The meeting was called to order at 1:05 pm by Merry Lindsey. The minutes from the prior meeting and current agenda were submitted, reviewed, and approved.

**Old Business**

Report on Vice President Special Election
We are pleased to announce that Laurel Copeland has been elected Vice President.

Report on Committee Chair Positions
We are pleased to announce that Donna Lehman has been selected as Membership Committee Chair.

WFA and Healthcare Businesswomen’s Association (HBA) Joint Program
This event is still in the planning phases. Expect an update in the coming months.

Women’ Center of Excellence Special Program Featuring Janet Bickel
Janet Bickel will be coming to UTHSCSA for a June 27th program coordinated by Martha Medrano. Janet is well-known speaker and writer on issues of women in medicine. Topics for this conference will include mentoring and career management. For more information, please see [www.janetbickel.com](http://www.janetbickel.com). Janet will present at the Internal Medicine Department’s Grand Rounds from 8 to 9 am (all are invited). Later in the day, there is a possible meeting with residents and junior faculty, the details of which have not been finalized. At 4 or 5 pm, there will be a joint presentation co-sponsored by WFA and WCOE, and everyone is encouraged to attend.

**Committee Reports**

Public Relations Committee: Shivani Maffi, Committee Chair, reports that the website will be launched in the next few days (hopefully March 12 or 13). Please see [www.uthscsa.edu/wfa](http://www.uthscsa.edu/wfa)

Career Development Committee: HSC News this week had a section on “Three Steps to Prepare for Promotion and Tenure.” This is an excellent resource, and it can be viewed in its entirety at [http://www.uthscsa.edu/hscnews/singleformat.asp?newID=2318](http://www.uthscsa.edu/hscnews/singleformat.asp?newID=2318) Tips include start early, take personal responsibility for your success, and be proactive in prompting those who can help you.

Science Fair Committee: Amrita Kamat, Committee Co-Chair, reports that the Alamo Regional Science Fair will take place at St. Mary’s University on March 15 through 17. Middle and High School students from 32 counties will be participating, and at least 140 are women. Judging will occur on the 16th from 8:30 to 12:30. Twenty five people have volunteered, but more are still needed and welcome. Interested parties should contact
Amrita or her Co-Chair, Lily Dong. The WFA awards $50 First and $35 Second prizes to Middle and High School students.

WFA Leadership Awards Committee: Lynette Daws and Alice Gong, Committee Co-Chairs, forwarded a report that a call for applicants has already been announced. An early May Awards Program is anticipated but yet to be scheduled. An outstanding female student leader from each of the five schools will be awarded a plaque and $100.

Program Committee: Meetings and programs are scheduled for the second Friday of each month in room 2.0142 from 1 to 2 pm.

April 13, 2007 Annual Reviews and Talking to your Chairperson
May 11, 2007 Networking
June 8, 2007 Managing People
July 13, 2007 Childcare and an Academic Career
August 10, 2007 The Sandwich Generation
September 14, 2007 Annual Meet and Greet (& vote on new officers)
October 12, 2007 Knowing What You Want

Membership Committee: Membership forms were available, and those wishing to join the WFA were encouraged to do so. A question was raised about what dues are spent on. Monies go for lunch, Science Fair awards, Leadership awards, website support, and programs.

The eCV: Comments from P&T
John Preece, the Chair of the P&T Committee, forwarded specific comments about this topic which are summarized below.

- For those involved in research, identify the percent time commitment for each project, and be sure that those percents do not exceed 100%.
- For those involved in teaching activities, include the number of students and contact hours. Use the “comments” section to give detail (e.g. “provide 14 lecture hours of a 16 hour course”). Tell the P&T committee your role and contribution in each course.
- Check “automatic download” information VERY VERY carefully, especially with publications and information from the Registrar’s Office.
- Print and preview your eCV for completeness, accuracy, etc. “Ultimately, the eCV and the supporting letters for promotion and/or tenure are all that the committee has to work with, and it is the faculty member’s responsibility to make sure all of the hard work they have done is clearly represented in the e-CV.”

Program: The eCV: What Goes Where?
Lucy Fell, MBA, from the Office of the Vice President for Academic Administration, gave an excellent presentation with demonstration. She works with Robert A Kaminsky,
DDS, EdD, the Assistant Vice President for Academic Administration and the Director of the eCV program.

**Purpose:** The eCV is a database that holds a wide variety of information about faculty members. It is a critical component of our participation in the Southern Association of Colleges and Schools (SACS), our regional accreditation body. This database is used to help assure quality at our institution. This information is also used in the development of our catalogue.

**Access:** There are eCV Administrators throughout the University. Each School and each Department has a designee. Faculty need to request a user name and password from an eCV Administrator in order to gain access. These will be granted via email, and you will receive a link to the eCV home page.  [https://ecv.uthscsa.edu](https://ecv.uthscsa.edu)

**Help:** Help screens are available throughout and should be consulted frequently by new eCV users in order to avoid mistakes and troubleshoot. Additional help can be obtained from your Departmental or School eCV Administrator or the Office of the Vice President for Academic Administration. Green text appears throughout the screens with helpful pointers and special instructions; read these sections.

**Entering a New eCV:** Because eCV is a data repository, all information entered for the first time should be key stroked/manually entered into the field and not cut & pasted due to the reporting capabilities.

**Print Preview:** You can preview a section while you are entering data within it by clicking the icon in the upper right corner. When you are entering a number of items in a section (e.g. your education), it is wise to preview after one entry in order to avoid extensive revisions later.

**Current Employment Status:** This information is downloaded directly from PeopleSoft and should be correct.

**Formatting:** Entries will appear the way you enter them. (e.g. md vs. MD, UTHSCSA vs. University of Texas….)

**Drop-down Lists:** When possible, choose from the drop-down list. This helps maintain searchability for the database.

“**List Items**”: In some sections, you will not find what you need in a drop-down list. You can “click to request a new list item”, and that request will be forwarded to a the Faculty Data Governance Group for review and possible inclusion.

**The Faculty Data Governance Group:** A group of representatives from all schools who will decide ‘How we will maximize the information eCV holds and minimize utilization. This group is the decision maker for eCV.
Teaching Activities: Choose from the categories (e.g. Clinical, Course-Based, Pre-Doctoral Student Supervision, etc). Use “Instructional Type” to further categorize your role. Finally, include a lot of detail in the “Comments” section to more fully describe what you do (see Dr. Preece’s comments above).

Publications: It is difficult to import from Medline, and at this point faculty are asked to use drop-downs where possible and type (no cut and paste) entries otherwise. An upgrade that addresses some of these issues is anticipated soon.

eCV is S-L-O-W: Be patient. Wait after you’ve made a selection.

eCV Viewers: There are multiple re-set categories for CV viewing (e.g. NIH Biosketch). You can use these or create your own.

Be aware that a colleague’s changes to his/her eCV may affect and change yours (especially in the publication area).

A number of questions were answered, and Lucy reiterated the various resources faculty members have in order to use this tool as problems arise.

The meeting was adjourned at 2:00 pm.
The next meeting is scheduled for 1 pm on April 13, 2007 in room 2.042.