

**University of Kansas School of Allied Health
STEERING COMMITTEE MEETING
MINUTES
April 15, 2008, 12:00 – 1:00 p.m., 3025 SoN**

In attendance: Marc Fey, Chair, Susan Carlson, Peggy Waggoner, Jeff Radel, Susan Jackson, Perri Cagle, Beth Gregg, Deb Sullivan, Christita Weber and Lisa Erter
Absent: Omar Ahmad, Adrienne Baxter, Lou Loescher-Junge

Issue/Topic and Person	Discussion Summary	Action Required	Person Responsible
Website discussion – M. Fey	<ul style="list-style-type: none"> ● Prior to meeting start, discussion of Committee listing on KUMC website. Listed under “Faculty/Staff Resources” and moved up higher to be more accessible. ● C. Teel (KUMC Steering) working to have SAH Steering meeting agendas & minutes linked w/KUMC Steering 		
Stolen Laptop & Consequences	<ul style="list-style-type: none"> ● S. Carlson shared information given to Basic Science Chairs regarding a surgeon whose car was broken into at the Sprint Center in downtown KC. A laptop containing all patient information was stolen from the vehicle. ● It was discussed and agreed there should be a definite channel for sharing information of this type across the Medical Center campus 		Marc Fey to contact Dr. Miller.
1) Call to Order and Review of Minutes – M. Fey	<ul style="list-style-type: none"> ● The meeting was called to order at 12:10 p.m. ● The minutes were approved by general consent. 		
2) Committee Reports	The Committee representatives provided the following reports:		
A. Academic Affairs – B. Gregg	<ul style="list-style-type: none"> ● No new business 		
B. APT – J. Radel	<ul style="list-style-type: none"> ● No new business. 		
C. Professional Development – S. Jackson	<ul style="list-style-type: none"> ● Deadline for UG travel awards is today. All 10 applications received are from CLS. Will be awarded – could have given out 30 awards. ● Nine Dean’s Scholarship awards (\$2,000) awarded. Not sure if students have yet been notified. 		

	<ul style="list-style-type: none"> • Dean's Diversity Scholarship awards for \$2,500 each to students in PT, H&S & CLS. • National ASAHP award of \$1,000 – no applications received – internal deadline has passed. External deadline of April 26. Committee would like to receive one application from each department. Committee to screen application form, essay and provide recommendation letter. • Medical Auxiliary presented 5 awards (only 5 applicants). These recipients will be honored at a luncheon tomorrow. 		
E. Elections – P. Waggoner	<ul style="list-style-type: none"> • Ballot submitted to faculty, error discovered, ballot recalled & revised. One candidate had a temporary appointment and was ineligible. • Electronic voting seems to be very successful. Another reminder will be sent out that voting to continue through April. Results will be reported at May meeting. 	Adrienne will make the changes and bring the draft back to the Steering Committee.	A. Baxter or P. Cagle
F. Faculty Practice – P. Cagle	<ul style="list-style-type: none"> • Perri announced she had received a letter of non-reappointment. She will be leaving the PT department at the end of June after 20 years. Discussion followed re: recent changes in the SAH. • 	Perri advised that she would no longer be serving as advocate for Research Awards.	
G. Research – S. Carlson	<ul style="list-style-type: none"> • Seven applications have been received for the Research Award. May consider page limit. Dr. Carlson asked if past awardees are listed on the website; it appeared they were not. It was felt this might be a draw for new students as well to be able to see funding awards. • Concern for lack of scholarship applications was discussed; with the consensus being that students are inundated with emails and this information is possibly deleted. • Concern also expressed for lack of awards for research funding. 	<p>S. Carlson to check w/D. Boettcher & T. Erisman re: posting links for past Research Award recipients and current availability of awards.</p> <p>S. Carlson also to speak w/Drs. Miller & Ferraro re: more research funding.</p>	
3) Policies & Procedure	<p>Committee members agreed that detailed information was very helpful. A few minor aesthetic changes were discussed, no content changes</p> <ul style="list-style-type: none"> • M. Fey asked if the Committee would be willing to take 	Contact T. Erisman regarding notes on last page of document.	Marc Fey

	<p>a vote the Policies & Procedure document in principle – with final approval after Chairs have the opportunity to look over. J. Radel made a motion to approve in principle with a second by P. Cagle. The document was unanimously approved.</p>		
4) PhD Students	<ul style="list-style-type: none"> • Topic to be tabled until May meeting. 		
5) Agenda for Faculty meeting April 24	<ol style="list-style-type: none"> 1. Approval of Minutes 2. Committee Reports 3. Dean's Report <p>Please turn individual Committee reports to J. Keeton.</p> <ul style="list-style-type: none"> • Announcement of May 7 Symposium to address questions regarding Byron Gajewski move to new Biostatistics Dept. Suggested Byron? attend as an invited listener. • Concern over the number of faculty meetings (6) and length of research presentations. 	<p>L. Erter to advise location of May 7 Symposium.</p> <p>Marc Fey to discuss w/Dr. Miller.</p>	
5) Adjournment	<ul style="list-style-type: none"> • <u>The meeting adjourned at 1:15 p.m. The next meeting is</u> 		