Executive Leadership Committee  
Wednesday, August 2, 3:00-4:30pm  
HPNP Room 4102

Summary

Present: Dr. M. Perri, Dr. L. Altmann, Dr. J. Bisesi, A. Blue, Dr. S. Classen, Dr. L. Cottler, Dr. D. Fuller, Dr. S. Hanson, Dr. M. Hart, Dr. V. Mai, Dr. A. Mainous, Dr. S. McGorray (for Dr. Qiu), Dr. S. Nittrother, Dr. T. Sabo-Attwood, Dr. G. Smith, Dr. K. Vandenborne, Dr. D. Varma, and Ms. M. Keramidas

1. PhD Program Updates – Dr. Perri announced that the first part of the ELC meeting will include a review of the PhD programs in terms of meeting the best practices criteria according to the university’s policy. He then turned the meeting over to Dr. Blue. Dr. Blue provided hand-outs to the group and led a discussion on the following topics:
   a. PhD programs and recommendations and policies – UF policies and recommendations for creating effective PhD programs.
   b. PhD Policy Data for 2016-2017 Year – data from each of the PHHP PhD programs for the past academic year to show where programs are in terms of best practices. AP: Dr. Blue will revise some of the headings and provide an updated version at the next ELC meeting.
   c. Enrollment targets – July 2016-2017 comparisons of student enrollment headcount by program and student credit hours by department for all of the PHHP programs. AP: Dr. Blue will clarify and provide an updated version at the next ELC meeting.
   d. IDP and monitoring plan – PHHP has its own IDP and monitoring plan that is under FERPA. The University has created an IDP plan and is working on a monitoring of progress plan. AP: Dr. Blue will keep the program directors posted and will decide if it is worthwhile to shift to the university system.
   e. Faculty mentoring and use of case vignettes – Dr. Blue asked the chairs and program directors what they thought about discussing one or two of the case vignettes at a departmental meeting or retreat. AP: It was decided that a workshop dedicated to faculty mentoring would be a better setting for the back and forth discussion of the case vignettes.
   f. Welcome Ice Cream Social – A welcome reception is scheduled for new and returning PhD students on Wednesday, August 16 from 4:30 – 6:00pm, HPNP 1st Floor Atrium.
   g. Student Recruitment – Dr. Blue mentioned there are some recruitment efforts planned in the fall at Bethune-Cookman. There is a tabling event at FAMU in early September for PhD programs. Dr. Blue noted the success of this summer’s
Robert Wood Johnson Foundation Summer Health Professions Education Program (SHPEP). She said a renewal will be submitted to do it again next year.

h. Teacher-Scholar and Lecture Positions – Dr. Perri reported that a formal announcement should be made by the end of the week.

i. Fall ELC retreat – Based on the availability of the chairs and open venue dates, it was decided the ELC retreat will be held on Friday, December 1 at the Sweetwater Branch Inn.

j. Departmental events in 2018 celebrating PHHP 60th Anniversary – Dr. Hanson announced a 60th anniversary events website will be launched in January with all of the different activities the college and departments are planning for 2018. **AP:** The chairs are asked to let Dr. Hanson know by October of any departmental events celebrating the 60th Anniversary. Some examples are hosting seminars, social events, or public relations activities. The Gala in January 2018 will be the kick-off for the year followed by a year-long series of events.

k. Faculty evaluation letters – Final drafts of faculty evaluation letters are due to Dr. Perri by August 31.

l. ELC Members proposed goals and FAR prior year goals – Chairs are asked to complete their proposed goals for the coming year and send to Dr. Perri. Chairs are asked to reflect on prior year goals and select ratings in the FAR.

2. Tenure and promotion requests – Dr. Perri reported all of the tenure and promotion requests should be done by now. The outside letter requests should have gone out. The deadline for completing packets is September 30.

3. Research update – Dr. Cottler announced the Keep Calm and Discuss Research meeting is this afternoon at the CTRB from 5:00 – 6:00pm with speaker Dr. Anna McDaniel. The graduate students in the UF English department are offering grant writing services for $15 per hour.

4. Administrative update – Dr. Perri reminded the chairs about the CALS Teaching Enhancement Symposium on Tuesday, August 15. The last day to register is Friday, August 4. Ms. Keramidas will forward the announcement and registration information to the faculty listserv. Dr. Perri reviewed the upcoming university and PHHP college events that are listed on today’s ELC agenda. **AP:** For the fall State of the College presentation, the chairs are asked to complete a slide featuring departmental achievements for the past year.

5. Announcements – Dr. Classen announced OT is busy interviewing for two potential tenure-track faculty members. Dr. Smith announced the CHP visit from the McKnight Brain Research Foundation trustees went very well. Dr. Mai announced the faculty council had its first meeting of the new fiscal year. Dr. Scott Griffiths from SLHS was elected as the new vice-chair. Dr. Cottler announced Dr. Prosperi got an NSF grant. Dr. Cottler just finished teaching a summer B class, Public Health Concepts, to undergrads. Dr. Mai is going to be teaching one of the undergrad honors reading courses using a book named, “The End of Faith”.