CALL TO ORDER BY: Dr. Joel Hubbard

MEMBERS

Members: Dr. Alyce Ashcraft, Dr. Ulrich Bickel, Dr. Craig Cookman, Dr. Martine Coue, Dr. Tori Gustafson, Dr. Joel Hubbard, Dr. Yondell Masten, Dr. Tom McGovern, Dr. William Miller, Dr. Kevin Ramey, Dr. Jana Saunders, Dr. Namrata Singh, Dr. Rebecca Sleeper-Irons, Dr. James Stoll, Dr. Surendra Varma, Dr. Joanna Wilson

Substitutes: (name, for senator who is absent, school, campus)

HANDOUTS

- Traffic and Parking Hard Copies (distributed at meeting)
- OP 75.11 Health Surveillance Program for TTUHSC

APPROVAL OF MINUTES 19 September, 2008

OLD BUSINESS

**Agenda Item A. Policies and Procedures**

1. Review of Section 60.0 of TTUHSC OP Manual
   The Procedure Review Committee should begin the process of reviewing the TTUHSC OPs for Section 60.0. During the review process, the Faculty Senate needs to be added to the OPs as part of the review process.

2. Review of OP 60.10 Faculty Grievance Procedure
   The President’s office had requested review of the OP 60.10 by the Faculty Senate. Since the Faculty Senate had discussed the Faculty Grievance Procedure at length during a previous meeting and there were no significant changes in the OP, Dr. Joel Hubbard, Senate President, reviewed and returned the OP as approved by the Senate.

3. Other
   None reported

**Agenda Item B. Issues**

1. Parking Space Fee Increase and Ticketing of Cars First Day on September for Out-of-Date Parking Stickers Item(s)
   Mike Crowder, Associate Vice President of Business Affairs – Lubbock oversees the Traffic and Parking fees. The fees are consistent across all TTUHSC campuses. Student parking at the Lubbock campus is maxed out. To assist in the current shortage of student parking, students are currently allowed to park in Faculty/Staff area reserved parking. Mr.

Presenter(s):

Dr. Hubbard

Dr. Hubbard

Mike Crowder & Karrie Boyd
Crower reported the overflow usually occurs on Wednesdays. An additional 85 parking spaces will be created by striping the one-way street in front of the North Faculty/Staff area parking (closest to 4th Street) with West to East parking spaces. This should help to alleviate the shortage. The parking lot at the Softball fields and the parking lot off of TTU Parkway east of UMC belong to TTU. Currently, there are significant numbers of empty parking spaces at both lots but TTUHSC students are not allowed to park in either lot. Senators reported students continually park in Faculty/Staff reserved parking spaces. Mr. Crowder stated students found to be violating the parking regulations are ticketed.

Parking fees increased 9% last year and will continue to increase 5-10% per year for the next ten years to cover the cost of building future parking facilities. State funds, Heaf funds, etc. can’t be used to build parking facilities. Only Practice Plan fees can be used and these funds have not been available for this purpose. The only funding resource for the parking facilities is to charge a fee. Dr. McGovern made the motion to appoint a taskforce to study the parking issue and to talk to various student services to remind students of parking regulations. Dr. Gustafson seconded. Motion passed unanimously.

Dr. Susan Andersen was appointed as the head of the taskforce and will contact the other schools for members.

2. Immunizations for Faculty and Staff; OP 75.11 attached
Dr. Barbara Sawyer, former Faculty Senator, was not on the original TTUHSC Immunization taskforce. The outcome of the taskforce was no money was allocated at either the TTUHSC or school level to implement. The Policy Review Committee will be asked to review the OP.

**Agenda Item C. Recommendations**

1. Motions for Above Issues Resolution
   See Agenda Item B above

2. Other
   None reported

**Agenda Item D. Leadership and Communication**

1. SACS Update
   The report will be reviewed November 5-6. The Off-site committee will review the report and TTUHSC will receive notification of areas not addressed TTUHSC will have six weeks to respond to the Off-site committee report.
2. Dean and Higher Administrator Position Interview List

Dr. Joel Hubbard  School of Allied Health
Dr. Tori Gustafson  School of Allied Health
Dr. Tom McGovern  School of Medicine
Dr. Surendra Varma  School of Medicine
Dr. Jana Saunders  School of Nursing
Dr. Yondell Masten  School of Nursing
Dr. Alyce Ashcraft  School of Nursing
Dr. Rebecca Sleeper-Irons  School of Pharmacy
Dr. Martine Coue  Foster School of Medicine – El Paso
Dr. Namrata Singh  Foster School of Medicine – El Paso

Paula Simpson will forward the list to Dr. Hubbard.

3. Update for October Faculty Senate General Faculty Meeting

The Faculty Senate General Faculty Meeting was held on October 8th. 49 Lubbock faculty and 10 faculty from other campuses attended the meeting. Dr. Hubbard reviewed Faculty Senate accomplishments since last meeting and discussed senate issues for the upcoming year. The suggestion was made to identify topics and send to faculty prior to the next General Faculty meeting.

4. Other

Dr. McGovern made the motion for the Senate to send a letter of congratulations to the School of Allied Health for the School’s Silver Anniversary (25 years). Dr. Ashcraft seconded. Motion passed unanimously. Dr. McGovern will write the letter.

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

1. Policy Review Committee

Dr. McGovern volunteered to be the chair of the Policy Review Committee for AY 2009. Dr. McGovern asked Dr. Masten to also serve on the committee. The Foster School of Medicine – El Paso will send two names to Dr. Hubbard. A motion to send a letter commending Dr. Lorenz Lutherer for his service to the Faculty Senate on the Policy Review Committee was made by Dr. McGovern. Dr. Varma seconded the motion. Motion passed unanimously

2. Awards Committee update and planning

Dr. Gustafson and Dr. Lutherer served on the Awards Committee for AY 2008.

Issues:
- Only two schools received awards
- Awards ranking needs to be reviewed
- No rubric for awards
- Currently, the President decides the candidate to be forwarded for the Chancellor’s Award. The candidate is not notified until the award is presented. Therefore, the candidate may think the proposal submitted did not receive consideration and/or was not good enough for a President’s award. The Chancellor’s award is
not presented during the President’s award ceremony. Instead, the award is presented to the winner in a private ceremony. Several possible resolutions to be explored are but not limited to:
  
  o  All awards announced at the same time
  o  A rubric for awards created to facilitate the awards process

All issues will be thoroughly reviewed and recommendations will be presented. Dr. Gustafson asked Dr. Masten to chair the Awards Committee for AY 2009. Dr. Masten agreed. Dr. Gustafson will continue to work on the committee. Dr. Saunders and Dr. Sleeper-Irons will also serve on the committee.

3. TTUHSC Compliance Committee
The Compliance Hotline is in place to provide a confidential and anonymous mechanism to report suspected fraud, waste and abuse, or other illegal or unethical conduct of employees, residents/students, contractors/vendors. The report irregularities are submitted via telephone or a secure website address. Areas under the purview of the Compliance Committee are:
  
  o  Criminal Background and Sanction Checks on employees, residents/students, contractors/vendors
  o  Routine Monitoring Activity
  o  On-going risk assessment
  o  Billing
  o  IT security
  o  Record maintenance
  o  OSHA
  o  Violence free workplace
  o  Research
  o  Diversity
  o  Gifts
  o  Vendors

Also, the Whistler Blower Policy use lacks specificity. The Senate requested Dr. Cookman bring a copy of the policy for Senate review.

Currently, the hotline does not forward calls to other areas when the call does not directly fall under the purview of the Compliance Policy. The hotline needs to be all-encompassing and forward calls to other departments when it does not fall under Institutional Compliance.

Dr. Cookman expressed his concern regarding reporting Institutional Compliance issues to the Faculty Senate as it could be a violation of confidentiality. The Senate advised Dr. Cookman to only report non-confidential information.

4. QEP Steering Committee
Dr. Gustafson is the official Senate Representative on the QEP Steering Committee. The rationale for the QEP was rules and regulations change more often than every ten years and a mechanism was need to address the changes. The QEP was designated as a “midterm” report. Each university solicits input and then selects a QEP proposal. TTUHSC selected “How
to train interdisciplinary teams” as the QEP. The QEP will focus on team-based techniques to student learning. Students from each disciple will present scope of care and the challenges faced in caring for the patient. The purpose of the interdisciplinary team QEP is to improve student learning outcomes. The next step in the QEP process will be seeking out seed grants.

5. Staff Senate (or Task Force)
The Staff Senate Task Force has completed the drafts of the Bylaws and Constitution and is now reviewing both documents for consistency. A draft of the mission, vision and value statements is also under review. The taskforce has drafts of nomination and voting forms for Senators. On-line voting options are being explored to elect the first Senators. A media campaign is planned for Spring prior to launching the nomination process.

6. Other
None reported

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### Agenda Item F.

1. **Communiqué from President Baldwin to Senate**
   - The Senate officers met with President Baldwin. During the meeting, President Baldwin expressed his vision for the future:
     - Senate oversight of the awards process
     - Enhance HSC environment for research
     - Input for improving student mentors
     - Input for TTUHSC Dental School implementation

2. **Communiqué from President Baldwin by Cindy Gutierrez**
   - Cindy Gutierrez was absent. No report given

### Agenda Item G.

**Items for Faculty Senate Column in Statline**

Dr. Sleeper-Irons will submit Senate information for publication in *Statline*

### Agenda Item H.

**Other**

None reported

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### NEW BUSINESS

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#### Agenda Item A.

1. **Other**
   - None reported

#### Agenda Item B.

**Other**

None reported

#### Agenda Item C.

**Next Steps**
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<th>ACTION ITEMS</th>
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| **Agenda Item A. Policies and Procedures**  
  1. Review of Section 60.0 of TTUHSC OP Manual | No target date set | Policy Review Committee |
| **Agenda Item B. Issues**  
  1. Parking Space Fee Increase and Ticketing of Cars  
     First Day on September for Out-of-Date Parking Stickers Item(s).  
     Contact the other schools for Taskforce members.  
     Taskforce will study the parking issue and talk to various student services to remind students of parking regulations.  
  2. Review OP 75.1: Immunizations for Faculty and Staff | No target date set | Dr. Susan Andersen |
| **Agenda Item D. Leadership and Communication**  
  2. Dean and Higher Administrator Position Interview List | October 31 | Paula Simpson |
|  3. Spring Faculty Senate General Faculty Meeting  
     issues forwarded to faculty prior to meeting | April 1, 2009 | Dr. Joel Hubbard |
|  4. Letter of congratulations to the School of Allied Health for the schools Silver Anniversary (25 years). | No target date set | Dr. Tom McGovern |
| **Agenda Item E. Committee and Task Force Reports**  
  1. Policy Review Committee  
     Send a letter commending Dr. Lorenz Lutherer for his service to the Faculty Senate on the Policy Review Committee  
     The Foster School of Medicine – El Paso will send two names for the Policy Review Committee for AY 2009 to Dr. Hubbard. | No target date set | Dr. Tom McGovern  
     Prior to November 21 | Foster School of Medicine – El Paso Senators |
|  3. TTUHSC Compliance Committee  
     o Bring a copy of the Whistler Blower Policy for Senate review | No target date set | Dr. Cookman |
| **Agenda Item G. Items for Faculty Senate Column in Statline** | Prior to next publication | Dr. Sleeper-Irons |

**ADJOURNMENT**

Next Meeting Date/Time: (November 21, 2008)

JH:ps  
10-17-08