SUMMARY
FACULTY COUNCIL
Dean’s Office Conference Room, HPNP 4102
Friday, January 25, 2019 | 12:00 – 1:00 pm

Present: Ms. A. Burne (on behalf of the Dean’s Office), Dr. F. Kates, Dr. C. Kreider, Dr. J. Lednicky, Dr. V. Mai, Dr. S. McGorray, Dr. C. Price, Dr. S. Sheffield, Ms. L. Guidi

1. Action items follow up
   i. TAR – Ms. Burne shared that there is a change to the PHHP TAR system. When dates of travel are entered in the system, an itinerary is now automatically built. The instructions on the TAR website will be updated to reflect this and Ms. Burne will share this information with department Business Managers.
      1. Faculty are reminded that Conflict of Interest forms must be completed and approved prior to travel. The University as well as the Health Science Center will be looking closely at international travel and these forms.

2. Open discussion
   i. College preapproval system – Dr. Kreider posed a question to clarify the location of the preapproval form on the website. Ms. Burne confirmed that this varies by department.
   ii. Dr. Mai began a discussion on stacked accounts. Ms. Burne reminded the group that reserves should not be held onto and can be used to fund students.
   iii. Honors Program – Dr. Kates asked the group to consider mentoring students within the honors program and to share information on the program with colleagues. There are still students needing to be placed with mentors. He handed out several business cards to each council member with the contact information for the new Honors Seminar Director, Dr. Rawlinson. He mentioned that Dr. Mai just spoke to the Honors students and other professors are always welcome to share their research in the seminar class. He closed by asking the council members to think about a faculty member in their department that may not have mentored an honor student but might appreciate the opportunity. A discussion followed regarding preferred year for students to begin mentorships. An earlier time in a student’s studies is ideal to maximize the experience. Another suggestion was to share information regarding the program during the BPH and BHS Fall for All and Spring Fling events.