

College of Health Sciences Faculty Assembly
Interprofessional Education Committee Meeting

February 21, 2023; 3:00-4:00 PM

Stephanie Au- present/ absent	Sarah Campbell- present /absent
Nana Entsuah- present /absent	Yunxia Lu- present /absent
Robert McCarron- present /absent	Tiffany Nielsen- present/ absent
Cameron Ricks- present/ absent	David Timberlake- present /absent
Alisa Wray- present /absent	Cheryl Wisseh (<i>Interim Chair</i>)- present /absent

Old Business:

- None

New Business:

- Committee Charter
- Nominations/Elections
 - o Chair
 - o Chair-elect

Minutes

Committee Description

The group reviewed the current summary statement about the IPE committee from the COHS Assembly By-laws. In order to change this, the by-laws would need to undergo a change through the Executive Committee and so this description will likely remain as-is for now.

Committee Membership

Currently, members join for a three-year term with option to renew for an additional three years. A few areas of discussion for the group were if membership should include students and/or residents, the minimum/maximum number of committee members, and departmental representation.

- Student Membership. Overall the committee was in favor of student membership
 - o A question was brought up by Dr. Lu about the types of feedback the group would seek from students and the importance of establishing goals for the committee first which could help inform the number and type of student to invite to the committee.
 - o Dr. Entsuah posed a question about if potential student members should have a term limit (i.e. 1 year, 3 year) or should represent each school as well.
 - o Dr. Wisseh will seek clarity from the Executive Committee on the process to identify and add student membership through Associated Graduate Students/Associated Undergraduates.
- Faculty Membership. The committee discussed if there should be a minimum or maximum number of committee members.
 - o The group overall agreed that a minimum of two per school would be appropriate and this will be further discussed.
 - o In terms of maximum number, it may be difficult to reach quorum if there is no maximum number.

- o The group will consider if faculty representation should also take into account departmental diversity (e.g. SON has degree program types that have different types of training/IPE).
- o The committee also discussed the frequency of the annual interest survey and how often that should be reviewed only when new members are needed. It will fluxuate each year as terms will end and begin every three years. At the end of the year, there could be a call to current members asking if they want to renew or not, and the interest survey could then be reviewed as needed.

Committee Charter

The group discussed how often the charter should be revised. The group agreed that every three years is a good cycle given the term limits of members and Chair/Vice Chair. How often should the charter be reviewed and revised as needed?

Nominations/Elections for Chair & Chair Elec

Dr. Wisseh proposed to structure the committee by electing a Chair and Chair-elect to ensure continuity between chair transitions. If a Chair serves for three years, the committee would vote every three years. The Chair elect would become Chair within 45 days of the current Chair stepping down.

- Chair and chair elect have to be senate members in order to sit on the executive committee.
- There are only three senate members on the committee now. Dr. Lu, Dr. Wisseh, and Dr. Timberlake
- Dr. Wisseh – self-nominated for Chair; motion seconded Dr. Wray
- Dr. Timberlake – self-nominated as Vice Chair; motion seconded by Dr. Wray
- Next steps for the chair selection process will be determined by the group.

Meeting frequency

The group briefly discussed a quarterly meeting as a potential schedule.

Clarification of the Assembly IPE Standing Committee and COHS IPE Committee

Questions from multiple members arose about the goals and unique purpose of the Assembly IPE Standing Committee and the COHS IPE Committee.

- Historical context summary (Dr. Entsuah and Sarah V shared). In 2021-2022 a working group was charged by Vice Chancellor Goldstein with the goal to put together recommendations for IPE across the COHS. This group was chaired by Dean Jan Hirsch and membership was comprised of faculty appointed by the COHS Deans and SSIH Executive Director.. Dr. Rob Edwards (the former Assembly IPE Chair) was invited to the work group to help bridge the two groups. The work group report was delivered to COHS leadership and VC Goldstein as a part of the charge. Optionally, the work group report was presented to the Assembly IPE Committee by Dr. Edwards and the Assembly IPE Committee voted to recognize it. A follow-up committee was formed as a direct result of the work group recommendations. Members of this follow-up committee were appointed by Vice Chancellor Goldstein and nominated by the COHS Deans and SSIH Executive Director to implement IPE recommendations.
- Group discussion about committee clarification. The group discussed ideas such as how to better clarify the roles of each committee, how to collaborate with or combine efforts between both groups to avoid duplication of effort, and if there is a need to have so many members that serve on both groups.
 - o One idea shared by Dr. Wisseh was to meet quarterly as an advisory board (Assembly IPE Committee) and the monthly committee (COHS IPE Committee) continue to focus on implementation.
 - o The group will continue to discuss this and the role of the Assembly IPE Committee. Dr. Wisseh will meet with Chairs of the COHS IPE Committee to discuss ideas.

Agenda, Minutes, and Communications

The group agreed there should be a central folder or location for storing agendas, minutes, and other committee materials that is accessible by all membership. Sarah V. will start this and the new administrator that is being hired soon will take this on and work with the Chair/ Vice chair.

- Minutes can be approved at the beginning of each meeting

- Agenda items could be added to the agenda up to 48 hours prior to the meeting

Action Items:

Action Item	Responsible Team Member(s)
Find out from the Executive Committee the path to add student members (i.e. associated graduate and UG students)	Cheryl Wisseh
Get guidance about ex-officio members	Cheryl Wisseh
Revised charter will be shared with the committee and the rest of the work will be done by email	Cheryl Wisseh and Committee Members
Reach out and meet with co-chairs of the COHS IPE committee	Cheryl Wisseh
Communicate with Executive Committee about chair/vice chair selection process for the IPE committee	Cheryl Wisseh

Next Meeting: *TBD*