

AGENDA FOR THE FACULTY
of
INSTITUTE FOR INTERNATIONAL MEDICINE
December 29, 2022

Introductions from each of the faculty

Status of INMED academic accreditation

Vision for the character and qualities of INMED faculty

Assess the INMED curriculum for academic or curricular gaps.

Invite faculty for meeting on May 4-5, plus students

Review Faculty Handbook

Official name: "Faculty Council"

Vector Borne diseases course from Myrick?

Community Development – Lani?

International Relations – Rob Foster?

Leadership & management – Brad Gautney?

Environmental Health - Nicole.Kreimer@researchcollege.edu Offered to teach this

Elizabeth – Nonprofit management course

Austin Scott?

Important Upcoming Dates:

- 2023 Humanitarian Health Conference:
 - June 7-8 Pre-Conference courses

- June 9-10 Conference

MINUTES OF THE FACULTY
of
INSTITUTE FOR INTERNATIONAL MEDICINE

A meeting of the faculty of the INSTITUTE FOR INTERNATIONAL MEDICINE, was held on the 29th day of December 2022 via Zoom.

Nicholas Comninellis acted as leader of the meeting. The following persons were also present: Fred Loper, Lori Myrick, Scott Armistead, Joe LeMaster, John Gibson, and Micah Flint.

The meeting began with each faculty describing their personal history, service experience, and roles at INMED. For some faculty, this was their first interaction with one another.

Nicholas Comninellis providing an update on the status of accreditation with the the New England Commission for Higher Education (NECHE) and the Missouri Department of Education. Both are steadily progressing, with NECHE Candidacy status anticipated within about a year and Missouri certification within the coming weeks.

Nicholas Comninellis described his vision for the INMED faculty, emphasizing INMED distinctives: Christ-centered leadership and excellent humanitarian care. He further stressed that the faculty are the primary voices of these distinctives. In the slight, he quoted from John 13:34-35 “A new command I give you: Love one another. As I have loved you, so you must love one another. By this everyone will know that you are my disciples, if you love one another.”

This was followed by a lively discussion among the faculty surrounding the importance of role, modeling and caring interaction with INMED learners. Micah Flint concluded the meeting saying in essence, *We fully expect that 100 years from now INMED faculty well continue to express these distinctives.*

There being no further business, the meeting was adjourned.

Dated this 29th day of December 2022.

Nicholas Comninellis, President

MINUTES FOR THE FACULTY COUNCIL
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May 2, 2023

Status of INMED academic accreditation via NECHE (New England Commission for Higher Education)

Necessary separation between Board, Executives/Admin, and Faculty

Official name: "Faculty Council"

The duties of the Faculty Council include, but are not limited to assessing the need for additional faculty members as described in the Recruitment section above, evaluating academic programs for the need for additional courses, course offerings, or programs, and reviewing and approving relevant institution policies, procedures, and documents.

Recommending Scott Armistead to be Dean of Faculty

Review the new faculty documents:

Annual Faculty Survey and Academic Program Evaluation.docx
Faculty Job Description Template.docx
Faculty New Checklists.docx
Faculty Onboarding Guide and Form.docx
Faculty Post-Course Evaluation.docx
New Faculty Orientation.docx

Review the faculty categories and ranks

Faculty by Category

- Full-time faculty means personnel who teach three course offerings or more per academic year. They are responsible for teaching, advising, attending faculty meetings, participating in the Faculty Council, and curriculum design.
- Part-time faculty means personnel who teach two course offerings or fewer per academic year. They are responsible for teaching, advising, attending faculty meetings, participating in the Faculty Council, and curriculum design.
- Adjunct faculty means personnel who may teach a course or participate in other advisory activities. They may attend faculty meetings at the discretion of the President.
- Visiting faculty means personnel who only teach a Professional Qualification Course. They do not attend faculty meetings.

Faculty by Rank*

- Professor means personnel who:
hold 2 or more advanced degrees,
have published 3 or more peer-reviewed publications,
have 5 or more years relevant teaching experience, and who
serve as a full-time or part-time faculty member
- Associate means personnel who:
hold a minimum of 1 advanced degree,
have published 2 (or fewer) peer-reviewed publications
have less than 5 years relevant teaching experience, and who
serve as a full-time or part-time faculty member
- Assistant means personnel who:
hold a minimum of 1 advanced degree,
have published 2 (or fewer) peer-reviewed publications
have less than 5 years relevant teaching experience, and
who may co-teach a course or participates in other advisory activities.
- Instructor means personnel who:
only teach a Professional Qualification Course, and
does not participate in faculty meetings.

**Significant consideration is given for professional experience that relates to INMED's mission. Additional consideration is given to relevant training and credentials appropriate to the course(s) being taught.*

Re-hiring faculty procedure each January for the upcoming academic year.

Re-scheduling faculty procedure each January for the upcoming academic year.

Soon: Review Faculty Handbook

Remember to update your syllabus and course content at least one month before the launch of course offering.

Important Upcoming Dates:

- June 5 2023 Summer Term begins
- 2023 Humanitarian Health Conference:
 - June 7-8 Pre-Conference courses
 - June 9-10 Conference
- Aug 2 Next Faculty Meeting
- Aug 14 2023 Early Fall Term begins

MINUTES OF THE FACULTY COUNCIL
of
INSTITUTE FOR INTERNATIONAL MEDICINE

A meeting of the faculty of the FACULTY COUNCIL OF INSTITUTE FOR INTERNATIONAL MEDICINE, was held on the 2th day of May 2023 via Zoom.

Nicholas Comninellis acted as leader of the meeting. The following persons were also present: Fred Loper, Scott Armistead, Joe LeMaster, David Culpepper, and Micah Flint.

The meeting began with a review of the responsibilities of the Faculty Council and the relationship of the Council to INMED Board of Directors and Executive Officers. The Faculty Council unanimously voted in favor of Scott Armistead as Dean of Faculty. Moving forward, Scott Armistead will preside over Faculty Council meetings.

Nicholas Comninellis submitted for the faculty those policy and evaluation proposals mentioned in the agenda, including faculty ranks and categories. Faculty will review these proposals and email their comments within seven days.

Review was also made of the faculty re-hiring and course scheduling process, which will take place in January of each year for the following academic year beginning July 1. Other important and upcoming faculty dates were also discussed.

There being no further business, the meeting was adjourned.

Dated this 2nd day of May 2023.

Nicholas Comninellis

Minutes FOR THE FACULTY COUNCIL
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Aug 1, 2023

Present: Nicholas Comninellis, Joe LeMaster, David Culpepper, Fred Loper, Micah Flint, Susie Radecky, Scott Armistead

Absent with prior informing: Paul Larson

Introductions – particularly for Dr. Susie Radacky as she is new to the faculty

Approval of Minutes of the Previous Faculty Meeting May 2nd, 2023 – approved by majority/none opposed.

1. Review student evaluations of courses (spring term, 2023) – led by Nicholas.
 - a. the suggestion was made that student evaluations be anonymous. This idea will be implemented by Nicholas working with Leda.
2. New 8 Week term – 9 week to 8 week terms. All present are aware
3. Review academic calendar – presented and all faculty present are ready
4. Getting students to *all* participate in class. Idease presented are:
 - a. Realizing two or so dominant student voices, faculty's job is to make space for all voices
 - b. Reinforcing to whole class that participation is required (and graded)
 - c. Inform students at the beginning of term and class that each will be called upon
 - d. Let students be aware of the possibility of asking questions through the chat feature of zoom.
 - e. Asking students ahead of class to be prepared to talk about various topics.
 - f. Making time at the end of the class for any remaining questions
5. Status of INMED academic accreditation via NECHE (New England Commission for Higher Education) – Nicholas.
 - Necessary separation between Board, Executives/Admin, and Faculty - Nicholas
6. Review the faculty categories and ranks – full-time, part-time, visiting, associate professor, instructor (prescribed by NECHE)

-Faculty by Category – updated (voted on last faculty meeting).

- Full-Time faculty are personnel who teach three course offerings or more per academic year.
- Part-Time faculty are personnel who teach two course offerings or fewer per academic year or regularly participate in other advisory activities.
- Visiting faculty are personnel who only teach a Professional Qualification Course.

Faculty by Rank – updated (removal of assistant)

- Professors are personnel who hold two or more advanced degrees, have published three or more peer-reviewed publications, have five or more years relevant teaching experience, and who serve as full-time or part-time faculty members. They are responsible for teaching, advising, attending faculty meetings, participating in the Faculty Council, and curriculum design.
- Associate Professors are personnel who hold a minimum of one advanced degree, have published two or fewer peer-reviewed publications, have fewer than five years relevant teaching experience, and who serve as full-time or part-time. They are responsible for teaching, advising, attending faculty meetings, participating in the Faculty Council, and curriculum design.
- Instructors are personnel who are qualified in their area of expertise; they do not attend faculty meetings.

7. All encouraged to **send most recent CV – to Leda.**

8. Re-hiring/rescheduling faculty procedure each January for the upcoming academic year (starting this coming Jan 2024). NECHE requires an annual agreement. All Faculty received a teaching agreement for the academic year starting in July. Summer term is in the previous academic year with new teaching year beginning in August.

9. Faculty reminded to **update each syllabus and course content at least one month before the launch of course offering.**

10. Important Upcoming Dates:

- Aug 14 2023 Early Fall Term begins
- October 16 – beginning of Late Fall Term

11. How to incorporate our faith into the teaching of INMED. Ideas presented are:
a. often happens when initiated by students
b. happens when we (faculty) share from our own experiences
c. student generally feel welcomes to share from their own faith experience. Our responsibility to foster a faith-friendly atmosphere.

12. Time to meet you all – Scott will arrange this periodically so as to get to know the faculty.

13. Faculty Bylaws – added at the end of this meeting’s minutes. Reviewed with the following suggestions:

a. accepting the title of professor, associate professor, etc as established by other teaching institutions

b. not including the preceptors at the international service center sites around the world as INMED faculty

c. looking in the future at the process for promotion as INMED grows

d. Nicholas and Scott will amend the Faculty Bylaws and send an email to all the faculty for electronic approval.

Upcoming meetings – January 2nd 7PM Central.

Submitted: Scott Armistead, Dean of Faculty, August 3, 2023

INMED Faculty Council Bylaws

Faculty Bylaws, INMED, draft 7/28/2023

ARTICLE I. Membership

The Institute for International Medicine (INMED) Faculty Council consists of all members of the Academic Faculty with the rank of Professor and Associate Professor at INMED; all such faculty members have the right to vote in INMED faculty meetings.

ARTICLE II. Duties of the Faculty

INMED Faculty are responsible for teaching and service, and for upholding the standards of INMED and the principle of academic freedom. To these ends, INMED’s Faculty:

a. Review and, as warranted, approve all new academic programs, and significant changes to existing programs. The introduction of, and significant changes to, all degree requirements, curricula, and courses, are subject to the approval of the Faculty; the Faculty also offer advice as needed about academic programs.

b. Review any proposal to eliminate or curtail programs.

- c. Participate in discussions concerning the academic organization of INMED.
- d. Elect the Dean of the Faculty by vote, who shall serve 3-year terms subject with the possibility of reappointment.
- e. Approve by vote all new faculty, and the promotion of existing faculty through peer review.
- f. Represent INMED to the general public.

ARTICLE III. Faculty Meetings

Section 1:

During the academic year, meetings of the Faculty will be called no less than three times per year, and led by the Dean of Faculty, or the Dean's designee. Notice of the meeting and its agenda, and the minutes of any previous meeting, shall be circulated seven days in advance.

Section 2:

The agenda of a meeting of the Faculty shall be prepared by the Dean of Faculty. It shall be the responsibility of the Dean of Faculty or the Dean's representative to ensure that all faculty members of the Institute have sufficient means and opportunity to contribute to meeting agendas as warranted. Agendas will reserve time for matters from the floor.

Section 3:

The Dean of Faculty or his/her representative shall preside over meetings of the Faculty.

Section 4:

Means of remote attendance shall be provided. Faculty members attending in person or remotely shall be deemed present. If a quorum consisting of a majority of Faculty members are present and vote at the meeting, motions may be adopted at the meeting by immediate vote; adoption is by a majority of votes cast.

Section 5:

If a quorum is not obtained, but at least 25 percent of Faculty members are present, motions may be made and seconded at the meeting, and those motions securing a majority of votes cast at the meeting are then referred to the entire voting Faculty for electronic vote over a voting period of at least 24 hours. In this case, if (a) a majority of Faculty members cast a vote (signifying the equivalent of a quorum), and (b) the motion secures a majority of votes cast, the motion has passed.

Section 6:

Minutes of every faculty meeting shall be taken by a scribe designated by the Dean of

Faculty and archived. Minutes are subject to approval by vote of the Faculty at the next Faculty meeting.

ARTICLE IV. Amendments

Amendments to the Bylaws may be made at any regular or special meetings of the Faculty, provided due notice of the proposed change has been distributed to the members of the Faculty at least seven days in advance of the meeting at which the amendment will be considered. Amendments are proposed as motions and are adopted by majority vote as provided in Article *III*.

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7. New 8 Week term – 9 week to 8 week terms.
8. Review academic calendar – is everyone ready?
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