Assistants’ Round Table (A.R.T.)

June 27, 2018  1:00 – 4:00 pm

Hosted by the School of Medicine Dean’s Office
Who are WE?

6  Debbie Taylor, Senior Program/Project Support Coordinator - Office of Research (Dr. Jerry Parker)
11  Hope Morris, Executive Assistant, University Physicians (Vic Arnold)
12  Melanie Barger, Director I, Advancement/Alumni Affairs
1  Glenda McGaughey, Senior Human Resources Coordinator
5  Amy Childs, Executive Assistant, Marla Lampp/Alumni Affairs
4  Kim McDonald, Senior Human Resources Consultant
8  Allison Miller, Senior Executive Assistant, Dean Delafontaine
10  Kirsten Malinee, Senior Program/Project Coordinator – Faculty Affairs (Dr. Michael Misfeldt)
3  Marla Lampp, Associate Dean for Administration
9  Chelsea Carleton, Human Resources Specialist II (w/baby at home)
2  Sharree Rose, Executive Assistant, Dr. Michael Hosokawa
7  Kathryn Shallenberger, Human Resources Specialist II
Patrice "Patrick" Delafontaine, M.D.
Hugh E. and Sarah D. Stephenson Dean
Professor of Medicine and of Medical Pharmacology and Physiology

Joined MU in December 2014;
Cardiologist – 2 half-day clinics per month. His research in atherosclerosis and muscle-wasting diseases has been NIH funded for 25 years.
Born in Alexandria, Egypt, and raised in South Africa. Avid surfer.
Received his medical degree from the University of Geneva in Switzerland.
He completed a research and clinical fellowship in medicine (cardiology) at Harvard Medical School and Brigham and Women’s Hospital in Boston.

Open Forums – the 1st Friday of the month in Acuff Gallery
What do we do?
Amy Childs
Executive Assistant

50% Dean’s Office
• Assists Marla Lampp
• Handles calendars for Acuff Auditorium and Gallery, M243, CE621, and MA202A
• Answer phones
• Greet and direct visitors
• Sort and distribute mail
• Order supplies
• And so much more…

50% Alumni Affairs
• Maintain event registration spreadsheet
• Handle all mailings for Medical Alumni events
• Prepare all nametags and seating charts
• Welcome event attendees
• Prepare meeting packets and minutes for Board of Governors and Medical School Foundation meetings
• And so much more…

When requesting a conference room via email, please give me the date, start time, end time, and name of the meeting in the initial request. This reduces the number of back and forth emails.
Melanie Barger, Alumni Affairs

Alumni engagement and outreach to garner support and involvement from physician alumni

- Medical Alumni Organization and its Board of Governors
- Physicians Alumni Weekend
- Medical Alumni Awards
- Stethoscope Program & Breakfast
- Student Engagement (sponsored breaks, alumni coffees, etc.)
- MU Medicine magazine
SOM Human Resources Team

SOM Central– HR Services

Provides HR support to all the Departments & Centers within the School of Medicine.

- Recruiting & Hiring
- Orientation
- Process guidance and HR Policy Interpretation
- VISA processing
- FMLA
- Disciplinary Consultation
- MyPerformance
- General faculty and staff support
Chelsea Carleton - HR Specialist II
Academic Recruiting
(Kathryn Shallenberger - covering)

Chelsea works with Dr. Misfeldt and Marla Lampp to manage the Academic Recruiting Process. Guides, Forms, and Information on SOM Intranet - Faculty Tab
http://mymedicine.missouri.edu/faculty

http://mymedicine.missouri.edu/templates
## Office of Faculty Affairs

<table>
<thead>
<tr>
<th>Dr. Michael Misfeldt</th>
<th>Senior Associate Dean for Faculty Affairs</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Chelsea Carleton</strong> (currently on leave – contact Kathryn Shallenberger in the meantime)</td>
<td>Faculty Appointments</td>
</tr>
<tr>
<td></td>
<td>Hiring</td>
</tr>
<tr>
<td></td>
<td>Human Resources</td>
</tr>
<tr>
<td><strong>Kirsten Malinee</strong></td>
<td>Promotion &amp; Tenure</td>
</tr>
<tr>
<td></td>
<td>myVITA</td>
</tr>
<tr>
<td></td>
<td>Faculty Orientation</td>
</tr>
<tr>
<td></td>
<td>SOM Analytics</td>
</tr>
</tbody>
</table>

Resources available on intranet: [http://medicine.mymuhealth.org/faculty](http://medicine.mymuhealth.org/faculty)
Sharree Rose
(6+ years of service)
MA202

1. Executive Staff Assistant to Dr. Michael Hosokawa, Senior Associate Dean for Education
2. Women in Medicine and Medical Sciences Event Coordinator (WIMMS)
   • For women faculty members
3. MD/PhD Program Coordinator
   • For entering and current medical students
Primary Responsibilities:
• Calendars & Meeting Preparation
• Support for University Physicians & Chair, Dr. Choma
• Support for Beth Chancellor’s Directors of IT
• Support for School of Medicine Dean’s Office
• Support for University Physicians Administration Team
On your handout, write the correct answer to each question/item. (Closest correct answer wins!)

1. How many departments are there in the SOM? (clinical and non-clinical)
2. What is the total number of staff in SOM? (FT and PT)
3. In what month will the space for Center for Biomedical Informatics open?
4. Who is the new permanent Chair of the Department of Biochemistry?
5. How many FT and PT clinical faculty are in the SOM?
6. How many med school applications did the SOM Office of Medical Education receive in 2018?
7. What is the SOM's 2018 Match Rate (%)?
8. What was the date of the PCCLC Grand Opening?
9. What is SOM's percentage of total campus NIH Research Expenditures?
10. How many total full-time, tenure and non-tenure faculty does SOM have?
Who is SOM?

1. 21
2. 2330
3. July
4. Dr. Michael Chapman
5. 628
6. 2671
7. 99%
8. July 28, 2017
9. 50%
10. 632
I do much the same things as you do...and for those who don’t know, I WAS you for 5 years before joining the DO. I remember what it’s like working with one (or more) bosses, multiple faculty and staff (and personalities! And needs! And quirks!). SO, I get it.

I also remember (and still appreciate) how valuable it is to know who to call, how to proceed, what comes first, and what people need or like. And the confidence I gain when I know what to do is priceless. That’s why I wanted to do this.

We all have challenges every day...but we’re all still human. So, on those bad days or when I have one of them myself, we can all agree to give each other a break. I learned a long time ago, from personal experiences, not to judge people on first impressions or on a ‘bad day’ someone might be having. I hope others will do the same for me. That has continued to serve me well as I meet and get to know more people wherever I go. So, stay human!
RULES of THUMB

General

❖ Chair/Admin communications with the Dean

❖ Keep me 'in the loop'

❖ Last-minute requests

❖ Caveats!

❖ General

❖ Chair communication with the Dean

❖ When chair/admin makes requests, sends materials, or passes on general information, always copy me.

Note: If it contains information that is confidential, sensitive, or ongoing communication with the Dean, of course copying me is not necessary.

❖ It's my job to prepare/inform the Dean of requests, info, etc., so please do all you can to keep me 'in the loop'

❖ Last-minute requests are very difficult to fulfill; please give as much lead time as possible. The Dean and I will get things done or requests answered as quickly as possible, but if it's last-minute, it may not happen.

❖ Caveats We know things arise or change without warning, and the Dean wants to be able to accommodate everyone's requests; please realize that his schedule fills up far in advance and is often 'fluid', so a last-minute request - for a meeting, letter, document, appearance -- may not be honored. We will do the best we can!!
Specific Tasks

- **Candidate Interviews**
  - Initial Request - what and when?
  - Prior to Interview - what and when?

- **Meetings with the Dean (individuals or groups)**
  - Initial Request - what and when?
  - Prior to meeting - what and when?

  **Note:** For group/department meetings

- **Candidate Interviews** - It is not necessary or feasible for the Dean to meet every faculty candidate in each department. He would be happy to meet everyone, but his schedule will simply not accommodate that. The initial request is extremely important in the Dean’s determination.
  - Initial Request
    - Make request for interview at least 1 month before visit (if possible)

  - Send CV plus the following information:
    - 1st or 2nd visit?
    - Has Chair discussed this candidate w/Dean?

  - 1 week prior to interview, send
    - Itinerary (draft is fine; try to have all the people candidate is meeting included) - caveat!
    - Evaluation form (or method of Dean's evaluation)
    - CV (only if it has changed since original request)

- **Meetings with the Dean**
  - Initial request
    - Topic
    - if this is an initial or a follow-up meeting
    - length of meeting (suggested, preferred)
✦ attendees (if applicable)
✦ materials the Dean should review for the meeting;
    Note: send these (if possible) when making the request but
    at least 3 days prior to meeting
✦ The earlier the better - the Dean will decide how urgent the topic is
    or how best to fit it into his schedule.
✦ CAVEAT!!

✦ Prior to meeting (if not already provided)
✦ Any materials (new or updated) the Dean will need
✦ Who all the attendees are
✦ Location

Note: For group/department meetings, the request should come directly from
Chair (dept/committee) or faculty member
Specific Tasks, cont’d.

- Requests for Dean’s Welcome, Remarks, or Presentation
  - Initial request - what and when?
  - If request is accepted - what and when?
- Documents for Dean’s signature
  - Internal documents - what and when?
    (see form on next slide)
  - Letters of support, reference, etc. - what and when?
    Note: Allow at least 1 week for a letter to be returned.

- Requests for Dean’s Welcome, Remarks, Presentation
  - Initial request - 1-2 months in advance (at least)
    - Event, Date, Time, Location (including time expectation for Dean)
    - Requested Role of Dean (welcome, remarks, presentation, attendance)
    - Background of group and event, including the expected makeup of the audience (note: please include website/link if available)
    - Contact information for person/people in charge
    - Date when answer is needed
  - If request is accepted (and as event date nears)
    - Send agenda/schedule, with details (where and when Dean will be speaking/presenting);
      - always update this if/as changes are made
      - List of other speakers/presenters
      - Logistics, guidance, instructions, etc., confirmed since 1st request

- Documents for Dean’s signature
  - Internal Documents
    - Bring documents to Allison’s desk
    - Fill out Tracking form (w/how to contact you once signed)
    - Allow at least 1 week prior to when it is needed (this will depend on the document and the timeline) - CAVEAT!
Letters of support, reference, etc.

- Letters of Support, reference, etc.
  - Chair/faculty should make a direct request to Dean Delafontaine (via email, phone, or other meeting) - copy me on all email requests
  - Provide a letter for the Dean to edit as necessary; letter should include all pertinent information - addressee, titles/names, research, grant, faculty, etc.
  - Provide the deadline for receiving the letter
  - How letter is to be returned (scanned, original picked up, mailed)

  Note: Allow at least 1 week for the letter to be returned.

CAVEAT!!
<table>
<thead>
<tr>
<th>Date</th>
<th>Name/Dept</th>
<th>Type of Document</th>
<th>Return Instructions</th>
<th>Ref/Rev</th>
<th>Rev/Rev</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Debbie Taylor, Office of Research

Office of Research

https://medicine.missouri.edu/research
Research Organizational Structure

Vice President, Research and Economic Development
(Mark McIntosh, PhD)

Vice Chancellor, Research, Graduate Studies, and Economic Development (Mark McIntosh, PhD)

Dean (Patrice Delafontaine, MD)

Senior Associate Dean, Research (Interim: Jerry C. Parker, PhD)

Associate Dean for Research (Jerry C. Parker, PhD)

Research Coordinator (Debbie Taylor)
SOM Research Units

SOM Research Deans

- Grants and Contracts (Marty Carter)
- Biostatistics and Research Design
- Grant Writer (Cynthia Haydon)
- Clinical Research Center (Dean Hainsworth, MD)
- Health Sciences Informatics Group
- Institute for Clinical and Translational Science
Grants CARe Team

• Pre-reviews all grants/contracts
• Assists with budget development
• Post-award assistance
• Grants and Contracts Workgroup (education)
• Research Scorecard/metrics
• Contact: CarterMM@health.missouri.edu
Biostatistics and Research Design

• Consulting Service
• Support for grant submissions (free)
• Depends upon effort in grants
• Non-grant consultation ($100/hour)
• Contact: PetroskiG@health.missouri.edu

Greg Petroski, PhD
Chelsea Deroche, PhD
Bin Ge, MD, MA
SOM Grant Writer

• Major focus on large, institutional applications
• Other application support (if scheduled)
• Career Development applications
• Assistance with Public Access policy
• Monthly classes (grant writing topics)
• Contact: HaydonC@health.missouri.edu
Clinical Trials CARe Team

• Streamlines clinical trial activation
• Develops clinical trials budgets
• Negotiates budgets with sponsors
• Virtual support team:
  • Informatics
  • Medical Terminologist
  • Coverage Analysis
• Contact: BecklenbergMA@health.missouri.edu

Meredith Becklenberg  Sherry McDonald  George Swisher
Clinical Research Center

- Facility on 5th floor
- Phase 1 Trial capability
- Inpatient capability (5 beds)
- Outpatient capability
- Metabolic kitchen
- Satellite pharmacy and lab
Health Sciences Informatics Group

Trupti Joshi, PhD
Director
Translational Bioinformatics

Abu Mosa, PhD
Director
Research Informatics

Danny Myers, MHA
Tiger Institute
Research Project Leader

Lincoln Sheets, MD, PhD
Director
Health Informatics
“Other Duties As Assigned”

• Research Council
• Summer Research Fellowships
• International Summer Research Internships
• Health Sciences Research Day (November 15, 2018)
• Spurgeon Award
• Dean’s Advisory Council on Medical Student Research
• Young Investigator Seminar Series
SOM IT Teams
(Associate Dean for Instructional Technology - Beth Chancellor)

General Procedures:

- **Departmental IT Pros** should be requested to set up meetings in SOM rooms.
- Zoom accounts are limited, and they are first-come, first-served.
- Personal zoom links can be set up; IT just needs the zoom info.
- Contact person is required when requesting a room set up.
- **IT Pro’s** will verify connections (audio, video, presentation share).
- If basic troubleshooting when an AMX panel is on but TVs or projectors are not running.

[umhsmuhaitatlas@health.missouri.edu](mailto:umhsmuhaitatlas@health.missouri.edu)
I.T. TIPS

Things OK to do:
- Power on the systems,
- go to video conference,
- dial to connections if reserved,
  - zoom accounts are not locked to rooms, so if you try to connect to a zoom meeting that is already in use, you’ll join the other meeting
- share content,
- adjust volume with sliders,
  - please return to original settings after use
- power off after usage, and
- end meetings/leave meetings.

Things NOT OK to do:
- Troubleshooting that involves unplugging anything,
- resetting anything other than the computer, and
- pushing any buttons that you don’t know what they do.
HOW TO FIND US

Melanie Barger
bargerm@health.missouri.edu
882-6949

Chelsea Carleton
taylorchel@missouri.edu
882-5340

Amy Childs
childsam@health.missouri.edu
882-1566

Marla Lampp
lamppm@health.missouri.edu
882-4945

Kirsten Malinee
malineek@health.missouri.edu
882-0003

Kim McDonald
mcdonaldky@health.missouri.edu
884-2066

Glenda McGaughey
mcgaugheyg@health.missouri.edu
884-7284

Allison Miller
millerall@health.misouri.edu
884-9080

Hope Morris
morrisho@health.misouri.edu
882-1612

Sharree Rose
rosesn@health.misouri.edu
882-5644

Kathryn Shallenberger
shallenbergerk@misouri.edu
882-0298

Debbie Taylor
taylord@health.misouri.edu
884-0042
Come visit us in the Dean’s Office!
General Procedures:
- Departmental IT Pros should be requested to set up meetings in SOM rooms.
- When requesting rooms with only preprogrammed AMX panels, available Zoom accounts are limited, and they are first-come, first-served.
- Rooms that can accommodate other personal zoom links can be set up; IT just needs the zoom information.
- When requesting a room set up, please include a contact person who can provide additional information if needed, as well as any information about whether the conference will need camera view, desktop sharing, or both.
- IT Pro’s will verify the connection, audio, video, and presentation share.
  - Once verification is complete, we can wait for a few moments for any questions.
  - When users are finished with their room use, we ask that they end their conference or leave the meetings as applicable.
  - If there are ‘in the moment’ issues, Atlas can be reached at 2-9293.
  - We cannot verify or troubleshoot our remote users’ connections. If they have poor internet service or connections, it will not work.
  - If they are unable to get their device webcam and audio working, we cannot fix that.
  - Remote connected users should be encouraged to test their equipment and connection up to 15 minutes prior to meeting time.
- If you enter a room and an AMX panel is on but TVs or projectors are not running,
  - the best practice is to power down the system from the AMX panel, and start the system again after a few seconds.
  - If the system TVs or projectors do not come on at that point, an IT Pro will need to do further troubleshooting.

SOM Room Configurations
- **Acuff, Bryant** generally a similar setup:
  - AMX panel with pre-programmed directory containing zoom contacts, room-to-room connections to Springfield, and Attend MTN (telehealth).
  - These rooms are also Tegrity enabled, so Tegrity recordings can be done from the computer.
- Since they are Tegrity enabled, they can run Zoom from the computer as well, from a personal link.
- They also have a media recorder to record data to a flash drive.

**M243, S255:**
- AMX panel with pre-programmed directory containing zoom contacts, room-to-room connections to Springfield, and Attend MTN (telehealth).
- Tegrity enabled, so recordings can be made through a Tegrity account on the computer.
- Zoom personal connections can be made from the computer as well.

**LC322, HSL100a, LC401:**
- AMX panel with pre-programmed directory containing zoom contacts, room-to-room connections to Springfield, and Attend MTN (telehealth).
- No Tegrity capabilities, and no ability to run personal zoom links.
- LC322 has a phone, but neither of the other two rooms do.
- LC401 has multiple TV’s to send signal to.

**LC361, LC202:**
- These rooms are simply a computer connected to a webcam, TV and speaker system.
- They can run Zoom from any personal Zoom link, as well as other (not necessarily supported by us) conferencing software.
- Rooms should have 2 remotes, one for the TV (Sharp) and one for the speaker bar (ZVOX).
- If there is no audio but the PC settings look fine, first check the power button on the ZVOX remote and then use the TV remote to adjust volume.

**CE621:**
- AMX Panel with pre-programmed Zoom links for specific accounts, as well as some room-to-room connections.
- This room is in need of an overhaul and not highly recommended for remote conferencing.
- For local presentations it works fine.

The following rooms are department-specific.
These rooms are department-specific. Special requests need to be made of the departments directly.

- **MA306O (FCM):** This room has webcams and a computer which can run Zoom from any personal Zoom link, as well as other (not necessarily supported by us) conferencing software.

- **MA302 (FCM):** This room has an AMX panel with Atlas’s Zoom link, FCM Grand Rounds, and FCM Didactics. This room does not allow two-way communication; it can only broadcast out, no incoming signal received. No personal zoom links function on it.

- **MA303E (FCM):** This room is a very small conference room with a laptop and projector. The webcam is on the laptop, so it must be on the table. It can support personal zoom links.

- **MA312 (Otolaryngology):** This room has a computer and projector, but no cameras or microphones, so it can only support local (no remote/teleconferences) conferencing.

  umhsmuhaitatlas@health.missouri.edu