MEDICAL FACULTY COUNCIL MINUTES  
August 26, 2014 meeting – 4-5pm

Attendees: Shireen Ahmad, Will Cronenwett, Kris Healy, Lois Hedman, Priya Kumthekar, Lei Liu, Ajit Paintal, Chris Robinson, Emily Rogalski, John, Salsman, Carl Waltenbaugh, Jing Zheng and Julie Bratley (administrative support)

1. Approve minutes from June 2014 Meeting
   - Kris Healy had an edit to her name in section two. That change has been made and minutes are approved.

2. Increase participation of representatives
   - The MFC would like to generate ideas on how to bolster attendance at monthly meetings and greater participation overall from all MFC representatives. The following are some statistics based on representatives’ attendance records last year:
     i. Less than seventeen representatives attended 50% or more meetings
     ii. Eight representatives attendance no meeting
     iii. Two departments still do not have representatives
   - Goals for how to increase participation include personalized emails to be sent to all representatives with thanks to those who have participated, and with encouragement to participant to those members who have not attended many meetings over the last year. A suggestion of annual evaluations of all MFC representatives was suggested as well as contacting the Promotions and Tenure contact for department’s where a new representative is needed. Another suggestion was to have multiple representatives per department
   - AI: Mrs. Julie Bratley to look into the history of the OBGYN and Family Medicine representatives
   - AI: Dr. Lois Hedman to research records for surveys that were conducted previously with regards to representative attendance and participation
   - AI: Dr. Ahmad will email all representatives

3. FSM Faculty Collaboration Event Update & MFC Mentor Academy membership
   - Dr. Linda Van Horn met with Dr. Michael Fleming to discuss a collaborative event with the MFC. Dr. Fleming is very enthusiastic about partnering with the MFC. MFC members are encouraged to train as facilitators through the Mentor Academy that Dr. Fleming has established. Dr. Fleming will attend the September MFC meeting.
   - Dr. John Salsman had a meeting with Dr. Bonnie Spring as well to discuss a potential for collaboration with her Team Science efforts. Dr. Spring is interested in the potential for this collaboration.
   - AI: MFC representatives are asked to register and attend one of the remaining 2014 workshops held on October 1st and October 30th
   - AI: Dr. Salsman and Dr. Priya Kumthekar will follow up with Dr. Spring in spring 2015

4. Update on “Big Data” Workshop
   - There are now plans on a much larger scale at FSM to undertake a “Center for Big Data in Bio Medics” through NUCATS on the Chicago Campus. This will alter some of the plans moving forward with the Big Data Workshop, as there is now much larger plans in place for Big Data overall at FSM, including Special Events potential with the Office of Dean’s Administration. As more information becomes available with regards to this new center, the MFC will move forward with their workshop in conjunction with other efforts.
• The MFC received an email from a City of Chicago employee named Jay Bhatt, who is interested in the Big Data workshop. Jay Bhatt works with ARC and his email detailed potential grants for these efforts and he is interested in a potential collaboration.
• AI: Dr. Lei Li and Jing Zheng to follow up with Jay Bhatt, Dr. Starren and Dr. Van Horn about moving forward with this workshop

5. New MFC Vice President Nomination Document Review
• The period of five years for re-nomination period of a former MFC President will be changed to three.
• Terminology in the third paragraph “his/her departments’ representatives” will be adjusted to “the current MFC representative for his or her FSM department, center, program or the Galter Health Services Library”
• AI: Mrs. Bratley will make adjustments and the revised version will be circulated electronically for approval.

6. MFC Website
• There have been many updates to the website but improvements are still needed, with the goal being more visibility, and increased participation and accessibility to the MFC.
• Highest priority is the message board/blog.
• Mr. Chris Robinson has agreed to lead a new subcommittee/team of people who will be responsible for increased communication and faculty relations. This will include maintenance of the website, blog and overall electronic communications to FSM faculty at large.
• AI: Mrs. Bratley to follow up with Mr. Robinson and will work to connect this subcommittee with the FSM communication department.

7. Formation of Subcommittees
• In addition to the Faculty Relations/Communication subcommittee, there will be more to come in upcoming months on the formation of other subcommittees including a Mentoring Subcommittee.

8. Liaisons
• The following is from the MFC website with regards to Liaison Assignments: “One MFC representative is assigned as the faculty liaison to Faculty Affairs and each of the Medical School’s four operational councils. The MFC liaison will contact and meet with the respective Executive Associate Dean to provide input to that Council’s agenda for the year. To ensure effectiveness, each liaison will identify one issue important to the faculty and the MFC as a focus for the year.”
• Liaisons have not been in common practice for the MFC, but reaching out to other groups may be a useful way to network and connect with other faculty across campus.
• AI: Dr. Ahmad plans to attend the next WFO meeting.

Next meeting: Tuesday, September 23, 4-5pm, Galter Health Sciences Library Administrative Conference Room (2nd floor)

MFC website:  
www.medicalfacultycouncil.northwestern.edu

MFC email:  
mfc@northwestern.edu