Health Professions Leadership Meeting Summary  
Friday, August 2, 2013

Attendance: Don Combs, Clint Crews, Earl Godfrey, Jeff Johnson, Jake Mayer, Tom Parish, Linda Pautz, Mary Roberts, Helena Russell, Nancy Stromann, Mike Stutts, Lori Wood

Guest Presenter: Sharon Gabriel

I. Institutional/SHP Updates

- **Fall Orientation/Community Impact Day:** Sharon Gabriel, Director of Special Events, reviewed the schedule for fall orientation.
- **SHP Faculty Retreat – September 13:** The agenda for the faculty retreat will include discussions on diversity and inclusion, faculty development interprofessional education, and the results of the SHP graduation survey.
- **Interprofessional Education Program:** The new course will be implemented next year and will be integrated into the curriculum for all SHP students. Fourteen initial competencies for the course have been identified. The Interprofessional Education Committee and the SHP Scholars will continue to develop the course this academic year.
- **SHP Scholars:** Program Directors were reminded to send Dr. Combs three nominations from their program for the SHP Scholars Program.
- **State Funding Priorities:** EVMS has 3 funding priorities.
  1. Increase base adequacy funding by $3 million.
  2. Obtain one-time funding of approximately $5 million to purchase an Academic Information System.
- **Enrollment Projections:** Programs have generally exceeded enrollment goals this year, and in several cases have set enrollment records.
- **Student Handbooks:** All program handbooks will now include 3 sections: institutional policies and procedures that were previously part of the EVMS Student Handbook, SHP policies and procedures, and program policies and procedures. This means that students will only need to access one handbook, which are posted on the EVMS public website.
- **FY13 Annual Report:** Directors were asked to submit a list of presentations and publications by their respective faculty and students by Labor Day for inclusion in the report.
- **Student Dismissals:** A template dismissal letter to be used by all program moving forward was circulated for discussion. A document outlining the appeals process must be attached to the dismissal letter.
- **SACS Goals Matrix:** Directors were asked to complete the outcomes of their FY13 goals and set FY14 program goals. Updating the column on the Evidence of Continuous Quality Improvement indicates the steps taken or that will be taken to improve the program in the future.
• **2013-2014 Faculty Workload Study:** The study will encompass all courses taught during Fall 2013, Spring 2014 and Summer 2014. The workload study documents the amount of faculty effort needed to deliver each program’s curriculum, and helps to explain why a given number of faculty are required for each program. A column for delivery mode will be added to the workload study spreadsheets in response to the growing number of courses delivered online.

II. **SHP Committee Reports**

• **Curriculum Committee:** Helena Russell distributed a tutorial on preparing Student/Course Lists for New Innovation Evaluations. The Curriculum Committee will be proposing several changes to the Committee charge. Dr. Joy Wu has been hired as an Instructional Designer for SHP, and will begin employment in September.

• **Promotions Committee:** Dr. Parish reported that a Blackboard course describing the promotions process has been developed and is available to all faculty. Promotion packets are due in November.