Dr. DeClerck convened the meeting at 3:00 PM.

**Approval of the minutes for the November 30, 2011 meeting:**

Dr. DeClerck asked for the review of the faculty council (FC) minutes.

- Action - Minutes approved

**Department Chair Review Process:**

Dr. DeClerck and Dr. Cannon suggested that it be presented at the January meeting since there is still more work to do by the sub-committee in charge to develop a second draft that could then be presented to the dean in February.

- Action - To be presented at the January meeting.

**Drafted Progress Letter to the Faculty:**

Dr. DeClerck drafted a letter to go out to the faculty and update them on what the council has done and what they plan to accomplish within the upcoming year.

- Action – Dr. DeClerck will revise the letter and give it to Dr. Garner, and she will send it out to all faculty before the Winter break.
Developing the Faculty Survey:
Dr. DeClerck discussed that he will be meeting with the dean on January 4, 2012. Discussion was made on how to develop the survey and the approach the FC should take in engaging the faculty on major issues.

Dr. DeClerck opened the floor for different members of the FC to present their draft questions for a portion of the survey:

Dr. Gomer presented on Leadership which was broken down into 4 sections:
1. Effective as an Academic Leader
2. Effective as an Administrative Leader
3. Effective as a Medical Leader
4. Effective as a Financial Leader

Dr. Marx presented on Clinical:

Dr. Ben Ari presented questions on Graduate Medical Education (GME) and Undergraduate Medical Education:

Dr. DeClerck presented questions on Infrastructure which are broken down in these sections:
- Clinical Research
- Career Development Promotion
- Information Technology
- Co-Facilities
- Grant and Financial Administration
- Research Facilities
- Teaching Facilities
- Clinical Facilities
- Future Infrastructure

Dr. Cannon presented on basic science graduate education that has three sections:
- The Master’s program
- The Ph.D. program
- The Post-Doctoral Training

Action Summary of the Faculty Questionnaire:
- Keeping the questions generic while addressing specific issues for the faculty.
- Make up the electronic survey using Qualtrics.
- The questionnaire will be taken first by the FC to test it.
- Start the assembling of the questions by January.
- Send an introductory letter out to the faculty prior to sending out the survey. To finalize by March and collect the data in April.
- Data received from the survey can be used in giving input to the Provost Office for the dean’s review.
• Meeting with the entire faculty to go over the final analysis of the survey as well.
• Give away (2) I-Pad 3’s as a raffle for the survey to encourage faculty participation.

January Meeting:
Thursday, January 19th @ 3:00 p.m.