

**The John P. McGovern, M.D. Center for Health, Humanities, and the Human Spirit
Faculty Meeting
April 12, 2007**

Minutes

Present: Tom Cole, Bryant Boutwell, Ale Chaoul, Rebecca Lunstroth

Absent: Gene Boisaubin, Cheryl Erwin, Sam Karff, Stan Reiser

The McGovern Center Faculty convened on Thursday, April 12 at 8:30 a.m. in the Center's conference room, JJJ 410. Tom began the meeting by reporting that the Center is in good shape, both in financial support and University appreciation of our work. He said UTHSC's leadership is currently in a flux due to current and future changes.

Tom said that Bryant is still waiting to hear if/when he will be leading the accreditation process. The UTHCS will have an accreditation site visit in 2010. Tom said that Bryant has his full support. In the meantime, he asked that Bryant continue to help with the design of the Center's website.

Tom discussed new initiatives:

The first new initiative is the Faculty Health Conference to be held in July in our Center. This is a small collaborative research conference with MD Anderson. Top people in the country in areas of faculty health will be participating. An edited volume or special issue of a journal will be produced as a result of the conference. Drs. Ken Shine and Jim Willerson are very supportive of the conference. Tom said that this conference will be laying groundwork for a program of our own in support of faculty health. He plans to create a committee with members from each school to help implement new programming in faculty health.

The second topic of Tom's discussion in new initiatives is the transition of the Center. Stan will be leaving, so his responsibilities will need to be determined. Also, if Bryant leaves, the restructuring of the Medical Humanities Certificate Program will need to be determined. Ale will return next fiscal year, but the percentage of his time and the scope of his/Center's interest still need to be determined.

Thirdly, Tom raised the issue of Center Committees. He said we should re-think their purpose, the composition of committees, how often to meet, etc. Bryant said that it is important to have an advisory committee and suggested that we host an appreciation lunch for old and new members. Tom wants this to be an agenda item at the April 27th Faculty Retreat. A list of the current Advisory Committee Members was reviewed (attached) with suggestions on who to add or remove. There was also discussion on creating a development committee composed of people who are connected to the Center (“Friends of the McGovern Center”) where the members would host functions in their homes. Rebecca stressed that it is important to get students involved in the Center’s activities. She also stated that it is important for the Center to become connected to other schools in the Health Science Center. Also, she said we need to consider the external vs. internal partners. Ale suggested that we become more involved with the Houston Hospice at the Texas Medical Center. Tom concluded the discussion of the committees by saying that we need to think about 1) purpose of committees; 2) Committee members’ needs; 3) Center’s needs, 4) internal vs. external; 5) relationships “Friends”; and 6) hosting a nice lunch for new and old advisory committee members.

Tom briefly discussed the Medical Humanities Certificate Program 4th year electives. He said that Dr. Orlander suggested the Center offer one (1) core elective which meets twice a year, 10 hours/wk during a 2 month period and then do a research project in any area. Both Bryant and Rebecca think this is a good idea. Tom wants to create a core curriculum and syllabus by the end of the summer. (Tom wants Cheryl and Sam’s input at the next Faculty Meeting on April 19 since they were not able to be present at the meeting.)

Tom concluded the meeting with agenda items for the April 19th Faculty Meeting:

- Constructing a Core Curriculum for the 4th Year Electives
- Planning for the April 27th Faculty Retreat (Ale will see if we can meet at the Inst. for Health & Religion location)
- Visioning ourselves – mission statement, goals, programs, brochures, website, etc.

The meeting was adjourned at 9:50 a.m.

Minutes taken by Shirley Pavlu

Attachments

The John P. McGovern, M.D. Center for Health, Humanities, and the Human Spirit
Faculty Meeting
April 19, 2007

Minutes

Present: Thomas R. Cole, PhD
Bryant Boutwell, DPH
Ale Chaoul, PhD
Sam Karff, DHL
Cheryl Erwin, JD PhD
Rebecca Lunstroth, JD
Stan Reiser, MD MPH PhD

Absent: Gene Boisaubin, MD

The McGovern Center Faculty convened on Thursday, April 19 at 8:30 a.m. in Conference Room JJL 410. Dr. Cole distributed the meeting's agenda and the minutes from the April 12th Faculty Meeting. He briefly discussed the upcoming Faculty Health Conference on July 19-21. He said this is a collaboration with MD Anderson, and he and Rebecca Lunstroth have met with colleagues at MD Anderson to discuss the details.

The next topic of discussion was the planning of a celebration to honor Dr. Reiser for his years at UT and his new position at George Washington University. It was decided that a dinner would be held in his honor and date/place would be determined.

Dr. Erwin announced that 500 Respond-HD 2007 booklets have been sent out. The data will be sent to Rochester to analyze.

Dr. Chaoul will be coming to the Center in a fuller capacity in the fall. In addition to his work with the Center, he will also be involved with projects at the Institute for Religion and Health and MD Anderson.

Dr. Boutwell is still waiting to here about an appointment as director of the reaccreditation project.

Dr. Reiser discussed his responsibilities that should be continued. They are the GSBS Course, the course in Ethics and Healthcare at the School of Public Health and the monthly ethics network meetings. He also said the Trollinger Lecture should be continued.

Dr. Cole discussed planning for the April 27th Faculty Retreat to be held at the Institute for Religion and Health. Agenda items at the retreat will be the Center's Mission and Vision, short and long-term foci, search for new faculty member and branding our website.

The Center Faculty discussed the Certificate Program. Agreement was reached that the 4th year elective would be offered in November and February, meeting 10 hours/week; 40 hours/month. It was suggested that the content of the topics be spread out over the years in order to not make the course too comprehensive. This will be an agenda item at the Faculty Retreat.

The meeting was adjourned at 9:55 a.m.

Minutes taken by Shirley Pavlu

**The John P. McGovern, M.D. Center for Health, Humanities, and the Human Spirit
Faculty Meeting
Monday, September 17, 2007; 8:30a.m. in JJL 410**

Minutes

Present: Gene Boisaubin MD; Thomas R. Cole PhD; Bryant Boutwell DPH; Ale Chaoul PhD; Cheryl Erwin JD PhD; Sam Karff DHL; Rebecca Lunstroth JD

The McGovern Center Faculty convened on Monday, Sept. 17 at 8:30 a.m. in Conference Room JJL 410. Dr. Cole distributed the meeting's agenda. The first topic of discussion was a review of summer activities. Each faculty member summarized what they did over the summer. Dr. Cole said the Faculty Health Conference held in July went well resulting in a book that will be published in late 2008 or early 2009. The McGovern Foundation has given the Center a \$2M endowed gift for the Medical Humanities Certificate Program. Dr. Gene Boisaubin received the first Distinguished Teaching Professor at the UT Medical School.

The next topic of discussion was personnel changes. Dr. Boutwell will be devoting .25 FTE to the McGovern Center with the remainder of his time devoted to activities in the Office of Academic Affairs, specifically to SACS (re-accreditation). Dr. Ale Chaoul has joined the McGovern Center Faculty. A search for a replacement for Dr. Stan Reiser is expected to proceed. Jan Glover retired at the end of August. Her tasks and duties will be discussed as to how they will be distributed.

Dr. Cheryl Erwin gave a recap of the Medical Humanities Certificate Program. She said there is much interest from students in the program and expects to cap enrollment at 20 students. The breakdown of enrollment is:

1 st Year	19 Students
2 Nd Year	16 Students
3 rd Year	14 Students
4 th Year	6 Students

Dr. Erwin indicated there will be strong student involvement and a student advisory committee has been created.

The 4th year elective course will be held in November in JJL 410. The Faculty decided that the elective will be held for 5 days, 2 hours per day. Dr. Erwin distributed a summary outline of Weeks 1, 2, 3 and 4 of the course.

The next faculty meeting is scheduled for Thursday, September 27 at 8:30 a.m. in JJL 410. The meeting was adjourned at 10:00 a.m.

Minutes taken by Shirley Pavlu

**The John P. McGovern, M.D. Center for Health, Humanities, and the Human Spirit
Faculty Meeting
Thursday, September 27, 2007; 8:30 a.m. in JLL 410**

Minutes

Present: Thomas R. Cole PhD; Ale Chaoul PhD; Cheryl Erwin JD PhD; Sam Karff DHL
Absent: Gene Boisaubin MD; Bryant Boutwell DPH; Rebecca Lunstroth JD

The minutes to the September 17 Faculty Meeting were read and approved. Dr. Cole distributed the agenda to today's meeting. The first topic of discussion was UTHSC administrative changes. He announced Dr. Willerson's resignation as President of the Health Science Center and that Dr. Willerson will be the next President of the Texas Heart Institute. The Board of Regents and Ken Shine are responsible for choosing a successor to replace Dr. Willerson. Dr. Cole next discussed Dr. Colasurdo as the new dean of the Medical School. He said that Dr. Colasurdo will remain as chair of Pediatrics. Dr. Cole wants to invite Dean Colasurdo to a McGovern Center faculty meeting or an event sponsored by the Center.

The next topic of discussion was office space. The Dean is evaluating office space. Dr. Cole stressed that it is important to keep faculty and staff of the Center together. He plans to discuss our space needs with Dr. Nancy McNiel.

The third topic of discussion was personnel changes. Plans are to hire a part time Program Coordinator to help with the Medical Humanities Certificate Program and special events of the Center. Also, Dr. Cole plans to move forward with a request to the Dean to recruit an Assistant/Associate Professor.

Next, the Medical Humanities Certificate Program, specifically the Fourth Year Elective, was discussed. Dr. Erwin distributed various handouts regarding the scheduling and syllabus of the course. The faculty asked that they receive electronic versions of these handouts. It was determined that 50 pages of daily reading were not unreasonable. Dr. Cole wants to purchase the required books for the course for both the students and the faculty.

Regarding new business, it was decided that due to conflicts in schedules, the McGovern Center Faculty meetings will be held on the first and third Thursdays of the month at 8:30 a.m. in JLL 410.

The meeting was adjourned at 9:55 a.m.

Minutes taken by Shirley Pavlu

**The John P. McGovern, M.D. Center for Health, Humanities, and the Human Spirit
Faculty Meeting
Thursday, November 1, 2007; 8:30 a.m. in JJL 410**

Minutes

Present: Gene Boisaubin, MD
Bryant Boutwell, DPH
Thomas R. Cole, PhD
Ale Chaoul PhD
Cheryl Erwin JD, PhD
Sam Karff, DHL
Rebecca Lunstroth, JD

Dr. Cole began the meeting at 8:30 a.m.

Dr. Erwin said she had met with Dr. Thomas Caskey at IMM to discuss a proposal to the Greenwall Foundation.

The next topic of discussion was last minutes details regarding the fourth year elective course scheduled to start at 10:00 a.m. Dr. Erwin said the syllabus had been distributed to faculty and students. She said some of the books that had been ordered for the class have arrived and asked the faculty to pick up their copies. She discussed scheduling issues involved with the course and the flexibility that is required. She stated that November is interview month for students, and it was suggested that the Center should consider offering the course in September so there would be less conflict with students' schedules. Dr. Erwin said that she had talked with Pat Caver in Student Affairs and confirmed that students can miss up to 5 days of the class. Enrollment in the course at the time of the faculty meeting was at 8 students registered. Five are in the Medical Humanities Certificate Program and 3 are not; 6 female students and 2 male students. Faculty discussed the amount of reading that is required and Dr. Erwin would talk with the students about this. Also, she said that students would be able to come to the conference room and watch the required movies when they had the time in their schedules. It was stated that this is a select group of students and they will be motivated regarding the requirements for the course.

The meeting was adjourned at 9:45 a.m.

Minutes taken by Shirley Pavlu.

**The John P. McGovern, M.D. Center for Health, Humanities, and the Human Spirit
Faculty Meeting
Thursday, November 15, 2007; 8:30 a.m. in JJL 410**

Minutes

Present: Bryant Boutwell, DPH
Thomas R. Cole, PhD
Cheryl Erwin JD, PhD
Sam Karff, DHL
Rebecca Lunstroth, JD

Absent: Gene Boisaubin, MD
Alejandro Chaoul, PhD

Dr. Cole began the meeting at 8:30 a.m. He gave an update on the Center's open positions and said that he is waiting to hear from the Dean about their status. He said the Center is working to increase its research profile. He and Rebecca Lunstroth are working on a 5 year plan.

Dr. Boutwell said the Center received favorable exposure at the recent Executive Council meeting because of its \$2M gift from the McGovern Foundation for the Medical Humanities Certificate Program

Dr. Cole said that Shirley Pavlu's duties have increased since the retirement of Jan Glover. He asked that the faculty be mindful of this when asking her for assistance.

McGovern Center communications were discussed. A new Center Brochure is being developed. Dr. Cole said he is obtaining Thom Pfeil's permission to use his work "Midde Menigeal"(The Brain) as the McGovern Center's logo. Ms Lunstroth said she is responsible for updating the website but asks that everyone do their own write up for input.

Dr. Erwin said that the 4th year elective class is going very well. She and Rebecca Lunstroth will meet to discuss how to evaluate the course.

The role of the Center's Advisory Committee was discussed. The function of this committee will be reevaluated. A survey will be sent to the current members for their input on what role the committee should serve. Meetings of the Committee are planned for January and June.

The meeting was adjourned at 10:00 a.m.

Minutes taken by Shirley Pavlu.