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

Present: Dr. M. Perri, Dr. A. Blue, Dr. S. Classen, Dr. L. Cottler, Dr. K. Dunleavy (for Dr. Vandenborne), Dr. S. Hanson, Dr. V. Mai (for Dr. Price), Dr. A. Mainous, Dr. S. Nittouer, Dr. C. Prins, Dr. P. Qiu, Dr. T. Sabo-Attwood, Dr. Glenn Smith, and Ms. M. Cadelinia

1. Action items follow-up  
    a. Website and CV updates –  
       i. Website - Dr. Hanson is working with Ms. Jill Pease on systematically updating the PHHP website. AP: Dr. Hanson asked the chairs to designate someone to screen and remove out-of-date information from department web pages.  
       ii. CV updates - Dr. Perri would like faculty CV’s posted on department websites and updated annually. AP: It was decided electronic copies of updated CV’s will be attached to the annual Faculty Activity Reports. Departments will be responsible for posting the CV’s to their websites.

    b. Health Science Major and BPH – Dr. Blue provided data that showed an increase in enrollment in both BHS and BPH programs from last year. Dr. Moorhouse has estimated 4 more TA’s are needed to handle the increased enrollment. A number of outreach and recruitment efforts are planned. Drs. Moorhouse and Wood are developing a new 2000 level online 3 credit course about public health. PT will be offering a new undergraduate course in the coming year.

    c. Reserve accounts – Dr. Perri reported there is going to be a University wide training for business managers on a new commitments procedure where colleges will log what commitments they have against their reserve accounts. There is an understanding that reserve accounts must be spent down.

2. Research Day 2018 – Dr. Perri led a discussion on how we could improve Research Day with greater participation of faculty and students across all different levels. He also discussed the restructuring of Public Health Day and what we needed to accomplish in order to meet the CEPH requirements. Dr. Prins is looking at revising the MPH program over the next 2 years. Public Health Day will remain as is until a new cohort starts that can be under the new model. AP: Dr. Perri would like to consider having Research Day occur during Public Health week and having both events occur on the same day. He suggested a luncheon from 12-1pm with the keynote speaker for 40-45 minutes and student awards at the beginning of the presentation. Students should be allowed to attend in lieu of their classes. Dr. Hanson mentioned listing Research Day on the Spring syllabi. The date for Research Day next year is April 6.
3. **PHHP Reunion** – Dr. Perri announced the alumni reunion will be held on Saturday, September 30. There was a discussion concerning which faculty members should attend. **AP:** Dr. Perri suggested identifying faculty members who are closely related to the alumnus of the year.

4. **International students** – Dr. Blue thanked the chairs and said departments are doing a great job welcoming their international students. She proposed having a social event a couple weeks before school starts on August 3. Invitations will go out to all of the students, both domestic and international.

5. **Research update** – Dr. Cottler announced the Keep Calm and Discuss Research meeting is today at 5pm at the CTRB 3161/3162. Dr. Cottler also mentioned the grant workshops and thinks they are really making an impact. There were seven submissions for the UF Opportunity Fund. One was funded for Dr. Jinying Zhao from Epidemiology. All three FEO’s that were submitted were funded. Dr. Cottler provided copies of the latest on the Award Receivables and the Comparisons.

6. **Administrative update** – Dr. Perri thought convocation went well. He suggested next year having the chairs include two or three sentences about their award winners in addition to announcing the names. Dr. Bruce Cuthbert received a distinguished achievement award. Dr. Perri would like to have at least one distinguished awardee for our college each year. Dr. Bill Foege from Emory is nominated for next year for an honorary doctorate in Public Health. There will be another round of solicitations in October. **AP:** Please discuss nominations with Dr. Perri. The latest news from the legislature is hopefully positive that universities may get funding above last year’s base amount and UF will get a portion of it. Dr. Hanson mentioned having a tracking mechanism to monitor our room requests for the new classroom space so we have data that shows whether or not we are being supported. She said all the requests should go through our building scheduler first.

7. **Announcements** – Dr. Hanson announced July 1 is the date for new college level committee members to be seated. Ms. Vogtle is going to send the chairs a current list of committee members with terms of expirations and instructions with the specific requirements for all of the different committees. **AP:** Dr. Hanson asked the chairs to start working on the election process in their departments. Dr. Hanson encouraged the chairs to think about recognizing outstanding students at the commencement ceremonies. Dr. Classen is making good progress in the appointment of OT’s new program director. Dr. Blue announced our PhD and Master’s level students have swipe card access to the graduate student lounge. The PT and Audiology students have access to the professional student lounge. Dr. Hanson announced the provost is sending out a memo to all families of undergraduates concerning the Take 30 Campaign which involves moving undergraduates towards taking 15 credits per semester and spreading it out to be 30 credits per year in order to get students graduated in 4 years.