

Dean's Faculty Advisory Committee
University of Tennessee, College of Medicine

January 8, 2018

Call to Order

The meeting was called to order by the president, Dr. Jerome Thompson, at 12:02 PM on January 8, 2018, in the Coleman building, Room A101.

Attendance

The following members were present:

Julio F. Cordero-Morales, PhD, Terry Cooper, PhD, Denis DiAngelo, PhD, Rebecca Anne Krukowski, PhD, Haavi Morreim, JD, PhD, Linda Myers, MD, Lawrence Pfeiffer, PhD, Laura Sprabery, MD, Jerome Thompson, MD, MBA

The following guest(s) was (were) present:

Susan Senogles, PhD, Lori Gonzalez, PhD, Cameron Barclay, MSA

Approval of minutes

The minutes of the previous meeting were approved as written. Minutes had previously been distributed by electronic means.

Business

During the first part of the meeting Cameron Barclay, MSA, Director of the IRB, discussed a number of aspects regarding the IRB. UTHSC's IRB, charged with protecting human subjects in clinical research, has 4 sections and is accountable to DHHS, the FDA, and HIPAA. For research at LeBonheur, Methodist, Regional One, and University of Memphis, generally UTHSC's is the primary IRB, although those respective institutions may undertake preliminary reviews of their own prior to formal IRB review. Depending on a variety of factors, a research project can be **exempt** from review (minimal/no risk), or eligible for **expedited review** (minimal risk, such as just a blood stick or medical record abstraction), or can be required to undergo **full board review**. The board can then approve a project, deny approval, approve pending fairly minor administrative provisos, or defer a decision until additional information is provided.

Ms. Barclay reviewed a variety of elements with which investigators must comply, including to complete research training every three years, generally either CITI or NIH training, and to ensure that any student research be supervised by a faculty advisor. Investigators can explore requirements for IRB filings at the IRB's website, at <https://www.uthsc.edu/research/compliance/irb/>, or can phone the IRB for assistance at 448-4824.

During the second part of the meeting Lori Gonzalez, PhD, Vice-Chancellor for Academic, Faculty and Student Affairs, discussed some recent developments affecting the UTHSC campus.

In the fall of 2016 the Faculty Senate provided a mandatory training about communication and administration for deans, associate deans and department chairs. It was designed to promote clearer communication, eg, with faculty, particularly as they exercise their supervisory responsibilities. At this point the Chancellor is interested in balancing what chairs need to know, with their workload. Needs differ from department to department, and so just-in-time training is being developed for people with shared interests – eg, tenure and promotion, and being clear in evaluative language, or on how to describe work assignments in clear language. With Enhanced Performance and Planning Review now in place, trainings are being undertaken at various sites.

The campus has a broad new software program. "Digital Measures," is a web-based, cloud process that will help people keep up their CVs and related professional information for a variety of purposes, eg to enhance the department's international profile, or to apply for grants etc. Teaching materials, lectures, slides etc can also be uploaded to the site. The site will also provide a work-flow tracking. Thus, someone who has submitted a dossier for tenure or promotion will be able to log on and find out where in the process the application is – whether it has been approved by the department, by the tenure and promotions committee, etc. The contract was signed just a week ago, and it is currently unclear what schedule will be used for roll-out, although it is hoped to be during this calendar year.

Finally, a contract has just been signed for another software program called "On Base," which is a document management system that will store faculty documents, eg tenure documents, promotion letters, conflict of interest forms, etc, and all the other documents that would otherwise be in the faculty member's personnel file.

Next Meeting

The next meeting of the committee will be held on February 5, 2018, at 12:00 Noon in the Coleman building, Room A101.

Adjournment

There being no further business, the meeting was adjourned at 1:00 PM.

Respectfully submitted,

E. Haavi Morreim, JD, PhD
Secretary