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

COMMITTEE NAME: Interim Faculty Senate
MINUTES

DATE/TIME/LOCATION OF MEETING:
3 August 2007
12:00 Noon – 1:30 PM
ACB-260G (Lubbock)

CALL TO ORDER BY:
Dr. Lorenz Lutherer

MEMBERS PRESENT
Dr. Tori Gustafson, Dr. Barbara Johnston, Dr. Lorenz Lutherer, Dr. Yondell Masten, Dr. Tom McGovern, Dr. Barbara Sawyer, Dr. Dawndra Scott,

HANDOUTS
• HSC OP 70.xx

APPROVAL OF MINUTES
12 July, 2007 Approved

OLD BUSINESS

Agenda Item A. Communication
1. Summary of July 12 Meeting with President Mittemeyer
   • Regarding formal recognition of the TTUHSC Senate, Dr. Lutherer was notified by Dr. Mittemeyer that the formation and faculty approval of the Senate would be announced at the 10 August 2007 Board of Regents meeting.
   • The Senate's budget was approved for the following amounts: $4000 to Paula Simpson for staff support, $4000 for food at faculty meetings, $1000 for IT support, and $1000 for miscellaneous expenses.
   • The Senate's revisions to the Regents' Rules 06.03 were accepted and have been sent to the Deans for assessment. Dr. Lutherer suggested that the permanent Senate should review these rules every two years. Suggestion was made that a Policy Review Committee should be formed. This was discussed later during this meeting.
   • At present, no changes have been made to the Faculty Award forms regarding nomination of faculty for the Chancellor's Award. Dr. Masten suggested that Dr. Lutherer contact Mary Croyle about this. Dr. Lutherer will also request the Senate's receiving Board of Regents' meetings agendas. The ad hoc Awards Committee of the Senate will meet with the new HSC President to negotiate the awards process for 2008 (see Agenda item C2).

Agenda Item B. Issues
1. Senator attendance at meetings was discussed. A policy of three absences with prior notification will be acceptable; however, an alternate should be sent to attend meetings in the stead of an absent senator. Dr. Gustafson stated that the SOAHS policy stated that a member of the SOAHS Faculty Council will serve as alternate if a senator cannot attend

Presenter(s):

Dr. Lutherer
Members

Members
1. A meeting. Dr. Sawyer moved to accept the suggested policy and Dr. McGovern seconded the motion followed by full approval. This will become an operating policy of the Faculty Senate.

2. Restrictive senator selection criteria was discussed. Dr. Masten stated the SON bylaws will allow no administrative personnel to serve as faculty senators. "Administrative" personnel are defined by the SON as those serving as Chair or above. This is similar to the SOP bylaws for senator selection.

**Agenda Item C. Recommendations**

1. The recommendation for a "School Senator Election Oversight Committee" was tabled. The Senate considered that each School should perform this function.

2. An Awards Committee has been formed previously (May 2007) and consists of Drs. Gustafson, Johnston, Seifert, and McGovern. At that time, this ad hoc committee volunteered to address the selection criteria, documentation and the decision-making processes and will invite a non-Senate faculty member from each School to serve. This committee will negotiate with President Baldwin for review of the 2008 Awards process. The possibility of two awards ceremonies with more awards was suggested.

3. A welcome/introduction letter to the new HSC President, Dr. John Baldwin, will be prepared and circulated to senators by Dr. Lutherer at the 31 August 2007 meeting. Dr. Lutherer will request an opportunity to make opening remarks at the October 2007 general faculty meeting.

4. The satisfaction survey results should be on the agenda of the new Senate's meeting with Dr. Baldwin. An ad hoc committee or task force was implemented to investigate the items on the survey that faculty were dissatisfied with. The committee consists of Drs. Scott, Oliver, Mitchell-Jones and an SOP representative. Motion to form committee was made by Dr. McGovern and seconded by Dr. Scott. Motion was carried. Dr. Scott will serve as chair of this ad hoc committee.

5. Dr. Lutherer will request from Dr. Rolfe that the HSC Tenure and Promotion policy as it now stands be sent to the Senate for review.

**Agenda Item D. Policies and Procedures**

1. Drafting the policies and procedures for each committee will be done by the committee chairs.

**Agenda Item E. Leadership**

1. The requested budget was approved for the Faculty Senate.

2. The BOR will be notified by Dr. Mittemeyer of the existence of the Faculty Senate at the 10 August 2007 BOR meeting.

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

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

**NEW BUSINESS**

**Agenda Item A.**

Dr. Gustafson provided handouts of HSC OP 70.xx regarding employee screening and background checks. This policy was originally intended for HSC employees in "sensitive" positions; however, the new policy states that all new hires and all faculty about to be promoted must have a background
check performed, including a credit report. The policy also appears to be comprehensive in nature, covering both faculty and staff. Dr. Lutherer will contact Rial Rolfe concerning this and other policies that should be reviewed by the Senate. Dr

**Agenda Item B.**

It was suggested that a Policy Review Committee be formed from members of the Senate. Current members of this committee include Drs. Lutherer, Gustafson, Masten, and Seifert. These members will be considered interim until the permanent Senate convenes.

**Agenda Item C.**

The Senate discussed the need for an "active" Senate website on which all faculty could view specific policies that require faculty input. Alerts could be sent to faculty via email when an important policy needed review.

**Agenda Item D.**

Dr. Lutherer stated that the Senate will suggest that Dr. Mittemeyer become Emeritus President of the Health Sciences Center with the support of the Senate.

**ACTION ITEMS**

1. Dr. Lutherer will contact Rial Rolfe regarding policies sent to the Senate. This has since been done. Barbara Irwin in Elmo Cavin's office will forward all new and revised policies to the Senate for review. These policies will be studied by the Policy Review Committee of the Senate.
2. Dr. Lutherer will draft a welcome letter to President Baldwin. He will also contact Mary Croyle regarding whether changes have been made to the Chancellor's Award and receiving BOR agendas.
3. The Awards Committee will meet with Dr. Baldwin to discuss 2008 Awards.
4. The chairs of the ad hoc Senate committees will formulate policies regarding their committees.
5. An operating policy will be put in place regarding senator's absences from Senate meetings.
6. The next meeting will be a "hand-off" meeting to the new Senate. SOAHS will provide lunch. The meeting will need to be set up as a Healthnet meeting. Dr. Sawyer will handle this.

**ADJOURNMENT**

**Next Meeting Date/Time:** 31 August 2007, 1:00 p.m.

BS
08/08/2007