Approval of the minutes of the September 15, 2011 meeting:
Dr. DeClerck motioned to approve the minutes by the KSOM Faculty Council (FC).

- **Action** – The revised minutes will be posted on the FC web page.

Discussion of Department Chair Review Strategy
Sub-committee for Department Chair Review presented two documents for review and consideration:

1. The policy developed at the University of Virginia (July 19, 2010)
2. A memo from Lloyd Armstrong (October 17, 2000) in regard to review of department chairs at USC.

These two documents serve as background information on how to move forward with a proposal for conducting a Department Chair review.

- **Action** – The sub-committee will draft a concept for a Department Chair review for review and discussion at the next meeting.

Review of KSOM Data
The FC was informed regarding the KSOM organizational chart and the senior staff of the Dean and faculty at large. The FC was briefly informed of the different ranks, duties, responsibilities and reporting structure for the Dean’s senior staff, clinical and research faculty.

Discussion of faculty questionnaire and proposal for the KSOM Strategic Plan and USC Strategic Vision
Dr. DeClerck drafted a proposed document for the Dean to allow the faculty to provide input on the Strategic Plan and the generation of a revised document that would be adapted to the USC Strategic Vision. He also reviewed the two documents of the KSOM
Strategic Plan and USC Strategic Vision along with information received from Dr. Garner. The letter will be sent in the name of the FC to the Dean and Dr. Garner.

**Action:** The FC will work on developing a questionnaire by January 2012 with everyone giving examples of questions for the questionnaire to present in the proposed document.

**Discussion on a recent online publication**
A recent article written by a KSOM faculty member and published in an online journal criticized the faculty members of another KSOM department. The FC recognized that it is not in a position to pass judgment on the facts, but expressed concern as to the method used by the faculty to express an opinion on an internal issue.

**Action:** The FC will draft a letter to be sent to the Chairs of the respective departments proposing the submission of a rebuttal letter by the chair (or both chairs) of the faculty in question to the online journal.

**Report from the meeting with the Faculty Senate Executive Board**
The board was glad to hear that this FC is meeting regularly. One suggestion made was that the president of the council meet with the Dean on a monthly basis.

**Action:** Dr. DeClerck stated that he will meet with the Dean on a regular monthly basis.

**November meeting date**
The November 17 meeting will be rescheduled by email consensus.

**Three Action Item Summary:**
1. Sub-committee, will draft a concept for Department Chair review.
2. Dr. DeClerck will send to the council the memo sent to the Dean and Dr. Garner regarding the Strategic Vision and Strategic Plan.
3. The FC will draft a letter for the Department Chairs of Radiology and Emergency Medicine.

**Adjournment**
The meeting was adjourned at 9:15 a.m.