Minutes
EXECUTIVE FACULTY MEETING
March 17, 2016

Attending: Arthur Kellermann, MD, MPH, Dean, F. Edward Hébert School of Medicine
Brian Reamy, MD, Senior Associate Dean for Academic Affairs
Jerri Curtis, MD, Associate Dean for Graduate Medical Education
COL Jeffrey Hutchinson, Associate Dean for Clinical Affairs
Gregory Mueller, Ph.D., Acting Associate Dean for Graduate Education
LTC (P) Aaron Saguil, Associate Dean for Recruitment and Admissions
CDR Kevin Jackson, Chief of Staff, School of Medicine
Martin Ottolini, MD, Assistant Dean for Capstone
Arnyce Pock, MD, Associate Dean for Curriculum
CAPT Dale Szpisjak, Chair, Anesthesiology
Harvey Pollard, MD, Chair, Anatomy, Physiology and Genetics
Thomas Darling, MD, Chair, Dermatology
Jeffrey Leggit, MD, Associate Professor, Family Medicine
David Riggs, Ph.D, Chair, Medical and Clinical Psychology
Robert Ursano, MD, Chair, Psychiatry
Louis Pangaro, MD, Chair, Medicine
COL Francis O’Connor, Chair, Military Emergency Medicine
Chou-Zou Giam, Ph.D., Professor, Microbiology
COL Jamie Grimes, Chair, Neurology
Ernest Lockrow, MD., Vice Chair, Obstetrics and Gynecology
Ildy Katona, MD, Chair, Pediatrics
Suzanne Bausch, Ph.D., Interim Chair, Pharmacology
Paul Pasquina, MD, Chair, Physical Medical and Rehabilitation
David Cruess, MD, Vice Chair, Preventive Medicine and Biostatistics
Vincent Ho, MD, Chair, Radiology
Alison O’Brien, Chair, Microbiology
CAPT Eric Elster, Chair, Surgery
Charles Beadling, MD, Director, Center for Disaster Medicine and Humanitarian Assistance Medicine
Regina Armstrong, MD, Director, Center for Neuroscience and Regenerative Medicine
May Cutler, Ph.D., Director, Microbiology Graduate Program
Marquetta Richardson- Program Support Assistant
Jeffrey Longacre, MD, Vice President for External Affairs
COL Melissa Givens, Assistant Professor, Military and Emergency Medicine
LCDR James Palma, President, Faculty Senate
James Schwartz-Operational Medicine Education Specialist, Military and Emergency Medicine

• **Minutes:** The minutes for the January 21, 2016 Executive Faculty Meeting were approved.

• **New Chair Introductions (Dr. Kellermann)**—Dr. Kellermann welcomed Dr. Irwin Lucki, Chair, Department of Pharmacology. He also announced the new Chair of Family Medicine, CAPT Jeffrey Quinlan.
• **Annual Faculty Evaluation Form 1423 (Dr. Reamy)** - The University is awaiting the approval of the revised faculty evaluation (Form 1423) from OPM. The new form will be standardized with the Department of Defense forms and will be utilized by The School of Medicine and GSN if approved. If revised forms are not approved by the performance rating deadline, please continue to use the current forms. Faculty members aren’t required to have straight outstanding grades to qualify for a bonus or pay raise. Explanations and areas to work on are required for satisfactory and unsatisfactory ratings. Dean’s Impact Awards and bonus awards will be determined according to funds made available.

• **Business Deadlines-Lab Renovations, Committee Nominations, and Textbooks: (CDR Jackson):**
  - Lab Space Renovations are due by Tuesday, March 22, 2016.
  - Committee nominations are due by the end of the month via Google doc input.
  - Textbooks deadline is March 25, 2016

• **Manpower Survey (CDR Jackson):** The School of Medicine is now at a 96% participation rate and GSN 76% for period four. As always we continue to strive for 100% participation from all departments in order to defend the required manpower for USU. Please contact LT Neville or LT Respondek if you have questions about data or instructions.

• **Communication to Faculty (CDR Jackson):** A new webpage houses the SoM BoR reports and Executive Faculty Meeting Minutes to allow ALL faculty and staff to stay informed. Please find these documents at [https://www.usuhs.edu/medschool/about](https://www.usuhs.edu/medschool/about).

• **State of the School (Dr. Kellermann):** The State of the School of Medicine Address will be held April 21, 2016 at 11:00. Billeted faculty should make every effort to attend. Staff and students are welcomed to attend. And we will be delighted with any national faculty that is able to attend. The presentation will be recorded for asynchronous viewing. Among many other things LCME feedback will be shared with the School of Medicine community.

• **Space Loans (Mr. Schwartz):** An Interdepartmental Space Agreement form has been created in an attempt to help chairs settle space issues and keep track of space agreements. The form identifies the space location, defines the term of the loan and outlines the purpose for the agreement. The two department chairs involved sign the agreement. The agreement is sent to Dean Kellermann for approval after review of the SoM Space Committee. Given that space is in short supply please look around and clear out areas of “storage” that can be utilized for other purposes. One note: VPR offices are moving to Twinbrook.

• **AO Training (CDR Jackson):**
  - CHR is offering training on the revised electronic SF-52 process. This training is mandatory for all SoM administrative officers. Attendance will be taken.
  - The Deans office has begun to review important USU Instructions every two to three weeks. These reviews are open to all SoM administrative staff for their information and feedback. Review of Instruction 1436 will be held 3/29/16 at 10:00 in room A2065.

• **SOM Strategic Planning Meeting 14 April 0700-1200 at USO (Dr. Reamy):** The strategic framework for the School will be discussed. All the chairs or department representative are encouraged to join. The primary topics of the meeting will be to finalize our draft through small group work and input. Our progress will be monitored by the LCME. A second focus will be on ways to strengthen our national campus.
• Around the Room:
  o Dr. Richard Levin (President, Arnold P. Gold Foundation) visited the University and SIM Center 3/17/16. He was very moved by the impact USU has had on MHS.
  o Dr. Pangaro- Suggested verbiage for Form 1423
  o Adam Saperstein is nominated for the Gold Humanism Award. The Dean asks for comments and kind words about his practice to support his nomination.
  o Dr. Kellermann- “Week at glance” meetings being held with Mr. Brown every week to keep in touch with CHR movement and flow of documents submitted.
  o COL Frederick Lough- Reminded all that the deployment cycle continues with two SUR faculty members departing the University due to deployment this Summer/Fall.
  o COL O’Connor- Dr. James Palma will be deploying to Afghanistan 1 August, 2016, transitioning in early 1 May. We will continue to see more surgeons and doctors called for deployment.
  o Dr. Kellermann- USU name change has been in recent discussions of board members.
  o Dr. Katona- Col Tom Newton is the new Department Chief for the Department of Pediatrics at Walter Reed. Very first Air Force officer named Chief for the institution.
  o LTC Saguil- Second look will be 3/18/16 @1400. We have a very diverse group of 47 students coming. Three quarters of them will decide which school to attend for deadline April 30, 2016.
  o COL Frederick Lough - Advance Trauma Life Support Course is being held for our third year students currently. This is a certification through the American College of Surgeons for treating trauma patients. The failure rate is only at 10%, which is better than the national average.
  o Alison O’Brien-Basic Science Chair meeting cancelled 3/17/16
  o Suggestion: AO training to be provided by experienced Administrator

• Upcoming Events:
  o 3/29/2016 10:00 A2065 Review of Instruction 1436
  o 3/31/2016 13:00 Lec Hall C Review of new SF-52 process (mandatory training for AOs)
  o 4/1/2016 08:00 G250 New Chair Orientation-Administration and IT
  o 4/4/2016 11:00 Sanford Packard Lecture
  o 4/5/2016 13:00 Lec Hall C Review of new SF-52 process (mandatory training for AOs)
  o 4/21/2016 11:00 Sanford State of the School of Medicine Address

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cc: President, USU