Humphrey will continue to coordinate faculty recruitments.
   c. If there are deferred maintenance or capital renewal projects that need attention, requests can be made through the Dean’s Office for submission to the Health Science Center. Capital renewal covers minor projects such as bathrooms, doorways, entryways, etc. that should be made ADA compliant.
   d. UF Reserves and Carry Forward dollars were addressed.
   e. The visit and lecture by NIH Director, Francis S. Collins, was a success.

9. Announcements – All
   a. Dr. Hanson followed up on her email asking for information on the impact of the eleven hires from the Faculty 500 initiative. These reports should be returned to Dr. Hanson by Monday, April 9. As part of Environmental Health Day, Dr. Sabo-Attwood’s students partnered with GRU and Sustainable Waste Management on a table at an event. Dr. Blue shared that it is graduate student appreciation week. Dr. Cottler shared that there are six students that have accepted the offer for the Doctoral program and three they are waiting to hear from. There are six students that have accepted the offer for the MS program and eight more they are waiting to hear from. A new Epidemiology lecturer faculty member, Catalina Lopez-Quintero, will begin teaching in the Summer. Dr. Kathryn Ross is speaking at the “Keep Calm and Discuss Research” event.