Executive Leadership Committee  
Wednesday, July 6, 2016, 3:00-4:30 pm  
HPNP Room 4102  
Summary

Present: Dr. M. Perri, Dr. A. Blue, Ms. A. Burne, Dr. L. Cottler (phone), Dr. J. Foss, Dr. V. Mai (for Dr. Cottler), Dr. A. Mainous, Dr. A. Maurelli (for Dr. Sabo-Atwood), Dr. S. Nittrouer, Dr. C. Price, Dr. P. Qiu, Dr. K. Vandenborne, Mr. S. Manamalkav, and Ms. M. Keramidas

Special guest: Dr. Ilaria Capua

1. Dr. Perri introduced Dr. Ilaria Capua, the Director of the Center of Excellence in One Health Research and Education. Her appointment is split among IFAS, Vet Med, and PHHP (Environmental and Global Health).
   a. Dr. Capua was trained in veterinary medicine and virology. Her area of specialization is Avian Influenza. As Director of One Health Center for Excellence, Dr. Capua’s vision is to diversify the development of interdisciplinary collaborations and communications as much as possible. Dr. Capua’s passion is developing women leaders in science.

2. Action items follow-up
   a. Faculty annual evaluation letters – Dr. Perri announced the due date for completed letters is September 1.
   b. IDP follow-up – Dr. Blue announced that Stanford has agreed to let us use or modify their Individualized Development Plan (IDP). PhD program directors have since met and modified Stanford’s IDP document to include a career planning section. Mr. Manamalkav is working on an electronic version. Dr. Blue announced the start date will be fall 2016.

3. PHHP FAR standard publication formatting (APA) – Ms. Burne and Mr. Manamalkav demonstrated the Admin module in the online FAR system and reminded the group there is a new requirement this year to enter publications in APA style. Dr. Perri demonstrated how to use Google Scholar to generate APA style citations for publications (the same instructions that were sent to the faculty listserv). Ms. Burne reminded the group once the information in FAR is edited and completed, it can be copied and pasted into the faculty evaluation template letter. Dr. Perri reminded the chairs they will also need to write a paragraph on progress towards P&T to include in the letter.

4. Scorecard update – Ms. Burne explained that the scorecard system is a monthly report in Peoplesoft that monitors financial and HR performance. Lately, she has
noticed an upswing of instances of being on the report. Too many instances will trigger an audit. **AP:** Ms. Burne will address her concerns at the business manager’s meeting.

5. FLSA (Fair Labor Standards Act) changes to minimum salary requirements – Dr. Perri announced the College is going to adopt the new salary threshold of $47,476 for both postdoctoral associates and postdoctoral fellows.

6. Faculty travel – **AP:** Dr. Perri would like to form an ad-hoc Faculty Travel Committee to establish guidelines for domestic and foreign travel. He asked for chairs to identify someone from each department to serve on the committee by the end of next week (Friday, July 15).

7. T32 training grants – Dr. Perri attended a meeting with Dr. Bowers, Dr. Cottler, Dr. Marsiske, and Dr. Vandenborne concerning support for T32 training grants. Dr. Perri recommended to the chairs that they provide PIs of T32 training grants with administrative support as well as teaching effort.

8. New faculty orientation – Dr. Perri provided a list of new faculty from Aug 2015 – Aug 2016. Dr. Perri asked chairs to encourage their faculty to attend.

9. Tenure and promotion requests – Dr. Perri said tenure and promotion requests should be done by now. Dr. Perri reminded the group about the importance of the narrative sections the faculty candidates are required to write. **AP:** Dr. Perri would like the letters from outside reviewers back by the end of September.

10. Update to PHHP Incentive Plan – Dr. Perri led the group in a discussion of what should be the baseline cut-off requirements in order for faculty to qualify for an incentive. **AP:** Dr. Perri will follow-up with some options.

11. SACS Institutional Effectiveness Goals for 2016-2017 – Dr. Blue provided a draft of the College level goals she has created for SACS.

12. Announcements: All
   
   a. Dr. Vandenborne announced Dr. Jason Beneciuk received PCORI grant, Dr. Sean Forbes received R-01, and Dr. Barbara Smith received R-21 grant.
   
   b. Dr. Blue announced the College had a positive site visit from the RWJF (Robert Wood Johnson Foundation) on June 30.
   
   c. Dr. Foss announced that OT and PT are working together in providing services through the equal access clinic.
   
   d. Dr. Perri announced Dr. Price is taking over as chair of the faculty council for Dr. Barnett.
   
   e. Dr. Cottler announced Epidemiology has successfully recruited Dr. Jinying Zhao, a highly-funded genetic epidemiologist, who will start on August 1.