

**Time:** 8:30 a.m.

**Location:** WebEx

**Present:** Marc Hansen, Riqiang Yan, Santhanam Lakshminarayanan, Jennifer Cavallari, Bruce Mayer, Linda Sprague Martinez, Enrique Ballesteros

**Not Present:** Eric Mortensen, Kourosh Parham

#### Agenda

1. Approval of Minutes

12/14/2023

**Vote to approve – 6-0-0**

**1 committee member joined the meeting after a vote was taken to approve the minutes**

2. Old Business

a. None

3. New Business

a. Continuation of virtual versus hybrid or in-person committee meetings – could return to reserving a conference room with a video option for people to sign in virtually.

Will check the LM070 conference room for availability for in-person meeting and then set up the reservation. There is still the option for meetings to be held virtually but the reservation for the room will stand if needed and the Oversight Committee Meeting website will be updated accordingly.

4. Informational Items

a. Upcoming Departmental Reviews – Surgery and Geriatrics are set with assigned reviewers and scheduled for fall 2024. The requests have been sent out for Vascular Biology and the Cancer Center reviewers but have not been secured, and so far, the reviews have not been scheduled.

There was discussion whether Departments and Type II Centers should be held to doing an annual report or yearly summary statement to the Dean regardless of whether they are up for review for that year. It was noted that the Office of Faculty Affairs and the GME Office produce an annual report each year, and town halls are held yearly for medical departments.

It was felt that regular monitoring and check-ins and reports of benchmarks and goals each year would help with the 7-year review process. Seven years is a long time between reviews.

It was also noted that on the clinical operational side, there are a lot of annual items they report as opposed to the schedule of the faculty. It was pointed out that chairs are required to meet one-on-one with the Dean on a more frequent basis.

While it was agreed that it is difficult to tell new directors and chairs that their department or center is up for review when they have just arrived, the consensus was that they are not exempt from the process if it is their time to be reviewed.

It was pointed out that these annual reports would be helpful for newer directors and chairs when they have just come to the institution.

It was unclear whether the idea of an annual review that can be assembled into a 7-year review has been discussed and would need to be written into the by-laws, but the desirability of this could be discussed with the Dean. An annual review would not have to be as robust as the 7-year review. The annual review could be a summarized version focusing on academic accomplishments, research accomplishments, clinical accomplishments, and projected accomplishments for the coming year. It could be tailored to fit the department and could be more of a help than a hindrance.

This raised the question of how the data from these reports would be used. Is it for a SWOT analysis or organizational strategy and marketing? If so, it is helpful to have more regular report-outs. If the data is not going to be used, then what is the need to collect it yearly?

It was suggested that the Oversight Committee look at the departments and centers to see if they already have something like an annual review. The question was raised: where does the Dean get his information for the annual Town Hall? It was noted that emails from the Dean's office often circulate throughout the year soliciting the various centers and departments to list their accomplishments.

- b. Operating Guidelines of Governance Councils – It was discussed that even subtle differences between the councils make them complicated to manage.

Examples of things that are different in the operating guidelines include chair terms and quorum rules for voting. Most councils are good with reporting their meeting minutes promptly. So the question becomes, what do councils do differently that needs to be standardized?

The chair will reach out to Howard Tennen and Mary Casey Jacob, who were there at the inception of the councils, to ask if they could come to the Oversight Committee meeting to discuss the reason behind the differences. The other option would be to contact Nancy Boccuzzio in Faculty Affairs, who may have a copy of the council creation documents and original operating guidelines.

Regarding the by-laws, it was felt that the Oversight Committee should look through them for apparent differences and then question why and if they need to be changed. There is a need to see what is relevant in 2024 that may not have been relevant when the councils were formed.

The consensus of the Oversight Committee was that it was time to sit down and have all the governance councils reevaluate themselves and then have the governance councils talk to the Dean's Council and the Oversight Committee about what they feel needs to be changed. Oversight will initiate a request to the other governance councils to come up with an evaluation of their councils' operating guidelines and membership rules. Then, it will be possible to see what each council needs to optimize their operating guidelines and memberships. The Office of Faculty Affairs assembled a grid of the current operating guidelines that will be sent to all councils for their self-evaluation process.

## 5. Standing Monthly Liaison Reports

- a. Clinical Council – no update
- b. Dean's Council – discussion was had on Public Issues; Dr. Bartley presented upcoming issues and the SCOTUS decision and what is to be done addressing the strike-down of affirmative action.
- c. Education Council – met last week; the main issue was in the UME curriculum. They are doing another reorganization; there is a new requirement from the LCME or AMA that you explicitly address health-systems science. So, they are taking the existing VITAL and PAX learning groups and trying to consolidate most of that information and health science information into one learning block on Monday afternoons. The thought is this will create more consolidated free time for students. They have a preliminary schedule that they plan to implement next year. Education Council voted on the process continuing.
- d. Public Issues Council – met on Monday and reviewed programs that offer available outreach to high school students for research and mentorship opportunities and to focus on DEI efforts and future topics to discuss the proactive role in vaccine information dispersed in the community and what role UConn can have in education.
- e. Research Council – no update

The meeting adjourned at 9:35 am

**Next Regularly Scheduled Meeting**

Thursday, February 22, 2024  
8:30 a.m.