

## **University Faculty Senate**

### **Medical Caucus**

#### **Agenda and Minutes of Monthly Caucus Meeting, Tuesday June 4, 2013**

**Members present:** Mark Danielsen (presiding), Christine Colie, Mary Ann Dutton, Carolyn Ecelbarger, Ladan Eshkevari, Rebecca Evangelista, Karen Gale, Alexei Kondratyev, George Luta, Maria Luisa Marquez, Eileen Moore, Prosper N’Gouemo, Vanessa Sheppard, Ken Tercyak, Miriam Toporowicz.

**Members absent:** Parag Bhanot, Ludise Malkova, Michael Pishvaian, William Rebeck, Andrea Singer, Scott Turner.

#### **Guests:**

Jett McCann, Rhoda Friedman

#### **Agenda**

1. Approval of minutes of the last meeting (May 7<sup>th</sup>)
2. Discussion of the one remaining senate vacancy (MedStar Clinical)
3. Planning session for the 2013 (Partial list)
  - a. Voting rules, at meetings and by email
  - b. Deadlines for inclusion as a voting issue at a caucus meeting
  - c. Formation of standing caucus working groups
    - i. Teaching
    - ii. Compensation
    - iii. Scholarship
    - iv. Publicity
    - v. Nominations to committees (timeliness & inclusivity)
    - vi. Election
    - vii. Budget
    - viii. Medical faculty affairs
    - ix. Town Meetings
  - d. Chair’s reports

- i. Meetings with the president and EVP
  - ii. Board meeting agendas
4. Other business

## **Minutes**

The meeting was recorded and called to order at 12:08 pm by Mark Danielsen. The minutes of the May 7th Meeting were approved with addition of Daniel Djakiew to new senators and Ludise Malkova removed as her term expired.

## **Election of Senators to the Caucus**

The chair thanked the senators that are rotating off the Caucus. However one seat remains vacant. The following motion was approved unanimously:

***“The senate appoints Cesar Santos to fill the vacant seat on the Caucus”***

## **Email Voting**

There was a discussion on what rules the caucus should follow regarding email voting. The following motion was passed unanimously:

*“Email voting is allowed as long as it is approved at a live meeting where a quorum of senators are present; the minutes of that discussion are emailed prior to the email vote; only responses of senators received by the Chair are counted as a vote (i.e. no reply is no vote); at least 11 members must vote yes for the vote to pass.”*

## **Timeline for requesting the caucus make a vote on a specific issue.**

It was decided that under normal circumstances, the caucus requires one month’s notice (and delivery of documentation) to vote on a specific subject. The caucus will then discuss and vote at the next caucus meeting unless it is felt that further discussion is warranted. Urgent matters can be presented to the caucus with a faster timeline but the caucus may table a vote so adequate discussion can take place.

## **Vice-Chair of the Caucus.**

The following motion was passed unanimously:

*“There will be a vice chair. When a Georgetown employee is the chair, practicing clinician members of the caucus will nominate a senator to act as a vice-president. The whole caucus will vote on the appointment. When the chair is a MedStar faculty member, the vice chair will be a Georgetown employee nominated by the non-clinicians members of the caucus.”*

The clinicians agreed to caucus and decide on their nominee by the July meeting.

## **Administrative Support**

The caucus felt that the caucus should have administrative support. In the past the caucus had administrative support e.g. 5% effort. There is also a need to develop a web

site and perhaps the administrator could help with this.

### **Office of Faculty affairs**

It was felt that this web site needs updating with new caucus members. The following motion was passed unanimously:

***“The Office of Faculty affairs web site should have a link to the school of medicine constitution”***

### **Role of Bill Rebeck**

As Bill Rebeck will be on sabbatical next year, if he resigns his position on the senate, Bob Glazer, as runner up in the election, will take his place. The chair will contact Bill to find out whether he will continue to serve.

### **Nominations to committees**

The chair agreed to contact Julie Goffe and Elliott Crooke to develop a list of committees that the caucus nominates members. A subcommittee of 3 people will be appointed to develop a list of candidates.

### **Elections**

George agreed to take on the running of the senate elections together with Rebecca.

### **Executive committee**

The following motion was passed unanimously: ***“The caucus executive committee should function as described in the governance documents”***

It was pointed out that the council of chairs is mainly clinical. The executive committee may be more representative of the whole medical center. Rhoda Friedman agreed to find the official documentation on the governance structure of the Medical Center.

### **Financial Status of the Medical Center**

Concerns were raised about the decision making process in light of the current financial condition of the medical center. Concern was also raised about whether GD accounts could be used to support faculty. It was agreed to hold a Senate sponsored faculty meeting adjacent to the upcoming town hall meeting. Another issue that will be addressed is the plan for post-tenure review.

### **Meetings of the Caucus Chair with the President and others**

The vice chair will accompany the chair to most if not all meetings. The chair may invite others to the meetings if appropriate.

### **Meeting with the Georgetown University board**

The following motion was passed unanimously:

***“The caucus requests that Dr. Howard Federoff invites the caucus chair to accompany him to meetings with the COMC of the university board”***

### **Formation of Centers**

The following motion was passed unanimously:

***“The Center for Innovation was announced recently, but the senate was***

*left out of the loop in the approval process. The caucus requests clarification from the EVP of the approval process in this instance.”*

### **Double Duty Chairs and Deans**

The following motion was passed unanimously:

*“The senate requests a near-term time-line for the separation of the duties of chairs and Deans”*

### **Equivalent to a Dean for Faculty at Medstar**

The caucus would like to offer input into the development of a faculty affairs officer at MedStar. It was agreed that Miriam and/or Karen Gale would email the chair with a more detailed proposal.

### **Summary of Action Items**

1. Update the list of caucus members (Chair)
2. Nomination of a vice-chair of the caucus (Clinicians)
3. Ask for administrative support (Chair, Karen Gale)
4. Contact Elliott Crooke about the FA website (Chair)
5. Resolve Bill Rebeck’s role in the senate next year (Chair)
6. Create a list of all committees that the caucus has representation on (Chair)
7. Obtain current documentation on the governance structure of the Medical Center (Rhoda Friedman)
8. Plan and organize a senate-sponsored faculty meeting
9. MedStar faculty affairs proposal (Miriam Toporowicz)
10. Communicate resolutions of the caucus (Chair)