**TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER**  
**AD HOC FACULTY SENATE EXECUTIVE COMMITTEE**

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<tr>
<th>COMMITTEE NAME: Interim Faculty Senate</th>
<th>DATE/TIME/LOCATION OF MEETING:</th>
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<td>11 May, 2007</td>
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<tr>
<td>MINUTES</td>
<td>12:00 Noon – 1:45 PM</td>
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<td>ACB-260G (Lubbock)</td>
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**CALL TO ORDER BY:** Dr. Lorenz Lutherer

**MEMBERS PRESENT**  
Dr. Tori Gustafson, Dr. Barbara Johnston, Dr. Lorenz Lutherer, Dr. Yondell Masten, Dr. Barbara Sawyer, Dr. Dawndra Scott, Dr. Charles Seifert

**HANDOUTS**  
• None

**APPROVAL OF MINUTES**  
20 April, 2007 Approved

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<th>OLD BUSINESS</th>
<th>Presenter(s):</th>
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| **Agenda Item A. Communication** | Dr. Lutherer  
Dr. Seifert  
Members |
| 1. Dr. Lutherer stated that the Constitution and Bylaws of the TTUHSC Faculty Senate had been ratified by 86% of the voting faculty. | |
| 2. Dr. Sawyer was asked to make changes to the Senate web page of “History” and add voting results to the “Announcements” page. | |
| 3. Dr. Seifert recommended that a letter be sent to President Mittemeyer charging the Deans with ensuring their School’s faculty assembly set a process to elect Senate representatives. | |
| 4. Dr. Seifert suggested sending an email “thank-you” to the faculty for voting and approving the Senate’s Constitution and Bylaws. | |
| 5. The Senate determined that it was imperative to be placed on the email list to receive Board of Regents meeting agendas. Dr. Lutherer will determine what action should be taken to deal with this issue. | |

**Agenda Item B. Issues** | Dr. Seifert  
Dr. Johnston  
Members |
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<td>1. Drs. Seifert and Johnston, as members of an ad hoc Space Committee, made a report to the Senate regarding projections for space utilization. A meeting with PSC (a consulting firm) is planned to discuss allotment of the 40-50,000 sq. ft. that will come available in stages with the opening of the new Clinical Tower and Pain Institute buildings. It was mentioned that President Mittemeyer’s top priorities include 1) space for Urology, 2) a Clinical Simulation Center, and 3) a research tower. Other recommendations were 1) a faculty lounge/rec center, 2) a computer center for student testing, and 3) a Core Lab facility. The Senate suggested keeping space for a childcare facility under consideration and that a separate space where confidentiality could be maintained be considered for study, staff, and faculty counseling. These suggestions will be presented to PSC who will then prepare a final report on 15 August 2007.</td>
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**Agenda Item C. Recommendations** | Members |
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<td>1. In planning for the transition to a permanent Faculty Senate, a transition meeting with newly chosen School representatives will be held Friday 31 August 2007. Because some Schools will not be fully prepared to select</td>
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new representatives, interim members from those Schools will continue to serve as representatives.

2. Discussion ensued regarding the question of faculty representation on the Senate. During the General Faculty Meeting and from feedback given during the balloting period, this was a major area of faculty concern. This issue will need to be addressed further, particularly with the new medical school in El Paso opening in the future.

3. A need for selection of members who will attend the Senate meetings was discussed. This relates in particular to the SOM representation.

**Agenda Item D.** Policies and Procedures
1. Drafting of Policies and Procedures for Fall 2007 Implementation – included in Agenda Items A and C.

**Agenda Item E.** Leadership
1. A decision was made to hold the Fall All Faculty Meeting sometime at the beginning of October. No specific date was chosen.

2. The President’s Faculty Awards were discussed, and it was decided that the Senate should approach the President about the possibility of being involved in revamping the selection criteria, required documentation, and the decision-making processes. Consideration of the presenting of the President’s Faculty Awards by the Faculty Senate at the Fall Meeting was discussed. An ad hoc committee volunteered (Drs. Tom McGovern, Barbara Johnston, Tori Gustafson, and Chuck Seifert) to address these issues and will invite a non-Senate faculty member from each School to serve on this committee. Dr. Gustafson volunteered to compile the documents that are currently in place, and Dr. Johnston will set up a meeting time for this ad hoc committee.

3. Budget development was discussed. Dr. Lutherer mentioned that staff support was required and a 10% salary augmentation should be given to the staff member. Paula Simpson was suggested as the staff member, and Dr. Masten will assess Paula’s current salary. Another budget item would be cost for food at the All Faculty Meetings. Money needed for Information Technology assistance, office supplies, and development of letterhead stationery was discussed. A final budget amount of $7500 to $10,000 was determined and will be presented to President Mittemeyer.

**Agenda Item F.** Committee Reports – none at this time

**Agenda Item G.** Officer Reports – none at this time

**Agenda Item G.** Other

**NEW BUSINESS**

**Agenda Item A.**
1. Discussion ensued regarding development of an ad hoc committee to examine HSC Tenure and Promotion policy. Dr. Seifert stated that President Mittemeyer wishes to move forward quickly on this document without waiting for faculty approval. Dr. Lutherer suggested that the Faculty Senate needed to endorse the document and agreed to send out the current revised policy from 1 March 2007 for Senate members to review. Dr. Lutherer feels that there are several issues needing clarification. The process, the need for faculty approval, and some areas of further change will be discussed with President Mittemeyer when the
Senate officers meet with him later this month.

2. Discussion was held on how the Faculty Senate could or should assist him while providing him with information about faculty views on different issues and ensuring appropriate faculty review and approval when necessary.

3. Discussion of the HSC President Search led to the need for candidates to visit with the Faculty Senate. The possibility of sending a letter to the Search Committee was mentioned but no definite action was taken. This issue will be discussed with President Mittemeyer.

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**Agenda Item B.**

1. A meeting will be arranged with President Mittemeyer by Dr. Lutherer to discuss several issues.

2. The next meeting of the Interim Faculty Senate will take place 15 June 2007 at noon. SOM will provide lunch.

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**ADJOURNMENT by Dr. Lutherer at 1:45 p.m.**

**Next Meeting Date/Time:** June 15, 2007

BS

05-11-07/05-16-07