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

Present: Dr. M. Perri, Dr. S. Hanson, Dr. A. Blue, Ms. A. Burne, Dr. L. Cottler, Dr. S. Classen,  
Dr. C. Mainous, Dr. S. Nittrouer, Dr. P. Qiu, Dr. T. Sabo-Attwood, Dr. G. Smith, Dr. K.  
Vandenborne, Dr. V. Mai, Ms. L. Guidi

1. Action items follow-up
   a. Teacher-Scholar and Lecturer Positions – The chairs reported updates on the  
      progress for the teacher-scholar positions. Of the 11 total positions in process, 1  
      teacher-scholar position and 1 teacher-scholar position have been officially filled.  
      Letters of offer should be drafted in advance so they are ready for when the  
      candidates are selected. Salary for the new faculty does not need to be dictated  
      by the initiative; it may be adjusted down or added to by the departments to  
      reflect experience or other relevant factors. AP: An update on progress for this  
      will be requested during each ELC meeting.
   b. 60th Anniversary Reminder – Dr. Hanson reminded the chairs to submit the  
      names of faculty who have been working internationally to be included in the  
      60th Anniversary Gala program. She will need the names of the people and the  
      country where they are working. She also reminded the chairs to share any  
      events occurring in 2018 so they can be added to the 60th Anniversary website

2. ELC Retreat follow-up – Dr. Perri asked for feedback following the retreat:
   a. There has been very positive feedback towards establishing a teaching core  
      which would assist faculty in course development and quality evaluation. The  
      evaluation component would extend beyond student-teacher evaluations.
   b. Dr. Cottler shared that “town-hall meetings” would be helpful where policies  
      and guidelines could be explained by the Dean. Faculty could hear important  
      issues and initiatives as well as information on the university budgeting model.  
      The chairs asked for copies of the slides from the retreat. AP: Dr. Hanson will  
      send the retreat slides when the minutes are sent out.

3. Policy regarding children in the classroom – Ms. Burne reported information from the  
   Dean of Students and General Counsel. The only people in classrooms should be the  
   instructor and registered students. Departments need to decide at a local level who the  
   appropriate person is who will explain this policy to students so there is uniformity  
   within the College. Katie Tanner from the Care Team at the Dean of Students office will  
   assist with further steps. She will need the student’s name and contact information. A  
   one-time event in the classroom will dictate a gentle reminder to the student and  
   documentation for consistency and Title IX implications. The same regulations apply to
faculty and staff regarding the workplace. **AP:** Ms. Burne will forward the information to the Chairs for review. Faculty should add a line in their syllabi to provide coverage similar to: “According to university regulations, only registered students can be present in the classroom. Other guests are not permitted due to regulation and safety concerns.”

4. **Research update – Dr. Cottler** shared an update that moving forward, there may be penalties on the investigator and their department for a delay in grant submission. This would be imposed to prevent late submissions as they do not allow time for review.
   a. Strategic plans are being finalized and reviewed. They will be shared with Dr. Perri and the ELC once they are finalized.
   b. CTSI events and workshops are listed on the website and include: Pilot Grants Toolkit, Loan Repayment, Next Generation Initiative, and more.

5. **Administrative update – Dr. Perri**
   a. UF Health is developing an updated web directory. Colleges and departments must update CVs and create uniformity. There is the possibility of an automated system from the University for uniformity that would auto-populate information from PubMed. Faculty currently have a deadline of July 1 to update.
   b. The Bob Graham center has reached out to UF Health and asked for information on any presentations that focus on policy issues related to health. They would like data-based pieces, not opinion pieces, which present issues that are suggestive of the need for policy changes.
   c. UF Health is hiring a new marketing person to work across the Colleges. There is positive discussion about hiring 2 people to give each College more focus.
   d. Intercollegiate grants agreement – The current HSC policy is under review by the SVPHA office.

6. **Announcements – All**
   a. Dr. Cottler shared that a graduate of the Epidemiology doctoral program has received a $3.3M grant. Dr. Sabo-Attwood reported that 2 student awards came through. Dr. Sabo-Attwood also reported that she was very recently appointed Research Affiliate and Associate of the Smithsonian. Dr. Smith reported that a graduate student from Netherlands received a fellowship to fund her research.
   Dr. Classen reported that the OT graduation reception is Friday December 15.
   Dr. Hanson reminded Chairs that departments agreed to close for the December 7, Faculty-Staff Lunch. She also reminded the Chairs that they would be introducing new faculty at the lunch. Ms. Burne reported that for the faculty hiring initiative, if the full funds are not requested, the differential will not be given. Ms. Burne also reported that if faculty or staff gain an additional degree while employed, PeopleSoft will not automatically update their title. Their HR person will need to manually add it.