COMMITEE NAME: Faculty Senate
MINUTES

DATE/TIME/LOCATION OF MEETING:
18 January, 2008
12:00 Noon – 1:30 PM
210 (Amarillo); 200AB (Dallas); ACB 230 (Lubbock);

CALL TO ORDER BY: Dr. Yondell Masten
TIME: 12:10 pm

MEMBERS
Members: Dr. Alyce Ashcraft, Dr. Craig Cookman absent (Dr. Barbara Cherry proxy), Dr. Shane Greene, Dr. Tori Gustafson absent (Dr. Gail Apte proxy), Dr. Joel Hubbard, Dr. Lorenz Lutherer, Dr. Yondell Masten, Dr. Tom McGovern, Dr. Jeffery Oliver, Dr. Dawndra Scott, Dr. Rebecca Sleeper-Irons, Dr. James Stoll

HANDOUTS
• TTUHSC OP Manual Faculty OP Oversight Policy and Procedure Draft
• January 11, 2008 Called Meeting Briefing Document
• TTUHSC IT Policy Related to Blocking SPAM Email Traffic – Current Policy vs. Proposed Policy

APPROVAL OF MINUTES
16 November, 2007; Called Meeting 11 January, 2008

OLD BUSINESS

Agenda Item A. Communication
1. March 21 Faculty Senate Meeting Change
   March 21st meeting was moved to March 28 – senators will receive an e-mail with updated room information
2. Other – no other items were added to the agenda for Communication.

Agenda Item B. Issues
1. Faculty Center Configuration (dining, meeting, receptions, workout, or ….)
   Proposed Faculty Center location will be in the current TTUHSC Bookstore location, next to the cafeteria. Senate Recommendations are for a Faculty Dining Room to be configured with one large area for dining/meetings for use by all faculty and one or two smaller meeting rooms to be used for confidential discussion meetings. The meeting rooms could be reserved to hold faculty meetings, receptions as needed.
2. TTUHSC Faculty and Staff Discounts for Cafeteria
   Dr. McGovern volunteered to initiate a discussion with UMC regarding TTUHSC employee cafeteria discounts, similar to discounts for UMC employees.
3. Other – no other items were added to the Agenda for Issues.

Agenda Item C. Recommendations
1. Spring 2008 Faculty Senate General Faculty Meeting Potential Date
   TTUHSC General Faculty Meeting hosted by Faculty Senate date is tentatively set for April 11 from 12:00 to 12:50 (CST) – room pending. No response has been received from President Baldwin’s Office to indicate his inability to attend.
2. Other – no other items were added to the Agenda for Recommendations.

Agenda Item D. Policies and Procedures
1. TTUHSC Faculty OPs Oversight Policy

Presenter(s):
Dr. Masten
Senators
Proposed changes are:

- Revise the Procedure to state, “Faculty Senate OP Committee will review OPs and make recommendations to the Faculty Senate.”
- Revise the Procedure to include OPs related to faculty but located in sections other than 60.0 for review and submission of input to administration.

Dr. Masten will incorporate the changes and send the revised OP electronically to all senators for feedback.

An e-mail vote will be taken regarding wording of above document and adoption of the OP. The vote will be completed by February 1, 2008.

A suggestion to include statement, “All TTUHSC OPs affecting Faculty will be reviewed by the Faculty Senate for provision of input” in all TTUHSC OPs relating to faculty.

2. Other – no other items were added to the Agenda for Policies and Procedures
TTUHSC faculty to review and provide feedback to faculty senate.
The Briefing Document draft for providing input to President Baldwin was reviewed. Suggestions for additions to document are as follows:

- Client Access for Psychiatry Patients should be on the first floor of TTUHSC.
- Client Access for all TTUHSC employees seeking to use the Employee Assistance Program (EAP) need to have after-hours access, security, and an entrance to maintain employee confidentiality.

The additions will be included in the document before submission to President Baldwin. Dr. Masten stated Phase I of the Strategic Space Study implementation will start as soon as possible.

2. Other – no other items were added to the Agenda for Leadership.
1. Spam Task Force

Mike Phillips and Joe Brilbro from TTUHSC IT attended the meeting to discuss e-mail SPAM. Mike Phillips indicated SPAM has increased exponentially over the past several years. SPAMMERS are getting smarter about getting around SPAM filters. Presently, TTUHSC receives over 10 million e-mails per month and approximately 75% are SPAM. The policy of TTUHSC has been no institutional censorship. Current OP states IT can not determine validity of e-mail and all traffic will be permitted. However, voluntary participation in Greylisting and Outlook junk e-mail filters by individual users is available. Only 20% of all TTUHSC employees use Greylisting/Junk e-mail filters. (See policy document below)

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**Policy Related to Blocking SPAM Email Traffic**

**Current Versus Proposed**

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**Current Policy**

1.4.6 Email

The I.T. Division employs Greylisting and junk mail filtering to limit the number of unsolicited emails that are delivered to the user. Using rules and filtering within Microsoft Outlook, these unsolicited emails are usually diverted to the Spam or Junk E-mail folder. However, the I.T. Division cannot determine the true intent of the email and, therefore, will not delete any emails. For more information on Greylisting and junk mail filtering, go to:

http://www.ttuhsct.edu/it/helpdesk/greyleist.aspx and
http://www.ttuhsct.edu/it/helpdesk/outlookmsg/junkemail.aspx

**Proposed Policy**

1.4.6 Email

The volume of unsolicited bulk email (SPAM) that is received negatively impacts the Institution’s infrastructure and productivity. Therefore, the Institution has deployed infrastructure to reject most SPAM emails before they are processed by our email servers. Additional infrastructure has also been deployed for students, faculty and staff to use on their personal computers. For assistance or more information on strategies to manage SPAM/Junk Email, please contact the I.T. help desk or go to:

http://www.ttuhsct.edu/it/helpdesk/junkemail.aspx
2007, IT began researching software to control SPAM. In November 2007, Barracuda was installed and tested with positive test results. Another product was tested the first part of January. Barracuda was recently reinstalled and is running as a test of effectiveness. Barracuda assigns a score to all coming e-mail. Any email message with a score of 9 and greater is “black-listed” (blocked). E-mail with a score of 7-9 is deemed as SPAM but allowed to go through. After Barracuda has been in place for a sufficient period of time, the score may be lowered for designating messages as suspected SPAM e-mail. Barracuda comes with an Outlook plug-in. In Phase I of the rollout, there will be an optional quarantine area for users desiring to utilize the plug-in. All contacts in Outlook are “white listed” (allowed to come through). IT is waiting on PEC approval before full implementation. Mr. Phillips explained the various IT departments within TTUHSC are informed of software program changes/implementations through TechTalk. The suggestion was made to increase communication regarding software changes/implementation with faculty by sending TechTalk to all faculty.

Mr. Phillips stated the TTUHSC IT department will begin strategic planning in the next 45-60 days and asked the senate to send members to be on the strategic planning committee. A list consisting of one Senator from each School or a faculty selected by a Senator to represent each School will be submitted to Mr. Phillips.

Mailbox size was discussed. Currently, IT does not enforce mailbox size but file attachment size is restricted to 10 mg. Faculty and staff may call IT and request the file attachment limit be raised when a larger attachment is expected. With the development of larger PowerPoint presentations, video files, picture files, the topic of increasing attachment file size is under discussion by TTUHSC IT. Joe Brilbro stated large files are restricted because spammers could attach large files and very quickly fill up all available server storage and cause e-mail problems.

2. Agenda Committee
   No meeting

3. Policy Review Committee (Alignment of TTUHSC T&P OP with BOR T&P)
   No meeting

4. Bylaws Revision Task Force
   Volunteers are being solicited and meetings will begin soon.

5. Faculty Awards Committee
   Committee volunteers are being solicited. Dr. Masten stated President Baldwin supports Senate taking responsibility for the Faculty Awards process. A policy and procedure will be developed by the Faculty Awards Committee. The policy needs to be ready for implementation by the end of the Spring 2008 semester.

6. Staff Senate Task Force
   Dr. Hubbard stated the Staff Senate Task force meets twice monthly. The task force is working on the draft of the Staff Senate Constitution and the Staff Senate Bylaws. The task force determined not every staff employee has an e-raider account and e-mail access. Thus, task force members decided to use paper mail out ballots to be sent to all staff at all locations for voting on acceptance of the Staff Senate Constitution and Staff Senate Bylaws. The task force is seeking a small amount of funding for supplies (paper, envelopes, copying). Suggestions for funding included contact of David Fry in Human Resources (HR) to
determine whether HR will be sending a mailing soon to all staff and would allow for Staff Senate information to be included or ask Mr. Fry for a no cost ballot mailing within the TTUHSC System.

Paula Simpson, webmaster for TTUHSC Staff Senate, reported the Staff Senate website is live with links from the TTUHSC website.

7. Other: Increased Faculty Senate Communication
   Based on a suggestion from Dr. Greene, the Faculty Senate will ask to have a column regarding Faculty Senate included in STATLINE. Senators are encouraged to submit a name for the column by February 1, 2008.

   Additionally, the discussion by Mr. Phillips regarding SPAM will be summarized and posted on the Faculty Senate “Faculty Issues” section of the Faculty Senate website.

<table>
<thead>
<tr>
<th>Agenda Item G. Officer Reports</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. President</td>
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<tr>
<td>No report</td>
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<td>2. President-Elect</td>
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<tr>
<td>No report</td>
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<td>3. Vice President</td>
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<tr>
<td>No report</td>
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<tr>
<td>4. Immediate Past President</td>
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<tr>
<td>No report</td>
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</tbody>
</table>

| Agenda Item I. Other: None    |

<table>
<thead>
<tr>
<th>NEW BUSINESS</th>
</tr>
</thead>
</table>

**Agenda Item A. Senate Homepage Picture**

1. Location, Date, and Time
   Item tabled until the February meeting due to lack of time.

**Agenda Item B. Other: Spring Meeting of Faculty Senate Officers with President Baldwin**

1. Baldwin for the Spring, 2008 Semester. Items for the agenda include progress on establishment of the Staff Senate, funding for both the Faculty Senate and Staff Senate, Faculty Awards Policy and Procedure, Teaching and Technology. Other items will be added from discussion at the March Faculty Senate meeting.

**Agenda Item C. Next Steps**

1. Development of Agenda for Faculty Senate Officers Spring Meeting with President Baldwin

<table>
<thead>
<tr>
<th>ACTION ITEMS</th>
<th>Due Date</th>
<th>Responsible Person(s):</th>
</tr>
</thead>
</table>

**Agenda Item A. Communication**

1. Location, Date, and Time of the changed March Faculty Senate Meeting will be announced via email.

   February 1, 2008

   Paula Simpson

**Agenda Item B. Issues**

1. Faculty Center configuration suggestions to be added to the Briefing Document draft.

   January 22, 2008

   Dr. Masten
<table>
<thead>
<tr>
<th>Agenda Item C. Recommendations</th>
<th>February 15</th>
<th>Dr. McGovern</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Spring 2008 Faculty Senate General Faculty Meeting date and President Baldwin’s confirmation for attending, and room reservations follow-up.</td>
<td>February 1, 2008</td>
<td>Paula Simpson</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Agenda Item D. Policies and Procedures</th>
<th>January 22</th>
<th>Dr. Masten</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Revisions to the TTUHSC Faculty OPs Oversight Policy</td>
<td>January 28, 2008</td>
<td>Paula Simpson</td>
</tr>
<tr>
<td>2. Dissemination of revised TTUHSC Faculty OPs Oversight Policy to Senators for vote to be submitted by Senators by February 1, 2008.</td>
<td>February 1, 2008</td>
<td>Senators</td>
</tr>
<tr>
<td>3. Submission of TTUHSC Faculty OPs Oversight Policy vote by February 1, 2008</td>
<td>February 1, 2008</td>
<td>Senators</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Agenda Item E. Leadership</th>
<th>January 14</th>
<th>Paula Simpson</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Summary of Strategic Space Study for the TTUHSC Lubbock Campus PPT file posting on the Faculty Senate website in the “Faculty Issues” section for solicitation of feedback by TTUHSC faculty.</td>
<td>January 25</td>
<td>TTUHSC</td>
</tr>
<tr>
<td>2. Provision of feedback to Strategic Space Study PPT file posting.</td>
<td>January 22</td>
<td>Faculty</td>
</tr>
<tr>
<td>3. Revision of the Briefing Document for President Baldwin to include the additional suggestions.</td>
<td>January 25</td>
<td>Dr. Masten</td>
</tr>
<tr>
<td>4. Submission of Briefing Document to President Baldwin and Dr. Rolfe</td>
<td>January 25</td>
<td>Dr. Masten</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Agenda Item F. Committee and Task Force Reports</th>
<th>January 18</th>
<th>Paula Simpson</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Summary of SPAM Presentation to Faculty Senate by Mr. Mike Phillips posting on Faculty Senate website in “Faculty Issues” section.</td>
<td>February 1, 2008</td>
<td>Paula Simpson</td>
</tr>
<tr>
<td>2. Solicitation of Faculty Senate email vote for revision to Policy Related to Blocking SPAM Email by February 1, 2008.</td>
<td>February 1, 2008</td>
<td>Dr. Masten</td>
</tr>
<tr>
<td>3. Faculty Senate to develop document of support to be submitted to Mr. Phillips regarding proposed revision to Policy Related to Blocking SPAM Email by February 1, 2008.</td>
<td>March 28, 2008</td>
<td>Dr. Lutherer</td>
</tr>
<tr>
<td>4. Policy Review Committee (Alignment of TTUHSC T&amp;P OP with BOR T&amp;P)</td>
<td>May 9, 2008</td>
<td>Dr. Gustafson</td>
</tr>
<tr>
<td>5. Faculty Awards Committee work of Faculty Awards Policy</td>
<td>February 15, 2008</td>
<td>Paula Simpson</td>
</tr>
<tr>
<td>6. Faculty Senate Column in STATLINE call for column name via email.</td>
<td>February 15, 2008</td>
<td>Paula Simpson</td>
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</table>

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<tr>
<th>Agenda Item I. Other: Spring Meeting of Faculty Senate Officers with President Baldwin</th>
<th>January 23</th>
<th>Paula Simpson</th>
</tr>
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<tbody>
<tr>
<td>1. Contact of President’s office to solicit a date for meeting of the Faculty Senate Officers with President Baldwin.</td>
<td>January 25, 2008</td>
<td>Senators</td>
</tr>
<tr>
<td>2. Items suggested for inclusion for the meeting include Staff Senate, funding for both the Faculty Senate and Staff Senate, Faculty Awards Policy and Procedure, Teaching and Technology.</td>
<td>February 15, 2008</td>
<td>Senators</td>
</tr>
<tr>
<td>3. Other items to be added from discussion at February Faculty Senate meeting.</td>
<td>February 15, 2008</td>
<td>Senators</td>
</tr>
</tbody>
</table>

**ADJOURNMENT**

**Next Meeting Date/Time:** February 15, 2008

YM:ps

1-18-08