Executive Leadership Committee
Wednesday, June 1, 2016, 3:00-4:00 pm
HPNP Room 4102
Summary

Present: Dr. M. Perri, Dr. T. Barnett, Dr. A. Blue, Dr. B. Brumback, Ms. A. Burne, Dr. L. Cottler, Dr. J. Foss, Dr. S. Hanson, Dr. J. Lednicky (for Dr. T. Sabo-Attwood), Dr. C. Mainous, Dr. W. McGehee (for Dr. K. Vandenborne), Dr. S. Nittrouer, Dr. G. Smith, Ms. M. Keramidas.

Guests: Ms. T. D’Angelo, Mr. E. Neu, Ms. C. Baralt

1. Dr. Perri introduced his new Administrative Coordinator, Ms. Mary Keramidas.

2. Action items follow-up
   a. Feedback from Graduate School regarding PhD admissions – Dr. Hanson will distribute information to program directors on revised guidelines for minimum standards for admission to PhD programs in the College. She suggested posting this information to respective websites.
   b. Feedback from PhD Program Directors Meeting – Dr. Blue suggested adopting a similar Individualized Development Plan (IDP) to Stanford’s. She is awaiting Stanford’s approval before proceeding.
   c. Training session for academic coordinators – Andrea Burne announced that she plans on holding a training session in the summer after the budget closes.

3. Clinical and Translational Science Institute (CTSI) resource update - Ms. D’Angelo gave a presentation highlighting some of the important programs and services offered at the CTSI. The programs reviewed were the (1) One Florida Clinical Research Consortium for building research infrastructure throughout the state, (2) Workforce Development program headed by Tom Pearson to provide training for all staff, not just PI’s, and (3) HealthStreet, Dr. Cottler’s community-engaged research initiative, with a database of members who can be contacted for potential recruitment in UF clinical trials and research studies. A few of the services offered at CTSI are navigator support to guide new faculty through their projects, tours through the UF Clinical Research Center facility, trained staff for assistance with projects such as the REDCap program, an IRB approved web-based tool for data management, and the CTS-IT group for development of specialized programs. Ms.
D’Angelo noted that initial consultations for all services are offered at no cost. Check the CTSI service center site, https://www.ctsi.ufl.edu/research/, for a complete list of services.

4. Research update – Dr. Cottler provided a handout with the monthly and annual summaries for the 2015-2016 Research PHHP Awards and PHHP Proposal Submissions. She noted the College is doing well as compared to last year. Dr. Cottler also announced there are changes coming to animal care services.

5. Administrative update – Dr. Perri provided a new template for faculty annual evaluations and discussed a new approach that would make the process much simpler. The faculty evaluations will consist of 2 documents – the new template document and the Faculty Activity Report (FAR).
   a. Dr. Hanson asked where to record attendance to national meetings. Dr. Perri answered that it should be part of Professional Service.
   b. Dr. Hanson suggested revising the Classroom Teaching heading to just Teaching, a title that is more representative of all teaching, i.e., classroom and online instruction. It was discussed by the group and decided to revise the heading to “Course Teaching.”
   c. It was also decided the University Service heading should be revised to “University/College/Department Service.”
   d. Dr. Perri reminded the group of the importance for goals to be set by both the chair and faculty member for better consistency.
   e. Dr. Cottler asked about a place on the template for faculty responses. Dr. Perri said faculty can attach their responses. Andrea Burne reminded the group that evaluation documents will go in T&P packets. AP: Dr. Cottler made a motion for approval of the new template and the vote was unanimous in favor.

6. Administrative update – Dr. Perri reminded the chairs that they should discuss T&P candidates with him before moving forward.

7. Announcements:
   a. Dr. Foss reported that Dr. Sherrilene Classen interviewed for the OT Chair position and that Paul Arthur would be interviewing as a Research Assistant Professor candidate.
   b. Dr. McGehee announced Dr. Steve George is leaving UF. Dr. McGehee will be taking over as DPT Program Director at the end of August.
   c. Dr. Smith announced Dr. Kathryn Ross, Assistant Professor, started June 1.
   d. Dr. Blue is partnering with the Career Resource Center and Sarah Gould, the new Career Resource Liaison, to help recruit students into our programs and to promote career thinking among our students.
   e. Dr. Cottler announced that her Department is recruiting a Genetic Epidemiologist.
f. Dr. Barnett will be contacting department representatives to see if they
would like to serve another year on the Faculty Council. Dr. Catherine Price
starts as the Faculty Council Chair July 1.
g. Dr. Nittrouer announced Alice Holmes has retired after almost 40 years of
service. Hanna Siebert, a Clinical Assistant Professor, started May 2.
Andrew Lotto, Professor, and Kathy Carbonell, Research Assistant
Professor, and Laurie Gauger, Clinical Assistant Professor all start July 1.
h. Dr. Hanson announced Candace Vogtle is her new administrative assistant.
Dr. Hanson announced Dr. Bill Mann will be retiring June 17.