

## Faculty Development Minutes

Tuesday, June 18<sup>th</sup>

Founders Room

11 am- 12 pm

1. Approval of Minutes
2. Chris Shanahan and Debra Fournier present on use of PROFILES and PILOT to aid research collaborations
3. Sabbaticals
  - Marianne discussed sabbaticals with chairs, and there were only 2 who were counted though, these may not be counted as such. She also noted that no other applications had come in.
  - Query of tracking forms for faculty development. Suzette was contacted and she said, though not ready by July 1<sup>st</sup>, these forms would be presented.
4. Faculty exit interviews
  - Charge to committee
    - What forms, and what process should be used?
  - Samples of forms (see attachment)
  - Process attempts at B.U
    - Previous attempts at exit interviews hasn't been done soon enough, so it hasn't been possible to track down faculty who has left.
    - Committee members pointed out that administration may not be ideal to conduct interviews as people may not want to be as honest or as open in general. Thus if the process isn't trusted, the exit interviews won't be effective. Recommended possibly someone external to conduct these.
    - Marianne summarized the sample forms and will send this one page summary around.

- Janice recommended a qualitative research person would be best for conducting these exit interviews.

#### 5. Tools for annual meeting

- Mentoring toolkit summary (see attachment)
  - Sue Fish looked at summary sheet and thought it was great, though she wasn't sure if someone who hadn't been through as many discussions relating to mentoring would understand it as much.
  - Marianne wanted to know if the members of the committee would find this useful. Janice said some information seemed obvious, though to many who were not used to mentoring, this could be helpful.
  - Mary Bachman de Silva mentioned getting not just junior faculty but also faculty new to the school would be helpful. Without a formal mentoring system, this makes it more difficult.
  - Emily Rothman from CHS mentioned around 10 years ago there was a pilot program through Women's Equity taskforce to assign all new faculty mentors. She mentioned this program did not go well, and this may have been due to its artificial nature. The best mentor she had was one who was not in her area of expertise, but had a passion for mentoring.
  - Marianne said the K awards require formal mentoring, and stressed the importance of more mentors as people areas differ and not one can fully cover all areas.
  - Deborah asked if she thought chairs viewed themselves as mentors, and Marianne said they all currently consider that one of their main roles.
- Faculty Development program (see attachment)

- o These have changed and Marianne will edit, and find out what will happen with the K series.
  - Comments on short versus long term goals (see attachment)
    - o Marianne wanted comments from the committee about how to balance short term vs. long term goals for faculty, as FDA primarily look at short term.
- 6. Community of Practice meeting
  - Professionalism (see attachment)
    - o Last Friday's meeting discussed professionalism and what to be doing to foster professionalism in public health students.
    - o Sue mentioned, though some of the basics being discussed are *incredibly* basic, these may still need to be mentioned and build upon more.
    - o Emily mentioned workplace etiquette and many other points of professionalism should be coming from the practice office for students, though it does not seem to be.
    - o Vicky mentioned possibly setting expectations in the syllabus which are explicitly stated. Vicky said she could send out some literature on these expectations.
    - o Lora also suggested possibly working this professionalism into orientation, so expectations are stated early on.
  - Faculty as role models
    - o Sue felt this would not be enough.
- 7. Tracking of developmental funds
- 8. FDA data
  - FDA data arrived and Marianne will go over this in coming weeks.
- 9. AFA and MCFA updates

- Marianne will be meeting with Bob Meenan to discuss the report that had been made on Mid-career faculty advancement and will report on this next meeting.