<div align="center">

MINUTES
508ᵗʰ MEETING OF THE FACULTY SENATE
3:00 pm, Wednesday, April 20, 2022
School of Medicine
Virtual Zoom Meeting

</div>

PRESENT: Drs. Akst, Al-Grain, Bennett, Bettencourt, Bever, Bitzer, Boss, Burke, Burkhart, Cabahug, Campbell, Carr, Cihakova, Cole, Donehower, Ehmann, Fairman, Fowler, Gallia, Gourin, Kralli, Kwon, Ladle, Lee, Lin, Macura, Manahan, Marrone, Mogayzel, O'Brien, Parrish, Redmond, Ritzl, Roda, Scott, Seymour, Showell, Singla, Soiberman, Stayman, Stevens, Vernon, Viola, Williams, Wu, Young, Zeiler
Mmes: Messrs:

ABSENT: Drs. Berman, Cormack, Dezube, Guo, Hussien, Iijima, Konopka, Lucia Ponor, McFarland, Merkel-Keller, Taylor, Villalon-Landeros
Mmes: Messrs:

REGULAR GUESTS: Drs. Daugherty Biddison, Faraday, Ishii, Skarupski
Mmes: Bruder, Robbins **Messrs:**

GUESTS: Drs. Agrawal, Caldwell, Woolway
Mmes: Gibson, Mithani **Messrs:** Carter, Hingten

I. **Welcome.** Dr. Manahan welcomed the Senate members and guests. The minutes of the 507ᵗʰ meeting of the Faculty Senate was presented. A motion was made, seconded and minutes were approved as distributed.

II. **Comprehensive Assessment of Faculty Endeavors (CAFÉ) Tool. Mark Hingtgen, JHM Vice President of Finance and School of Medicine Chief Financial Officer; Samantha Bergman, Senior Financial Project Manager; Stacey Holleran, Senior Director of Finance; Murali Padmanaban, Director of Business Intelligence**.
The CAFÉ tool documents faculty activities by defined categories as a way to understand how we are utilizing our faculty – research, education, administrative, clinical and other unfunded service activity (see PDF for definitions). CAFÉ includes internal awards/gifts as well as external funding, society engagement, teaching efforts. The departmental administration will use this tool to assess where faculty are spending their time. The faculty will not fill the out the tool. Once the data seems to be stable, the intent is to open this up for faculty to see. This is a school-based initiative and will be viewed by school administrators to review faculty time by category across departments. This tool is about where you spend your time and *is not related to compensation*. CAFÉ Tool will replace clinical effort survey. There was an effort to combine tools, but no consensus was reached. The goal is to have transparency of where faculty time is spent. This tool will be populated by faculty roster (pulls from information from SAP, EPIC, Qgenda, other systems) and a faculty member needs to be active in SAP to show up in the tool. The CAFÉ tool was demoed during the meeting. Training will begin for users on 04/26-04/28, 2022. CAFÉ tool will be open 05/02-05/20, 2022. After repeated questions and concerns were expressed on the purpose of the CAFÉ tool, no tangible benefit was presented. The Senate understands the CAFÉ initiative is being implemented, and soon.

III. **Johns Hopkins Cybersecurity and Preparedness Response. Rob Carter, Senior Director Johns Hopkins Medicine Office of Emergency Management.**
Due to Russian/Ukrainian conflict, there are increased warnings for risk of cyberattacks issued by the Department of Homeland Security. There are robust plans in place for downtime procedures. There is concern for training of staff response in the situation of a prolonged downtime environment (greater than 12 hours, in certain events could be up to 48-72 hours before systems safe and restored effectively). They are seeking feedback from the clinical and research side (any others) on best way to provide training for downtime. The focus is to ensure continuation of patient care and research activities. For example, in the event of EPIC downtime, downtime computers get clogged very quickly. Many are unaware of what the 177 downtime forms on those computers are. Working with health informatics folks, IT leadership and emergency managers to improve IT resiliency across faculty landscape. Developing just-in-time training and tips and tricks sheets. Many service lines are bringing in new applications for web-based programs so there is IT support; disaster recovery plan is provided by some vendors if we're unable to

use intranet/internet. Working to prioritize clinical components to minimize burden of initial response. Hands-on training and active drills to be incorporated. Also incorporating lessons learned from Suburban outage. Feedback is welcomed and anyone interested in joining the steering council to assist with preparedness and response tools, should reach out to [Rob Carter](#) directly.

IV. **Chosen Name Initiative. Dr. Katrina Caldwell, Vice Provost and Chief Diversity Officer; Rachel Gibson, Senior Advisor, Office of Senior Vice President for Finance and Administration; Amynah Mithani, MBA, Assistant Vice Provost and University Registrar; Demere Woolway, PhD, Executive Director for Inclusive Excellence and Professional Development.**

The goal is to support the use of chosen first, middle and last names in JHU systems where possible. Name use practices: Legal Name (transcripts, financial/immigration/international/insurance docs, federal systems); Chosen Name (ID cards, diplomas, directories, course rosters, email comms, internal systems, public events). The myJH portal chosen name update implemented on 2/23/22. Data so far shows many changes have been updating last name to remove hyphens, revert to maiden name. Suffix is not covered by a chosen name option (future phase). Student Information System (SIS) update implemented week of 3/24/22. There will be additional systems updates, with 40+ items on the list for review. East Baltimore ID badges support chosen middle and last names as of 3/25/22. SOMIS (School of Medicine Information System) ingests the chosen name data from myJH. Downstream systems are not prepared to accept data integration at this time. SAP will not inherent chosen name (SAP is used to carry out core administrative processes of the Johns Hopkins enterprise, including Human Resources & Payroll among others). Transcripts, the "find a doctor" and "find a researcher" functionality, and certifications SOM provides for licensure for faculty will all remain in legal name only at this time. JHED always stays constant. Presenting team has worked closely with JHU general counsel and Dr. Sherita Golden has worked closely with the health system's legal team on this initiative. The issue of losing patient trust was discussed. Visit my.jh.edu -> myProfile to update your profile. More information: Primary site is www.jhu.edu/chosen-name, https://registrar.jhu.edu/diplomas/, email: chosen-name@jhu.edu.

V. **Faculty Affairs and Development Board (FADB) Research Survey Results, Yuri Agrawal, MD, MPH, FACS, FADB Infrastructure Working Group Lead.**

Survey was distributed to Department Vice Chairs and Leaders for Research in November 2021 – categories of infrastructures: direct faculty supports, research resources, grant programs and education resources, and research administration. Overall goals are to expand clinical research opportunities to a broader group of faculty and to develop key strategic resources with sustainable funding models. Key findings: variability across departments around faculty support for clinical research (% protected time/academic time, space, start-up funds, bridge funding); variability across departments around department-supported clinical research resources. Recommendations: Make these elements explicit in faculty contracts, track this data to promote transparency and equity; invest in key strategic research resources (IRB support, statistical support, epic support). Recommendations covered more in depth in presentation.

VI. **New Business.**

Faculty Senate Elections are going to be pushed back a bit. Salary augmentation plans are being discussed and feedback is being worked on.

With no further announcements, Dr. Manahan thanked everyone and adjourned the meeting at 4:54 PM.
The Faculty Senate will meet next on May 11, 2022 on Zoom.

Respectfully submitted,

Philippines Cabahug, MD
Faculty Senate Secretary
Martha Bruder
Interim Recording Secretary