TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER
FACULTY SENATE

CALL TO ORDER BY: Dr. Yondell Masten
TIME: 12:10 pm

MEMBERS
Members: Dr. Alyce Ashcraft, Dr. Craig Cookman, Dr. Shane Greene, Dr. Tori Gustafson, Dr. Joel Hubbard, Dr. Lorenz Lutherer, Dr. Yondell Masten, Dr. Tom McGovern, Dr. Jeffery Oliver, Dr. Dawndra Scott, Dr. Rebecca Sleeper-Irons, Dr. James Stoll

HANDOUTS
- Faculty Survey Attachment

APPROVAL OF MINUTES
21 September, 2007

OLD BUSINESS

Agenda Item A. Communication
1. Officer Meetings with President Baldwin
   The officers met with President Baldwin. Dr. Baldwin was very receptive
   and wants to be present at as many faculty senate meetings as possible.
   He also wants copies of the agendas and minutes from each meeting.
   President Baldwin emphasized the need to include all faculty located on
   the El Paso campus.
2. Fall Semester Meeting 2B400 October 19 at 10:00 – 10:45 AM
3. Meeting Agenda and Minutes Distribution to all School Faculty Councils

Agenda Item B. Issues
1. Spring 2007 Faculty Satisfaction Survey Challenges for Improvement
   Dr. Rolfe gave a history of the Faculty Satisfaction Survey. The faculty
   survey went through several groups for input prior to creation of the
   online version. The online survey was administered by WebSurveyer (the
   response rate is shown on Page 4 of the Faculty Survey Attachment).
   Results were posted online for faculty to review. Improvement reports
   were requested from each school by Dr. Rolfe’s office. Dr. Tom
   McGovern suggested a Faculty Senate sub-committee be formed to pick
   three or four items for improvement from the Faculty survey. These
   would be issues that cross all schools (e.g. Promotion and Tenure
   concerns). A task force was proposed to evaluate this; Dr. McGovern
   will serve as chair of the subcommittee and Dr. Alyce Ashcraft
   volunteered to be a taskforce member as well.

   There is also a Staff Satisfaction and a Student Satisfaction survey to be
   conducted at a future time.

   "   2. HSC General Faculty Meeting (separate from Awards ceremony; early
   November)"

Presenter(s):

Dr. Masten

Dr. Rial Rolfe
The officers talked with President Baldwin about the Senate being in charge of the awards ceremony. Another area for Senate consideration is combining the General Faculty meeting with the Awards Ceremony. Additional input from all TTUHSC faculty is needed prior to further deliberation. The decision was made to solicit faculty input regarding combining the meetings (General Faculty and Awards) at the November 9 General Faculty meeting. Tori Gustafson was elected as the subcommittee chair to investigate the awards process/ceremony taskforce. Shane Greene has volunteered to serve as well.

3. Faculty Grievance Common Verbiage
   - Dr. Cookman evaluated grievance structures at other institutions. There was discussion as to whether there is a need for an overarching grievance committee (as opposed to the individual schools’ grievance committees). There was a recommendation to table the discussion for now, pending more information / discussion to come regarding an HSC ombudsman office.

### Agenda Item C. Recommendations

1. Recommendation for HSC Ombudsmen Office
   More information is needed before proceeding with any recommendation for HSC Ombudsmen. Dr. McGovern will look for more information from various other schools. The item was tabled pending more information.

2. Meeting with Vice President David Fry RE: Recommendations for HSC OPs
   - **HSC OP 70.xx Employment Background Screening**
     The Senate Officers met with David Fry and provided input regarding the employment background screening policy. The verbiage regarding background checks on existing employees has been removed from the revised OP. On page 6 of the OP regarding departmental responsibilities, departments have to wait on the results of the background check prior to extending an employment offer. The background checks are conducted by an outside vendor chosen by TTUHSC and completed between 24-72 hours. Several levels of background checks are utilized depending on the position responsibilities, security issues, and other criteria.
   - **HSC OP 70.47**
     Faculty Leave/Training Policy. Wording has been revised regarding compensated faculty/staff development/training in the OP. The item definitions have been reworded for clarification of the OP. The amount of time owed wording has been revised as well. All revisions were the result of Faculty Senate input.
   - **HSC OP 60.02**
     Wording has been revised regarding Non-tenure Faculty. One concern was that it would not be clear that there was a policy for non-tenure faculty unless it was cross referenced to the other policy. Clarifications were requested to the definition of what constituted leave and the duration of time owed to the institution after return.

Both 70.47 and 70.XX will be cross referenced under the 60.00
### Agenda Item D. Policies and Procedures

1. Review of Board of Regents (BOR) Tenure and Promotion TF (Dr. Lutherer Chair; Most recent version; Date for BOR Action is October, 2007)

   The date for input to the Board of Regents regarding tenure and promotion was missed. The decision was made to create a Faculty Senate Tenure and Promotion committee to investigate the process for soliciting faculty input prior to being presented to the BOR. Also, the committee will look at ways the faculty senate can facilitate faculty input regarding tenure and promotion. Dr. Craig Cookman will chair the Tenure and Promotion committee. Dr. Lori Lutherer will serve as well and another member will be selected.

2. Immediate Past President Role in Bylaws TF

   The decision was made not to change in the Bylaws. Rather, the consensus was that the immediate Past President will serve as an Ex officio member whose input, knowledge and assistance can be solicited as needed.

### Agenda Item E. Leadership

1. Summary of Existing Standing Committees
   - Awards Committee Members
     - Dr. Tori Gustafson
     - Dr. Barbara Johnston
     - Dr. Tom McGovern
     - Dr. Charles Seifert
   - Policy Review Committee Members
     - Dr. Tori Gustafson
     - Dr. Lorenz Lutherer
     - Dr. Yondell Masten
     - Dr. Charles Seifert

### Agenda Item F. Committee and Task Force Reports

1. Agenda Committee
2. Policy Committee
   - Explanation of Role to President Baldwin
   - Explanation of Role to Vice President David Fry
3. Staff Senate Task Force
   - SOAHS Representatives
     - Brenda Bobo
     - Michelle Broselow
   - SOM Representatives
     - Information Pending
   - SON Representatives
     - Shelley Burson
     - Paula Simpson
   - SOP Representatives
     - Information Pending

### Agenda Item G. Officer Reports

1. President
2. President-Elect
3. Vice President
4. Immediate Past President Dr. Lutherer

**Agenda Item H. President Baldwin’s Communication**
- See Agenda Item A

**Agenda Item I. Other**

<table>
<thead>
<tr>
<th>NEW BUSINESS</th>
<th>Presenter(s):</th>
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<tr>
<td><strong>Agenda Item A. Fall Semester General Faculty Meeting</strong></td>
<td>Dr. Masten, Dr. Hubbard, Dr. Sleeper-Irons, Dr. Lutherer</td>
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<td>1. Potential Agenda Items</td>
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<td>• Explanation of the Faculty Senate Structure</td>
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<td>• Committees and Committee Functions</td>
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<tr>
<td>o Dr. Tori Gustafson and Dr. Shane Green will serve on chair the taskforce investigating the awards process/ceremony taskforce. Dr. Gustafson will chair the taskforce.</td>
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<td>o Dr. Craig Cookman will chair the Tenure and Promotion committee. Dr. Lori Lutherer will serve as well and another member will be selected.</td>
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<td>o Dr. McGovern will serve as chair of the Faculty Satisfaction Survey subcommittee with Alyce Ashcraft serving as a taskforce member as well.</td>
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<td>• 2007 Faculty Satisfaction Survey</td>
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<td>o Dr. Tom McGovern and Dr. Alyce Ashcraft will report findings back to the Faculty Senate</td>
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<td>• Summary of Faculty Issues</td>
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<td>o Tenure and Promotion will be reviewed again at a later date</td>
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<td>o Faculty Grievance Issues. The issue has been tabled without a set date for further review.</td>
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<td>• Actions for AY 2008</td>
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<td>o The Senate will clarify and define the objectives and duties of the Faculty Senate</td>
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**Agenda Item B. Other**

**Agenda Item C. Next Steps**

**ADJOURNMENT**

**Next Meeting Date/Time:** November 16, 2007

YM:ps
10-19-07