I. Meeting called to order by Daniel Michael, President, Faculty Assembly, at 6:09 pm.

II. Welcome: Dr. Michael thanked the first Faculty Assembly president, Mary Bee, for her leadership and the smooth transition to the new board.

Dr. Michael reminded faculty members of the responsibility laid out in the OUWB Constitution;

**ARTICLE III: The School of Medicine Faculty Assembly: Responsibilities**

A. The Faculty Assembly of the School of Medicine shall:

1. Advise the Dean in all matters the Dean wishes to bring before it.
2. Initiate proposals on all matters relevant to the general welfare of the School of Medicine.
3. Vote to approve or not approve recommendations presented to it.
4. Be consulted on all matters of academic importance to the School of Medicine.
5. Take such actions as are necessary to exercise responsibilities stated elsewhere in this Constitution.
6. Receive reports from the Dean and all standing and other committees.
7. Facilitate faculty objectives in regards to instruction, research, and service programs for which the faculty of the School of Medicine is responsible.

Dr. Michael indicated this is a pretty awesome responsibility; that it’s not possible to grapple all at once, but the Faculty Assembly will grow into it. It is something to aspire to, and further stressed the importance of attending Faculty Assembly meetings, as a way to keep dialogue with administration. Dr. Michael reiterated it is serious work. Though it may have seemed like housekeeping thus far, it was necessary in laying the groundwork and more serious work will now ensue.

III. Approval of Minutes from May 10, 2012 Faculty Assembly:
Dr. Michael indicated the minutes had been distributed and asked for motion to approve. Approval was motioned, seconded; no objections; minutes approved.

IV. Review of Nominations and Election for Vice President and Secretary:
- Dr. Michael reminded that Faculty Assembly presidents will alternate between clinical faculty and OU-based faculty each year. Additionally, when the president is OU-based, the Vice President must be a clinical faculty, and vice-versa. There are no such restrictions on the secretary position.

- Dr. Michael named each candidate, asking them to stand, be recognized and give a brief, two-minute speech describing their qualifications for the position.

Vice President Candidates:
Celeste Farr, Assistant Professor, Biomedical Sciences
David Thomas, Assistant Professor, Biomedical Sciences (asked to withdraw)
Secretary Candidates:
Stephanie Swanberg, Assistant Professor, Biomedical Sciences
Virginia Uhley, Assistant Professor, Biomedical Sciences

• Dr. Michael regrettably accepted Dr. Thomas’ withdrawal and asked all faculty members present to mark their ballots for election. (At this time election committee members collected marked ballots for tabulation)

Dr. Michael introduced Robert Folberg, Founding Dean

V. Dean’s Remarks: Robert Folberg, Founding Dean
• Dr. Folberg thanked the Assembly for the invitation to speak.

• Update of milestones in move towards Provisional Accreditation by the LCME:
  o The Database was filed in July and the Site Visit was held in October of this year. A draft of the Committee’s report had just been received. Dr. Folberg said the Educational and Faculty Programs scored very well and were favorably received.
  
  o The committee report was highly complimentary of the Institutional Self Study. Dr. Folberg congratulated faculty on this accomplishment, as many had taken part in the study.
  
  o The committee specifically noted how Faculty Governance was fully operational; that committees were staffed, that the Faculty Assembly convenes and works. The committee also noted how the School has successfully engaged faculty. Dr. Folberg indicated this was highly unusual and can be considered a major accomplishment.

• Dr. Folberg next spoke of an opportunity that was suggested to further engage faculty. Ken Peters, Chair and Professor, Department of Urology has suggested faculty, especially clinical faculty, become involved in funding a “Gap” scholarship for native Michigan OUWB students. In explanation; the OUWB is classified as public, but privately financed. Thus there is no tuition break, or preference, for in-state students. The State looks to the OUWB to attract and retain talent within the state. The “Gap” scholarship is proposed for Michigan natives (having earned a diploma from a Michigan high school) to offset the difference in tuition between the OUWB and other Michigan medical schools in the region that do receive the tuition break from the state. Dr. Folberg expressed gratitude to Dr. Peters for his initiative and taking this leadership role.

• Dr. Folberg opened the floor to questions
  o Q: Dr. Michael cited the letter of agreement (or understanding) between Beaumont Health System and Henry Ford Health System and asked what implications there will be for the School of Medicine if the merger proceeds.
    o A: Dr. Folberg referred to his dual roles as both Dean and Chief Medical Officer for Beaumont Health System. All issues pertaining to medical education and OUWB research are routed to him. Dr. Folberg also noted that when the due
diligence of a partnership was announced, it was clear that each entity would continue to support its medical school; HFHS being affiliated with Wayne State University and BHS affiliated with the OUWB School of Medicine.

Dr. Folberg noted that a health system with two different medical schools is not unheard of, citing the New York-Presbyterian Healthcare System and its affiliations with both Columbia University College of Physicians and Surgeons and the Weill Cornell Medical College.

Q: Ken Peters, Chair and Professor, Department of Urology spoke further of the “Gap” scholarship proposal. Dr. Peters stressed that even a small amount of money from many individuals can be extrapolated, that the push for funding this scholarship is doctor-to-doctor, not an institutional initiative.

A: Dr. Folberg further explained the institutional fundraising and development mechanisms for the School. Beaumont Health System has the Beaumont Foundation, with Ryan Daly as the officer assigned to the School of Medicine. Oakland University has the department of Development, Alumni and Community Engagement (DACE). The process of hiring a development officer for the School is ongoing.

Q: How will the proposed merger affect the recruitment of a Neurology Chair?

A: Dr. Folberg stated the affect is unknown at this time but being discussed.

Q: Is this scholarship money being solicited to build an endowment or to be given out as it comes in, or is the goal for both?

A: Dr. Folberg stated the aim is for both. Dr. Folberg anecdotally referred to the Paul L. Foster School of Medicine at Texas Tech University. Located in El Paso, TX, on the US border with Fort Bliss being the largest employer, there is not a lot of wealth in the area. However, the School, just two years ahead of the OUWB in the accreditation process, has 30 fully funded, donated scholarships. The OUWB has none. Dr. Folberg reiterated there is much work to be done.

Q: Is all scholarship money dedicated to the “Gap” scholarship?

A: Dr. Folberg responded ‘no’ and cited another scholarship program that currently exists for OUWB students that is severely underfunded; the Capstone program. The Capstone project is a requirement for every OUWB student. The idea of the Capstone scholarship program was that if a student chose a project with high social impact, and showed significant progress during the M1 – M3 years, the student then earned a scholarship to relieve tuition for the M4 year.

Q: Are there any proposals to capture OUWB students as Beaumont residents?

A: Dr. Folberg agreed with the importance of capturing those students as studies have shown that nearly 2/3 of all physicians ultimately practice within 100 miles of their residency location. However, Dr. Folberg indicated that at this time, Beaumont is unable to guarantee funding for those residencies.
Graduate Medical Education, and it’s funding, must certainly be addressed at the local, state and national levels to meet the continued and increasing need for physicians in the US. For Beaumont Health System, GME is just one of several competing needs including the need for a new Emergency Center.

- Q: Will Henry Ford Health System continue its affiliation with Wayne State University at renewal (expires in 5-7 years)?
  - A: Dr. Folberg indicated he did not know if the affiliation would be renewed or not. Dr. Folberg gave a brief historical snapshot indicating there had been three attempts to create a new medical school in Oakland County. One partner previously approached was the Henry Ford Health System.

Further, the OUWB will do nothing to jeopardize opportunities at Wayne State. The intent is to complement other schools, not compete.

- Q: What about new facilities at Oakland University such as the new building?
  - A: Dr. Folberg explained the new building on OU’s campus has nothing to do with the School of Medicine, rather it houses the Schools of Nursing and Health Sciences. The indirect benefit to the School of Medicine though was vacated nursing space in O’Dowd Hall that was gained by the School of Medicine.

Further, Dr. Folberg stated that the OUWB is the only medical school in the US that, by design, shares space with a liberal arts college. This fact was noted by the LCME Site Visit Team. Although acceptable, it is expected that is also temporary, despite there being no commitment currently for a new building. With 16 new medical schools in the pipeline, OUWB is the only one without a new, dedicated building.

Dr. Folberg cited the exceptionality of the OUWB students and faculty regardless. OUWB students are not selected solely on MCAT and other assessment scores, but on the experience they bring to medicine. The OUWB has faculty that have come from throughout the US and abroad. Two tenured professors left positions at other institutions to come to the OUWB. Dr. Folberg stressed that in this spirit, he will continue to be very vocal in his advocacy for new, dedicated space.

- Q: What about Library space?
  - A: Dr. Folberg noted there is library space at Beaumont Royal Oak, at the Troy campus the library is virtual, and that the library at Oakland University, housed inside Kresge Library, is also largely virtual. Dr. Folberg further offered that OUWB librarians also contribute to the design of curriculum and teach; value added.

Dr. Folberg concluded by stressing the communication with faculty and invited faculty to email him directly; that he would find the answers to their questions.
VI. Executive Committee Matters: Betty Chu, Co-Chair; Executive Committee and Associate Professor, Department of OB/GYN

- Dr. Chu spoke of the composition of the Executive Committee that has 6 members, 3 of whom are clinical faculty and 3 of whom are OU based. Currently there are 2 vacancies on this committee, which are being addressed by the Committee on Committees.
- Dr. Chu said the committee meets with the Dean every 2 months. Anyone with concerns they feel should be addressed by the committee is invited to contact Dr. Chu.
- Dr. Chu described the charge of the Executive Committee citing the Bylaws of the Faculty of the OUWB School of Medicine; Section VI;

VI. COMMITTEES
   A. Executive Committee

1. The Executive Committee of the Faculty Assembly shall consist of six elected regular members; the Dean, who shall serve as chairperson; and the Associate Deans, serving ex-officio, without vote. Three members will serve from clinical departments and three members will serve as members from the Department of Biomedical Sciences. Guests may be invited by the Dean as deemed necessary for the proper conduct of business. The Associate Dean for Academic Affairs, Faculty Development and Diversity will preside in the Dean’s absence. The Executive Committee from among its members shall elect a Vice-Chair annually. One student observer may sit with the Executive Committee. During discussions of faculty appointments/promotions and during consideration of appointment or reappointment of the Dean, the student observer shall be excused from the meeting.

2. The Executive Committee meets every other month except during the months of July and August.

3. The Executive Committee shall assist and advise the Dean in the conduct of School business. It shall advise the Dean on the formulation and execution of School policies and on the preparation of the budget of the School, and shall transact such business as may be delegated to it by the Faculty. The Executive Committee shall have the responsibility to act on academic issues that transcend the responsibility of individual committees with special reference to student admission, appraisal, and promotion; faculty appointment and promotion; educational policy; and research policy. The Executive Committee will transmit and receive communications from the University Senate. Standing committees will report annually to the Dean and Executive Committee.

- Dr. Michael indicated that all other committee reports would be filed with the secretary, in accordance with the Bylaws. Dr. Michael invited any committee chair, or representative, with a burning issue to come forward. No one approached. Dr. Michael reiterated that all reports would be filed with the secretary.

VII. Announcement of Election Results:

- Dr. Michael invited all present to congratulate the winners of the election and also to congratulate folks who didn’t win, then announced:
VIII. Curriculum Integration Subcommittee: Integration of Curriculum across all four years

A Faculty Checklist for Enhancing Integration, Dr. Iuliana Niculescu, Chair of Curriculum Integration Subcommittee and Assistant Professor, Department of Internal Medicine and Ann Poznanski, Associate Professor, Department of Biomedical Sciences

- Dr. Niculescu presented an overview of curriculum integration citing the difference between more traditional medical schools and the OUWB.
- Dr. Niculescu stressed the importance of reviewing materials and content that has already been presented in lecture for each course. To facilitate this, each instructor must use Moodle to review previous session materials and create meaningful slides to aid other instructors in facilitating integration across the curriculum.
- Dr. Poznanski presented an overview of the Moodle system and invited faculty to complete necessary forms to gain access to Moodle and Kresge Library (at Oakland University).
- Dr. Michael asked that the Integration of Curriculum power-point slides be posted online and / or somehow distributed (please see Appendix A for presentation outline)

IX. New Business:

- Dr. Michael cited the OUWB Bylaws that require agenda items to be submitted to the Dean at least 15 calendar days before the scheduled meeting
- Meaningful Participation Program (MPP): Robert McAuley, Associate Dean for Educational Information Technology and Assistant Professor of Biomedical Sciences
  - Dr. McAuley described the web application being developed to facilitate the reporting of Meaningful Participation activities. An email will be sent to all faculty with a link to the app. The App is organized like a survey with a series of questions and pull-down menus. The responses will generate a series of reports and the data will be uploaded to the MPP database. Dr. McAuley stressed the importance for each faculty to have a current email address, which they monitor, on file with the School.
- PRISM: Angela Nuzzarello, Associate Dean for Student Affairs and Associate Professor of Psychiatry
  - Dr. Nuzzarello indicated that participation in the PRISM program would also earn MPP credits for faculty. PRISM is a unique mentoring program for OUWB students. The program matches a faculty member with a small group of students for mentoring including personal wellness and development. This mentoring group stays together all 4 years.

X. Motion to Adjourn:
• Dr. Michael again stressed the importance of communication between faculty and administration; inviting faculty to contact him with any concerns, likes or dislikes. Dr. Michael can be reached in the department of Neurosurgery by contacting his assistant, Lori Sheridan.
• Dr. Michael invited a motion to adjourn, so moved, and seconded, no objections.
• Meeting adjourned at 7:32 pm
APPENDIX A: A Faculty Checklist for Enhancing Integration

Curriculum Integration Subcommittee
Presented by: Iuliana Niculescu and Ann Poznanski

The Curriculum Integration Subcommittee is charged with reviewing and advising the Curriculum Committee and ultimately the Associate Dean for Medical Education and the Dean of the School of Medicine on the entire four year undergraduate medical curriculum as a continuum, specifically addressing integration between the basic sciences and clinical sciences.

This presentation provides a checklist for ways to enhance integration for your own instructional sessions at the OWUB School of Medicine.

❖ INTEGRATE BOTH HORIZONTALLY & VERTICALLY
  ○ Horizontal Integration – integrating disciplines, topics, subjects¹
    ▪ Example: Organ-system courses integrate many disciplines into a single course
  ○ Vertical Integration – integrating basic and clinical sciences¹
    ▪ Example: Integrating early clinical experiences and revisiting basic science in later years

❖ REVIEW PAST SESSIONS BEFORE DEVELOPING YOUR SESSION
  ○ Consult Moodle, the OUWB’s online course management system at http://moodle.oakland.edu, to review the content covered in previous lectures. This can reduce duplication across sessions and enhance opportunities for integrating new content into the curriculum
  ○ Talk with your Course Director or fellow faculty teaching in the course to understand your sessions place within in the greater curriculum
  ○ To access Moodle, you need to have your Oakland Grizzly ID number and your Oakland email activated. For questions regarding obtaining your GrizzlyID number, please contact:
    ▪ Sue Terrien, Business Operations Coordinator
    ▪ terrien@oakland.edu
    ▪ (248) 370 – 3631
    ▪ Fax: (248) 370 - 3630

❖ DEVELOP EASILY SEARCHABLE CONTENT
  ○ Write clear, specific objectives and PowerPoint slide titles to enhance discovery of your content in Moodle by students and faculty as well as aid in accreditation purposes.
  ○ Here are a few sample objectives from an integrated lecture in the Gastrointestinal Course²:
    ▪ Describe the formation of the gut tube.
    ▪ Identify the regions of the gut tube and their derivatives: Foregut, Midgut, Hindgut.
- Describe epithelial-mesenchymal interactions in the development of the gut and its derivatives.
- Describe examples of abnormal development of the gut tube and its derivatives
- Discuss the etiology, clinical presentation, epidemiology, and diagnosis of the following congenital gastroenterologic conditions: esophageal atresia, congenital esophageal stenosis, duplication of the esophagus, malrotation of small bowel, atresia and stenosis of small bowel, duplication of the small bowel, Meckel’s Diverticulum, Hirschsprung’s disease.
- Utilize case studies to examine the presentation, diagnosis and treatment of common congenital malformations.

Your session outline, objectives and materials will all be uploaded in Moodle as such:

Following this checklist can aid you as a faculty member in discovering, adding to, and integrating the curriculum of the OUWB School of Medicine.

If you have questions concerning integration or any aspect of this presentation, please contact:
- Iuliana Niculescu, Chair of the Curriculum Integration Subcommittee, iulniculescu@yahoo.com
- Ann Poznanski, Associate Professor specializing in Pathology, poznansk@oakland.edu
- Stephanie Swanberg, Secretary of the Curriculum Integration Subcommittee, swanberg@oakland.edu