

**Department of Radiology
Minutes of Staff Meeting
Monday, January 27, 2014
UIC Radiology Conference Room**

Present: Drs. Anderson, Bui, Cai, Gaba, Knuttinen, Lu, Mar, Michals, Menchaca, Minocha, Ray, Roberts, Shamim, Talwar, Xie, Kiara Goodrich and Kunal Vora
Absent: Drs. Bresler, Brown, Mulligan, Patel, Saran, Schey, Thulborn, Valvassori, Wilbur, Zhou, Yang

I Call to Order: The meeting was called to order at 4:30 pm

II Housekeeping: Dr. Ray opened the meeting with department updates and reminders

- a. Communication within the department needs to improve. He understands most of the faculty members have personal email accounts in addition to their UIC account; however everyone should be checking their UIC email frequently.
- b. Faculty members should provide administrative staff with their most recent contact information if they have not done so
- c. All faculty members should be providing administrative staff their vacation and sick time to alleviate any miscommunication
- d. Dr. Ray thanked each person who met with him for a one on one, and welcomed anyone who has not yet done so
- e. Dr. Ray wants to begin holding faculty meetings every 4th Monday of the month, and for all faculty members to add it to their calendars
- f. He also informed everyone that Dr. Brian Mulligan will be retiring June 30th of this year

III Recruitment Update:

- a. Dr. Ray stated that Radiology clinical and educational sides are doing really well, but wants to increase the scholarly standing
- b. He informed faculty members that there are 3 open positions, including Neuro Imaging, Breast Imaging and Peds/General. There has been over 100 applicants
- c. A committee has been formed to vet the applicants. By February 10th a short list of applicants should be configured with 3-5 applicants for each neuro, breast and peds/general for an on-site interview. By then the committee will require more input from faculty

IV Leadership Changes:

- a. Dr. Ray informed faculty members of the Faculty Hospital Liaison Committee that currently takes place weekly, and includes Drs. Ray and Bresler, Kunal, David Loffing and Joe Abraham where they discuss and strategize on the future of the department.
- b. He also explained the purpose of the Radiology Leadership Council; hopes to bring other faculty members from the hospital side to join these meetings to help strategize. Currently the committee consists of Drs. Ray, Bresler, Michals and Kunal
- c. He wants faculty members to vote 2 of their peers to join the committee. The elects will be rotated every year in order to give other faculty members the opportunity to be a part of the committee
- d. Faculty members expressed their opinions on the new idea. The faculty liked the idea and saw the benefits from it
- e. Dr. Ray wants to go forward with the election as soon as possible

- f. Dr. Ray also wants to create a Research Advisory Committee as an outlet for researchers to go and strategize on how to go further in their research. He mentioned that this isn't on the top of the list, but will be created further down the road

V Research Infrastructure

- a. Dr. Ray informed faculty members that he wants to hire 2-4 individuals as institutional support. Options include hiring an IT programmer, research assistant, clinical research coordinator and research administrator
- b. He also explained that space is limited and suggested a virtual office outside of the clinical areas. He believes that it will decrease run ins with questions, and provides more time dedicated to research
- c. Faculty members provided feedback on the virtual office. Drs. Anderson, Roberts, Gaba and Bui thought it was a great idea and sees it as being very beneficial. Also, they think it would be a good place for medical students to get involved

VI Funding

- a. Dr. Ray explained that there are 2 department faculty grants that will be available; Pilot Research Grant and Faculty Development Grant
- b. Radiology Pilot Research Grant is to provide prelim data for further grant submission
QI projects are not accepted, unless leading to further grant funding
- c. The Faculty Development grant is to provide funds for research/QI/educational projects that will lead to manuscript submission

VII Meeting Reimbursements

- a. Dr. Ray went over the current policy; He wants to make some changes to incentivize high level research and significant involvement
- b. He also wants to increase the compensated travel days when presenting, from 8 to 15, with restrictions. Faculty members should take 2 travel days for going and returning, and one day of conference for each project with which they are involved
- c. Posters will not be paid for unless it is followed by a manuscript
- d. One faculty member or trainee will be paid for by the department for posters or educational abstracts; one faculty member and one trainee who are first and second or senior authors on the project will be paid for by the department for scientific abstracts
- e. There will also be a limitation on which meetings will be paid for. Only major general and main subspecialty meetings
- f. This won't apply for anything already submitted, current rules are applicable

VIII Adjournment: Meeting adjourned at 5:30pm