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

Present: Dr. M. Perri, Dr. A. Blue, Ms. A. Burne, Dr. L. Cottler, Dr. J. Foss, Dr. S. Hanson, Dr. D. Janicke (for Dr. Smith), Dr. A. Mainous, Dr. W. McGehee (for Dr. Vandenborne), Dr. S. Nittrouer, Dr. C. Price, Dr. T. Sabo-Atwood, Dr. S. Wu (for Dr. Qiu), Ms. Stephanie McBride, and Ms. M. Keramidas

1. PHHP-Emergency management planning – Ms. McBride spoke on the PHHP Emergency Management Plan. This is a communications plan for policies and procedures that the college will use for emergencies such as a storm or an active shooter. The plan will include categories for hazardous materials, animals, faculty, staff, and students. Dr. Hanson clarified that we need a plan in place for each space that we occupy. Ms. McBride asked department chairs to complete the Emergency Management Plan no later than January 13, 2017. Dr. Hanson asked chairs to submit their plans as soon as completed so there is time to review before January deadline.

2. Action items follow-up
   a. Modifications to chair evaluations – Dr. Price informed the group that the chair evaluations are still with HR for approval of the modifications.
   b. Development advisory board meeting on September 9 – Dr. Perri said he will start the advisory board meeting with a limited State of the College presentation. Lindsey will speak next followed by the breakout groups. It was decided that students will give presentations to their individual departments during the breakout sessions. The deadline to send Mary the names of students who will be presenting is Wednesday, August 17.
   c. Dean’s citation awards – Dr. Perri reminded the group he had asked for their nominations by Monday, August 15, for best paper for calendar year 2015.
   d. Travel committee – Dr. Perri reminded the group of the first travel meeting which has been rescheduled to Friday, August 19, at 10am.
   e. Faculty letters of evaluations – Dr. Perri reminded the group that everyone should have their FAR completed by now. Also, the evaluation letters are due to Dean’s office for review by Thursday, September 1.

3. ELC members proposed goals – Dr. Perri provided a goal sheet and a proposed goal sheet document. He asked ELC members to complete goal sheets and return to him by Wednesday, August 17.
4. PHHP-TAR – Ms. Burne requested that TAR’s be submitted in a more timely manner. Dr. Perri said if the travel doesn’t go through the system then faculty are not covered by insurance. **AP:** Dr. Perri set a deadline of 48 business hours before travel for submission of TAR’s.

5. Space allocation system – Ms. Burne announced the Cost Analysis office says if the college does not have all of their space forms filled out correctly, all the space taxes will be charged at the highest rate. **AP:** Dr. Perri proposed an early deadline of one week prior to final due date. Ms. Burne will follow-up.

6. ELC retreat – This year’s Retreat will address faculty development for all assistant professors regardless of tracks as well as tenure-track associate professors who have not yet received tenure. **AP:** An all-day retreat date to be scheduled.

7. Inclusive learning environment statement – Dr. Blue provided an inclusive learning environment statement that she suggested could be added as an optional part of course syllabi. **AP:** It was decided to share the statement with faculty and let them know it is an optional part of the syllabus.

8. 2017 National Summit for Building Healthy Academic Communities meeting – Dr. Cottler was appointed to a committee to coordinate this meeting which will be held in Gainesville on April 6-7, 2017. The theme is centered around making a better and healthier environment.

9. Research update – Dr. Cottler reminded the group of the PHHP Research Happy Hour this afternoon.

10. Administrative update –
   a. Dr. Perri gave a summary of the ASPPH Summer Dean’s meeting.
   b. Provost meeting - Dr. Perri described preliminary instructions for term professorships provided by the Provost’s office. Details to follow.

11. Announcements – All
   a. Dr. Cottler announced Dr. Jinying Zhao started on August 1.
   b. Dr. Blue announced MPH orientation is August 18.
   c. Dr. Blue announced that Dr. Moorhouse will be attending the diversity and inclusion pilot committee at the end of August.
   d. Dr. Blue reminded faculty that teaching assistants should inform their supervisors if problem issues with students arise.
   e. Dr. Mainous announced Dr. Ashish Deshmukh started on July 30.
   f. Dr. Nittrouer announced Dr. Kerry Lenius is starting on September 6 and Dr. Kimberlee Crass is starting on September 16.
   g. Dr. Hanson announced the curriculum committee will be reviewing the peer review teaching process.
   h. Dr. Perri announced Dr. Ilaria Capua wants to do a study on the health of retirees taking on a pet and asked for potential collaborators.