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
• None

APPROVAL OF MINUTES
19 October, 2007

OLD BUSINESS

Agenda Item A. Communication
1. Summary of Fall 2007 Faculty Senate General Faculty Meeting
   Approximately 60 – 70 people from all sites attended with all sites having some faculty in attendance.
2. Ribbon-Cutting Ceremony for Foster Building in El Paso
   Dr. Masten and Dr. Lutherer will be attending the ceremony as representatives of the faculty senate.
3. December 21, 2007 Faculty Senate Meeting 12/21/07
   By consensus, the meeting will be canceled.
4. May 16, 2008 Faculty Senate Meeting Change
   Based on discussion outcomes, the meeting has tentatively been moved to May 9 pending further discussion about possibly cancelling the meeting during the April meeting.
5. Other
   No additional communication items were added.

Agenda Item B. Issues
1. Potential Faculty Senate Issues for current academic year to post on the website
   • El Paso SOM Representation
     o President Baldwin has asked for the Faculty Senate to review and revise as necessary the selection of Senators to include faculty representation from the new School of Medicine in El Paso. A Bylaws Revision Task Force was formed, chaired by Dr. Tori Gustafson, to address the El Paso representation, inclusion of the Immediate Past President as an ex-officio officer, and inclusion of a Staff Senate representative to the Faculty Senate.
- **Space Allocation**
  - President Baldwin has asked the Faculty Senate to participate in the process of providing input regarding use of soon-to-be vacated space on the Lubbock campus as the move into the new clinic building is completed. No specific charge from the President has been received.

- **Alignment of TTUHSC T&P Policy and Procedure with BOR Policy and Procedure**
  - The Faculty Senate Tenure and Promotion Committee will work on recommendations for aligning the TTUHSC Tenure and Promotion Policy with the newly approved Board of Regents Tenure and Promotion Policy. Dr. Craig Cookman is chair of the Faculty Senate Tenure and Promotion Committee. Currently, Chapter 4 of the OPs is under review by the office of the Executive Vice President for Academic Affairs. Faculty Senate needs to review Chapter 4 to ensure alignment with the Board of Regents Rules during the spring semester for the Southern Associate of Colleges and Schools (SACS) visit.

- **2007 Faculty Satisfaction Survey Outcomes Follow-up**
  - While each TTUHSC School was charged with developing Improvement Action Plans to address key areas for improvement identified the spring 2007 Faculty Satisfaction Survey, the Faculty Senate will contribute to the process by selecting the area(s) of greatest concern affecting all HSC faculty. Dr. Tom McGovern is chair of the Faculty Satisfaction Task Force following up on the survey.

- **Staff Senate Formation**
  - The Staff Senate Task Force created to finish the recommendation of faculty and staff during the PeopleFirst process to create both a faculty senate and a staff senate has met once. With completion of the work and ratification of the Staff Senate Constitution and Bylaws, TTUHSC will have in place designated bodies (Faculty Senate, Staff Senate, and Student Senate) for solicitation of input, promotion of communication, and provision of recommendations. The Staff Senate is initially comprised of two staff members from each of the Schools of Nursing, Allied Health, Pharmacy and Medicine. During the initial meeting, the Staff Senate identified Interim Senator Officers with Shelley Burson as the chair, Brenda Bobo as the vice-chair and Jo Long as the secretary. Staff members agreed the Staff Senate should include all staff from all campuses. Other identified areas for more information are as follows:
    - The need for a breakdown of information on the total number of staff, the number at each site, the number in each classification
    - Identification of the best way to solicit input from all staff. Online survey and paper survey options were discussed. Further inquiry as to the best method to
reach staff is being pursued.

- Questions raised by the Staff Senate members included:
  - If a mail out is required to reach staff at all sites, is there funding for accomplishing the task?
  - Should a Staff Senate Member, possibly the President of Staff Senate, be a member of the Faculty Senate? The Faculty Senate agreed a Staff Senator should serve as an ex-officio member. The bylaws taskforce, chaired by Dr. Toni Gustafson, will revise the bylaws to include the staff senator.

A staff senate website and distribution list will be established with Paula Simpson as the webmaster.

- Faculty-Suggested Actions for AY 2008 Faculty Senate
  - All TTUHSC faculty were asked at the November 9 Faculty Senate General Faculty Meeting to suggest one or two areas for improvement actions by the AY 2008 Faculty Senate. Suggestions may be submitted to any Senator and/or to Paula Simpson, part time support staff for the Faculty Senate.

2. Other

- Dr. Masten will send an e-mail to all faculty soliciting input on Faculty issues for Faculty Senate consideration.

### Agenda Item C. Recommendations

1. Spring 2008 Faculty Senate General Faculty Meeting Times.
   - The meeting is tentatively set for April 9. Room to be determined. One faculty contacted Dr. Masten regarding meeting after 5 p.m. Dr. Masten informed the faculty the issue would be brought to the senate’s attention and explained why meeting after 5 p.m. had not been an acceptable alternative in the past for most faculty attending. Discussion ensured and meeting after 5:00 PM was identified as a definite safety problem for faculty on the Dallas campus.

   2. Other

### Agenda Item D. Policies and Procedures

1. Other

### Agenda Item E. Leadership

1. El Paso SOM Representation on Senate
   - President Baldwin wants El Paso to have representation with the Senate. The process will be addressed by the Bylaws Task Force as discussed above.

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

1. Agenda Committee (postponed until next meeting)
2. Policy Committee (postponed until next meeting)
3. Staff Senate Task Force (postponed until next meeting)
   - SOAHS Representatives
     - Brenda Bobo
     - Michelle Broselow
   - SOM Representatives
     - Charla Cothrin

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**Senators**

Dr. Masten

Dr. Lutherer

Dr. Johnston
### Agenda Item G. Officer Reports (postponed until next meeting)

1. President
   - Dr. Masten
2. President-Elect
   - Dr. Hubbard
3. Vice President
   - Dr. Sleeper-Irons
4. Immediate Past President
   - Dr. Lutherer

### Agenda Item I. Other

### NEW BUSINESS

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<tr>
<th>Agenda Item A. Senate Homepage Picture (postponed until next meeting)</th>
<th>Presenter(s):</th>
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<tbody>
<tr>
<td>1. Location, Date, and Time</td>
<td>Members</td>
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<th>Agenda Item B. Issues</th>
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<tr>
<td>1. Dr. Alyce Ashcraft presented information about the prevalence of e-mail spam at TTUHSC. Other institutions/schools including TTU do not seem to have the problem.</td>
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<td>2. Dr. James Stoll spoke regarding the difficulty utilizing WebCT and the lack of faculty representation on the institutional committees responsible for purchasing the software.</td>
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<td>3. Dr. Dwandra Scott identified the difficulty of utilizing Healthnet</td>
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Dr. Ashcraft will invite individuals from IT to the January 2008 meeting to explain possible solutions or other options available to TTUHSC to resolve the large amount of e-mail spam, Healthnet and WebCT. Individuals from each of the schools with extensive computer knowledge will also be invited to attend to provide feedback.

### Agenda Item C. Other

### Agenda Item D. Next Steps

### ADJOURNMENT

**Next Meeting Date/Time:** January 18, 2008

YM:ps

11-16-07