1. **Call to Order:** The meeting was called to order by Dr. Finley at 3:35 pm

2. **Approval of the Minutes of October 10, 2017:**

   Approval of the minutes from October 10, 2017 was deferred to the next faculty senate meeting.

3. **Presentation by Dr. Delaney-Black, Vice Dean for Faculty Affairs.**

   a. **Rationale behind Faculty180.** In October 2017, the SOM signed a contract with an education technology company (Interfolio, Washington, DC) for Faculty180, a web-based platform developed by them for faculty activity reporting. Interfolio was selected by the staff in the Office of Faculty Affairs (OFA) after they had interviewed three companies whose software solutions to personnel management are tailored specifically to the needs of academic institutions. Dr. Delaney-Black explained the rationale behind the Administration’s decision to adopt Faculty180 as an online tool for managing faculty data. In essence, Faculty180 serves as a central hub for information about the SOM faculty that is collected by different administrative branches (e.g. Sponsored Programs, Student Evaluation of Teaching) and stored in databases that are dispersed throughout the University cyber structure. Moreover, the web portal provides secure means for 24-hour access to data and customized output (e.g. CVs, teaching grids) from a single interface in the user’s internet browser. Dr. Delaney-Black made clear why it was critical to overhaul the system that had been in place for the management of faculty data. In short, OFA has found itself operating in near crisis mode on several occasions in recent times to provide the multitude of reports requested in connection with the SOM’s accreditation review, and re-review, by the Liaison Committee on Medical Education (LCME) and for the University’s Institutional Accreditation review by the higher Learning Commission last year. With bits and pieces of faculty information stored in isolated data silos, the simple act of filling in tables with the academic credentials of the SOM faculty was difficult to accomplish. Add to that OFA’s responsibility to the faculty for ensuring that the data submitted for Selective Salary and Promotion & Tenure is accurate and complete. Faculty180 provides the means to move past antiquated practices that are no longer adequate.

   b. **Challenges associated with the Faculty180 rollout.** According to Dr. Delaney-Black, the main reason for choosing Interfolio over its competitors was based on the company’s offer to free our faculty from the burden of populating the web platform from scratch by commissioning a third-party vendor for the initial data upload. To ensure that the data entry would be a faithful reproduction of the faculty’s professional record, Dr. Delaney-Black and her staff engaged in a thorough review of CV’s, with particular attention paid to the wording of category headers such that information would be parsed to the correct location within the framework of Faculty180. Despite the efforts made to provide the outsourced labor force with CVs optimized to permit accurate work on their part, the pre-loaded Faculty180 web pages were by no means error-free. This was a significant problem because the SOM faculty were obliged in 2018 to generate their activity summaries and teaching grids for Selective Salary review inside the Faculty180 platform. To be compliant with this policy change, faculty were forced to invest absurdly long hours troubleshooting errors in order to prepare these documents. OFA responded to this problem by instituting a rolling deadline
for departments to submit Selective Salary materials and providing faculty with one-on-one assistance to fix the data input errors to ensure their activity summaries and teaching grids would be completed in time to meet the deadlines.

c. Faculty response to the Faculty180 web portal. To say that a significant cohort of faculty was incensed by OFA’s unyielding request to use Interfolio’s web portal for the submission of Selective Salary documents is an understatement. Some of the concern related to cyber security as it was deemed likely that the online database would be hacked. In a similar vein, others questioned if sufficient attention was being paid to guard against data loss; i.e. what would be the procedure for backing up the information stored in Faculty180. Most expressed the belief that it was unreasonable to place the onus of troubleshooting Faculty180 on the entire SOM faculty, suggesting that only a couple of departments should have been selected for piloting the new online software.

4. Report from the Dean.

a. Faculty180 web portal. Dr. Sobel was well aware of the widespread discontent among SOM faculty with respect to the policy change for the submission of Selective Salary documents. He expressed his disappointment with the rather poor job performed by the third-party vendor hired by Interfolio to input data into Faculty180 but countered that OFA’s response to the problem to has been massive and effective. When asked what the AAUP’s response was to the burden that had been placed on faculty to meet OFA’s requirements, Dr. Sobel reported that the Union had filed a grievance for Unfair Labor Practices.

b. Updates about recent developments related to the medical curriculum. Dr. Sobel stressed the significance that our SOM had been granted the maximal period of unfettered operation by the LCME. In connection with this, he mentioned that massive curricular changes were underway and that Dr. Baker, Vice Dean of Medical Education, would be invited to next faculty senate meeting to present the status of these developments. Dr. Sobel also expressed his profound satisfaction that the pool of applicants to the SOM had doubled (4500 to 9000) in recent years and made a pitch to the faculty in attendance to consider signing up to assist Admissions with prospective student interviews. He was also extremely pleased to report that out of 307 graduating seniors in the Class of 2018, 302 were matched with residencies in time for Match Day that was occurring the following day.

c. Miscellaneous news. Dr. Sobel announced the appointment of Jun Li M.D., Ph.D. as the new Chair of the Department of Neurology and added that he is the first chair to be recruited with a substantial start up package in the past five years. He also reported the recent departure of Tenant’s CEO and Vice-CEO, which indicates a high level of disarray at the helm of the Detroit Medical Center leadership.

Adjournment: The meeting was adjourned at 5:03 pm.

Respectfully submitted by Sharon H. Ackerman, Ph.D., Secretary, Executive Committee of the SOM Faculty Senate.