I. Meeting called to order by Dr. Daniel Michael, President, Faculty Assembly, at 6:06 pm

II. Welcome:
   • Dr. Michael welcomed the faculty.

III. Approval of minutes of April 18, 2013:
   • Dr. Michael informed the assembly that there were enough in attendance for a quorum, certified by Stephanie Swanberg, Secretary of the Faculty Assembly. Approval of minutes was motioned, seconded; no objections, minutes approved.

IV. Review of Nominations for Vice-President and Secretary:
   • Dr. Michael announced the candidates for this year’s Faculty Assembly leadership election. Dr. Narayam Verma, Professor in the Department of Neurology, ran unopposed for Vice President and Dr. David Rodenbaugh, Assistant Professor in the Department of Biomedical Sciences, ran unopposed for Secretary. He asked for ballots to be cast and returned to the ballot box at the back of the auditorium. Election results were tabulated with 39 of 40 votes cast for Dr. Verma for Vice President and 34 of 35 votes for Dr. Rodenbaugh for Secretary.
   • The 2013 – 2014 Faculty Assembly leadership is as follows:
     • Dr. A. Celeste Farr – President
     • Dr. Narayam Verma – Vice President
     • Dr. David Rodenbaugh – Secretary

V. Review of Executive Committee Matters:
   • Paul Misch, Chair, Department of Family Medicine, reviewed the purpose of the Executive Committee including its charge, current membership, and those committees that report to the Executive Committee. See Appendix A for complete PowerPoint slides.

VI. Faculty Bylaws Revisions – First Reading:
   • Dr. David Bloom, Associate Professor in the Departments of Diagnostic Radiology & Molecular Imaging and Pediatrics, reviewed the proposed changes to the faculty Bylaws as developed by an ad-hoc committee appointed by the Dean. Dr. Bloom asked each faculty member to review the proposed changes and send any suggestions to Deirdre Pitts at medfacaffairs@oakland.edu by February 15, 2014. Ms. Pitts will collect and collate all the revisions for the second reading to take place at the spring 2014 Faculty Assembly meeting. Ratification will occur at this meeting with a two-thirds vote of the members present and voting.
   • Dr. Bloom described the proposed revisions to the assembly. Please refer to Appendix B for the complete PowerPoint and read the revised bylaws on the School of Medicine
VII. OUWB Faculty Fund Update:
- Dr. Michael recounted the extensive discussion about the faculty wishing to establish a fund to support students at the spring 2013 meeting. Since that time Mr. Richard Kelley was appointed as Senior Development Director at the OUWB.
- Mr. Kelley reported that several meetings have taken place with the Beaumont Foundation and the OUWB Administration. Beaumont-based faculty can currently contribute funds via the OUWB Scholarship Fund within Beaumont’s greater faculty and staff fundraising efforts. Mr. Kelley believes in the very near future there will be significant progress made in establishing a separate fund. Dr. Michael urged the faculty to remain persistent, as this is very important.

VIII. Dean’s Remarks:
- **General Announcements:** Dr. Folberg made several announcements to the assembly.
  - Dr. Judith Venuti of the Department of Biomedical Sciences was promoted to Professor with Tenure; Drs. Mary Dereski and Misa Mi received tenure in the Department of Biomedical Sciences.
  - Admission applications are up 28% from this time last year. The composition of our class has evolved so that Michigan residents represent fewer than 50% of our new class.

- **Charter Class USMLE Step 1 Exam Results:** Dr. Folberg invited Dr. Robert Noiva, Associate Dean for Medical Education, to announce the charter class results on the USMLE Step 1 Exam as the formal report was received last week.
  - He thanked everyone involved in making our students successful including the faculty, medical school admissions, and student affairs. Dr. Noiva reviewed three tables and graphs from the formal report available in Appendix C: Dean’s Remarks.
  - Dr. Folberg expressed his gratitude to everyone.

- **Oakland University Town Meeting Request:** Dr. Folberg announced that the Oakland University Interim President Betty Youngblood and Provost James Lentini have asked to address each school on campus at departmental town meetings to discuss future directions for the University. Dr. Folberg suggested a special Faculty Assembly meeting be called for this occasion. Announcements for this meeting will be disseminated to the faculty via email.

- **LCME Full Accreditation** – Dr. Folberg provided an overview of the timeline for full accreditation. The goal is to reach full accreditation in February 2015, thus, when our charter class graduates in May 2015 the school will be fully accredited. In order to do this, there are several tasks that must be completed including the completion of the database with a submission deadline of June 2014. The database is an extensive questionnaire answering more than 130 accreditation standards in detail. Drs. Linda Gillum and Robert McAuley are overseeing this process. For provisional accreditation, this document was more than 800 pages so the full accreditation database will most likely be 1500 – 1800 pages. The database includes:
1. **Student Self Study**: Overview of what students think about the medical school. A template for the survey and a consultant is provided to the students.

2. **Institutional Self Study** represents our own quality improvement process. Drs. Duane Mezwa and Mark Kolins are co-chairing the overall committee, but there are five subgroups: Institutional Setting, Curriculum, Student Affairs, Faculty Affairs, and Educational Resources. The reports of these subcommittees will be compiled into a 30-page document.

3. **Strategic Plan** – Oakland University and Beaumont have hired ECG Consulting for the strategic planning process. Currently, the group is in the data collection stage. The School of Medicine Management Committee (5 Beaumont reps and 5 OU reps with the Dean as Chair) will have a special meeting in December to review the results.

Dr. Folberg also mentioned the many ways in which the OUWB is being recognized nationally for our work including the PRISM student wellness program, resident as teacher program, influenza vaccine program, Capstone, and more. The AAMC has recognized our work across the medical education spectrum from undergraduate, resident, and continuing education. Other legacy schools are adapting our models and see us as a laboratory school in innovation. With full accreditation, the OUWB is looking for national recognition of excellence. Dr. Folberg thanked in advance all those working on the accreditation process for their hard work.

- **M3 Clerkships**: Dr. Folberg reported that the school is very pleased with the progress of M3 clerkships. He commented that students love each new clerkship more than the last and all are in a total state of massive confusion about what they want to specialize in – which is wonderful.

- **Dr. Folberg then asked for questions and none were presented.**

**IX. New Business:**

- **Teacher – Learner Relationship Policy and Due Process** – Dr. James Robbins, Department of Surgery, raised concerns about communicating policies and due process in relation to student abuse to faculty.
  
  i. Dr. Folberg stated that the policies and procedures outlined would be investigated to see if changes need to be made. There is a process for student abuse cases and the process absolutely involves the formation of an ad hoc committee and the faculty member is allowed to be heard. Dr. Folberg reported that it is common in the medical school graduation questionnaire for students to report incidents of mistreatment that they never report to the medical school.

  ii. Dr. Folberg invited Dr. Linda Gillum, Associate Dean for Academic and Faculty Affairs, to outline the process. Dr. Gillum reiterated the Dean’s message that as the medical school, the decision rests in the medical school and not the health care system.

  iii. Dr. Folberg recommended that any identified issues with the policy language be taken to the Executive Committee and committee will give a report at the next Faculty Assembly meeting. Dr. Michael asked for a motion to approve this, it was seconded and approved.
• **Engaging the Community Physician** – Dr. Luke Elliott, Department of Family Medicine announced that the OUWB Center for Excellence in Medical Education (CEME) is seeking feedback on ways to engage community physicians. Currently, many faculty development programs are aimed at the Oakland-based and hospital physicians and the average clinician is not engaged in the School’s activities. The CEME would like to conduct focus groups so if faculty are interested in participating, or have suggestions in general, please contact Ms. Brooke Taylor, Beaumont’s Director of Continuing Medical Education, at Brooke.Taylor@beaumont.edu.

X. **Motion to Adjourn**

• Dr. Michael introduced the incoming President of Faculty Assembly: Dr. A. Celeste Farr. Dr. Farr asked for the motion to adjourn; it was motioned, seconded; no objections, meeting adjourned at 7:26 pm