Executive Leadership Committee  
Wednesday, May 16, 2018, 3:00-4:30pm  
HPNP Room 4102  
Summary

Present: Dr. M. Perri, Dr. A. Blue, Ms. A. Burne, Dr. S. Classen, Dr. L. Cottler, Mr. G. Gowan, Dr. G. Hack, Dr. S. Hanson, Ms. A. Harper, Dr. V. Mai, Dr. A. Mainous, Dr. S. Nittrouer, Dr. C. Prins, Dr. P. Qiu, Dr. T. Sabo-Attwood, Dr. G. Smith, Ms. L. Toth, Dr. K. Vandenborne, Ms. L. Guidi

1. Staff council update – Ms. Toth shared that the Staff Council survey closed on April 27 with a 49% response rate from staff. The Staff Council is currently going through the responses. So long as the results warrant it, they will host a staff professional development day in the fall.

2. Development update – Ms. Harper shared that the search for the new Development Officer is ongoing. The current fiscal year’s fundraising stands at almost $3.4M, of the $4.3M goal. The Capital Campaign total stands at $13.6M of the $20M goal.

3. IT update – Mr. Gowan shared that the Zoom videoconferencing software has been positively received and there are still licenses available. Mr. Gowan also shared that Windows 7 will be phased out by early 2020. Windows 10 is available now for those who would like to upgrade and Windows 7 will no longer be available for new installation.

4. Instructional design update – Dr. Hack shared two updates.
   a. Ally has been officially deployed on Canvas. This tool will alert the creator to potential accessibility problems. An icon will appear around the platform in green, yellow, or red. Items designated in yellow might have issues that need to be adjusted. Items in red need to be addressed and corrected quickly. If faculty have questions regarding Ally, they are encouraged to reach out to Dr. Hack’s office.
   b. There will be an upcoming change in Compass which will affect how Canvas shells are created. Section numbers will no longer be used and each course will be assigned a number that is unique to each semester. Shells can be combined to integrate courses. Canvas will automatically populate a shell for every course one week before the semester begins, regardless if Canvas is used for the class.

5. MPH update – Dr. Prins shared that the Delta Omega Honor Society recently inducted eighteen new members. The MPH program is in the application process and currently has twenty-four confirmed students, compared to thirteen confirmed at this time last year.

6. Faculty council update – Dr. Mai shared that the Faculty Council is meeting this week so there is no update.

7. Action items follow-up
   a. Influential colleagues invited for fall 2018 – Dr. Perri reminded the group that information on when these colleagues are scheduled to visit for the fall is due to the Dean’s Office by Monday, July 2.

8. Dean’s Citation Paper Awards and Scholarship of Teaching Publication Awards – Dr. Perri provided a handout with a time line and information regarding the awards. The
departments’ nominations are due by Friday, July 27. He clarified that the departments are responsible for creating the method to which the department paper is chosen for submission. Dr. Hack clarified that the new Scholarship of Teaching award aims to recognize those who are research leaders in our College mission of teaching. Not every department will have a nominee for this and there will only be one award given.

9. Tenure and Promotion – Dr. Perri provided an updated copy of the University Promotion and Tenure Guidelines for 2018-2019. He highlighted several items in the guidelines that should be closely monitored, including 1) allocated research time for faculty, 2) deadline and time line for request of tenure, submission of packet, individual assessments, college-level review, and university review, 3) eligibility and requirements for committees and individual assessments (votes), and 4) letters that should be included in the tenure packet. These guidelines should be reviewed annually.

10. Research update – Dr. Cottler shared several updates:
   a. Dr. Cottler shared the awards summaries from March. The College is on target this year for receivables and proposals. Award summaries will be provided to the departments via email.
   b. The Research Committee discussed Research Day and the grants workshop. The committee would like to focus the grants workshop on participants presenting the Specific Aims section of their grants.
   c. CTSI Research Day is June 19, featuring keynote speaker, Dr. Ericka Boone. She is the Director of the Loan Repayment Program at NIH and will be speaking about career development and loan repayment.
   d. There is an unofficial launch of Raydient/Wildlight on June 11. AP: The group would like more information on this and the date.

11. Administrative update – Dr. Perri shared updates from the Provost’s meeting.
   a. Chairs should take steps to ensure there are no 101 funds left in carry forward on June 30.
   b. The Provost is preparing a preeminence showcase and will be asking the preeminent faculty members to state their “signature contribution to date at UF” that has had an impact at the state or federal level.
   c. The Provost will issue the formal call for additional faculty positions after the June Board of Trustees meeting. There will be one additional criteria (in addition to other three previously referenced): “does this increase the number of honors classes offered?” If the departments ask for additional faculty positions, they are reminded that they will need to provide space, start up, and any additional salary.

12. Announcements – All
   a. Dr. Classen announced that the OT department will begin clinical driving education services on June 1 at the SmartHouse. Dr. Classen’s recent meeting at the SmartHouse regarding driver rehabilitation services and medically at-risk drivers was a success. Dr. Qiu shared that Biostatistics is co-hosting the IISA conference beginning on May 17. Dr. Mainous shared that a faculty candidate is coming in soon to interview for the Director of the MHA Program. Dr. Cottler has a new faculty member beginning on July 1 in Epidemiology, Dr. Huaizhen Qin.