



FACULTY SENATE MEETING MINUTES

Friday November 29, 2022

1:00 P.M. – 2:00 P.M.

MEB 3200A & WebEx

FACULTY SENATORS IN ATTENDANCE

Huanyu Dou, M.D., FGSBS	Todd Parco, D.D.S., M.S.D., WLHSDM
Robert A. Danforth, D.D.S., WLHSDM	Jaclyn Reyes, M.S.N., R.N., CNE, CMSRN, GGHSON
Geoffrey D. Guttman, Ph.D., WLHSDM, Nominating Committee Chair	Jennifer Salinas, Ph.D., FGSBS
Prashant Joshi, M.D.; PLFSOM	Clarissa Silva, Ph.D., R.N.EBPC, Faculty Senate Past-President, GGHSON
Gloria Loera, D.N.P., R.N., NEA-BC, GGHSON	Anantha Ramana Vellipuram, M.D., PLFSOM
Richard W. McCallum, M.D., Faculty Senate President, PLFSOM	Lizette Villanueva, Ph.D., R.N., CNE, CHW, GGHSON
Stormy Monks, Ph.D., MPH, CHES, PLFSOM	Wendy Walker, Ph.D., FGSBS
Marcos E. Ortega, Ph.D., WLHSDM	Mingtao Zeng, Ph.D., FGSBS

ABSENT FACULTY SENATORS

KoKo Aung, M.D., M.P.H.; Vice President for Faculty Success, TTUHSC El Paso, Ex-Officio, Non-Voting Member

OTHER ATTENDEES

Ana Karina Mascarenhas, B.D.S., M.P.H., Dr.P.H., FDS RCPS(Glasg), WLHSDM	Edgar A. Corral, Unit Manager, Faculty Recruitment, Office of Faculty Affairs
Cindy Camarillo, Sr. Director, Office of Faculty Affairs	

I. CALL TO ORDER

Richard W. McCallum, M.D., PLFSOM, Faculty Senate President

Dr. McCallum called the meeting to order at 1:01 P.M., and welcomed all participants in person and via WebEx.

II. REVIEW AND APPROVAL OF MINUTES

Richard W. McCallum, M.D., PLFSOM, Faculty Senate President

The minutes from October 28, 2022 were sent to all Faculty Senators for review prior to this meeting. Minutes were unanimously approved with a correction requested by Jaclyn Reyes, M.S.N., R.N., CNE, CMSRN, GGHSON at the top of page three (3) as follows:

- The Faculty Senators submitted a secret voting ballot via an electronic voting link to approve these two (2) nominees as members of the Nominating Committee. They will serve ~~XX~~ a three (3) year terms on the committee.



III. FACULTY SENATE STANDING COMMITTEE REPORTS

Faculty Senate Committee on Research Resources

Wendy Walker, Ph.D., Research Resources Committee Chair

- a. **Research Resource Committee Report-** Dr. Walker reported that the committee met on November 22, 2022. The committee discussed and agreed that it would be beneficial to expand the committee's membership by adding clinical members, members who are involved with the SARP program, basic sciences, and data analysis. Deborah Clegg, Ph.D., Vice President for Research, TTUHSC El Paso, provided a report on the Institutional Review Board (IRB) external review and the suggestions made by the reviewing body, Huron, and reported on the Cayuse Grant Interface System.

The committee discussed the following potential topics to be addressed by the committee in the coming year:

- Addressing issues with the timing of hiring for research staff that work on grants. Faculty have experienced grant delays due to getting the person on board in time to complete the grant deadline.
- Issues related to the Outlook mailbox size limits
- Issues related to the storage capacity for data
- Potential space to perform clinical research
- Editorial services for grants and manuscript editing
- Staffing for the research core lab and statistical core
- Recommendations and priorities for the coming year to improve research resources
- Availability of clinical research coordinators

Discussion:

It was noted that there is already an issue on campus with faculty availability and willingness to serve on committees. It was suggested to have specific roles for committee members and to be careful to not add too many additional members. Dr. Guttmann, Nominating Committee Chair, stated that chairs of Senate committees can request to add additional members to their committees by formally making the request to the Nominating Committee, subject to approval by the Faculty Senate. The Nominating Committee will then put out a campus announcement, soliciting for nominations. Dr. Walker noted that the Research Resources Committee wishes to expand the committee's membership by potentially adding clinical faculty members, members who are involved in the SARP program, basic sciences, and data analysis. Dr. Walker will follow up with the Nominating Committee regarding the exact number of additional committee members.

Piper Professor Ad Hoc Selection Committee

Gloria Loera, D.N.P., R.N., NEA-BC, Piper Professor Ad Hoc Committee Chair

- a. **Piper Professor Ad Hoc Selection Committee Update-** Dr. Loera reported the Piper Professor Ad Hoc Selection Committee received 8 applications, however 1 was incomplete. The committee reviewed and scored 7 applicants. Two individuals were recommended to Dr. Lange, TTUHSC El Paso President, and he selected one faculty member for the award. The complete packet of the selected faculty member has been



submitted. The award recipients will be announced in the spring of 2023.

Faculty Senate Nominating Committee

Geoffrey D. Guttman, Ph.D., *Nominating Committee Chair*

- a. **Election of Nominating Committee Chair-** Dr. Guttman, Ph.D., WLHSDM reported the Nominating Committee members met and reelected him as the committee's chair for another year.
- b. **Additional PLFSOM Representative on the University Affairs Committee-** A call for nominations will be sent out to the Foster School of Medicine for an additional member on the University Affairs Committee in order to better represent the PLFSOM faculty body.

IV. OLD BUSINESS

Geoffrey D. Guttman, Ph.D., *Nominating Committee Chair*

- a. **Faculty Senate Vacancies Update**
 - **WLHSDM- Senator Mid-Term Election Update**
Todd Parco, D.D.S., M.S.D., Assistant Professor, Pediatric Dentistry, WLHSDM is the new Faculty Senator filling the seat left vacant by Praveen Parchuru, B.D.S., M.D.S., Ph.D.
 - **GGHSON Expiring Term Update**
Gloria Loera, D.N.P., R.N., MEA-BC, Program Director, Graduate Program and Assistant Professor, GGHSON has been reelected for a second three (3) year Faculty Senator term.
 - **FGSBS Expiring Term Update**
Mingtao Zeng, Ph.D., Professor, Department of Molecular and Translational Medicine has been reelected for a second three (3) year Faculty Senator

IV. NEW BUSINESS

Geoffrey D. Guttman, Ph.D., *Nominating Committee Chair*

- a. **TTUHSC El Paso Research Manual Project**
Dr. Guttman proposed to have a research manual developed for all faculty. The manual should be an online-based, living document which will need to be frequently updated and should be formatted so that all TTUHSC El Paso schools can use it as a guide to conduct research.



New Business continued...

Suggested items to be covered in the research manual:

- CITI Training Resources
- Points of Contact for NIH and NSF grants
- Identifying the Resources and requirements to conduct research at TTUHSC El Paso
- Access to policies, procedures and timelines for grants
- Approved Vendors
- Grant management information
- Process for accessing grant funds
- Process of signing off on purchases (signature chain) for approval
- Contracts management
- Processes for hiring staff or faculty to work on grants

Discussion:

A Senator stated that there is overlap in regards to grant management between what the Office of Institutional Advancement and the Office of Research. Multiple Senators agreed that the post-award grant administration as well as other processes at TTUHSC El Paso delay the process of hiring research staff to fulfill the aims of research grants. These barriers are internal and not outside TTUHSC El Paso since the grant's funds are available, but cannot be distributed from our financial office. Additionally, a Senator added that a mentor program for new faculty would be beneficial to assist with informal mechanisms ensuring the correct steps are taken to get obtain grants. The mentor could be senior faculty from another school that has experience with grants. Dr. McCallum asked for a motion, which was made by Dr. Guttman, to approve the proposition that the research manual be put together by the Office of Vice President of Research. The motion was second by Dr. Loera, and approved unanimously by the Faculty Senate.

Discussion items to be covered in the research manual:

- Points of contact, especially for NSF grants
- Identifying the Resources and requirements
- Access to policies, procedures and timelines for grants
- Authorized vendors
- Grant management information
- Common resources page for all four (4) schools



New Business continued...

- Barriers to accessing funds- needs to be more efficient to streamline funds
 - POC for initiating the process to access funds
- Process of purchasing after receiving funds
- Process of signing off on purchases (signature chain) for approval
- Setting up contracts between the university
- Processes for hiring staff or faculty to work on grants

VI. ROUND TABLE DISCUSSION

Richard W. McCallum, M.D., PLFSOM, Faculty Senate President

a. Salary Equity

Dr. Loera provided a report regarding her meeting regarding salary equity with KoKo Aung, M.D., M.P.H., Vice President for Faculty Success, TTUHSC El Paso, and Praveen Parachuru, B.D.S., M.D.S., 2021-2022 Faculty Resources Committee chair. Dr. Aung suggested the Diversity and Inclusion Committee revisit the salary equity project on its own and not in collaboration with the Faculty Resources Committee. It was decided to gather more information in order to be informed on identifying which objectives to create and move forward with as a committee to tackle salary equity. The Diversity and Inclusion Committee now has access to data and resources, and are in the process of reviewing them to utilize the content to determine next steps. Dr. McCallum added that it would be important to address the exit interviews and the data that is available to explain why people are leaving TTUHSC El Paso. Dr. McCallum requested a report from Dr. Aung on why people are leaving the university. A request will be made to have Dr. Aung provide a report on exit interview data at the next Executive Committee meeting.

b. Continuing Education (CE) Credits (Dental School)

Robert A. Danforth, D.D.S., from the Woody L. Hunt School of Dental Medicine shared concerns that the dental school faculty are not able to obtain internal Continuing Education (CE) credits for license renewals; noting that it is inconvenient to search outside the institution or travel to obtain CE credits. It seems like a simple request to have the dental school provide CE internally on a weekly or monthly basis. It was noted that there are administrative barriers that are not allowing the dental school to move forward with providing CE. Another Senator added that you have to be an approved provider to provide the content for CE, just like CME and NCPD. The dental school would like to see this done as soon as possible, as it is vital to the dental school to run efficiently and present itself professionally to the community and state. Dr. Aung oversees the Continuing Medical Education (CME) office, and plans to meet regarding this matter with Richard C. Black, D.D.S., M.S., Dean and Professor, Woody L. Hunt School of Dental Medicine.

V. UPCOMING EVENTS AND ANNOUNCEMENTS

Richard W. McCallum, M.D., PLFSOM Faculty Senate President



- There will be no Faculty Senate Meeting in December 2022.
- The proposed 2023 Standing Faculty Senate Meeting time has been changed to the fourth Friday of each month at 12:00 pm.
- The Senate officers Quarterly Meeting with TTUHSC El Paso President will take place in January 2023.

V. ADJOURNMENT

Richard W. McCallum, M.D., PLFSOM Faculty Senate President

- With no further business to discuss, the meeting was adjourned at 2:00 P.M.

Jennifer Salinas
Jennifer Salinas (Feb 2, 2023 14:45 MST)

Jennifer Salinas, Ph.D., M.S.W., FGSBS
Faculty Senate President-Elect 2022 - 2023

02/02/2023

Date