

FACULTY SENATE MEETING MINUTES

Tuesday, May 31 2022

12:00 P.M. – 1:00 P.M.

VIA WEBEX



FACULTY SENATORS IN ATTENDANCE

KoKo Aung, M.D., M.P.H., Vice President for Faculty Success,
TTUHSC El Paso, Ex-Officio, Non-Voting Member
Robert Danforth, D.D.S.; WLHSDM
Geoffrey D. Guttman, Ph.D., Nominating Committee Chair; WLHSDM
Prashant Joshi, M.D., PLFSOM
Gloria Loera, D.N.P., R.N., NEA-BC; GGHSON

Richard. W. McCallum, M.D., Faculty Senate President-Elect; PLFSOM
Praveen Parachuru, Ph.D., M.D.S., B.D.S.; WLHSDM
Jaclyn Reyes, M.S.N., R.N., CNE, CMSRN; GGHSON
Clarissa Silva, Ph.D., R.N., Faculty Senate President; GGHSON
Anantha Ramana Vellipuram, M.D.; PLFSOM
Mingtao Zeng, Ph.D.; FGSBS

ABSENT FACULTY SENATORS

Huanyu Dou, M.D.; FGSBS

Jennifer Salinas, Ph.D.; FGSBS

OTHER ATTENDEES

Jorge Cervantes, M.D., Ph.D.; PLFSOM
Deborah Clegg, Ph.D., Vice President for Research, TTUHSC El Paso

Cindy Camarillo, Sr. Director, Office of Faculty Affairs
Edgar A. Corral, Unit Manager, Faculty Recruitment, Office of Faculty Affairs

I. CALL TO ORDER

Clarissa Silva, Ph.D., R.N., Faculty Senate President

Dr. Silva called the meeting to order at 1:00 P.M., and welcomed all participants via WebEx.

II. REVIEW AND APPROVAL OF MINUTES

Clarissa Silva, Ph.D., R.N., Faculty Senate President

Dr. Silva asked the Faculty Senate to review the previous meeting minutes from April, 22 2022. Dr. Loera made a motion to approve the minutes, Jaclyn Reyes seconded the motion, and the Faculty Senate voted unanimously to approve the minutes as presented.

III. FACULTY SENATE STANDING COMMITTEE REPORTS

Clarissa Silva, Ph.D., R.N., Faculty Senate President

a. Faculty Senate Committee on Faculty Resources- Praveen Parachuru, B.D.S., M.D.S., Ph.D.; Committee Chair:

Dr. Parachuru reported the Faculty Resources Committee met in April 2022 and reviewed and approved their strategic plan goals. The committee is currently working on reviewing the TTUHSC El Paso President's Awards Policies and Procedures (HSCEP OP 10.25 - TTUHSC El Paso President's Awards). The committee also discussed the faculty recruitment and attrition rate. Dr. Aung provided data to the committee on recruitment and attrition rates, but noted the data is skewed towards the medical school as PLFSOM is the largest school on campus. The committee agreed the long term solution for these issues is to improve the reputation of TTUHSC El Paso. The committee will continue to explore approaches to impact the reputation of the university.

Dr. Silva asked Dr. Parachuru if the Faculty Resources Committee will be addressing all eight (8) strategic plan goals assigned to his committee, as this committee's goals had not yet been approved by the Faculty Senate. Dr. Parachuru confirmed the committee has agreed to address all eight (8) goals.

Faculty Resources Committee Strategic Plan Goals:

1. Review faculty attrition rates and improve faculty retention – decrease turnover rates and increase faculty morale
2. Review faculty development
3. Work with Human Resources and Faculty Affairs to ensure faculty are rewarded and recognized for work annually for service

4. Work productivity on campus vs. remote work
5. Promote faculty self-care
6. Review recruitment of faculty and ensure search committee representation by faculty
7. Annual evaluation based on 360 shared governance with minimum salary adjustments
8. Review President's Awards for Faculty Policy, HSCEP OP 10.25

Dr. Silva confirmed quorum and called a motion to approve the Faculty Resources Committee strategic plan goals. The goals were approved by the Faculty Senate.

- b. Faculty Senate Committee on Diversity and Inclusion- Gloria Loera, D.N.P., R.N., NEA-BC; Committee Chair:** Dr. Loera reported that her committee met this month and discussed faculty salary equity as well as diversity, equity and inclusion trainings. The committee has agreed to collaborate with the Faculty Senate Committee on Faculty Resources regarding faculty salary equity since both committees' strategic plans include this goal. As a member of the Council of Diversity and Inclusion (CDI), Dr. Loera reported that she researched two (2) Texas institutions, Baylor University and UTMB, and learned that faculty diversity trainings are not mandatory there. The committee will work on identifying training content needs for faculty. Committee members were tasked to look within their departments and specialties to identify the training gaps, areas of opportunity and observations in order to initiate developing a training program. The committee will continue to collaborate with the CDI and participate in their upcoming survey regarding the areas of opportunity on Diversity and Inclusion efforts.

IV. OLD BUSINESS

Clarissa Silva, Ph.D., R.N., Faculty Senate President

- a. Faculty Senate Bylaws Review Ad Hoc Committee Report- Prashant Joshi, M.D.; Committee Chair:** Dr. Joshi reported that the ad hoc committee met on April 1, 2022 and May 24, 2022. Dr. Joshi presented all findings recommended by the Ad Hoc committee as follows:

1. **Bylaws 1.2, Composition of the Faculty Senate:** Change to four (4) Faculty Senator Representatives per school, instead of three (3). Redlined edits below:

1.2 Composition of the Faculty Senate

The minimum number of senators elected from each school will be:

Paul L. Foster School of Medicine: ~~3~~4

Gayle Greve Hunt School of Nursing: ~~3~~4

Graduate School of Biomedical Sciences: ~~3~~4

Woody L. Hunt School of Dental Medicine: ~~3~~4

The faculty governance body of each school will elect eligible faculty members as senators. The numbers of Faculty Senate positions for each school will be reviewed every two years by the Faculty Senate. If an amendment to the numbers and/or distribution of a school's Faculty Senate representatives is recommended, Faculty Senate approval will be required and an official amendment to the Faculty Bylaws will be made as prescribed in Section 6 below.

Reason: The current PLFSOM representative vacancy on the Nominating Committee has not been filled due to the fact that all senators representing the PLSOM currently hold leadership roles. According to the Nominating Committee Bylaws 4.2.3 Duties, members of the Nominating Committee are not eligible to chair standing or ad hoc committees. It was agreed by the Ad Hoc Committee that this same issue could happen again with any of the TTUHSC EL Paso schools if the number of representatives remained at three (3) per school.

Dr. Joshi mentioned the quorum rule may need to be revisited due to the change in Faculty Senate size and noted the ad hoc committee will look into it.

2. **Bylaws 1.5, Terms of Office for Faculty Senate Member:** Faculty Senate member terms will remain the same. The last sentence on the paragraph was removed.

1.5 Terms of Office for Faculty Senate Members

The term of office for a senator is three years. A maximum of two consecutive terms is allowed for each member of the Faculty Senate. After serving two consecutive terms, faculty members are not eligible to serve as senators for the next election cycle, and will be eligible to be nominated again after one year. ~~When possible, the The~~ terms of office for senators ~~from each school~~ are to be ~~staggered when possible, such that approximately one-third of the membership from each school is elected each year.~~

Reason: Minor edit is recommended to wording in order to remove requirement for one third of the membership from each school to be elected each year while still preserving staggered terms of office for senators from each school for continuity.

3. **Bylaws 1.6 Election Procedure for Faculty Senate Members:** The notification to initiate elections of new senators for the Faculty Senate will be sent out to each school's governance body by the Nominating Committee instead of the Faculty Senate President.

1.6 Election Procedure for Faculty Senate Members

On an annual basis, the ~~president of the~~ Faculty Senate Nominating Committee will notify each school's faculty governance body that an election should be held to replace outgoing senators, specifying the number of senators to be elected. Each school's faculty governance body shall complete its senator election prior to entering the new fiscal year.

Reason: This is normally a function carried out by nominating committees in organizations. The Ad Hoc Committee noted this would also give the Nominating Committee more of a standing within the Faculty Senate

4. **Bylaws 2.1 Faculty Senate Officers:** The Faculty Senate Officer terms of office will remain the same.

2.1. Faculty Senate Officers

The officers of the Faculty Senate will be the president, president-elect and past-president. A president-elect is elected each year from among the members of the Faculty Senate. He/she automatically succeeds the president in the following year, and the past-president the year after that. Only elected members of the Faculty Senate are eligible to serve as officers.

Reason: The committee felt the Faculty Senate Officers do not need additional years in office for a total of 5-6 year commitment, rather a collaborative approach should be taken between the officers to fulfill Faculty Senate goals. Also, due to term limits, an increase in Officer term would disqualify experienced senators as a change in terms would require an additional multi-year commitment.

5. **Bylaws 2.2.2 President-Elect:** Word phrase change from a three-year “term of office” to “commitment”.

2.2.2 President-elect

The president-elect presides at meetings and performs the duties of the Faculty Senate president in his/her absence. The president-elect is, in effect, a three-year ~~term of office~~ commitment (president-elect = one year; president = one year; past-president = one year). The president-elect has the same voting privileges as other members of the Faculty Senate; is responsible for reviewing minutes and all other records of the Faculty Senate's business; serves on the Executive Committee of the Faculty Senate; and may preside over special meetings in the absence of the Faculty Senate president. If the president-elect's term of office as an elected senator expires prior to his/her presidency, the term will be extended as described in 2.3.1.

Reason: The Committee corrected this for accuracy. Three years are more accurately characterized as a commitment as the individual serves a one-year term in three different offices.

6. **Bylaws 2.3.1 Annual Elections:** Initiation of the President-Elect nominations is changed to the third quarter of the year instead of the fourth quarter. Also, the vote will be conducted at the final meeting of the year instead of the first. Third, a sentence was added at the end of the paragraph: “In the event that no candidate receives the majority of votes, a run-off election will be held within ten business days by secret ballot between the top two candidates. The winner will be decided by simple majority”.

2.3.1 Annual Elections

The Nominating Committee will solicit nominations for the president-elect from the full Faculty Senate during the last-third quarter of the fiscal year. Nominees must not have served more than four consecutive years as senators. If elected, a term extension may be granted for one year beyond the second consecutive three-year term to complete the leadership commitment. Faculty Senate voting will be conducted by secret ballot during the first final meeting of the fiscal year. Officers will be elected based on majority vote. In the event that no candidate receives the majority of votes, a run-off election will be held within ten business days by secret ballot between the top two candidates. The winner will be decided by simple majority.

Reason: The committee members felt that the timeline to elect the President-Elect was too short, and undertaking this task on the third quarter of the year, and finalizing the final vote at the last meeting of the year would be more appropriate. The sentence added at the end of the paragraph is to clarify the voting mechanisms. These Changes would not exclude any senators who would be interested in running for office.

7. **Bylaws 4.1.3 Recruitment of Committee Members:** Solicitation for nominations for new standing committee members should be conducted during the fourth quarter of the fiscal year instead of the first quarter.

4.1.3 Recruitment of Committee Members

The Nominating Committee (described in 4.2) will announce vacancies on the standing and ad hoc committees to the voting faculty and provide them with the opportunity to express interest in serving. The Nominating Committee will then review the list of nominees for the standing committees. The chair of the Nominating Committee will then present the nominees for positions on the standing committees to the full Faculty Senate for a vote of approval by majority at-during the Faculty Senate's first-meeting-fourth quarter of the fiscal year. The chair of the Nominating Committee may present nominees for ad hoc committees, except for the ad hoc committee for bylaws review, to be elected by majority vote at any Faculty Senate meeting during the year. The ad hoc committee for bylaws review shall be appointed as specified in Section 7.

Reason: This would avoid any delay in seating the new standing committee members to enable standing committees to begin working earlier.

8. **Bylaws 4.3.1 – 4.3.4:** Removed standing committee headings and renumbered the list of standing committees.

~~4.3.1 Faculty Affairs~~

~~4.3.1+4.3.1~~ **Faculty Senate Committee on Faculty Resources**

- a) Membership
 - One member of the Faculty Senate, plus at least one voting faculty representative from each school.
 - The Vice President for Faculty Success (or his/her designee) shall serve as an ex-officio, non-voting member.

~~4.3.2-23~~ **Faculty Senate Committee on Diversity and Inclusion**

- a) Membership
 - One member of the Faculty Senate, plus at least one voting faculty representative from each school.
 - Ex officio, non-voting members include representation from the senior leadership of the Office of Diversity, Inclusion, and Global Health (or his/her designee).

~~4.3.2 University Affairs~~

~~4.3.2+4.3.2~~ **Faculty Senate Committee on University Affairs**

- a) Membership
 - One member of the Faculty Senate, plus at least one voting faculty representative from each school.
 - Ex officio, non-voting members include the representation from the senior leadership of the library (or his/her designee), and the Office of Information Technology (or his/her designee). |

~~4.3.3 Research Affairs~~

~~4.3.3+4.3.3~~ **Faculty Senate Committee on Research Resources**

- a) Membership
 - One member of the Faculty Senate, plus at least one voting faculty representative from each school.
 - Ex officio, non-voting members include the vice president for research (or his/her designee).

Reason: Clean up the listing of the standing committees in the Faculty Senate Bylaws to remove headings which were a carryover from the original bylaws when committees were divided by areas. The committees often cross domains and it made more sense to remove the headings.

9. **Bylaws 5.4.5 Voting Procedures:** Addition of “, except in the case of elections” at the end of the initial paragraph.

5.4.5 Voting Procedures

A quorum must be in attendance at any meeting in order for voting to be conducted. At Faculty Senate meetings, a two-thirds majority approval of the senators in attendance is required for a measure to pass, except for the election of officers, Section 2.3.1, election of committee members, Section 4.1.1 or votes to go into executive session Section 4.1.3), when a simple majority is needed. Voting during Faculty Senate meetings may be done by roll call, paper ballot or show of hands. Proxy voting will be allowed if a senator is unable to attend a meeting. Absent senators may submit their votes in advance of the meeting to a member of the Executive Committee for decision items on the agenda or may assign their voting rights to another senator by means of written proxy. A secret ballot is required for the election of officers of the Faculty Senate and may be permitted for other business if requested by at least one-third of the senators. In case of a tie during the voting process, the Faculty Senate President will call for a second vote. If the second voting process also results in a tie, the Faculty Senate President will cast the tie-breaking vote, **except in the case of elections**

Reason: This was added to clarify that this section is intended at voting on motions, not on elections, due to the fact that voting on motions during meetings require a two-thirds majority approval of the senators in attendance for a measure to pass. In Bylaws 2.3.1 Election of Committee Members and Bylaws 4.1.3 Recruitment of Committee Members, a simple majority is needed.

Dr. Silva called a vote to approve each of the suggestions, one by one, as presented by Dr. Joshi and the Bylaws Review Ad Hoc Committee. All proposed revisions were agreed upon by the Faculty Senate, and will move to the next step in the process.

Bylaws 7. Amendment Procedures: After review, the final version of the proposed amendment must be approved by a two-thirds vote of the members of the Faculty Senate, and is then submitted to the voting faculty for review and approval. Amendments approved by a two-thirds majority of votes returned by at least 51 percent of the voting faculty shall become effective upon approval of the amendment by the TTUHSC El Paso president.

V. NEW BUSINESS

Clarissa Silva, Ph.D., R.N., Faculty Senate President

a. Approval of New Committee Member- Committee on University Affairs Committee:

Dr. Guttman reported the ex-officio committee member representing the Office of Information Technology (IT), Ms. Rosa Valenzuela, has left the institution. The Nominating Committee contacted Mr. Jerry Rodriguez, Assistant Vice President of IT, to request his designee to serve on the University Affairs Committee. Mr. Jose Lopez, Chief Analyst, Technology Services, TTUHSC El Paso is the nominee to serve as the ex-officio, non-voting member representing Information Technology (IT) on the University Affairs Committee.

Dr. Silva called a vote. The Faculty Senate unanimously voted to approve Mr. Lopez as the new ex-officio non-voting member of the University Affairs committee.

b. Faculty Senate Officers Meeting With TTUHSC El Paso President:

Dr. Silva reported the Faculty Senate Executive Committee members and Dr. KoKo Aung met with Dr. Richard Lange, TTUHSC El Paso President on May 17, 2022. Discussions included a summary of all meetings of the current Faculty Senate, as well as recruitment and retention. The Faculty Senate inquired about the length of time and procedures in place to recruit a new employee to TTUHSC El Paso, as the process needs to be more seamless. Dr. Lange explained that such recruitment efforts are taken by the department through the formation of a search committee for each vacancy, and not necessarily by Human Resources. The retention issues conversation included the time required to promote an employee as well as transparency issues regarding salary. The Faculty Senate Officers asked for mentorship and proper guidance. They also suggested that all new employees should be given a trajectory when hired in order to better track their expectation for promotion and overall progression as a TTUHSC El Paso faculty member. The Faculty Senate structure was discussed, and Dr. Lange was in favor of the new Faculty Senate Bylaws suggested changes. Dr. Lange gave the Faculty Senate the latitude to make their own decisions. The Faculty Senate will meet with Dr. Lange on a quarterly basis and any issues or concerns to be addressed at these quarterly meetings need to be based on data. Dr. McCallum said Faculty Senate meetings minutes should be sent to Dr. Lange on a monthly basis to keep him informed, as Dr. Lange is a member of the Faculty Senate. The topic of clinical research space was not discussed with Dr. Lange.

Dr. Guttman mentioned that Dr. Lange agreed to encourage all faculty to step up their efforts in promoting TTUHSC El Paso. He will support this effort by providing cards that can be distributed.

Dr. McCallum stated that Dr. Lange was a bit vague on the topic of salaries during their meeting. Dr. McCallum believes there should be an annual incremental commitment regardless of promotion. The data provided by Dr. KoKo Aung did not provide specific reasons or examples offered by faculty who have left the institution on the reasons they are leaving. The salary structure and projected salary increases for faculty members' appointment time frames has to be more transparent.

c. Faculty Senate Retreat:

Dr. Silva reminded attendees the Faculty Senate Retreat was discussed at a previous meeting and there were some concerns on the times offered. Dr. McCallum suggested this retreat be held prior to Dr. Silva's end of term as President. Dr. Joshi suggested the Executive Committee should come to agreement on availability and then send a poll with the suggested dates and times. Dr. McCallum opined the retreat should occur on a weekend or on a weekday afternoon past 4 P.M. in order to focus on the retreat and not be distracted by any clinical demands. Dr. Silva suggested that perhaps a more considerate time could be offered such as a Friday at 2:00 P.M. – 4:00 P.M. or 2:00 P.M. – 5:00 P.M.

VI. ROUND TABLE DISCUSSIONS

Clarissa Silva, Ph.D., R.N., Faculty Senate President

Dr. Vellipuram referred back to the meeting with President Lange and asked if the Faculty Senate must take the responsibility of finding the evidence data when an issue is brought to Dr. Lange's attention. Dr. Silva stated the Faculty Senate is not required to do this and gave the example of the AAMC Survey data presented by Dr. Aung in which the data was produced through the AAMC Survey, not conducted by the Faculty Senate. The Faculty Senate should utilize all avenues available to gather data.

Dr. McCallum asked if the Faculty Resources Committee is working on the Minnie Stevens Piper Professor Award. Dr. Guttman stated this award will be handled by the Nominating Committee once the institution receives the call for nominations from the Minnie Stevens Piper Foundation. Cindy Camarillo clarified the request for nominations is sent by the Minnie Stevens Piper Foundation to university Presidents of Texas institutions. It is premature to discuss timelines at this point.

Dr. Guttman made a motion to adjourn the meeting, seconded by Dr. Loera.

Faculty Senate Meeting was adjourned at 1:06 P.M.

Clarissa Silva

Clarissa Silva (Jun 28, 2022 10:26 MDT)

Clarissa Silva, Ph.D., R.N.

Faculty Senate President 2022 - 2023

Option 1

Date