MUSC FACULTY SENATE

MEETING MINUTES

October 8, 2019, 7:45-9:00 am
Basic Science Building
Room 202

1. Call to Order (Kristi Helke, DVM, PhD, President) 7:49 AM

2. President’s Report:
   - Since there was a contingency plan and clinics were open the Saturday after Hurricane Dorian, there has been almost no monetary loss for September.
   - Dr. Cawley will be the CEO of the whole MUSC system. There will be a CEO for the downtown campus.
   - The Provost is considering a rebranding of Faculty Convocation; if you have ideas about rebranding, let Dr. Helke know.
   - The Provost is putting together a committee to develop faculty annual evaluation categories to be used by all colleges; the criteria will be defined by the colleges. If you are interested on serving on this committee; let Dr. Helke know.
   - There is a new grievance policy for staff and non-faculty members of the university.
   - A Redcap survey will be distributed to sign up for Senate Committees.
   - The Faculty Senate meetings will be held in BSB 202.
   - There is a plan to pilot digital Faculty Senate meetings in January 2020.
   - Changes to the Constitution and Bylaws will be integrated and sent out to the Senate for review in advance of the vote during the November 2019 meeting.

3. Committee Reports (See attached slides).
   Annual report was provided from each committee with introduction of new committee chairs:
   - CE: Melissa Hortman, EdD
   - FIR: Heather Holmes, MLIS, AHIP
   - Governance: E. Thomas Lewis III, MD
   - IA: Kathryn Cristaldi, MD

4. Approval of Minutes from August and September - approved without objection.

5. Invited Presentation: Willette Burnham, PhD; Mary Mauldin, EdD; Digital Accessibility Updates (see attached presentation).
   Overview of upcoming deadlines / requirements was covered.

6. Invited Presentation: Michael Rusnak, MS; Casey Charboneau, JD, MBA; Jesse Goodwin, PhD; Introduction to Startup Policy (See attached documents).
   Senators with experience with startup policies were asked to take an in-depth look at policy.

7. Electoral Unit Reports
   - Many of the current unit representatives have rotated off the Senate or are currently Alternates. AAF, CDM, CHP, COM-CS, and CON will need to select a new representative and COP and COM-BS need to meet to decide if a new representative
will be selected.

8. Adjourn 8:55

*Minutes submitted by Emily Gottfried, PhD, Faculty Senate Secretary.*
MUSC Faculty Senate
October 8, 2019
Welcome to

MUSC Faculty Senate

Mission

The mission of the MUSC Faculty Senate is to represent the views, needs, and interests of faculty in the educational, research, and service programs of the university.

Vision

As the representative body of the Medical University of South Carolina faculty, the Faculty Senate is the faculty voice whose recommendations reflect and advocate the faculty's collective interests to further the University's mission.
What are the Duties of a Senator?

Faculty Senators shall represent the views and interests of the faculty of their respective Electoral Units and the faculty-at-large.

Senators shall attend at least two-thirds of monthly meetings of the Faculty Senate.

Senators shall also serve on at least one standing committee of the Faculty Senate.
4 Standing Committees

• Communication and Education

• Faculty and Institutional Relations

• Governance

• Institutional Advancement
Communication and Education (C/E)

- Facilitates communication between Senate and faculty
- Organizes educational events for MUSC Faculty, such as Town Halls and awareness events
Hello Faculty!

I hope you all fared well during our most recent weather event. I know it is tough having to make up any time lost at work.

I would like to thank all who attended the 2019 Faculty Convocation. We had a great turnout to support our faculty award winners and listen to a stimulating presentation from Dr. McSwain.

Nominations for Faculty Senators are open now. Please nominate yourself or colleagues who you think would make good faculty representatives, and remember you can nominate people in any college regardless of your appointment. You are never too junior (or senior) to join the Faculty Senate. It is a great place to network, see what is happening across campus, and learn about the processes of change at the University.

The Faculty Senate Annual Report can be found online.

Please feel free to contact any of the officers, unit representatives, or senators to voice your concerns.

Sincerely,
Kris Helke
MUSC Faculty Senate, President
New Faculty Welcome

New Faculty welcome organized with the Provost’s office (Megan Fink).

- Only 12 people RSVP’d; thus we cancelled
2019 MUSC Faculty Senate Town Halls

**Digital Accessibility**
*March 21, 2019* (9 attendees)
- Kris Helke DVM, PhD; Faculty Senate President
- Titus Reaves, PhD; C&E Chair, Faculty Senate
- Lisa Saladin, PT, PhD; Executive Vice President for Academic Affairs and Provost
- Willette Burnham, PhD; Chief Diversity Officer for MUSC University
- Casey Charboneau, Esq.; MUSC Legal Counsel
- Zohar Kapasi, MBA, PT, PhD; Dean, College of Health Professions
- Donna Kern, MD; Senior Associate Dean for Medical Education, College of Medicine
- Mary Mauldin, EdD; Executive Director, Instructional Technology and Faculty Resources

**Campus Safety**
*June 27, 2019* (12 attendees)
- Patrick Kelly: Training Lieutenant MUSC Public Safety
- Gerald Auger: Cyber Security MUSC
- Sanjeev Sah: Information Technology MUSC
- Bryan J. Wood, MS, ABCP Emergency Management Coordinator
Future Directions / Report (C/E)

Other ideas for Town Halls:
• Post storm clean up and ongoing building issues (TBD)
• Campus expansion and construction (TBD)
• Dealing with burnout (TBD)

Working on:
• Partnering with other offices/initiatives
• Getting higher attendance at Town Halls
• Re-envision new faculty welcome
Faculty and Institutional Relations (FIR)

- Maintains and updates the Faculty Handbook
  - Ensures content is up to date and accurate
  - Checking hyperlinks

- Considers issues relevant to negotiations (contracts, promotions, grievance, etc.)
2018-2019 Faculty Handbook Updates

• Preface—full Senate vote September 2019
• Section 2—tabled for further clarification
• Section 5.06 –tabled until COM bylaws implemented
• Section 7.12 has been tabled due to needing further information.
• Section 9.03 –full senate vote September 2019
• Sections 10 and 11 have received some clarifications and minor updates
FIR- Other Important Topics

- Post – Tenure review
- Intellectual Property Policy
- Conflict of Interest
Governance

• Maintains integrity of election process
• Interprets and updates FS constitution and bylaws
Constitution and Bylaws

- Comprehensive review
- Fixed inconsistencies (dates, links)
- Updated AAF
- Recommended changes
  - Term limits for officers
  - Allow online voting of Officers
  - Continue allowing nominations from floor if no candidates
  - Treasurer duties-VP with potential future addition of designated role
FS Officer Elections

• Streamlined Process
  • Brief bios included
  • Results tabulated/reported during meeting

• Moving forward:
  • Online process for Officer elections
  • Recommend nominations from the floor only if no candidates
General Senate Elections

• Concluded in September
• Identified areas for refinement in database
  • Incomplete data in PRISM database
• Highest level of faculty participation
Goals for the next year

• Appoint a new Chair
  • Non-voting member of EC
• Submit recommended revisions to Constitution & Bylaws to Committees and EC
• Develop a process for online Officer Elections
  • Accept nominations from the floor
• Make revisions to general Senate Elections
  • Have each department update Provost/Prism database in spring
  • Confirm accuracy in July
  • Collaborate with the new Chair to facilitate access to databases in the spring
Institutional Advancement (IA)

• Seeks participation in MUSC strategic planning
• Tracks progress of important items for the Senate
Institutional Advancement

Committee Type: Standing
Report: Faculty Senate Executive Committee
Current Chair: Kathryn King Cristaldi
Duties:
• Monitor trends in the life of the institution
• Track progress of Senate action items throughout administrative channels of the University
• Participate in strategic planning for the University
## Committee Activity Tracking and Alignment

<table>
<thead>
<tr>
<th>Committee Responsibility</th>
<th>Items</th>
<th>Action</th>
<th>Progress</th>
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<tbody>
<tr>
<td>Monitor trends in the life of the institution</td>
<td>Explore faculty senate’s relationship to faculty employed at Regional Health Network</td>
<td>Engage RHN leadership</td>
<td>NEW GOAL</td>
</tr>
</tbody>
</table>
| Track progress of Senate action items throughout administrative channels of the University | Wok with Office of Institutional Effectiveness to improve faculty participation on Press Ganey Employee Engagement Survey | Complete                                    | • Consulted with 10 unit leaders to help develop action plans  
• Hosted two panel discussion to guide leaders in action planning  
• Employee Engagement survey faculty participation improved from 65% (2018) to 78% (2019)  
• Overall university response rate increased from 67% (2018) to 76% (2019) which helped achieve an enterprise-wide response rate of nearly 80%  
• The university’s percentile rank in employee engagement compared to other AHC’s score increased four percentile points, to 60th percentile in FY19. Percentage of Tier 1 units increased, from 41% (2018) to 44% (2019), and percentage of Tier 3 units decreased, from 23% (2018) to 21% (2019). A continued decrease in rate of Tier 3 units is a proposed goal for FY20 | NEW GOAL                          |
| Participate in strategic planning for the University                                     | Engage in 2025 strategic planning                                                                          |                                             |                                  |
Senate Website and Faculty Handbook

https://education.musc.edu/faculty/faculty-senate
Our purpose today is to provide an update on Digital Accessibility at MUSC

- Current status
- Timeline
- Next steps
Digital Accessibility Timeline
2019 - 2023

Year 1:
December 1, 2019 – June 30, 2020 Assessment
July 1, 2019 – June 30, 2021 Audit

Year 2:
July 1, 2020 – June 30, 2021 Assessment
July 1, 2021 – June 30, 2022 Audit

Year 3:
July 1, 2021 – June 30, 2022 Assessment
July 1, 2022 – June 30, 2023 Audit
Digital Accessibility Training
2019 - 2023

**Synchronous Training**
Webinars
Hands-on, computer classroom training

**Scheduled Training**
Drop-in scheduled hours
One-on-one or small group by appointment

**Asynchronous Training**
Training content accessed anytime in Harbor
Monthly cohorts in Fundamentals of Digital Accessibility
# Digital Accessibility Synchronous Training

**Assessment Year 1 2019**

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<th>October</th>
<th>November</th>
<th>December</th>
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<td>• What You Need to Know About the University’s Content Digital Accessibility Plan</td>
<td>• Converting Scanned Documents to Accessible Content</td>
<td>• Creating an Accessible Image</td>
<td>• Creating an accessible document</td>
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<td>• How to Caption with Panopto</td>
<td>• Linking Journal Articles Through Open LMS</td>
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## Closed Captioning Options

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<td><strong>Live Captioning</strong></td>
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Communication Plan – Ongoing

Provide monthly updates regarding the training calendar and available resources

Provide quarterly updates to the Provost’s Council and other stakeholders

Publish Assessment and Audit Timeline in all available formats monthly

Maintain a current web presence as a resource for tools and communication
Key Takeaways and Lessons Learned

MUSC’s planning and implementation strategy related to web accessibility has been an enterprise wide effort – best choice!

• Answer WHY and HOW
• Adopt Standards and Guidelines
• Identify a diverse working group with expertise
• Communicate across all stakeholders
• Develop and implement tools that educate, train and provide resources
• Demonstrate good faith efforts and outcomes
• Utilizing an incremental timeline
• Expect that the more we do the more we learn
Accessibility is a basic human right. It benefits everyone. The accessibility problems of today are the mainstream breakthroughs of tomorrow.”
–Eve Andersson, Director of Accessibility, Google