Executive Leadership Committee  
Wednesday, June 15, 2016, 3:00-4:30 pm  
HPNP Room 4102  
Summary

Present: Dr. M. Perri, Dr. T. Barnett (for Dr. Cottler), Ms. A. Burne, Dr. D. Estrada (for Dr. Mainous), Dr. J. Foss, Dr. S. Hanson, Dr. J. Lednicky (for Dr. Sabo-Atwood), Dr. W. McGehee (for Dr. Vandenborne), Dr. S. Nittour, Dr. P. Qiu, Dr. G. Smith, Ms. J. Pease, Ms. L. Stevens, and Ms. M. Keramidas

1. Dr. Perri announced Dr. Sherrilene Classen has accepted his offer to serve as chair of the Department of Occupational Therapy. Dr. Classen’s start date is January 2, 2017. All of the chair searches are complete and interim chair positions filled.

2. Action items follow-up
   a. Revised Faculty Annual Evaluation Template – Dr. Perri provided a revised faculty annual evaluation template with the revisions discussed at the June 1 meeting. He reminded the committee the objective is to be more specific, effective, and efficient. Classroom Teaching was revised to Course Teaching, and Service was revised to University/College/Department Service (professional presentations should be included in this section). Dr. Perri noted faculty can add personal statements to the comments section. Progress was modified to exceeds, met, partially met, not met, or N/A. AP; Dr. Perri will add the “exceeds” and “N/A” categories as suggested by Dr. Qui and Dr. Hanson.
   b. PHHP revised FAR (Faculty Activity Report) – Ms. Burne advised the committee of the need for consistency when adding publications into FAR. Ms. Burne said the publication format should mirror the format used for Promotion and Tenure. AP: Dr. Perri will ask Dr. Cottler to work with Ms. Burne on a consistent way of putting in and pulling out publications from FAR.

3. FLSA changes – Ms. Burne informed the committee that there are most likely changes coming to the Fair Labor Standards Act (FSLA). UF HR will provide the details. AP: Once Ms. Burne knows the full magnitude of the plan, she will clarify how the college will handle.

4. Department foundation scholarship process – Ms. Stevens reported that our donors would like to know the funds being awarded college wide. She asked the chairs to start keeping records with the fund name and fund number, name of the recipient, whether the scholarship was awarded or not, and if a thank you note was sent by the student. Dr. Perri said it was important for students to send a thank you note. We need to coach students on who the donors are and what they are doing. Ms. Stevens...
suggested a handwritten note and Dr. Perri suggested taking a picture of the donor and the student at convocation or perhaps sitting them together at same table.

5. **PHHP Alumni Reunion** – Lindsey Stevens reported the date of the reunion is September 10 and the e-blast has gone out. So far she has heard back from eight of the eleven outstanding alumni. The board meeting will be held on September 9 from 3:00-6:00pm with dinner provided after the meeting. AP: Dr. Perri set a goal for two people from each department to attend – the chair plus one faculty member (preferably a senior faculty member). As an incentive to entice faculty to attend, Dr. Perri said he will offer them two tickets for personal use to attend the football game. A reminder that attendance at Reunion is an expectation of all chairs, associate deans, and the dean. Hence, they are not provided with complimentary tickets (which are limited in number and are paid for by the College). Please confirm faculty members’ names by June 30th to Ms. Stevens.

6. **Media Relations update** – Jill Pease reported that Dr. Cottler was featured in the TV20 Medical Spotlight, Our Community Our Health, for April. A news release on Dr. Lednicky’s study showing presence of disease in Haiti was picked up by Medical News Today, Science Daily, NBCNews.com, and NBC affiliates in Philadelphia, Los Angeles, DC, and NY. A news release on Dr. Dotson’s study on depression and exercise was picked up by Science Daily and Health News Digest. A news release on Breton Asken’s story on delayed concussion reporting was picked up by Health Day news wire service and subsequently by 125 outlets, including *U.S. News and World Report*. Mr. Asken is a Clinical and Health Psychology doctoral student. Dr. Cook’s HIV rates reporting appeared in the May 18 edition of the *Florida Weekly Fort Myers* in the article titled, “Living with HIV and AIDS”. Contact Ms. Pease for more information.

7. **Announcements:** All
   a. Dr. Perri announced the results of the UF Faculty and Staff Climate Survey are starting to be released. Information will be released a little at a time between now and the end of calendar year.
   b. Dr. Perri announced that Dr. Guzick is considering testing of faculty and students for alcohol use. Dr. Guzick will take the next year to make a decision on whether testing will be performed or not. Dr. Perri reminded the group of the Professional Resource Network (PRN) and Employee Assistance programs which are currently available for assistance.
   c. Dr. McGehee announced PT had a great week at the APTA conference. Four faculty received awards – Dr. Barbara Smith, Dr. Bill McGehee, Dr. Steven George, and Dr. Carolynn Patten.
   d. Dr. Qui announced PhD student, Xinrui Zhang, received an award at the annual International Chinese Statistical Association meeting.
   e. Dr. Foss reminded the group of Dr. Bill Mann’s retirement reception on Friday, June 17, at 9:00am.
   f. Dr. Smith announced Dr. Dotson is leaving in the fall. Her husband is taking a new position in Atlanta.