Call to Order by: Dr. Yondell Masten  

**Committee Name:** Faculty Senate  
**Date/Time/Location of Meeting:**  
21 September, 2007  
12:00 Noon – 1:30 PM  
210 (Amarillo)  
200AB (Dallas)  
2C101 (Lubbock)

**Attendees:**  
Members: Dr. Alyce Ashcraft, Dr. Craig Cookman, Dr. Shane Greene,  
Dr. Rubini Pasupathy acting proxy for Dr. Tori Gustafson, Dr. Joel Hubbard, Dr. Lorenz Lutherer, Dr. Yondell Masten, Dr. Brandt Schneider acting proxy for Dr. Tom McGovern, Dr. Dawndra Scott, Dr. Rebecca Sleeper-Irons

**Absentees:** Dr. Jeffery Oliver, Dr. James Stoll

**Handouts:**  
- Attendance of Meeting Policy Draft  
- Solicitation of Faculty Input Policy Draft  
- HSC OP 70.xx. Employment Background Screening Policy  
- HSC OP 60.02. Faculty Development Leave for Compensated Tenured Faculty Policy and Attachment A  
- HSC OP 70.47. Compensated Faculty and Staff Training and Development Policy and Attachment A

**Approval of August 31, 2007 Minutes:** 21 September, 2007

**Old Business**

<table>
<thead>
<tr>
<th>Agenda Item A. Communication</th>
<th>Presenter(s):</th>
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<tbody>
<tr>
<td>1. Dr. Baldwin’s Calendar</td>
<td>Dr. Masten</td>
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<td>Numerous attempts have been made to set up a meeting with President Baldwin with Senate officers. However, President Baldwin’s calendar is extremely busy with meetings with Chancellor. Therefore, the meeting has not been set up but Dr. Masten will continue to try to obtain a meeting with President Baldwin.</td>
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<tr>
<th>Agenda Item B. Issues</th>
<th>Presenter(s):</th>
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<tbody>
<tr>
<td>1. Consideration of a “Proxy”/Alternate Representative for Excused Senator Absences</td>
<td>Dr. McGovern Members</td>
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<tr>
<td>2. Follow-Up of Use of TTUHSC Faculty Satisfaction Survey Outcomes for Improvement</td>
<td>Dr. Masten</td>
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<tr>
<td>Sharon Kohout has suggested Dr. Rial Rolfe attend a faculty senate meeting to discuss the HSC Faculty Satisfaction Survey Outcomes</td>
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<tr>
<th>Agenda Item C. Recommendations</th>
<th>Presenter(s):</th>
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<tbody>
<tr>
<td>1. Recommendations and Planning for October General Faculty Meeting</td>
<td>Dr. Masten Members</td>
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<tr>
<td>Dr. Masten has talked with the President’s office and</td>
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**Members:** Dr. Masten
Marketing/Communications department regarding the October General Faculty Meeting. There was confusion regarding the Senate’s wishes for participation in the meeting. Dr. Masten was successful in clearing up the confusion. Marketing/Communication favored the presentation of awards for the “founding” senators.

Senators discussed concerns regarding 5 pm meeting time, lack of notification to all faculty on all campuses and length of the previous General Faculty Meeting. Suggestion was made to find out who was in charge of this meeting and discuss these concerns. Possibly suggest alternate meeting time(s), use of technology to link all campuses to attend the meeting (via techlink or web), posting of President’s award winners’ pictures and bio on a PowerPoint slide presentation. The presentation could be shown during the ceremony and the award recipient could give a very brief thank you during the ceremony. The PowerPoint presentation could be posted on either Faculty Senate website or on TTUHSC announcements page for those not able to attend.

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<th>Agenda Item D. Policies and Procedures</th>
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<tr>
<td>1. Review of Attendance of Meetings Policy Draft</td>
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<td>Item 3C was changed to read:</td>
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<tr>
<td>Senators who foresee and unavoidable conflict preventing attendance at a Senate meeting should notify the Faculty Senate President and/or Faculty Senate support staff of expected absence through Outlook “Plan a Meeting” feature and actual absences are noted in meeting minutes.</td>
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Item 3D was added:

Senators who experience an unavoidable conflict with a regularly scheduled Senate meeting are encouraged to identify another faculty member of the respective School to serve as a proxy representative for the Senate meeting. The proxy selected should ideally have served on the Senate previously or be knowledgeable about the functions of the Senate and issues commonly addressed by the Senate. Meeting minutes will reflect both the absent Senator’s and proxy representative names in the Attendance section of the minutes. Absent Senators without proxy representation will be listed in the Absence section.

Item 3G (formerly 3F) was changed to add year to the sentence:
The replacement will serve the remainder of the academic year.

Policy was accepted with changes

2. Review of Soliciting Faculty Input Policy Draft

The word of was deleted from the following:

Faculty Senators discuss the issue, faculty feedback summary, Committee recommendations, and develop recommendations forwarded to HSC Administration and posted on the Faculty Senate Website for communication back to faculty.

Policy was accepted with changes
Agenda Item E. Leadership

1. Summary of Existing Standing Committees

   a. Awards Committee Members
      i. Dr. Tori Gustafson
      ii. Dr. Barbara Johnston
      iii. Dr. Tom McGovern
      iv. Dr. Charles Seifert

   b. Policy Review Committee Members
      i. Dr. Tori Gustafson
      ii. Dr. Lorenz Lutherer
      iii. Dr. Yondell Masten
      iv. Dr. Charles Seifert

The previous senate had made the decision to allow former senators to serve on the various committees. The rationale being former senators could have valuable expertise from previous service that could benefit the current Senate committees. However, there may need to be a bylaws change sometime in the future to allow senators to serve in this capacity. The committees must contain current senators.

Discussion of committee members meeting several weeks prior to scheduled Faculty Senate meeting to obtain input from all senators. The outcome of these meetings would be put on the Faculty Senate agenda for discussion at the next Faculty Senate meeting.

Agenda Item F. Committee Reports

1. Policy Committee

   Dr. Lutherer discussed the HSC OP 70.xx. Employment Background Screening Policy. The policy has been reviewed and approved by all the Deans and is currently on the President’s desk for further action. Policy has been sent to all Senators. Senators are asked to review and provide feedback to Dr. Lutherer with 10 days. Question regarding sharing the policy with other faculty was addressed. Policy can be shared with any faculty the Senator(s) choose for further input.

   Dr. Lutherer shared with the group a discussion with Dr. Rial Rolfe regarding the numbering of policies affecting faculty. Faculty typically would not be aware of the 70.xx policies since most faculty policies are numbered 60.xx. Dr. Lutherer suggested the policy numbers be cross-referenced in the HSC Opts. Dr. Rolfe had no objection to this suggestion.

   HSC OP 60.02. Faculty Development Leave for Compensated Tenured Faculty Policy and Attachment A was approved with changes. The “but not less than one year” should be deleted from the policy. Another suggested change was the clarification of the definition/duration of leave. The suggested changes will be forwarded back to Dr. Rolfe for further action.

   HSC OP 70.47. Compensated Faculty and Staff Training and Development Policy and Attachment A was approved with changes. Item
1. **b.1** and the “but not less than one year” should be deleted should be deleted from the policy. Another suggested change was the clarification of the definition/duration of leave. The suggested changes will be forwarded back to Dr. Rolfe for further action.

2. Other

**Agenda Item G. Officer Reports**

1. President
2. President-Elect
3. Vice President

Tabled for next meeting due to lack of time

**Agenda Item H. Other**

**NEW BUSINESS**

**Agenda Item A. TTUHSC Staff Senate Task Force**

Dr. Masten

The creation of a Staff Senate was addressed. A task force headed by Dr. Barbara Johnston, former senator, will address the creation of a Staff Senate. Task force will address issues including constitution and bylaws. Dr. Joel Hubbard agreed to be the Faculty Senate representative on the task force. Senators from each school should select two (2) staff representatives for the task force. The task force was approved and will move forward with the creation of Staff Senate

**Agenda Item B. Other**

Dr. Masten

1. An issue the Faculty Senate needs to address is Drug Rep interactions with schools. A taskforce will need to be created to address the issue. Item was tabled for next meeting.
2. Craig Cookman asked to be put on agenda for next time to address handling grievances.

**ADJOURNMENT**

Next Meeting Date/Time: October 19, 2007

YM:ps

09-21-07