<table>
<thead>
<tr>
<th>COMMITTEE NAME: Faculty Senate</th>
<th>DATE/TIME/LOCATION OF MEETING:</th>
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<tbody>
<tr>
<td>MEMBERS</td>
<td>19 September, 2008</td>
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<tr>
<td></td>
<td>12:00 Noon – 1:30 PM (CT)</td>
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<td>11:00 – 12:20 PM (MT)</td>
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<td>210 (Amarillo); 200AB (Dallas); ACB 260D (Lubbock); ELP 212 (El Paso)</td>
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**CALL TO ORDER BY:**
Dr. Yondell Masten

**MEMBERS**

Members: Dr. Alyce Ashcraft, Dr. Craig Cookman, Dr. Shane Greene, Dr. Tori Gustafson absent (Dr. Frankie Sims proxy), Dr. Joel Hubbard, Dr. Lorenz Lutherer, Dr. Yondell Masten, Dr. Tom McGovern, absent (Dr. Lorenz Lutherer proxy) Dr. Jeffrey Oliver, Dr. Dawndra Scott, Dr. Rebecca Sleeper-Irons, Dr. James Stoll

In-Coming Senators:
Dr. Ulrich Bickel, SOP Amarillo
Dr. Martine Coue, Foster SOM El Paso
Dr. William Miller, Foster SOM El Paso
Dr. Kevin Ramey, SOAHS Lubbock
Dr. Jana Saunders, SON Lubbock
Dr. Namrata Singh, Foster SOM El Paso
Dr. Surendra Varma, SOM Lubbock
Dr. Joanna Wilson, SOM Amarillo

Out-Going Senators:
Dr. Shane Green, SOP Dallas
Dr. Dawndra Scott, SOAHS Lubbock
Dr. Lorenz Lutherer, SOM Lubbock
Dr. Jeffrey Oliver, SOM Lubbock

**HANDOUTS**

- None

**APPROVAL OF MINUTES**
15 August, 2008 – approved as distributed

**OLD BUSINESS**

**Agenda Item A. Policies and Procedures**

1. **Continuing Business Item: President’s Faculty Awards OP Revision**
   Deferred to October meeting. During the September meeting with the Senate officers, President Baldwin expressed his support for the Faculty Senate oversight of the Faculty Awards OP. Options for revision include a one page application with an attached CV and various categories for awards. This is the second time the President has asked the Senate to review the OP.

   The current process is unorganized and needs to be revised. In the past, there has been a lack of coordination between Dean’s awards, school awards, TTUHSC awards, and Chancellor’s awards. Currently, the Chancellor’s award is given without the faculty present.

**Presenter(s):**

Dr. Masten
2. Review of Section 60.0 of TTUHSC OP Manual
   Review of TTUHSC OP Manual is an ongoing process. The Senate will continue to review the OPs during the upcoming year.

3. Other
   Recommendation for Faculty Senate Inclusion in Dean and Higher HSC Position Candidates
   The Faculty Senate recommends vacant or soon-to-be vacant Dean or higher level HSC position searches include the Faculty Senate input.

   Each Academic Year, the Faculty Senate will create a list of two senators representing each Senate entity as potential Senators to conduct interviews with Dean or higher level candidates. The rationale for having several Senators included in the list, sufficient Senators should be available to interview candidates during designated time slots in the candidate schedules. In schools with candidates, the Senate will strive to ensure Senators from said school will be part of the interview process. The Senate will be seeking volunteers for the list.

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**Agenda Item B. Recommendations**

1. Other
   None reported

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**Agenda Item C. Issues**

1. Continuing Business Item: Parking Space Fee Increase and Ticketing of Cars September 2, 2008 for Out-of-Date Parking Stickers
   Currently, a lack of balance in space allocation exits between reserved, area reserved, student and patient parking. The lack of available parking forces people to park in unauthorized areas. Balance is needed to decrease the number of people parking in the prohibited areas.

   Additionally, parking stickers expire on August 31 each year and Traffic and Parking issues $25.00 tickets for vehicles without a new Academic Year (current) sticker visible on the vehicle on the first day of September. No warning is given.

   A faculty member contacted Dr. Ashcraft to have the Senate investigate the cost of parking fees. According to the faculty member, the parking fee has increased 8-9% while salaries have not had such a significant increase. The Senate discussed whether the increased estimate of 8-9% proposed by the faculty was low and the true fee increase was closer to 20%. Options for parking fees discussed included free parking and a moratorium on parking fee increases for 3, 5 or 10 years. El Paso currently pays $10.00 per month.

   After discussion on the above issues, several motions were passed.
   1) A motion for a moratorium on parking fee increases for the next three (3) years was made by Dr. Ashcraft with a second from Dr. Varma. Motion passed with 1 abstention.

   2) A motion for no tickets issued during the first week of
September with only warnings will be issued was made by Dr. Lutherer with a second by Dr. Varma. Motion passed with 1 abstention.

Dr. Hubbard suggested the Senate invite a representative from Traffic and Parking attend the next meeting. The Senate was in agreement and Dr. Hubbard will issue the invitation to Traffic and Parking.

2. TTU Emergency Notification System.
   TTU has an emergency notification system to call and e-mail all faculty, staff and students during emergencies affecting the University. The system performed brilliantly during the recent flooding in Lubbock. All faculty, staff and students were notified with 3 minutes of the decision to close the TTU campus on Friday, September 12, 2008. TTUHSC does not have similar capabilities. The only emergency notification system TTUHSC has in place is the overhead speaker system for notifying employees in the building. Further study of the matter is needed.

3. Office Space
   Dr. Ashcraft reported office space in the School of Nursing is extremely limited. In some cases, there are 5 people in an office, 4 people in an office, 3 people in an office, or 2 people in an office. The lack of space could cause HIPPA, FERPA, Board of Nursing, Title 9 and accreditation violations. Solutions need to be found. The Schools of Nursing and Allied Health have similar crowding problems. The School of Pharmacy in Lubbock has small unshared offices for faculty. Concern was expressed about the acute overcrowding, lack of transparency and communication regarding upcoming moves of office space.

   A motion was made by Dr. Lutherer to invite Dr. Rial Rolfe to return to address the acute overcrowding, lack of transparency and lack of communication about notification of upcoming moves. Additionally, the motion stated the Faculty Senate needs feedback regarding recommendations made to the administration on reallocation of space. Dr. Cookman seconded the motion. Motion passed unanimously. Dr. Hubbard will invite Dr. Rolfe to attend an upcoming senate meeting.

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**Agenda Item D. Leadership and Communication**

1. Summary of Faculty Senate Achievements for AY 2008

   ![Faculty Senate General Faculty Meeting Summary]
   
The Senate discussed standardizing the date for the General Faculty Meetings for Fall and Spring. The decision was to hold the Fall meeting on the second Wednesday in October and the Spring meeting on the second Wednesday in April.
**Faculty Awards.**
Current criteria in the Faculty Award OP were discussed. One suggestion was to establish different criteria for the President’s award and the Chancellor’s award so more opportunities for deserving faculty to receive the awards would be possible instead of selecting the President’s and Chancellor’s award recipients from the same pool of applicants as for the individual School awards. The Chancellor’s award criteria could be written to focus on the entire faculty role, such as teaching, research, and clinician instead of only one aspect of the role. The Faculty Senate Faculty Awards Committee continues to work refine the Faculty Award OP process.

Two faculty senators are to be included on the AY 2008 Faculty Awards Committee. The decision was made to contact President Baldwin to renew the charge for the Faculty Senate to take over the Faculty Awards Committee portion of the award process.

**Solicitation of Faculty Representatives for IT Committee**
At the January Faculty Senate meeting, Mike Phillips asked for names of faculty members from the various schools to serve as faculty representatives on the IT Committee. The Senate submitted names to Mike Phillips for inclusion in the IT Committee.

**TTUHSC Faculty and Staff Discounts for Cafeteria Follow-Up Report.**
Dr. McGovern discussed with UMC the possibility of discounts for TTUHSC employees. University Medical Center (UMC) leases the cafeteria space from TTUHSC and contracts food services with Aramark. The UMC employee discount is based on a hospital subsidy. Thus, for TTUHSC employees to receive a discount, the institution would need to subsidize the discount.

Additionally, Dr. McGovern expressed concern over high cafeteria prices. Rising food costs was cited as the reason but a review of food price will be conducted at the next UMC meeting to determine whether the prices can be adjusted for all customers. Dr. McGovern will keep the Senate updated with any available information.

**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.
Summary of Strategic Space Study for the TTUHSC Lubbock Campus by Dr. Rial Rolfe

The PowerPoint presentation by Dr. Rolfe is posted on Faculty Senate Website for all 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 were 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.

Other: TTUHSC Vender Policy Update

The Vendor policy has been reviewed by each of the schools and forwarded to President Baldwin on July 22, 2008 for signature approval.

Current Faculty Retirement Program Presentation Summary

A faculty member has brought the question of borrowing against retirement to the attention of the Faculty senate. According to the Texas Higher Education Coordinating Board, “Funds in an ORP [Optional Retirement Program] account (including employee contributions) are not available to the participant until the earlier of termination of participation or attainment of age 70 1/2. An individual may terminate participation by death, retirement (including disability retirement), or termination of employment in all Texas public institutions of higher education. Transferring from one institution to another is not considered termination of participation, so employees who transfer are not permitted to access the funds in their ORP accounts. Loans and hardship withdrawals are not available under ORP prior to termination or reaching age 70 1/2. Although such features may be provided by non-ORP 403(b) contracts, the ORP statute has more restrictive distribution rules than the federal 403(b) regulations because ORP is an employee’s mandatory retirement plan selected in lieu of membership in TRS [Teacher Retirement System], not a supplementary tax-deferred saving vehicle.
The Institutional Compliance Plan is an outgrowth in all areas of TTUHSC – not just billing. The UT system has had a compliance plan for the last ten years. In the Texas Tech University system, TTUHSC will be the only institution with a compliance plan. The Institutional compliance plan will follow all federal guidelines and mandates from the Texas Governor. Compliance will encompass billing and background checks for all HSC personnel including researchers and volunteers. The committee developing the plan consisted of volunteers from all schools. Millie Johnson will report directly to the President. The goal of the compliance office is training, tracking, and monitoring for compliance. The compliance OPs will be moved to a new section of the TTUHSC OP manual. The proposed new section number will be Section 52.

The Senate voted to support the draft of the Institutional Compliance Plan.

**Institutional Compliance Committee**

Dr. Cookman serves as the TTUHSC Faculty Senate representative on the Institutional Compliance Committee. The Committee is in charge of TTUHSC compliance oversight and adherence to regulations at the local, state, and federal level. The Committee recently had the first meeting and plans to develop an Institutional Compliance website.

**Faculty Input for Faculty-Related Policy Review Process**

The OP was sent to Dr. Rial Rolfe’s office for review. Dr. Rolfe reviewed other TTUHSC OPs for potential duplication and found according to TTUHSC OP 10.01 (*Operating Policies and Procedures for TTUHSC*), Section 3b, anyone may review and recommend revisions. Therefore, his recommendation was for the Faculty Senate to consider requesting the Faculty Senate be added to the REVIEW section of each OP in Section 60 instead of seeking approval of a new OP. The Faculty Senate unanimously agreed. No further action on the OP is planned.

**Health Sciences Center Solicitation of Faculty Input**

Dr. Rolfe reviewed the OP and noted TTUHSC OPs contain only policies with procedures for imperative action. The Faculty Senate Solicitation of Faculty Input OP contains language suggesting the procedures may be followed. Thus, Dr. Rolfe stated there is limited potential for passage of the OP as currently worded. Dr. McGovern moved to revise the policy before considering resubmission. The motion was seconded by Dr. Gustafson and passed unanimously.
Senate Bylaws Change.
Bylaws revisions included provision for the Paul L. Foster School of Medicine representation, representation from each Campus, and bringing the Bylaws into compliance with actual Senate operation by including the Immediate Past-President as an ex-officio officer of the Faculty Senate for one year.

Senate Constitution Change.
Constitution included provision for the Paul L. Foster School of Medicine representation, representation from each Campus, and bringing the Constitution into compliance with actual Senate operation by including the Immediate Past-President as an ex-officio officer of the Faculty Senate for one year.

Outcome of Vote RE: Inclusion of Faculty Senate in Review List for all Faculty Related OPs (60.xx OPs)
The outcome of the vote for inclusion of Faculty Senate in review list for all faculty related OPs was unanimous.

Faculty Senate President as Member of Platform Party
The Faculty Senate President is now a Platform Party member for TTUHSC Commencement ceremonies.

Faculty Senate President as Mace Carrier for Graduation
The recommendation for the Faculty Senate President is the Mace Carrier for TTUHSC Commencement ceremonies has been submitted. Dr. Hubbard will need to remind the planners of the recommendation next spring before Graduation.

TTUHSC Employee Tuition Support Presentation
Michelle Ensminger presented information on the Texas Tech Employee Tuition Assistance Program. (See below). The Employee Tuition Assistance Program replaced the $300.00 scholarship program. Currently, the tuition is waived for a three-hour credit course taken during the fall and spring semesters. Dr. McGovern recommended TTU/TTUHSC consider broadening the program to benefit more faculty/staff of TTU and TTUHSC. He suggested the university system allow employees to attend South Plains College and other local junior colleges and receive some level of assistance as opposed to only supporting completion of courses taken at TTU/TTUHSC. In addition there was some concern regarding the inequality of the program’s benefits for employees not located in Lubbock. Currently, employees located at our other campuses receive a $300 scholarship to attend an accredited institution of higher education other than TTU/TTUHSC. The Faculty Senate recommended TTU/TTUHSC consider reviewing the current policy for the potential to revise the policy for providing more equitable assistance to employees located outside of Lubbock. Michelle was asked to forward the recommendations to the Bursar and appropriate departments.
Policy Review Committee (similarity of TTUHSC Wilson Task Force Draft with new Regent’s Rules T & P OP; Alignment of TTUHSC T & P OP with BOR T & P)
Dr. Lutherer contacted Dr. Rial Rolfe regarding Tenure and Promotion (T & P) Policy and suggested inserting the link from the TTUHSC OP to the Board of Regents Rules Tenure and Promotion OP. A briefing will be sent to President Baldwin by the President of the Faculty Senate requesting the link be added to the TTUHSC Tenure and Promotion Policy.

Immunizations
Dr. Ashcraft met with Dr. Barbara Johnston. A health policy is being rewritten to possibility partner with the School of Medicine to provide immunizations to all faculty. Dr. Ashcraft will update the Senate.

Recommendation for Faculty Senate Inclusion in Dean and Higher HSC Position Candidates Interview Process.
The Faculty Senate recommends vacant or soon-to-be vacant Dean or higher level HSC position searches include the Faculty Senate input.

2. SACS Update
SACS accreditation is an ongoing process. The old process was a static process of doing a self-study and submitting a report (completed every 10 years). The new paradigm is one of continuous quality improvement to meet SACS standards. TTUHSC will have to work to continuously improve quality standards and collect statistical data for documentation of said improvements to meet SACS accreditation criteria. The first half of the submission process is complete. The Compliance Report was submitted September 3, 2008. Below is the upcoming timeline:

- **Nov. 3-5, 2008**
  - Off-site Review
- **3rd or 4th week in Nov., 2008**
  - Off-Site Report Received by TTUHSC
- **February 2009**
  - Focused Report Due
- **February 2009**
  - QEP due
- **April 14-16, 2009**
  - On-site Committee Visit (will also visit two regional campuses)
- **Dec. 5-8, 2009**
  - Review by SACS Commission on Colleges
3. **Officer Meeting with President Baldwin**  
The Faculty Senate Budget for AY 09 was set at $5,000. After discussion regarding budget requirements with the Faculty Senate Officers, President Baldwin agreed to restore the budget to the AY 08 amount of $10,000 for AY 09. President Baldwin expressed his support for the Faculty Senate to assume oversight of the Faculty Awards. This is the second time the President has asked the Senate to review the OP.

4. **Other**  
None reported.

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<tr>
<th><strong>Agenda Item E. Committee and Task Force Reports</strong></th>
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<tbody>
<tr>
<td>1. <strong>Policy Review Committee</strong> – new chair to be selected</td>
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<td>Deferred to October meeting.</td>
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<td>2. <strong>TTUHSC Compliance Committee</strong></td>
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<td>Dr. Cookman reported the committee is reviewing/developing policies regarding 1) Social Security Numbers, 2) Billing/Compliance Plan, 3) Vendors in Healthcare setting and 4) Hotline Policy. A hotline has also been established but calls must meet certain criteria for Committee action. Callers may choose to remain anonymous or identify themselves. Action depends on which option the caller chooses to take. The current policy criterion for action on hotline information needs additional refinement. More information was deferred to October meeting due to lack of time.</td>
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<td>3. <strong>Staff Senate Task Force</strong></td>
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<td>4. <strong>Other</strong></td>
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<th><strong>Agenda Item F. Communiqué from President Baldwin by Cindy Gutierrez</strong></th>
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<td>None – Cindy Gutierrez was absent</td>
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<th><strong>Agenda Item G. Items for Faculty Senate Column in Statline</strong></th>
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<td>Dr. Sleeper-Irons will develop an article for inclusion in Statline.</td>
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<th><strong>Agenda Item H. Other</strong></th>
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<td>None reported.</td>
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**NEW BUSINESS**

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<tr>
<th>Agenda Item A. Transition to AY 2009</th>
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<tr>
<td>1. Introduction of New Senators</td>
<td>Dr. Masten</td>
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<tr>
<td>Dr. Ulrich Bickel, SOP Amarillo – 3 year term</td>
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<td>Dr. Martine Coue, Foster SOM El Paso – 2 year term</td>
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<td>Dr. William Miller, Foster SOM El Paso – 3 year term</td>
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<td>Dr. Kevin Ramey, SOAHS Lubbock – 3 year term</td>
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<td>Dr. Jana Saunders, SON Lubbock – 3 year term</td>
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<td>Dr. Namrata Singh, Foster SOM El Paso – 1 year term</td>
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<td>Dr. Surendra Varma, SOM Lubbock – 3 year term</td>
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<td>Dr. Joanna Wilson, SOM Amarillo – 1 year term</td>
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Introduction of Current Senators

Dr. Alyce Ashcraft, SON Lubbock – 2nd year of 2 year term
Dr. Craig Cookman, SON Lubbock – 2nd year of 3 year term
Dr. Tori Gustafson, SOAHS Lubbock – 2nd year of 3 year term
Dr. Joel Hubbard, SOAHS Lubbock – 2nd year of 3 year term
Dr. Yondell Masten, SON Lubbock, immediate past President
Dr. Tom McGovern – 1 year term
Dr. Rebecca Sleeper-Irons, SOAHS Lubbock – 2nd year of 3 year term
Dr. James Stoll, SOP Amarillo – 2nd year of 2 year term

2. Vice-President for AY 2009 Election

Dr. William Miller was nominated for the office by Dr. Singh and elected to the office of Vice President by unanimous vote. Dr. Miller will review the minutes each month prior to distribution to the Senate and to President Baldwin.

Dr. Hubbard
3. Review of Officer Roles
   The Officer roles are defined in the Bylaws. Responsibilities of the President include 1) presiding at meetings of the Faculty Senate and meetings called for the entire TTUHSC Faculty; 2) serving as chairperson of the Agenda Committee; and 3) communicating with the TTUHSC President as appropriate on proposals made by the Faculty Senate or as requested by the TTUHSC President. In the event of the President’s death, resignation, or removal from office, the President-Elect shall serve as President. The Vice President shall assume the position of President-Elect and a new Vice President will be selected by the Faculty Senate (Bylaws Section 5).

   The President-Elect shall preside at the meetings of the Faculty Senate and meetings called for the entire TTUHSC Faculty and assume all other responsibilities of the President in the President’s absence.

   The Vice President shall assume all duties of the President in the absence of both the President and the President-Elect. The Vice President shall keep minutes and records of all the proceedings of the Faculty Senate and promptly post these on the Faculty Senate website within ten (10) business days following each meeting.

   The President may delegate to the President-Elect and the Vice President other duties as the President may prescribe. All three officers plus the immediate Past President shall serve on the Agenda Committee.

4. Other
   None reported.

Agenda Item B. Other
   None reported.

Agenda Item C. Next Steps
   None reported.

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<th>Responsible Person(s):</th>
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<tr>
<td>Agenda Item A. Policies and Procedures</td>
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<tr>
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<td>No target date set</td>
<td>Senate</td>
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<td>2. Review of Section 60.0 of TTUHSC OP Manual Review of TTUHSC OP Manual is an ongoing process. The Senate will continue to review the OPs during the upcoming year.</td>
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<td>Senators</td>
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3. Other
Recommendation for Faculty Senate Inclusion in
Dean and Higher HSC Position Candidates
The Senate will be seeking volunteers for the list.

October meeting  Senators

**Agenda Item C. Issues**

1. Traffic and Parking Space Fee Increase and Ticketing of Cars
   Dr. Hubbard suggested the Senate invite a representative from Traffic and Parking attend the next meeting. The Senate was in agreement and Dr. Hubbard will issue the invitation to Traffic and Parking.

   October 6, 2008  Dr. Hubbard

2. TTU Emergency Notification System.
   TTU has an emergency notification system to call and e-mail all faculty, staff and students during emergencies affecting the University. The system performed brilliantly during the recent flooding in Lubbock. All faculty, staff and students were notified with 3 minutes of the decision to close the TTU campus on Friday, September 12, 2008. TTUHSC does not have similar capabilities. The only emergency notification system TTUHSC has in place is the overhead speaker system for notifying employees in the building. Further study of the matter is needed.

   No target date set  Senate

3. Office Space
   A motion was made by Dr. Lutherer to invite Dr. Rial Rolfe to return to address the acute overcrowding, lack of transparency and lack of communication about notification of upcoming moves. Additionally, the motion stated the Faculty Senate needs feedback regarding recommendations made to the administration on reallocation of space. Dr. Cookman seconded the motion. Motion passed unanimously. Dr. Hubbard will invite Dr. Rolfe to attend an upcoming senate meeting

   No target date set  Dr. Hubbard

4. Faculty Senate President as Member of Platform Party. The Faculty Senate President is now a Platform Party member for TTUHSC Commencement ceremonies. Dr. Hubbard will need to remind the planners of the recommendation next spring before Graduation.

   February, 2009  Dr. Hubbard
5. Faculty Senate President as Mace Carrier for Graduation The recommendation for the Faculty Senate President is the Mace Carrier for TTUHSC Commencement ceremonies has been submitted. Dr. Hubbard will need to remind the planners of the recommendation next spring before Graduation. February, 2009 Dr. Hubbard

**Agenda Item E. Committee and Task Force Reports**

1. Selection of new Policy Review Committee Chair Deferred to October meeting October 17, 2008 Senators

**Agenda Item G. Items for Faculty Senate Column in Statline**

Dr. Sleeper-Irons will develop an article for inclusion in Statline October 17, 2008 Dr. Sleeper-Irons

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**ADJOURNMENT**

**Next Meeting Date/Time:** October 17, 2008

YM:ps 9-19-08