**PRESIDING:** Melissa Lewis, Senate President

**PRESENT:** Kathleen Borgmann, Jennifer Crumm (Zoom), Dorette Ellis (Zoom), Jennifer Fix, Ashley Gentry (Zoom), Harlan Jones, Yein Lee, Jin Liu (Zoom), Rong Ma (Zoom), Uyen-sa Nguyen (Zoom), Caroline Rickards (Zoom), Rustin Reeves (Zoom), Katrina Roop (Zoom), Damon Schranz (Zoom), Derek Schreihofer, Monte Troutman (Zoom), Menghua Tao (Zoom), Scott Walters (Zoom), April Wiechmann, Veda Womack (Zoom), Liang-Jun Yan

**ABSENT:** D Litt (alternate S Griner), K Miller (alternate H Liu)

**GUESTs** G Anderson, P Below, K Meyer, M Mathis (Zoom), C Taylor, P Demers

**RECORDING**: N. Paterson

|  |  |
| --- | --- |
| **Topic/Agenda Item** | **Discussion/Conclusion** |
| **Call to order** | **Dr. Lewis** called the meeting to order at 8:00 AM and welcomed everyone to the first meeting of FY 2022. Also Dr. Lewis thanked Dr. Wiechmann, Past President, for her service and presented flowers and a card as a commemorative token on behalf of the senate. |
| **Introduction of Alternates** | **Dr. Lewis** introduced the following alternates:* S Griner for D Litt
* H Liu for K Miller
 |
| **Introduction of Guest(s)** | **Dr. Lewis** welcomed the following guests whose presentation would come later in the meeting.* G Anderson, Executive Vice President for Finance and Operations
* P Below, Director of Faculty Research Support Team
 |
| **Approval of Minutes** | **Dr. Lewis** inquired if there were any edits to the August meeting minutes. **Dr. Schreihofer** moved the motion to approve the minutes. **Dr. Fix** seconded the motion. The meeting minutes were approved with no comment and one abstain. |

|  |  |
| --- | --- |
| **Topic/Agenda Item** | **Discussion/Conclusion** |
| **Announcements** | **Dr. Lewis** informed the senate of the following items:* **FY 2022 Faculty Achievement Award –** many vacancies were available on the committee. Dr. Wiechmann would send an email calling for nominees.
* **President’s Councils -- Finance & Budget –** a senate presentative needed – Dr. Wiechmann informed the senate that a volunteer was needed to serve on this council. Dr. D Schreihofer volunteered to serve.
 |
| **Provost’s Updates** | **Dr. Taylor** provided “A Look Ahead” presentation to the senate. The presentation provided an overview of the last year accomplishments and FY 2022 upcoming projects across campus.* **Accomplishments** –
	+ Record high student enrollment, record high P&T decision, administration of 22,700 COVID vaccines and 3,247 tests, more than 12 new microcredential programs developed, distributed HEERF II student aid funds (over $600,000), established Quasi-endowment for Ph.D. education, National Library of Medicine, Region 3 Award; 4th floor renovation of study spaces, and along with various research and institutional-wide activities --
		- College of Pharmacy national research rankings rise from 54th to 36th ($6.8 M)
		- HSC Simulation center construction launched
		- Nation’s FIRST [AHRQ Qualified] Primary Care Patient Safety Organization
		- THECB Graduate Medical Education Planning Grant ($250k)- TCOM and Paris Regional Medical Center
		- Nation’s FIRST *[AHRQ Qualified]* Primary Care Patient Safety Organization
		- SPH faculty (Drs. Mun, Lewis, and Zhou) funded a five year, $3+ million, grant (NIAAA) to reduce alcohol use and risky sexual behaviors.
* **Upcoming projects** approved under FY 2022 Budget –
	+ People – hiring new faculty, offering start-up investments, HSC Respectful Wage, P&T Promotions, Employee Performance Pay
	+ Programs – GSBS undergraduate program – BS in Biomedical Science, Lifestyle Health Sciences, Innovation & Entrepreneurship Curriculum, HSC Simulation Equipment, Library Digital Subscriptions, Research Infrastructure & Shared Equipment
	+ Strengths – continuing on student recruitment, university accreditation (site verification), IT Upgrades/Infrastructure, Research-based mission-specific formula funding
	+ Built Environment Improvements
		- HSC Health
		- EAD 4th floor – SHP
		- Campus Energy Infrastructure Improvements
 |

|  |  |
| --- | --- |
| **Topic/Agenda Item** | **Discussion/Conclusion** |
|  | * Facilities Management and General Services Building

**Q&A** –* Clinical rotation requirement – no vaccine requirement for students so Office of General Council and Provost office were currently working to find solutions on how to get our students into rotations where vaccination was required. At the meantime, we would continue to campaign for more people to get vaccination.
* HSC testing requirement – Dr. Taylor would check on this and would provide clarification if a test result was required to return to work and what kind of test.
* Flu shot would still available.
 |
| **DE&I Updates** | No update |
| **Early Career Development Council (ECDC) Updates** | No update |
| **President Councils** | * **Academic Council** – No update
* **Built Environment Council** – No update
* **Finance & Budget Council** – No update
* **People & Culture Council** – No update
* **Research Council** – No update
 |
| **School/Colleges Report** | * **GSBS** –
	+ The recruiting process of the new faculty for the undergraduate program was in progress. Many candidates were coming in for interview.
* **HSCCP** –
	+ Welcomed new faculty and would begin search for additional opening
	+ The campus pharmacy had opened in the Health Pavilion.
* **SPH** –
	+ Many new faculty had started this fall.
* **SHP** –
	+ **PT –** One opening for a faculty position and the chair search was still going on.
* **TCOM** –
	+ Handling the vaccination requirement and students going on rotation.
 |

|  |  |
| --- | --- |
| **Topic/Agenda Item** | **Discussion/Conclusion** |
| **Communication Committee** | * **Fall 2021 Faculty Assembly Preparation** –
	+ All senators were asked to help as Zoom breakout room facilitators – the guideline would be distributed shortly.
 |
| **Old Business** | **FY 2022 Budget Updates – Mr. Greg Anderson –** Executive Vice President for Finance and Operations – updated the senate on the overall allocation of the approved FY 2022 budget on various projects.* One-time performance Pay – $3.3. millions – working on fund distribution process
* Remodeling of EAD -- $2 millions
* GSBS research equipment for small animal -- $495,000
* Additional equipment for simulation -- $1.2 million

Mr. Anderson also added that the cooling tower in between EAD and the library would be demolished. The project would begin on October 1, 2021. |
| **New Business** | **OSP’s Performance Improvement Plan Updates – Mr. Paul Below, Director of Faculty Research Support Team,** provided an update and feedback for senators on their Performance Improvement Plans which was developed during their retreat held within the Office of Sponsored Programs during July and August.The Faculty Research Support Team (FRST) is an extension of OSP and their goal is to reduce the administrative burden on OSP by providing faculty assistance with proposal compilation and award management of external funding. Some of their goals include: reduce work by 50%, reduce lead-time by 20%, and time from notified to preliminary meeting to 72 hours. Opportunities for feedback via Qualtrics (can be anonymous) is found under the signature line of each FRST member. If you have questions or comments about FRST/OSP, please direct these to your Faculty Senate representative: [https://www.unthsc.edu/office-of-facu](http://www.unthsc.edu/office-of-faculty-affairs/the-faculty-senate/officers-and-senators/)lty[-affairs/the-faculty-senate/officers-and-senators/](http://www.unthsc.edu/office-of-faculty-affairs/the-faculty-senate/officers-and-senators/). |
| **Other Business** | **Dr. Taylor** presented the overall winner of 2021 Faculty Achievement Award plaque to Dr. Lewis along with one of the finalists from SHP, Dr. Howe Liu. The awards were not personally presented to the winners due to the award announcement was conducted virtually via zoom in May, 2021. |
| **Adjournment** | The meeting adjourned at 10:00 AM. The next meeting will be on Friday October 8, 2021 at 8:00 AM in LIB 400/Zoom. |

**PRESIDING:** H Jones, President-Elect

**PRESENT:** K Borgmann, J Crumm (Zoom), D Ellis (Zoom), J Fix, K Hensel (Zoom), J Liu (Zoom), R Ma (Zoom), K Miller, U Nguyen (Zoom), C Rickards, D Schranz (Zoom), D Schreihofer, M Tao (Zoom), S Walters (Zoom), A Wiechmann, V Womack (Zoom), L Yan

**ABSENT:** A Gentry, D Litt (alternate S Griner, Zoom)), M Lewis (alternate H Jones), R Reeves

**GUESTs** M Edwards, C Taylor (Zoom), P Demers

**RECORDING**: N. Paterson

|  |  |
| --- | --- |
| **Topic/Agenda Item** | **Discussion/Conclusion** |
| **Call to order** | **Dr. Jones** called the meeting to order at 8:04 am |
| **Introduction of Alternates** | **Dr. Jones** introduced the following alternates:* S Griner for D Litt
 |
| **Introduction of Guest(s)** | N/A |
| **Approval of Minutes** | **Dr. Jones** inquired if there were any edits to the September meeting minutes. **Dr. Fix** moved the motion to approve the minutes. **Dr. Schreihofer** seconded the motion. The meeting minutes were approved with no comment and one abstain. |
| **Announcements** | **Dr. Jones** informed the senate of the following items:* **Gallup Poll –** the deadline was today (October 8) the senators were encouraged to complete it.
* **FY 2022 Faculty Achievement Award Committee –** all vacancies had been filled. The nomination process and the call for nomination would be sent out on November 1, 2021.
* **New Senator --** Dr. Kendi Hensel (TCOM) replacing Dr. Y Lee
 |

|  |  |
| --- | --- |
| **Topic/Agenda Item** | **Discussion/Conclusion** |
| **Provost’s Updates** | **Dr. Taylor** provided updates on various topics --* **News around Campus** --
	+ Many schools/programs were celebrating our students this month, for example, College of Pharmacy Showcases event, PA Studies Week, etc. Please be sure to check out these activities.
	+ TCOM Class of 2022 – very proud of the TCOM students who had the highest exam score in the nation (out of 35 universities) on the board exam for future osteopathic physicians.
* **Finance –**
	+ Higher Education Emergency Relief Fund (HEERF) -- completed the distribution of the fund to 672 students with financial needs. Each student received about $1,200 a person for the total amount of

$730,000. We would start another round of fund distribution in November; however, this would be the last time.* + TRB funding to help remodel buildings – the distribution process was still being finalized in at the state level. – The total of available fund was $84 million; however; we would not know how much we were getting until it’s finalized.
	+ $50 million funded by NIH -- HSC received this funding to lead the Artificial Intelligence/Machine Learning Consortium to Advance Health Equity and Researcher Diversity program (AIM-AHEAD). Congratulation to Dr. Vishwanatha, the PI, and his team on this.
	+ 2022 Research Appreciation Day -- the preparation was under way. It would again be in the virtual format. Any comments/feedback was welcomed during this planning period.
* HSC 2021-2023 Roadmap announcement – had been finalized. Dr. Taylor encouraged everyone to take a look at it, https://insite.unthsc.edu/roadmap/. Dr. Taylor also would like to do a walkthrough of the roadmap in the near future. Many components included inclusivity, Quality Improvement Process, Student Career Readiness, Non- Credit programs, Whole Health, and Health Disparities.

**Q&A** –* + Dr. Taylor was opened to the Senate’s suggestions on how the roadmap walkthrough could be held or scheduled.
 |
| **DE&I Updates** | Dr. Jones updated the senate that the Rise team met on October 7 discussing how to reformulated the team structure and focuses. The results of the Campus Cultural Assessment from Hanover would be available to the campus soon. |
| **Early Career Development Council** | Dr Borgmann, an ECDC member, updated the senate on the following items --* The upcoming ECDC Quarterly Meeting would be on “Academic burn out” which would be held on October 21 at noon in LIB 400 and Zoom.
 |

|  |  |
| --- | --- |
| **Topic/Agenda Item** | **Discussion/Conclusion** |
| **(ECDC) Updates** | * List of upcoming meetings topics had been selected
	+ Winter – Writing Resources
	+ Spring – Promotion & Tenure Process
	+ Summer – Fun activities such as Up-Goer 5
* Additional School Representative – the group was still seeking two more representatives from Pharmacy and Health Professions to join. We’re asking the senators to please encourage someone from their schools to join. Nat Paterson would be in communication on this.
	+ Dr. Jones suggested that ECDC should be included in the next Assembly to help promote and highlight their activities. We needed to celebrate our early career faculty.
 |
| **President Councils** | * **Academic Council** – had the first meeting of the new fiscal year – introduction of new members, received new charges from the President on reviewing undergrad/graduate programs.
* **Built Environment Council** – No report
* **Finance & Budget Council** – No report
* **People & Culture Council** – No report
* **Research Council** – No report
 |
| **School/Colleges Report** | * **GSBS** –
	+ 3 new faculty hired for the undergraduate program would start in November and 2 more faculty would be hired and start within 6 months
* **HSCCP** –
	+ A conversation was initiated among the faculty around class attendance. It was discovered that approximately 30% of students did not attend classes but submitted assignments on time. The question was whether or not they should get credits. The conversation would be around the expectation of students and understanding of what the new norm for work/class balance was.
	+ The educational committee partnered with UNT Denton to offer PharmD/MBA
	+ Pharmacy Alumni dinner held on the evening of October 7 – it went very well.
* **SPH** –
	+ Initiated various discussions around new normal, community, etc.
* **SHP** –
	+ **PT –** one faculty position opening
	+ **PA –** hired one faculty who would start on Nov 1 and there was still one more hiring to complete.
* **TCOM** –
	+ Tuition Assistant Program – inquired if there was any update on this since the announcement last year. Dr. Taylor would check in with HR for updates on this.
 |

|  |  |
| --- | --- |
| **Topic/Agenda Item** | **Discussion/Conclusion** |
| **Communication Committee** | * **Fall 2021 Faculty Assembly summary** –
	+ Dr. Fix shared with the senate the feedback from the last Assembly – generally positive.
	+ Topic for upcoming Assembly – based on the survey, the topic of “wellness” was mentioned the most. It was a great topic to focus on but we would need to make sure that we provided practical and useful information to attendees.
	+ The Communication Committee would work to finalize the topic and format for the next Assembly which would be held on Thursday December 9 at 12 PM.
 |
| **New Business** | * HIPPA compliance Survey Software – the current version of Qualtrics available at HSC was not HIPPA compliance. The main question was whether or not HSC could purchase the add-on function so Qualtrics would comply with HIPPA to conduct research. The cost would be around $15,000.
	+ Dr. Taylor said that the cabinet was aware of this concern. However, there were other software with HIPPA compliance available for faculty to use such as Redcap.
		- Redcap was available across UNT System but somehow HSC IT didn’t support it and the faculty had to reach out to UNT Denton IT to get access to the software.
	+ Dr. Taylor would reach out to Mr. Serrano and Dr. Gladue to discuss how to best resolve this issue, especially on how to make Redcap available to HSC Faculty.
	+ The senators were encouraged to discuss this topic with the faculty at their respective schools to bring feedback for further discussion during the next Senate meeting in November to understand what the faculty needs were.
 |
| **Other Business** | * **Senators inviting to their school’s faculty/executive meeting** -- Dr. Wiechmann updated that Dr. Taylor discussed this topic with the deans during the Dean Huddle. The deans agreed and would like to work with their senators on the logistic. It’s essential that the senators were on the meeting agenda to disseminate information to their respective schools on a regular basis.
	+ SHP – started working already
	+ GSBS – the dean reached out to the senators and would start working on logistic
* Faculty Senate Meeting Attendance – the Senators were reminded that if they could not attend senate meetings, they needed to find an alternate. and attending assembly
 |
| **Adjournment** | The meeting adjourned at 9:05 AM. The next meeting will be on Friday November 12, 2021 at 8:00 AM in LIB 400/Zoom. |

**PRESIDING:** M Lewis, President

**PRESENT:** K Borgmann, D Ellis (Zoom), J Fix (Zoom), A Gentry, Harlan Jones (Zoom), D Litt, J Liu (Zoom), R Ma (Zoom), K Miller, U Nguyen (Zoom), C Rickards, K Roop, D Schranz (Zoom), D Schreihofer, M Tao (Zoom), M Troutman, S Walters, A Wiechmann, V Womack (Zoom), L Yan

**ABSENT:** J Crumm (alternate J Mott), K Hensel, and R Reeves

**GUESTs** C Taylor, B Gladue (Zoom), T Cunningham (Zoom), J Serrano, M Hollis, P Demers

**RECORDING**: N. Paterson

|  |  |
| --- | --- |
| **Topic/Agenda Item** | **Discussion/Conclusion** |
| **Call to order** | **Dr. Lewis** called the meeting to order at 8:02 am |
| **Introduction of Alternates** | **Dr. Lewis** introduced the following alternates:* J Mott for J Crumm
 |
| **Introduction of Guest(s)** | **Dr. Lewis** introduced the guests who made presentation later during the Old Business section –* J Serrano, Chief Information Officer
* B Gladue, EVP for Research
* T Cunningham, AVP for Research Administration
* M Hollis, Information Security Office
 |
| **Approval of Minutes** | **Dr. Lewis** inquired if there were any edits to the October meeting minutes. **Dr. D Schreihofer** moved the motion to approve the minutes. **Dr. Walters** seconded the motion. The meeting minutes were approved with no comment. |
| **Announcements** | * **2022 HSC Faculty Achievement Awards Call for Nominations was opened and the deadline would be on February 25, 2022.** – Dr. Lewis asked the senators to help encourage their faculty to submit nominations.
* **Remote Area Medical (RAM) –** Dr. Lewis encouraged everyone to volunteer for the program to help bring healthcare to those in the remote areas.
 |

|  |  |
| --- | --- |
| **Topic/Agenda Item** | **Discussion/Conclusion** |
| **Provost’s Updates** | **Dr. Taylor** provided updates on various topics --* **Dr. Williams becoming the new UNT Chancellor** – Dr. Taylor congratulated Dr. Williams on being named the sole finalist as the UNT System Chancellor. The final decision was being reviewed by the Board right now.
	+ **Drs. Taylor, Gladue, and Trent-Adams** would be helping Dr. Williams working through the transitioning.
	+ More details would be forth coming on the search process for the new President
* **Dean Search for School of Public Health** – the search had officially started. We were holding a listening session with various groups on what was needed and what we should look for in this position. Dr. Taylor would like the senate to help in putting the search committee together and also in recruiting and recommending candidates from various sources.
* **November 2021 Board of Regents meeting** – would be held in Dallas next Thursday and Friday. HSC would not have anything major to present but would only provide annual updates things such as research finding.
* **OKRs the 1st check-in** was coming soon. Please help remind everyone
* **2021 Gallup Result on Engagement** – Dr. Taylor presented some of the results from the Gallup Poll related to the faculty engagement. Though the results appeared to be better than other institutes, the faculty engagement rate was lower than staff. Dr. Taylor would like to work with the senate to develop ways to elevate the engagement among the faculty. We could possibly invite HR to present for better understanding the results.
 |
| **Cabinet’s Updates** | **Dr. Lewis** provided updates on the following topics discussed during the last Cabinet’s meeting:* The cooling towers demolition was postponed to late spring
* Road map would be presented at the Assembly
* Tuition bond funding was approved but the new oversight and process would be finalized to align with the new plans. It could not be spent on new buildings.
 |
| **DE&I Updates** | **Dr. Jones** updated the senate that the Campus Cultural Assessment report would be disseminated soon. The next step would be focusing on aligning our action plans to the HSC Road Map.The key findings were 1) to provide additional resources to integrate more DEI topics into courses/curricula, 2) review & revise related policies to increase DEI awareness, 3) increase support/opportunities for more minority/affinity groups,4) increase training and resources to mitigate bias. |

|  |  |
| --- | --- |
| **Topic/Agenda Item** | **Discussion/Conclusion** |
| **Early Career Development Council (ECDC) Updates** | **Dr. Borgmann** updated the senate –* ECDC group now had members representing each school/college.
* The Fall 2021 Quarterly Meeting held on October 21, 2021 on Academic Burnout” went well and the attendees found the information to be helpful.
* Next Quarterly meeting would be scheduled in January 2022 which would be focused on writing resources for P&T.
 |
| **President Councils** | * **Academic Council** – No report
* **Built Environment Council** – No report
* **Finance & Budget Council** – No report
* **People & Culture Council** – No report
* **Research Council** – No report
 |
| **School/Colleges Report** | * **GSBS** –
	+ The GSBS senators were officially invited to the Dean Executive meeting
	+ Shared a new Communication person with SHP assisting in communication plans and website
	+ New faculty for the undergraduate programs had started
	+ Initiated a discussion on increasing PhD stipend to make us competitive
* **HSCCP** –
	+ The college held the event, Pharmacy Week, which went well.
* **SPH** –
	+ Congratulations to Dr. Lewis for her new role as Associate Dean for Research and Faculty Advancement.
	+ P&T process began. Many had submitted
	+ Dean search started and the announcement was sent out.
* **SHP** –
	+ **PT –** The invitation to the Dean Executive meeting was formalized and senate update was included. There was faculty search going on.
	+ **PA –** hired 5 new faculty and working on a Medical Director search
* **TCOM** –
	+ Clinical care faculty – would like the senate to help find solutions on the workload, P&T process, and research activities and increase awareness of the clinical faculty productivity.
	+ Parking permit purchasing, wait list, and premium garage access remains a concern for faculty on campus.
 |

|  |  |
| --- | --- |
| **Topic/Agenda Item** | **Discussion/Conclusion** |
| **Communication Committee** | **Dr. Fix** updated the senate on the preparation for the December 2021 Faculty Assembly:* The focus would be on “Shout Out” to highlight the faculty accomplishments during the past year and to celebrate the holidays together.
 |
| **Old Business** | * **Faculty and Student Survey Software Needs – Mr. J Serrano and M Hollis –** presented the HIPPA compliance software options currently available for HSC campus to conduct survey. The senate was asked to gather input on specific needs from their respective schools. The information gathered would help to inform Provost Taylor of our needs and ultimately help to have the resources for faculty to optimally perform their jobs.
* **Research Administration Restructuring** – **Drs. B Gladue and T Cunningham** – updated the senate on Dr. Cunningham’s new role as the Associate Vice President for Research and the restructuring of the Division of Research & Innovation (DRI) which would enhance trust, collaboration, and communication between our office and the faculty. The new structure (combining FRST and OSP), along with new platform (Grant & Research Administration Management Suite – GRAMS) and personnel training, would allow the DRI to streamline processes to increase efficiency and reduce the wait time. During the transition, we would like the faculty with current grants or proposals to contact the grant specialist to ask questions and receive assistance directly.
 |
| **Adjournment** | The meeting adjourned at 9:47 AM. The next meeting will be on Friday December 10, 2021 at 8:00 AM in TBD/Zoom. |

**PRESIDING:** M Lewis, President

**PRESENT:** K Borgmann, J Crumm (Zoom), D Ellis (Zoom), J Fix, A Gentry (Zoom), K Hensel (Zoom), Harlan Jones (Zoom), D Litt, J Liu (Zoom), R Ma (Zoom), K Miller, U Nguyen (Zoom), C Rickards (Zoom), R Reeves, K Roop, D Schranz (Zoom), D Schreihofer (Zoom), M Tao (Zoom), M Troutman, S Walters (Zoom), A Wiechmann, V Womack (Zoom), L Yan

**ABSENT:** N/A

**GUESTs** M Williams (Zoom), C Taylor, M Mathis (Zoom), K Meyer, P Demers

**RECORDING**: N. Paterson

|  |  |
| --- | --- |
| **Topic/Agenda Item** | **Discussion/Conclusion** |
| **Call to order** | **Dr. Lewis** called the meeting to order at 8:04 am |
| **Introduction of Alternates** | N/A |
| **Introduction of Guest(s)** | N/A |
| **Approval of Minutes** | **Dr. Lewis** inquired if there were any edits to the November meeting minutes. **Dr. D Litt** moved the motion to approve the minutes. **Dr. Miller** seconded the motion. The meeting minutes were approved with no comment. |
| **Announcements** | * **2022 HSC Faculty Achievement Awards Call for Nominations was opened and the deadline would be on February 25, 2022.** – Dr. Lewis asked the senators to help encourage their faculty to submit nominations.
* **Nomination of President’s Alumni Award for Distinguished –** encouraged one to nominate candidates.
* **Remote Area Medical (RAM) –** still time to volunteer.
 |
| **President’s Updates** | **Dr. Williams** expressed his gratitude to the senate for their support. He appreciated the collaboration between the senate and the leadership. Dr. Williams would start his new role as the Chancellor on January 1, 2022 and also held the PHSC President until the new President was appointed. He also provided updates on the following topics --* **President Search Process** –
	+ The search committee would be in an advisory role but extremely essential in making
 |

|  |  |
| --- | --- |
| **Topic/Agenda Item** | **Discussion/Conclusion** |
|  | recommendation to the Board of Regents. The senate would be requested to assist in finding the faculty representatives on the committee.* Job Description – the Board of Regents would be responsible to write a new job description.
* Qualification – opened to other terminal degrees such as MD, PhD, and PharmD
* **Vision as the Chancellor** – increasing awareness of HSC to the UNT System, building/improving various aspects of the system’s operations focusing on cost efficiency.
 |
| **Provost’s Updates** | **Dr. Taylor** provided updates on various topics --* **Congratulations to various awards and promotion recipients –**
	+ Dr. Albert Yurvati received the 2021 Charles L. Ballinger Distinguished Osteopathic Surgeon Award from the American College of Osteopathic Surgeons. He’s the first person in their history to received awards in all 3 areas.
	+ Newly appointed Regents Professor -- Dr. Bruce Budowle
	+ Newly appointed Emeritus Professors – Drs. Patricia Gwirtz, Thomas Yorio, and Andras Lacko
	+ 2021 Valubility of the Year Awards: Dr. Emma Handler, A.J. Randolph, Carolyn Anderson, Dr. Nusrath Habiba, Dr. Priya Bui, Dr. Kim Meyer, and Dr. Jamboor Vishwanatha
* **Construction Projects** – were currently underway or have been recently completed:
	+ Animal imaging center has been completed in RES
	+ Anatomy Center expansion
	+ Simulation center in the library
	+ Water chiller reallocation to the RES roof
* **SACSCOC Approval on GSBS Undergraduate program** – the program was approved last week to offer a BS in Biomedical Science starting in Fall 2022.
* **HSC NEXT** – this initiative helped link us to external resources and partnership with companies. In January an announcement would be made the campus regarding a new partnership
* **2021 Innovation & Economic Prosperity University Designee –** named by The Association of Public and Land-grant Universities (APLU). HSC was the only university in the country. This designation would help higher education institutions codify, elevate and advance their enterprise supporting economic and community development while providing national recognition to institutions committed to university economic development.
* **National Coalition Building Institute (NCBI)** – HSC was designated as a campus affiliate. NCBI is a renowned international leadership organization that builds leadership for diversity resource teams and customized training in diversity, equity and inclusion skills on college campuses, community

organizations, K‐12 schools, corporations, government agencies and law enforcement worldwide. See the recent campus wide email from RISE for additional information. |

|  |  |
| --- | --- |
| **Topic/Agenda Item** | **Discussion/Conclusion** |
|  | * **RISE** (Redefining Inclusive Solutions for Equity): After completion of the Campus Cultural Assessment of HSC faculty, staff, and students, Hanover Research has recommended 4 opportunities for improvement
	1. Additional Training and Resources to mitigate bias
1. Review of policies and existing resources to increase awareness of discrimination and harassment
2. Increase integration of diversity, equity and inclusion into curricula
3. Increase support of marginalized groups through the formation of affinity group
* **OKRs December Check in** – Dr. Taylor reminded the senate of the first check in of the new year.
 |
| **Communication Committee** | **Dr. Fix** updated the senate that the Assembly on December 9 went very well. The attendees seemed to enjoy the trivia game. Thank you, Dr. Rickards, for organizing it. The committee would start planning for the Spring 2022 Assembly soon. |
| **DE&I Updates** | **Dr. Jones** shared with the senate the summary of the RISE December meeting minutes and what would be on January’s agenda.* New direction/focus
* New application process for the funding
* Planning of more cultural events
 |
| **Early Career Development Council (ECDC) Updates** | No updates |
| **President Councils** | * **Academic Council** – No report
* **Built Environment Council** – Water tower demolition moved to late Spring 2022
* **Finance & Budget Council** – No report
* **People & Culture Council** – No report
* **Research Council** – No report
 |
| **School/Colleges Report** | * **GSBS** –
	+ Completion of equipment installation for the imaging center (MRI/small animals)
	+ A new faculty would join Pharmacology & Neuroscience in January
	+ The faculty would like to request Office of Sponsored Programs to hold a Q&A session to provide clarification on grant processing
* **HSCCP** – Honors and achievements include:
 |

|  |  |
| --- | --- |
| **Topic/Agenda Item** | **Discussion/Conclusion** |
|  | * Dr. Rebecca Cunningham invited to serve as Study Section Chair for the DOD Congressionally Directed Medical Research Programs and was nominated for Councilor for the organization for the study of sex differences.
* Dr. Jennifer Fix recertified by exam as a Board-Certified Geriatric Pharmacist.
* Dr. Elizabeth Hearn passed her certification exam and is now a Board-Certified Ambulatory Care Pharmacist.
* Dr. Liang-Jun Yan attended the Rdox Biloloy and Medicine conference and served as a judge for the young investigator award.
* **SPH** –
	+ Celebrated the 20-year anniversary (which was supposed to happened in 2020). Both faculty and students enjoyed the time together.
	+ Conducted several listening sessions for the dean search to gather inputs to update the job description. Nomination of search committee would start in January.
	+ One faculty would be departing so a search for replacement would begin soon.
* **SHP** –
	+ **PT –**
		- Candidates for the PT chair position were on campus.
		- A new faculty would be starting in January and another full-time faculty position was still opened.
	+ **PA –** conducted admission interview, the 2nd faculty position would be filled in January
* **TCOM** –
	+ Congratulations to Dr. Yurvati for receiving the 2021 the Charles L. Ballinger Distinguished Osteopathic Surgeon Award from the American College of Osteopathic Surgeons. He is the only person in the history of ACOS to receive all three of their highest awards.
	+ The following topics were brought up and the senate agreed that these topics should be investigated further by inviting the appropriate person (s) in those area to the future senate meetings. This caused interruption and difficulty for the clinicians to complete their tasks.
		- **New telephone device/system** – having issue with junk calls, call ID not blocked, etc.
		- **Workstation/Electronic processing –** computers logging out too fast
		- **Billing/Coding system –** not up to date and less efficient causing incorrect billing and potentially the clinic losing money
		- **Additional clinicians in certain areas,** i.e. Internal Medicine – needed help in recruiting specific clinicians
		- **Wi-Fi Connection –** no internet connection in various buildings across the campus.
 |

|  |  |
| --- | --- |
| **Topic/Agenda Item** | **Discussion/Conclusion** |
|  | * **Classroom A/V equipment** -- suggested that CETs provide written instructions in each room so instructions wouldn’t have to call for assistance.

Dr. Taylor would communicate with the appropriate people for further discussion on all the IT issues. Dr. Lewis would also reach out to the same contacts and invite them to the future senate meetings for more in-depth Q&A session. |
| **Adjournment** | The meeting adjourned at 9:23 AM. The next meeting will be on Friday January 14, 2022 at 8:00 AM in LIB 400/Zoom. |

**PRESIDING:** A Wiechmann, Past-President

**PRESENT:** K Borgmann, J Crumm, D Ellis, J Fix, A Gentry, K Hensel, H Jones, J Liu, R Ma, K Miller, U Nguyen, C Rickards, R Reeves, K Roop, D Schranz, D Schreihofer, M Tao, M Troutman, S Walters, V Womack, L Yan

**ABSENT:** D Litt (alternate D Griner), M Lewis

**GUESTs** C Taylor, J Rangel, J Hartley, B Gladue, T Cunningham, K Meyer, P Demers,

**RECORDING**: N. Paterson

|  |  |
| --- | --- |
| **Topic/Agenda Item** | **Discussion/Conclusion** |
| **Call to order** | **Dr. Wiechmann** called the meeting to order at 8:02 am |
| **Introduction of Alternates** | * S Griner for D Litt
 |
| **Introduction of Guest(s)** | * **J. Rangel**, Sr. Vice President for Clinical Innovation
* **J Hartley**, Vice President for Operations
 |
| **Approval of Minutes** | **Dr. Wiechmann** inquired if there were any edits to the December meeting minutes.* **Dr. Schreihofer** requested that the phrase, “cooling/water tower” changed to “water chiller” in two sections the Provost’s Update and the Built Environment Council Update.
* **Dr. D Schranz** moved the motion to approve the minutes with the change. **Dr. Schreihofer** seconded the motion. The meeting minutes were approved with no further comment.
 |
| **Announcements** | * **2022 HSC Faculty Achievement Awards Call for Nominations deadline is February 25, 2022.** – Dr. Wiechmann encouraged the senators to work with their respective schools to brainstorm how to increase nominations.
 |
| **Provost’s Updates** | **Dr. Taylor** provided updates on various topics --* **SACSCOC Verification Site Visit** – February 3, 2022 – This was an onsite verification visit following the
 |

|  |  |
| --- | --- |
| **Topic/Agenda Item** | **Discussion/Conclusion** |
|  | successful virtual site visit back in September 2020. The agenda is being finalized.**School of Biomedical Science –** formerly known as the Graduate School of Biomedical Science changed the name after the proposed undergraduate program had been approved by SACSCOC. The new name had been approved the President and Chancellor.* **Acknowledgement of the departure of TCU/HSC Medical School Partnership** – The senate posed questions about the announced separation and Provost Taylor referred those items to the Office of the President/Chancellor. Questions posed about next steps or implications to individual colleges or HSC operations were referred those to existing committees or policies for guidance.
* **Current COVID situation** – Deans are working within their schools and programs to determine contingency plans, as necessary. Several contingency plans may exist within a school depending on the specific nature of the service, function, role, and/or responsibility.
* **HSC Presidential Transition** – a search for a new President is in the organization phase – no further update at this time. There should be more conversation at the upcoming Board of Regents meeting in February.
* **FY 2022 Promotion & Tenure Process** –P&T committees have completed their packet review. In total, 14 promotion packets and 6 Post Tenured Review packets were submitted. Thanks to all involved. Review by the Board of Regent should take place in February.
* **Supports for Faculty Success** –
	+ Development of the New Faculty Orientation online resources will include a number of important resources that would help early career faculty. A preview will be available soon to the senate.
	+ Infrastructure – following up on this issue from the last meeting, information had been disseminated but we would invite the IT experts back in the near future to provide more comprehensive updates.
	+ One computer policy – started back in 2020 – clarification regarding shared computer equipment assigned to a faculty member would not prohibit that faculty member to have an individual computer as well. The reason for the initial policy was to reduce security risks.
	+ Encouraged senators to work with their schools to bring more IT related questions if any.
* **Spring 2022 Commencement – May 25, 2022, 1 to 4 PM at Dickies Arena** – The Save the Date invitation was sent out so please be sure you had it on your calendar. While graduation is typically preferred to be held at the end of the week, the venue did not have such availability during the month of May.

**Questions & Answers –*** **Space** – future plan for IREB and Anatomy Lab – The Built Environment Council and Space Committee were involved in the review process. The groups would go back and look at those joint space and
 |

|  |  |
| --- | --- |
| **Topic/Agenda Item** | **Discussion/Conclusion** |
|  | determine what could be done in terms of academic priorities, etc. Once there were more updates, Dr. Taylor would share with the senate. It might take some time, but it would not stop us from planning our future space needs. |
| **Senate President – Cabinet Report** | **Mr. Raul Martinez, Director for Helpdesk & Client Services,** will join in the senate meeting in February. He reported to the cabinet that IT had no major update on the issues brought up recently with one exception on the proposal to formally request fund needed to not only upgrade audio/video technology, but also to consider other microphone solutions in the large auditorium. If the senators had more questions or concerns, please bring them to the next meeting when Mr. Martinez would be present.**Gift to the President** – Dr. Lewis will plan to present a small token of appreciation to Dr. Williams for his service at UNTHSC at the next cabinet meeting on Tuesday January 18, 2022.Photo of compass presented to Dr. Williams |
| **Communication Committee** | **Dr. Fix** shared the summary of the last Assembly feedback.* The tentative dates for the next Assembly were
	+ April 26 at 5 PM or
	+ April 27 at 12 PM. After discussion, the majority of the senators preferred noon if the Assembly would be held virtually.
* The committee would meet and finalize the plan shortly.
 |
| **DE&I Updates** | **Dr. Jones** provided updates from RISE --* Planning on expending DEI&J workshops across campus.
* Campus Cultural Assessment Report – the final report would be disseminating to the campus shortly.
* Expanding ways to bring in more ideas, recommendations, and initiatives around DE&I.
 |

|  |  |
| --- | --- |
| **Topic/Agenda Item** | **Discussion/Conclusion** |
|  | * For 2022, please be on a lookout for more speaker series and how to coordinate across campus.
 |
| **Early Career Development Council (ECDC) Updates** | * Next Quarterly meeting would be on January 25, 2022. The focus would be on writing resources/tips.
* Spring 2022 WAG Session would be offered. More information to come.
 |
| **President Councils** | * **Academic Council** – The council currently has 3 teams working on the following tasks:
	+ Evaluate requirements & best practices for undergraduate education & recommend actions to enhance learning outcomes, career readiness, and program administration
	+ Evaluate requirements & best practices for PhD education at HSC & recommend actions to enhance learning outcomes, career readiness, & program administration.
	+ Analyze the blend of learning strategies deployed across HSC programs & recommend actions, based on universal design for learning framework, to ensure all students equal opportunity to success.
* **Built Environment Council** –
	+ Charge – provide a prioritization of the optimizing renovations and which department could best utilize space at 550 Bailey by June 1, 2022.
	+ The council would focus on how to determine strategies to spend the available funding.
	+ The priority list was shared with the senate. The info should be updated on the Council’s website as well. https://insite.unthsc.edu/presidents-councils/category/built-environment/
	+ J Hartley, Council Chair, also provided some updates
		- Due to the recent departure of TCUH/UNTHSC MD School, more spaces would become available.
		- #1 Priority would be on EAD 2nd floor renovation to modify it to a verity of use including to accommodate the new Institute heading by Dr. JK and his team. Working with a design team now.
		- Would be working with the deans to understand more of the academic need.
		- Working on leasing the 550 Bailey as much empty space as possible however we would need space in that building as flex space so different units/offices could use as landing space while renovation was going on.
* **Finance & Budget Council** – charge received and meeting later this month to discuss.
	+ Charge: Create an effective monthly and easy to read report to provide transparency business and decision information to departments to reduce confusion and inaccuracy currently in Axiom reports. To be complete by June 30, 2022. The council would look at reporting issues within the Axiom system.
 |

|  |  |
| --- | --- |
| **Topic/Agenda Item** | **Discussion/Conclusion** |
|  | * **People & Culture Council** – No report.
* **Research Council** – No report.
 |
| **School/Colleges Report** | * **SBS** –
	+ Change of the school name from Graduate School of Biomedical Science to School of Biomedical Science
	+ Currently searching for Assistant Dean to lead the undergraduate program
	+ One faculty position opened in the Anatomy department to teach in the undergraduate program as well as in Medical Education.
* **HSCCP** –
	+ Faculty discussed changing interview format to Multiple Mini Interviews (MMI). Dr. Fix asked the senate for comments and recommendations on the new format.
		- TCOM adopted MMI about 4-5 years ago. It seemed to work well, gathered detailed info on applicants. It gave advantage to applicants who were more spontaneous and gave disadvantage to those who needed time to think. Less personable. Some schools did both
			* Dr. A Wiechmann was willing to share the experience with Pharmacy and would bring the TCOM Admission Person to come along.
		- GSBS opted out from MMI and conducted the interview via Zoom and created a script of questions for all applicants to provide consistency.
* **SPH** –
	+ New Dean search is active – expected to fill the position by fall, but Dr. Thombs would stay on for another year to provide support during the transition.
	+ One of the concentrations in the Master of Public Health program was changed from Biostatistics to Biostatistics and Data Science – The change had recently been approved.
* **SHP** –
	+ **PT –** New full time Assistant Faculty hired, Dr. Lee Atkins, who joined us 2 weeks ago. There was still one full time position opened.
	+ **PA –** No report.
* **TCOM** –
	+ Anticipating what changes would occur after the departure of TCU MD School.
	+ Proposed resolution to understand issues around the new phone system.
		- **Motion** -- HSC employees request a satisfaction survey about the new phone system at UNTHSC. This survey should include a comment and suggestion component.
			* Dr. Schranz seconded the motion.
 |

|  |  |
| --- | --- |
| **Topic/Agenda Item** | **Discussion/Conclusion** |
|  | * Discussion:
	+ Needed to determine who would develop the survey and administer the result
	+ By proposing a resolution, our discussion and voting during the senate meeting, the process was officially memorialized and documented so it could be brought up to the cabinet by Dr. Lewis.
	+ The survey result would help identify specific issues so appropriate fix could be done.
	+ Caller ID issue – needed to have the ability to change setting whether or not to be able to block.
* Vote: Dr. Fix moved to vote and Dr. Roop seconded. “Yes” = 87% and No = 13%.
* **Parking Permit** –there was a technical issue on the website during the time of purchase so many clinicians could not purchase a permit if paying by credit card. Clinicians preferring parking nearest their location to come and go as a function of their job were unable to purchase due to website technical issues. No resolution has been put forth from the parking office to correct the parking issue despite multiple conversation with the parking office/police.
	+ Mr. Hartley was asked to attend the senate meeting to address the parking issue. A possible SBAR proposal was suggested to find a solution. One solution presented by Mr. Hartley included premium price for parking in the garage across the front, guest entrance of the Health Pavilion, but this would not take effect until September 1,2022.
 |
| **New Business** | **HSC Health** – **Ms. J Rangel**, Sr. Vice President of Clinical Innovation, provided a brief overview of the current situation related to HSC Health and COVID.* Number of COVID cases – experiencing an underreporting issue by employees and students – fear of isolation – CDC
	+ UNT Dallas --- 31 positive cases
	+ UNT Denton – 139 positive cases
	+ HSC – 23 cases as of Jan 13 – mostly employees in HSC Health due to the patients they served
	+ Tarrant County – 40.22% positive rate (highest)
* **Hospital Occupancy** – the occupancy rate was at 92%. 31% of the in-patient beds was COVID, suggesting a variety of illnesses impacting the DFW area.
* **Treatments –**
* **Monoclonal antibodies** – within DFW the treatment was available but the guidelines for
 |

|  |  |
| --- | --- |
| **Topic/Agenda Item** | **Discussion/Conclusion** |
|  | eligibility were more stringent that before. This meant that we had a way to mitigate hospitalization and severe symptom.* **Medical Use** – it was steady at 28-34% but dropped down than before. FDA had approved two oral antiviral drugs showing potential mitigation of severe disease. Our challenge would be the availability of the medications. HSC Health was not sure if it would be available so we needed to plan our mitigation strategy esp. for the older adults. The main concerns were on the sporadica availability of the medications and high positivity rate leading to higher ICU rates.
* **Ongoing Guidelines** – Tarrant County adopted CDC guideline –
	+ If you tested positive, you have a 5-day isolation and optional testing on the 5th day due to the scarcity of the tests.
	+ For more information on COVID , please go to the website to learn about available supports and resources, [https://www.unthsc.edu/coronavirus/.](http://www.unthsc.edu/coronavirus/)
 |
| **Other Business** | **Dr. Gladue** – plans to attend in February to provide detailed updates on HSC research activities. |
| **Adjournment** | The meeting adjourned at 9:55 AM. The next meeting will be on Friday February 11, 2022 at 8:00 AM in TBD/Zoom |

**PRESIDING:** M Lewis President

**PRESENT:** K Borgmann, J Crumm, D Ellis, J Fix, A Gentry, H Jones, D Litt, J Liu, R Ma, K Miller, U Nguyen, C Rickards, R Reeves, K Roop, D Schranz, D Schreihofer, M Troutman, S Walters, A Wiechmann, V Womack, L Yan

**ABSENT:** K Hensel, M Tao (alternate R Nandy)

**GUESTs** C Taylor, B Gladue, T Cunningham, R Martinez, K Meyer, P Demers,

**RECORDING**: N. Paterson

|  |  |
| --- | --- |
| **Topic/Agenda Item** | **Discussion/Conclusion** |
| **Call to order** | **Dr. Lewis** called the meeting to order at 8:02 a.m. |
| **Introduction of Alternates** | * R Nandy for M Tao
 |
| **Introduction of Guest(s)** | * **R Martinez,** Director of Helpdesk & Classroom Support
* **B Gladue,** EVP for Research
* **T Cunningham,** AVP for Research Administration
 |
| **Approval of Minutes** | **Dr. Lewis** inquired if there were any edits to the January meeting minutes. **Dr. M Troutman** moved the motion to approve the minutes with the change. **Dr. K Roop** seconded the motion. The meeting minutes were approved with no further comment. |
| **Announcements** | * **2022 HSC Faculty Achievement Awards Call for Nominations was opened and the deadline would be on February 25, 2022 –** Dr. Lewis urged the senators to work within their schools for more nominations. She suggested that those who had been nominated in the past years could still be nominated again this year. A group nomination was also encouraged.
 |
| **Provost’s Updates** | **Dr. Taylor** provided updates on various topics --* **Board of Regents Meeting** – currently preparing for the upcoming meeting on February 17, 2022. The
 |

|  |  |
| --- | --- |
| **Topic/Agenda Item** | **Discussion/Conclusion** |
|  | final version of the agenda was still being worked on.* **HSC Presidential Search** – this topic would certainly be on the agenda. More information should be available to share after the meeting. Dr. Taylor reminded the senate that the HSC President reported to the Board’s Chair and the Board conducted the President’s evaluation/hiring/terminating, while the UNT Chancellor, on behalf of the Board, worked with all Presidents. This was not uncommon but the process needed more organization from the Board in order to finalize the search.
* **FY 2022 Promotion & Tenure Process** – currently at the final stage of the process. Dr. Taylor would complete reviewing and signing off the packets so they would be forwarded to the Board in May.
* **SPH Dean Search** – The Search Committee composition was finalized and the charges were given to them. There had been some good applicants in the pool.
* **SACSCOC Verification Site Visit** – due to the increment weather, the verification visit was rescheduled to February 2, 2022 instead of Feb 3, 2022. Overall the visit went positively well. However, due to the abbreviated schedule, there would still be a few following-up meetings, such as the meeting with student representatives. Dr. Taylor reminded the senate that the site visit was required by the department of education as a follow up to the 2020 virtual site visit to verify our physical presence.
	+ **Specialized program accreditations** – many schools, such as SPH and SCP, were currently working on their Self-Study reports for their program accreditations. Once the reports were submitted, the accreditors would be coming on campus. The following were the upcoming site visits.
		- Jan 2023 -- SBS for their newly approved undergraduate program
		- April 2023 -- SCP
		- Fall -- SPH
* **Space Planning Analysis –** this served two purposes –
	+ Accreditation -- to ensure we had physical resources to educate students.
	+ The 5-year academic priorities – to prioritize the needs of all schools and linked to HSC roadmap. We would work on this for the next several months so it would be incorporated into the ongoing remodeling plan.
		- The Build & Environment Committee would take part in this to help with suggestions on space utilization. This effort would help us during the budget hearing as well in order to get appropriate funding. It was important to the accreditation so we not only would understand our current needs, but also the future needs especially for the development of new programs.
* **Faculty Data –** FY 2021 demographic data would be distributed to the senators for their review for further
 |

|  |  |
| --- | --- |
| **Topic/Agenda Item** | **Discussion/Conclusion** |
|  | discussion in the March meeting. The data came from the University Assessment & Accreditation office based on the IPEDs report which was just a snapshot of a specific time. Dr. Lewis encouraged the senate to share the data with their faculty and bring comments and questions.**Questions & Answers –*** Questions regarding the separation with TCU could be submitted via the Senate so they could be forwarded to Chancellor Williams. Please email your questions to Nat Paterson.
 |
| **Senate President – Cabinet Report** | **No further update.** |
| **Communication Committee** | **Dr. Fix** updated the senate on the preparation for the upcoming Faculty Assembly.* **April 27 at 12 PM --** An Outlook invite would be sent out shortly.
* The focus would be on the celebration of 2022 Faculty Achievement Award finalists and overall winner, open floor for faculty to share their stories, and update from Provost Taylor. Lunch would be provided along with door prizes. The communication committee welcomed any suggestions.
 |
| **DE&I Updates** | **Dr. Jones** provided updates from RISE --* **National Coalition Building Institute: Training the Trainer Workshop Series**– next workshop was scheduled for March 9 to 11, 2022 – everyone was encouraged to participate. The invitation would be sent out via email.
* **Black History Month** in February – to celebrate this occasion, many activities were scheduled and information would be sent via email. Please encourage everyone to participate.
 |
| **Early Career Development Council (ECDC) Updates** | The Quarterly meeting on writing resources was held on January 25, 2022. It went well. The attendees shared their tips and experience in breakout rooms. The next Quarterly meeting would focus on P&T process. |
| **President Councils** | * **Academic Council** – No further update from last month.
* **Built Environment Council** – the group would attend a design thinking workshop – The workshop would focus on how to be creative in designing the existing space around campus. Ideas/suggestions on designing were welcomed.
* **Finance & Budget Council** – started working on the charge to address issues of the ease of financial reporting
 |

|  |  |
| --- | --- |
| **Topic/Agenda Item** | **Discussion/Conclusion** |
|  | on Axiom for the end users. We would meet with finance group on how to approach the issue. The next meeting would be in March.* **People and Culture Council –** met and given a charge on identifying a journey to become nationally recognized best place to work. The group was reviewing information on the top 10 ranked organizations to identify what worked for them. Also, we would be looking at how to improve an onboarding process.
* **Research Council** – No update. The group would meet in two weeks.
 |
| **School/Colleges Report** | * **SBS** –
	+ Some faculty were concerned about the turnover in some of the administrative positions in IT and Office of Sponsored Program which made it complicated to complete tasks in a timely manner.
* **SCP** –
	+ Pharmacotherapy – currently had 2 jobs postings for faculty position.
	+ Designating ride share pick up signs at various locations around campus such as Health Pavilion, IREB, etc. There was a recent incident that an elderly patient had difficulty finding the ride.
	+ Increased living expenses – faculty were asking if there would be any consideration on the cost of living adjustment.
* **SPH** –
	+ Dr. M Tao would be leaving the senate as she accepted a new position. Dr. Z Zhou was elected as a replacement.
	+ One faculty position opened in Master of Health Administration
	+ Congratulations to Dr. Erika Thompson for the 2021 HOPE Award and fellowship for American Academy of Health Behavior. Both are great honors for Dr. Thompson.
* **SHP** –
	+ **PT –**
		- One full-time faculty position opening and will have one more coming up.
		- Congratulations to Dr. Kenneth Miller who was recognized for the Presidential award for Service to the Academy of Home Health and Physical Therapy.
	+ **PA –** Hired another faculty, Dr. A Brosnan, and currently having two more openings
* **TCOM** –
	+ Significant turnover on administrative staffs at the clinic
	+ Would like to see some promotion/advertisement related to the Gastroenterology practice to the community or any healthcare activities for HSC.
 |

|  |  |
| --- | --- |
| **Topic/Agenda Item** | **Discussion/Conclusion** |
|  | * New phone system issue not having been resolved.
* Congratulations to
	+ Dr. Didi Ebert and Melva Landrum, TCOM – Society of Teachers of Family Medicine (STFM) Antiracism Learning Collaborative.
	+ Dr. Damon Shranz, TCOM – American College of Osteopathic Family Physicians (ACOFP) Award for Diversity, Equity, and Inclusion at the National ACOFP conference.
* Clarification on whether or not part time and adjunct faculty needed to complete the Compliance Training –
	+ Dr. Taylor informed the senate that the Office of Compliance handled this issue so please specifically contact them and they should be able to provide clarification on requirements for different groups of faculty.
	+ Incorporating this information onto the New Faculty Orientation resource would be very helpful.
 |
| **New Business** | * **Helpdesk & IT update – Mr. R Martinez –** provided the following information to the senate.
	+ New phone system – issues had been addresses. If you’re still experiencing difficulty, please contact Telecom team via phone (817-735-2595) or email telecom@unthsc.edu.
	+ MET 124 & 125 AV equipment – the issue was discovered and the repair would happen soon.
	+ To report any issue related to IT Helpdesk – call 817-735-2192 or email helpdesk@unthsc.edu for immediate assistance. Also, you could submit a ticket at https://unts.service-now.com/unthsc.
	+ If you would like to make suggestions or provide feedback, please email ITFeedback@unthsc.edu.
* **Research Plans update –** provided updates on the 5-year plan --
	+ **Dr. B Gladue** presented an update on the Division of Research and Innovation Strategic priorities focusing on new initiatives to strengthen research productivity via collaboration across campus. For examples,
		- Research Areas of Strength across all colleges and departments.
		- Researchers and Professors specifically hired for the Mission and Model.
		- Highly collaborative / efficient Research Infrastructure of people and facilities.
		- Significant federal, state, donor engagement in Whole Health/Health Disparities.
		- Best Place to work because of the “Why”, not just the “how much”; staff as well as faculty.
	+ **Dr. T Cunningham** presented information on the following topics --
		- OSP Staffing – multiple position opening.
		- GRAMS -- Grants Resource & Management Suite -- the new grant submission software. It would replace CAYUSE as of March 7, 2022. All grant applications with due date of March
 |

|  |  |
| --- | --- |
| **Topic/Agenda Item** | **Discussion/Conclusion** |
|  | 21, 2022 or later would have to use GRAMS. If you had any materials you needed from CAYUSE, be sure to download them before March 31, 2022.* Research Enhancement Assistance Program (REAP) Application Deadlines –
	+ April 1 -- due for Early State Investigators (April 1) and
	+ April 15 -- Team Science
* F&A (Facilities & Administrative Cost) renegotiation – was ongoing. Vitale will be back on campus later this month.
* Dr. Gregory’s Research Café - Can I Patent That? presented by Dr. Rob McClain 2/16 1:00 pm
 |
| **Adjournment** | The meeting adjourned at 9:35 AM. The next meeting will be on Friday March 11, 2022 at 8:00 AM in TBD/Zoom |

**PRESIDING:** M Lewis President

**PRESENT:** K Borgmann (Zoom), J Crumm (Zoom), D Ellis (Zoom), A Gentry, H Jones (Zoom), D Litt, J Liu (Zoom), R Ma (Zoom), K Miller, U Nguyen (Zoom), C Rickards, R Reeves (Zoom), K Roop, D Schranz (Zoom), D Schreihofer (Zoom), S Walters (Zoom), A Wiechmann, L Yan (Zoom), V Womack (Zoom), Z Zhou (Zoom)

**ABSENT:** J Fix (alternate M Ramanathan - Zoom) K Hensel, and M Troutman

**GUESTs** C Taylor, T Arrington, and P Demers

**RECORDING**: N Paterson

|  |  |
| --- | --- |
| **Topic/Agenda Item** | **Discussion/Conclusion** |
| **Call to order** | **Dr. Lewis** called the meeting to order at 8:02 a.m. |
| **Introduction of Alternates** | * M Ramanathan for J Fix
 |
| **Introduction of Guest(s)** | * **T Arrington,** Executive Director, University Assessment & Accreditation
 |
| **Approval of Minutes** | **Dr. Lewis** inquired if there were any edits to the February meeting minutes. **Dr. D Litt** moved the motion to approve the minutes with the change. **Dr. K Roop** seconded the motion. The meeting minutes were approved with no further comment. |
| **Announcements** | * **Senate President-Elect Nomination** – Dr. Lewis encouraged the senators to seek nominees and submitted the names via email. During our April 2022 meeting, the nominees would make presentation and the senate could vote.
* **Faculty Grievance & Appeal Committee** – Call for nomination notification – an email with details on each school’ committee member would be sent out to the senators this afternoon to start the process.
* **2022 HSC Faculty Achievement Awards –** Dr. Wiechmann updated the senate that the call for nomination was closed. We received a high number of submissions. Due to the amount of nomination packets, the Award Committee would meet twice (March 24 and March 31) to allow sufficient time to review all the packets.
 |

|  |  |
| --- | --- |
| **Topic/Agenda Item** | **Discussion/Conclusion** |
| **Provost’s Updates** | **Dr. Taylor** provided updates on various topics --* **Spring 2022 Commencement** – Dr. Taylor encouraged everyone to mark their calendar for Wednesday May 25, 2022 and attend the commencement.
* **Board of Regents Meeting** – the next meeting would be on May 19 and 20, 2022. There would be a few items on the agenda that we would present such as --
	+ **FY 2022 Promotion & Tenure packets** – A group of outstanding packets for tenure would be forwarded to the Board at this meeting for their review and approval. While the packets for just Promotion were approved and the candidates were notified of the decisions. The promotion would be effective on September 1, 2022.
* **Activities in April –**
	+ **Performance check-in –** coming up in April and it is time to start a conversation with the department chairs on workload assignments, and end of year evaluation.
	+ **FY 2023 Budget Hearing** – scheduled on April 26 and 27, 2022. Currently the departments/schools were working on identifying what emerging/strategic issues for their schools and linked to the road map to request funding.
* **2022 Research Appreciation Day (RAD) –** on March 21 – 25, 2022. Dr. Taylor encouraged everyone to participate.
* **Access Management Initiative by IT –** it’s to enhance security in our computers, servers, data management system, etc. It would start around the end of March. More detailed information would be sent out directly from IT.
	+ The goal was to install an application to manage an administrative right on each device.
	+ The current system posted high risk because of the administrative right each user had on their device. For example, if someone got access to a single device, the damage could be done for the entire HSC system.
	+ IT would be looking at the commonly used applications and these would be added to the White list and everyone would still have an appropriate administrative right to them. However, in the future if a user would like to download an application which was on the White list, the person would have to provide justification. This initiative was only for faculty and staff. Students devices had been structured with this already.
* **Policy on Remote Work –**
	+ **Background** – this policy only covered staff but due to the pandemic, the policy was expanded to the faculty as well in order to understand the situation. After two years, we had a better understanding of the remote work process/procedure, therefore, the decision had been made that the faculty would not have to submit the form (Flexible Work Arrangement). It would simply be a conversation between the faculty and the department chairs going forward.
* **President Search –**
	+ During the last BOR meeting, the structure of the search committee was approved and each individual was
 |

|  |  |
| --- | --- |
| **Topic/Agenda Item** | **Discussion/Conclusion** |
|  | identified and contacted. The committee included representatives from various groups, namely students, faculty, staff, and number of community/regionals partners, and 1 Board member as a co-chair. This was similar to the last time. The size of the committee might have been smaller than other institutes.* No plan to name acting President. Dr. Williams would continue to serve in both roles with a team assigned to assist him in the transitioning process which was required by SACSCOC. However, for the day-to-day operations at HSC, Drs. Trent-Adams, Gladue, and the Provost himself were working closely with the transition team.
 |
| **Senate President – Cabinet Report** | No further update. |
| **Communication Committee** | The committee would continue to finalize the details of the Assembly at the meeting next week (March 16, 2022). |
| **DE&I Updates** | No updates. |
| **Early Career Development Council (ECDC) Updates** | No updates. |
| **President Councils** | * **Academic Council** – No updates.
* **Built Environment Council** – Encouraged everyone to email Dr. Fix their designing ideas on space around campus.
* **Finance & Budget Council** – The group was putting together a survey to gather data from Axiom users around campus on their experience in a few weeks. The group would then review data to find common issues and find solutions to improve the reporting process.
* **People and Culture Council –** The subcommittee/workgroups met every other week to develop the plans for the following tasks due by June 30
	+ to improve the onboarding experience for hiring managers and departments,
	+ to find ways for new hires to recommend HSC as the best place to work onboarding benchmark, and
	+ to provide basic needs for new hires during the first 3 weeks of employment.
* **Research Council** – organizing ways to catalog HSC current institutes and reviewing criteria to becoming a university- sponsored institute.
 |
| **School/Colleges Report** | * **SBS** –
	+ Discussion on the recent request from the State Representative regarding the course syllabi on Transhealth.
 |

|  |  |
| --- | --- |
| **Topic/Agenda Item** | **Discussion/Conclusion** |
|  | The faculty would like to hear the administration’s thoughts on this request and as a faculty how we should handle it.* Dr. Taylor stated that the office of General Counsel (OGC) handled this kind of request. We usually assisted them in gathering data (reviewing of current syllabi related to the request) and work with them to determine how to move forward based on the laws.
* Some faculty continued to experience the difficulties with Office of Sponsored Program both pre and post award (setting up an account and access the fund).
	+ Dr. Taylor – He and the OSP appreciated receiving the real time feedback on this topic via the Senate and had found this approach to be very effective. OSP had been working with HR to bring in qualified individuals to fill vacancies. It’s important that we continued this dialogue to understand how we could quickly take actions to solve the issues.
* **SCP** –
	+ A few faculty openings which they were actively interviewing candidates – 2 in Pharmaceutical Sciences and 3 in Pharmacotherapy
	+ Office relocation – all Pharmacotherapy faculty would move from 4th Fl of RES to 2nd Fl of EAD during the last week of March and hoping to complete by April 1.
	+ March 16, 2022 – Pharmacy Residency match day so hoping for good results
	+ PEACE Taskforce – virtual panel on an Implicit Bias in Health Care: Endometriosis Awareness on March 23, 2022 from 1 to 3 p.m. If you’re interested, please register at https://unthsc.zoom.us/meeting/register/tZYuf-

GurjgqHN0fKBJ5IrBD\_Dwnr9QYx9Lo* + Research Seminar Series – PhD Candidate – on Discovery of Slack Potassium Channel Inhibitor In vivo Tools: Hit Optimization Approach, March 11, 2022 at 11 a.m. If interested, please join us via Zoom, https://unthsc.zoom.us/j/85341371982

Alshaima’a Qunies PhD CandidateEmmitte Research TeamDepartment of Pharmaceutical Sciences Friday, March 11, 202211:00 am - 12:00 pmJoin us via Zoom: |

|  |  |
| --- | --- |
| **Topic/Agenda Item** | **Discussion/Conclusion** |
|  | * **SPH** –
	+ Multiple faculty positions -- opening in the MHA program, along with 2 positions in Health Behavior and Health Systems and 1 position in Biostatistics & Epidemiology due to the immediate needs.
	+ Ongoing SPH Dean Search – Dr. Taylor updated that the search committee was going through additional training to ensure that all required components regarding search process were covered. Based on the search committee chair, we received very robust pool of candidates, (20+ applicants). We diligently worked with the recruiters to ensure we drove for diversity and inclusion which was reflecting on the applicants we received. More information would be shared after the first round of screening. The committee would be again next week.
* **SHP** –
	+ **PA–**
		- The department graduated about 1000 students from the first cohort of the short program (reduced from 34 months to 30 months) in February.
		- Medical Director, Dr. Jeff Beeson, was hired and would start his new role soon.
		- Currently posting two faculty positions and also looking for some small FTE positions such as for grading and skill sessions.
	+ **PT –** Currently searching for two full-time faculty positions.
* **TCOM** –
	+ 2022 Match Day on March 18, 2022 – hoping for good match celebration.
	+ Looking for a few small FTE positions for a few courses.
	+ Our condolences to one of the TCOM student who passed away last Friday. An honorable doctorate degree was given in the student’s honor. TCOM was planning a celebration of life with the family. The classmates did a fund raising and received lots of support from faculty and students. The fund went to the family.
	+ Dr. Roop reported that the wi-fi support was added in the health pavilion and the connection improved. She did not lose the connection entire day and finished her work on time.
 |

|  |  |
| --- | --- |
| **Topic/Agenda Item** | **Discussion/Conclusion** |
| **New Business** | * **FY 2021 Faculty Demographic Data:**
	+ Dr. Taylor would like to thank **Dr. Arrington** and the team at University Assessment and Accreditation for their work on accreditation, data reporting, institutional research in data analysis and visualization.
	+ **Dr. T Arrington** – presented some of the trends and data insights.
		- New features –
			* Three-year trend data available for most faculty characteristics.
			* Expanded race/ethnicity categories i.e. Inclusion of a "Two or more races" category.
			* Comparisons of HSC student and faculty populations -- HSC student body is more diverse than our faculty. This racial and ethnic imbalance is particularly notable in Hispanic and Black/African American groups.
		- Data insight --
			* Increase of tenured female faculty with decrease on tenured track.
			* Race/Ethnicity -- HSC vs. Texas Health Related Institutes.
				+ Black/African American – 4th
				+ Hispanic/Latino -12th
				+ White – 8th
			* Sex/Gender -- HSC ranked 2nd in percentage of female faculty compared to TX HRIs.

**Suggestions for next year** –* + - Expansion on having more options to capture gender identity.
		- Clarification on race/ethnicities of students vs. faculty –
			* When reporting on students’ race/ethnicities, the definition was based on Department of Education and THECB requirements which put the focus on Hispanic.
				+ For example, if a student identified themselves as two or more with Hispanic, the student would be categorized as “Hispanic”. While the faculty who identified themselves as two or more races with Hispanic, they would remain in “two or more” category.
			* Dr. Taylor also added that the challenge in reporting was that different agencies had different definitions. Our focus would be, with the help of UAA, to identify what the definitions we should use to ensure consistency for various reporting. Also, the sources where data were pulled from also presented challenging. For example, EIS where the faculty data came from was an older system and didn’t allow flexibility in changing the questions while student data came from another program (CAS) which allowed more flexibility. We currently worked with IT and Data Analytics to pull all data together and verified them as official data.
		- Trends chart showing multi-years of data.
 |

|  |  |
| --- | --- |
| **Topic/Agenda Item** | **Discussion/Conclusion** |
|  | * Additional charts for --
	+ Tenure Track vs Non-Tenured Track of newly hired faculty by school.
	+ Number of faculty who successfully completed the Promotion & Tenure process at HSC by ranks, gender, and age to see the length of time it took one to be promoted and/or receive tenure.
	+ Breakdown on reasons of termination i.e. retirement vs others.
	+ Age by ranks and genders.
* **View Book FY 2021-2022**– Dr. Taylor showed the newly released View Book to the senate. The View Book provided a summary/highlights of HSC accomplishments and milestones of the fiscal year. It included profiles of students (enrollment, graduation, demographic data), faculty, finance (endowment, expenditures, tuition rate), research, and patient care services. It could be used for student recruitment, sharing with colleagues, also as a consumer report as it is required by some accreditors.
	+ To find a copy of the view book, please go to [https://www.unthsc.edu/wp-](http://www.unthsc.edu/wp-) content/uploads/03\_07\_22\_066\_OMC\_HSC-View-Book-2021-22\_final2.2.pdf
 |
| **Other Business** | **Improvement of Data Request Process** for programmatic accreditations –* The new process to request the data would be established in order to properly address everyone’s needs. Dr. Taylor expanded that University Assessment & Accreditation was formed in order to assist all units and with increasing IT infrastructure we could shift the process to a more centralized data repository. Dr. Taylor understood that many schools were working diligently on their self-study reports but he asked for their patience while UAA worked to iron out all the details.
 |
| **Adjournment** | The meeting adjourned at 9:38 AM. The next meeting will be on Friday April 8, 2022 at 8:00 AM in LIB 400/Zoom |

**PRESIDING:** M Lewis President

**PRESENT:** K Borgmann (Zoom), J Crumm (Zoom), D Ellis (Zoom), J Fix (Zoom), K Hensel (Zoom), A Gentry (Zoom), H Jones (Zoom), D Litt (Zoom), J Liu (Zoom), R Ma (Zoom), K Miller, U Nguyen (Zoom), C Rickards (Zoom), K Roop (Zoom), D Schreihofer (Zoom), M Troutman (Zoom), A Wiechmann, L Yan, V Womack, Z Zhou (Zoom)

**ABSENT:** R Reeves, D Schranz (alternate S Fernando – Zoom), S Walters (alternate A Yockey - Zoom)

**GUESTs** D Thombs, M Havlik, S Patterson-Young, J McKenzie, D Olivo

**RECORDING**: R Arthur

|  |  |
| --- | --- |
| **Topic/Agenda Item** | **Discussion/Conclusion** |
| **Call to order** | **Dr. Lewis** called the meeting to order at 8:01 a.m. |
| **Introduction of Alternates** | * A Yockey for S Walters
* S Fernando for D Schranz
 |
| **Introduction of Guest(s)** | * **Dr. D Thombs** - SPH Dean, **M Havlik** – Director of Digital Content
* **S Patterson Young** – University Event Strategies & Protocol
* **J McKenzie** - Division of Academic Innovation, **D Olivo** – Faculty Affairs
 |
| **Approval of Minutes** | **Dr. Lewis** inquired if there were any edits to the March meeting minutes. **Dr. K Miller** moved the motion to approve the minutes with the change. **Dr. V Womack** seconded the motion. The meeting minutes were approved with no further comment. |
| **Announcements** | * **Senate President-Elect Nomination Presentation**– Three candidate presentations: **Dr. V Womack, Dr. K Roop**, and **Dr. Jin Liu**

The initial vote resulted in a tie between V Womack and J Liu. A runoff election resulted in V Womack being elected President-Elect* **2022 HSC Faculty Achievement Awards – A Wiechmann -** 22 nominations for 19 nominees were received from across all schools/colleges. The school/college finalists and the overall winner will be announced at Faculty Assembly on April 27.
 |

|  |  |
| --- | --- |
| **Topic/Agenda Item** | **Discussion/Conclusion** |
| **President’s Updates** | **Chancellor Williams** provided updates on various topics –* **Research** – We have seen growth in all schools in breakthrough research. This is the first year we are expecting our awards to top $100M.
* **Search continuing for Dean of School of Public Health** – There are many applicants.
* **Whole Health initiative** – While many people may not fully understand the breadth and comprehensiveness, it is truly an opportunity for HSC to be a leader in changing the way health care is thought about. It fits our core respective of an integrated model of care and research. Dr. Williams encourages everyone to learn more about the initiative and expects to see it as an area of growth.
* We have had **leadership changes** in some of our research institutes and those seem to be going well. Significant growth is expected on the clinical side and Jessica Rangel is doing a great job in some of the work she is doing to grow that, as well as our outreach on the clinical side. One of the initiatives Dr. Williams is putting in place from the System level is the function of mental health and how we can deliver mental health in different ways. He believes the HSC is very well positioned for the next stage.
* **HSC President search** – SP&A Executive Search is managing the search for a new HSC President. The search committee consists of 9 members, 1/3 from HSC and 2/3 from the Fort Worth community. Dr. April Wiechmann is representing the HSC faculty on the search committee. There is also a representative for staff and students. The anticipated transition to new HSC President is August 2022.
 |
| **Provost’s Updates** | **Dr. Taylor** provided updates on various topics –* Discover myHSC will be held on April 9, 2022. We are expecting more than 300 incoming and prospective students and approximately 300 family members.
* The Honorable Eric Hargan, former Deputy Secretary of the Department of Health and Human Services (HHS) will be visiting, and speaking on ***HHS’ response to COVID-19 and Operation Warp Speed*** on April 13, 11:45 am – 12:45 pm in MET 124. The event is sponsored by the IHI student group.
* **Performance check-ins** - Share with the schools and colleges the steps of the performance check-ins and be sure we have those scheduled. This leads to end-of-year faculty activity reports, OKR components, and evaluations. If there are any questions, they may be directed to Provost Taylor or the Office of Faculty Affairs.
* **Budget development process** - The cabinet will be meeting on April 26-27 to receive requests for investments we

would like to prioritize for FY2023. |

|  |  |
| --- | --- |
| **Topic/Agenda Item** | **Discussion/Conclusion** |
|  | * **Construction and Planning** on campus – The 2nd floor of EAD is currently in the planning phase to make it more suitable for the Institute of Health Disparities and a number of initiatives that have external-facing roles of bringing guests on campus. Construction in that area is several months in the future.
* **US News & World Report** recent rankings: https://[www.usnews.com/best-graduate-schools/university-of-north-](http://www.usnews.com/best-graduate-schools/university-of-north-) texas-health-science-center-228909/overall-rankings
* **Gallup Survey** as it relates to engagement - UNTHSC Faculty Trends were presented from 2018-2021. Provost Taylor was asked if response numbers were available for each year and the Office of the Provost will request that information.
 |
| **Senate President – Cabinet Report** | **A Wiechmann** – She is proud to serve as the faculty representative member on the President search committee. There will be an open forum and she is open to all questions and concerns faculty may have. |
| **Communication Committee** | The Faculty Assembly is scheduled for 12:00 pm, Wednesday, April 27. Lunch may be picked up at 11:30 am in the library lobby. Ten prizes will be awarded and winning certificates will be randomly placed in the boxed lunches. A slide show will run from 11:30am-12:00pm. If anyone would like to contribute items for the slide show, please send them to Rhonda Arthur to be included. Faculty Achievement Award finalists and the overall winner will be announced at the assembly. We would like faculty to report on successes and challenges. It will be a listening session with Dr. Lewis being the moderator. |
| **DE&I Updates** | No updates. |
| **ECDC Updates** | The quarterly meeting will be held on May 4, 2022, and will cover the P&T process for early-career faculty. |
| **President Councils** | No updates. |
| **School/Colleges Report** | No updates. |

|  |  |
| --- | --- |
| **Topic/Agenda Item** | **Discussion/Conclusion** |
| **New Business** | **D Thombs and M Havlik** – SPH* Presentation of SPH Dual Degree Programs

**S Patterson-Young** – Office of the President* Events/Protocol process presentation

**J McKenzie and D Olivo*** Presentation of New Faculty Orientation in Canvas
 |
| **Other Business** | Requests have been sent to all applicable schools/colleges for nominees for the Faculty Appeals & Grievance Committee. If you are interested in serving on this committee, please send your name to one of your school’s Senators. |
| **Adjournment** | The meeting adjourned at 10:05 AM. The next meeting will be on Friday, May 13, 2022, at 8:00 AM in LIB 400/Zoom |

**PRESIDING:** M Lewis President (Zoom)

**PRESENT:** K Borgmann (Zoom), J Crumm (Zoom), D Ellis (Zoom), J Fix, A Gentry (Zoom), H Jones, D Litt, J Liu (Zoom), K Miller, U Nguyen (Zoom), R Reeves (Zoom), C Rickards, K Roop (Zoom), D Schreihofer, M Troutman (Zoom), S Walters (Zoom), A Wiechmann, V Womack (Zoom), L Yan, Z Zhou (Zoom)

**ABSENT:** K Hensel, D Schranz, R Ma

**GUESTs** K Meyer, C Butler, J McKenzie

**RECORDING**: R Arthur

|  |  |
| --- | --- |
| **Topic/Agenda Item** | **Discussion/Conclusion** |
| **Call to order** | **Dr. Lewis** called the meeting to order at 8:01 a.m. |
| **Introduction of Alternates** | N/A |
| **Introduction of Guest(s)** | * **K Meyer –** Academic Innovation
* **C Butler** – SHP
* **J McKenzie** - Division of Academic Innovation (entered after introductions)
 |
| **Approval of Minutes** | **Dr. Lewis** inquired if there were any edits to the March meeting minutes. **Dr. D Litt** moved the motion to approve the minutes with the change. **Dr. K Miller** seconded the motion. The meeting minutes were approved with no further comment. |
| **Announcements** | * **Women Faculty Network** (WFN) is active again. A happy hour event is scheduled on May 19, from 4 – 6 PM at World of Beer. Please bring your ideas of things you would like to incorporate in next year’s plan.
* **Graduation** is May 25 at 1 PM at Dickies Arena.
* The rollout of changes in **computer administrator access** has commenced with CyberArk. If you have concerns about your computer administrator access, email Raul Martinez, Director of Helpdesk and Client Services (Raul.Martinez@unthsc.edu), and Dr. Melissa Lewis, Faculty Senate President (Melissa.Lewis@unthsc.edu).
* **Dr. Ken Miller** will be leaving to work at the Medical University of South Carolina
 |

|  |  |
| --- | --- |
| **Topic/Agenda Item** | **Discussion/Conclusion** |
|  | * The deadline has been extended to May 24th for nominees for the **Faculty Appeals & Grievance Committee**. If you are interested in serving on this committee, please send your name to one of your school’s Senators.
* If you would like to attend a Faculty Senate meeting, please send an email to Rhonda Arthur prior to the meeting: Rhonda.Arthur@unthsc.edu
 |
| **President’s Updates** | * N/A
 |
| **Provost’s Updates** | * N/A
 |
| **Senate President – Cabinet Report** | * Chancellor Williams would like faculty to attend graduation.
* The faculty and staff onboarding process is moving along.
 |
| **Communication Committee** | * Thank you to Caroline Rickards for drafting the take-a-ways from each senate meeting.
* Next faculty assembly date is TBD.
 |
| **DE&I Updates** | No updates. |
| **ECDC Updates** | * Quarterly meeting covered the P&T process and was well received.
* The summer meeting is planned to be more social than process-related.
 |
| **President Councils** | * **Academic** – (A Gentry) Meeting scheduled for the week of May 16.
* **Built Environment** – (J Fix) Meeting scheduled for June 3. Working to determine who will occupy what space in the IREB and making decisions about shared space.
 |

|  |  |
| --- | --- |
| **Topic/Agenda Item** | **Discussion/Conclusion** |
|  | * **Finance & Budget** – (D Schreihofer) The last meeting was canceled. Users of the financial system, Axiom, were interviewed and the information was forwarded to the President.
* **People & Culture** – (K Miller) Meeting every two weeks. There are two sub-groups – one focusing on the efficiency of onboarding, and the second is looking at the efficiency of the new hire process, such as ePAR submission and approvals. The target is to get everything presented to the cabinet before the end of the year.
* **Research** – (S Walters) Working on an application document for new students, which is expected to be completed within one month.
 |
| **School/Colleges Report** | * SBS – Inquired about the lack of a Faculty Development Leave Policy.
* SCP – IREB 260 has some chair samples. Anyone who would like to may come over and enter their preferred selection using a QR code.
* SPH – Two candidates in this week and a search committee in place for another TT position - Interviews pending.
* SHP – There are five full-time faculty positions open, as well as a chair position. Also, in process of a self-study report because the school is up for accreditation in 2024.
* TCOM – 50th anniversary was 2020 but not celebrated due to COVID. It is scheduled for Saturday, May 21. The cost is $100 and has been sold out. Revenue is going towards scholarships for TCOM students. Inaugural Field Day for incoming medical students was recently held. Saturday, May 14, at 7:00 PM, there will be a memorial and candlelight vigil for the TCOM student who passed away from cancer. There are several members petitioning to have a meeting on the practice plan and they would like their voices heard regarding the electronic health record and welcome suggestions on improvement and efficiency. They would also like to know what the plan is for an online presence and making the public aware of their existence, which would include advertising. Also, have concerns about the phone system and not having a phone at each desk.
 |

|  |  |
| --- | --- |
| **Topic/Agenda Item** | **Discussion/Conclusion** |
| **New Business** | * **Office of Sponsored Programs (OSP)** - Please reach out to your Faculty Senators with any current concerns about interactions with OSP. We are also looking for suggested solutions that you think would help resolve the concern. The Faculty Senate will compile a list of items and share these with Dr. Gladue and Dr. Tom Cunningham prior to our next Senate meeting.
* **Construction Concerns** - Please reach out to your Faculty Senators with any current concerns regarding complications with facilities management, including interruptions to your research, teaching, or other day-to-day operations from construction, noise, repair delays, or any other issue. If you have any potential solutions that you think would help resolve these issues, please also include these. The Faculty Senate will compile a list of items and share these with Facilities Management for discussion at our next Senate meeting.
* There is a **“Faculty Input”** feature on the UNTHSC Faculty Senate website where you can submit your questions/concerns anonymously: https://[www.unthsc.edu/office-of-faculty-affairs/the-faculty-senate/.](http://www.unthsc.edu/office-of-faculty-affairs/the-faculty-senate/)
 |
| **Other Business** | N/A |
| **Adjournment** | The meeting adjourned at 9:05 AM. The next meeting will be on Friday, June 10, 2022, at 8:00 AM in LIB 400/Zoom |

**PRESIDING:** M Lewis President

**PRESENT:** M Lewis, A Wiechmann, H Jones, J Mott (Zoom for V Womack), S Fernando (for D Schranz), J Crumm (Zoom), J Fix, D Litt (Zoom), J Liu (Zoom), R Ma (Zoom), K Miller, U Nguyen (Zoom), K Roop, D Schreihofer (Zoom), M Troutman, S Walters (Zoom), L Yan, Z Zhou (Zoom)

**ABSENT:** V Womack, R Reeves, D Schranz, K Borgmann, D Ellis, C Rickards, A Gentry, K Hensel

**GUESTs** P Demers, R Martinez, A Tissera, R Kane

**RECORDING**: R Arthur

|  |  |
| --- | --- |
| **Topic/Agenda Item** | **Discussion/Conclusion** |
| **Call to order** | **Dr. Lewis** called the meeting to order at 8:00 a.m. |
| **Introduction of Alternates** | * **J Mott** (for V Womack)
* **S Fernando** (for D Schranz)
 |
| **Introduction of Guest(s)** | * **R Martinez, A Tissera,** and **R Kane** – Information Technology Services
* **K Meyer**
* **P Demers**
 |
| **Approval of Minutes** | **Dr. Lewis** inquired if there were any edits to the May meeting minutes. **Dr. K Miller** moved the motion to approve the minutes with the change. **Dr. H Jones** seconded the motion. The meeting minutes were approved with no further comment. |
| **Announcements** | * Drs. Gladue and Cunningham will be attending the July Faculty Senate meeting to discuss faculty comments for OSP.
* Dr. Ken Miller was presented his faculty achievement award.
* Dr. Ken Miller will be leaving HSC, effective July 31.
* If you would like to attend a Faculty Senate meeting, please send an email to Rhonda Arthur prior to the meeting: Rhonda.Arthur@unthsc.edu
 |

|  |  |
| --- | --- |
| **Topic/Agenda Item** | **Discussion/Conclusion** |
| **President’s Updates** | * N/A
 |
| **Provost’s Updates** | * Graduation was a success! Thank you to all the faculty who attended.
* Presidential search is ongoing. Committee members conducting focus groups, job posting is live, nominations are being sent in. Job description may be viewed at https://[www.spaexec.com/pd/HSCPresident.pdf.](http://www.spaexec.com/pd/HSCPresident.pdf)
* A replacement for Greg Anderson, COO, has been identified. A formal announcement is forthcoming.
* EOY activities approaching—activity reporting in Interfolio, self-assessments, supervisor evaluations, market adjustments and one-time performance pay that includes team goal will be made.
* Currently conducting evaluations of Deans by schools and colleges – this occurs every 3 years.
* President Councils will have recommendations coming to cabinet soon.
* Dean search for School of Public Health, committee still working, hoping to have candidates on campus interviews in July.
* Space updates and process for communicating space updates were discussed. Speak to Senators about space concerns as this will now be a standing agenda item.
* Faculty development leave policy is being updated by Provost Taylor and OGC. Senate will be asked to help update procedures and policy organization.
 |
| **Senate President – Cabinet Report** | * Presidential Search Committee finalized the job description: https://[www.spaexec.com/pd/HSCPresident.pdf](http://www.spaexec.com/pd/HSCPresident.pdf)
 |
| **Communication Committee** | * Fall faculty assembly dates being planned.
 |
| **DE&I Updates** | * NCBI training is ongoing. Congratulations to all participants.
* Pride month celebrations were well received. Kudos to our Campus Community for participating.
* Juneteenth Celebrations are being planned across the campus.
 |
| **ECDC Updates** | * No updates.
 |
| **Space Updates** | * TCOM, use of 4th floor in MET now that sim center is moving, faculty are curious what the future space use will be.
 |

|  |  |
| --- | --- |
| **Topic/Agenda Item** | **Discussion/Conclusion** |
|  | * 4th floor of RES being turned into large open flexible/swing space labs; faculty curious what was decision-making process and what are plans for space allocation and what process is for who will get what space and what specific investigator needs are.
 |
| **President Councils** | * **Academic** – No updates
* **Built Environment** – (J Fix) Immediate conversation is the status of displaced faculty/staff and where to best place. Updates requested on parking rollout and process for guest/construction parking.
* **Finance & Budget** – No updates
* **People & Culture** – (K Miller) New faculty hire is focus for onboarding.
* **Research** – (S Walters) Draft of procedures for new institutes being sent to council.
 |
| **School/Colleges Report** | * SBS – Incoming student admissions wrapping up. New competencies created.
* SCP – Recruiting new faculty. Pharmacotherapy has 5 open positions. Outcomes research office has a posting and many applicants and in process of interviews. Up for accreditation next year.
* SPH – Open positions, interviews ongoing for both departments.
* SHP – New hire in physical therapy, 2 vacancies posted, interviews upcoming.
* TCOM – Request for PR team to come to discuss what goes on bulletin boards/signs, strategy for selecting topics, etc. Students and faculty getting parking tickets when in clinic lots.
 |
| **New Business** | * **Computer Administrator Access** - R Martinez, A Tissera, and R Kane of Information Technology Services, discussed the rollout and process for CyberArk privilege management software. Privilege management common in healthcare as it prevents harmful software/hackers from entering HSC system. Cyberark will be installed on all university assets (except for certain specialty machines and student assets) and will trigger justification for new/old software if not on the whitelist. When an application runs or is updated, it may need administrator access. Cyberark will intercept ones that are not on the whitelist and ask for justification. This request will go to helpdesk ticket and manager inbox and has a goal response time of 24 hours. Currently no clear process for an appeal, but you can contact IT if you have concerns. The goal is to eventually host online a list of whitelisted programs. Rollout is ongoing and will occur in waves. Feedback so far has been positive.
 |
| **Other Business** | * Parking – Concerns raised regarding clinic visit parking and tickets issued. Suggestions were made for testing overselling of permits for some lot types since premium lots are rarely full.
 |

|  |  |
| --- | --- |
| **Topic/Agenda Item** | **Discussion/Conclusion** |
| **Adjournment** | The meeting adjourned at 9:00 AM. The next meeting will be on Friday, July 8, 2022, at 8:00 AM in LIB 400/Zoom |

|  |  |
| --- | --- |
| **PRESIDING:** | M Lewis President |
| **PRESENT:** | M Lewis, A Wiechmann, H Jones (Zoom), K Borgmann (Zoom), C Butler, J Crumm (Zoom), J Fix, A Gentry (Zoom), D Litt, J Liu (Zoom), U Nguyen (Zoom), C Rickards, K Roop (Zoom), D Schranz, D Schreihofer, M Troutman (Zoom), S Walters (Zoom), V Womack (Zoom) L Yan, Z Zhou (Zoom) |
| **ABSENT:** | D Ellis, K Hensel, R Ma, R Reeves |
| **GUESTs** | P Demers, K Meyer, T Cunningham, B Gladue, C Powell |
| **RECORDING**: | R Arthur |

|  |  |
| --- | --- |
| **Topic/Agenda Item** | **Discussion/Conclusion** |
| **Call to order** | **Dr. Lewis** called the meeting to order at 8:00 a.m. |
| **Introduction of Alternates** | * **N/A**
 |
| **Introduction of Guest(s)** | * **B Gladue** and **T Cunningham** – Office of Sponsored Programs
* **K Meyer**
* **P Demers**
* **C Powell**
 |
| **Approval of Minutes** | **Dr. Lewis** inquired if there were any edits to the May meeting minutes. **Dr. D Schranz** moved the motion to approve the minutes with the change. **Dr. D Litt** seconded the motion. The meeting minutes were approved with no further comment. |
| **Announcements** | * If you would like to attend a Faculty Senate meeting, please send an email to Rhonda Arthur prior to the meeting: Rhonda.Arthur@unthsc.edu
 |

|  |  |
| --- | --- |
| **Topic/Agenda Item** | **Discussion/Conclusion** |
| **President’s Updates** | * N/A
 |
| **Provost’s Updates** | * N/A
 |
| **Senate President – Cabinet Report** | * P&T guidelines and dates for the next cycle are posted on the Faculty Affairs website: <https://www.unthsc.edu/office-of-faculty-affairs/annual-faculty-promotion-and-tenure/>.
* Annual faculty and staff evaluations are in progress; formulas for annual incentive pay will be posted online soon.
* University President search: SP&A Executive Search has been hired to conduct the search; the job description has been posted and advertised across recruitment sites <https://www.spaexec.com/pd/HSCPresident.pdf>; applications are currently being accepted. Presidential Search website to be posted soon.
* SPH Dean’s search: Candidate interviews are in progress. Announcements of campus wide forums are being posted in the Daily News.
 |
| **Communication Committee** | * J Fix - Plans are underway to schedule a Faculty Assembly in September and December.
 |
| **DE&I Updates** | * No updates
 |
| **ECDC Updates** | * K Borgmann - The recent P&T workshop was a success.
* Summer activities: Workshop: “UpGoer 5” challenge and Writing Accountability Group (WAG) focused on P&T application packets.
 |
| **Space Updates** | * Concerns about repeated flooding and preventative and/or mitigating measures that may be taken.
 |

|  |  |
| --- | --- |
| **Topic/Agenda Item** | **Discussion/Conclusion** |
| **President Councils** | * **Academic** – No updates
* **Built Environment** – (J Fix) The Built Environment Committee had its final meeting to wrap up its charges for the year. The BEC came up with a list of projects by priority that covers a large grant of 59M.
* **Finance & Budget** – No updates
* **People & Culture** – No updates. Request for volunteer to replace K Miller in this role.
* **Research** – No updates
 |
| **School/Colleges Report** | * **SBS** – The department and HSC community are saddened by the passing of Dr. Rafal Fudala and thoughts are with Dr. Dorota Stankowska and their sons, Alex and Timmy. A memorial is being held July 8 at 2:00 pm at St. Patrick’s Cathedral. Discussion underway regarding UG online program for fall.
* **SCP** – In the process of ACPE accreditation. An offer was excepted for an open faculty position. Another position remains open. Dr. Brittney Cox is the new Director of Advanced Pharmacy Practice.
* **SPH** – Have started the on-campus process the with Dean candidates. Please attend the all campus forums if you are able. Recruiting for faculty positions. Have recently hired MHA and two part-time NTT faculty. Four candidates have been interviewed for Biostatistics and Environmental Health.
* **SHP** – PA Studies - still looking to hire two additional faculty. Today is the first day the new Sim Center is being used. PT – Several PA and PTs have been participating in simulation center training. There are several PT positions and 2-3 faculty positions open.
* **TCOM** – Retention is a focus and job descriptions are being evaluated and analyzed as part of that initiative. Faculty are asking about end-of year evaluations and OKR, and whether they can be combined. The merit formula will be the same that was used last year. Staff need to complete OKRs and cannot combine with EOY evaluations – there is a different formula for merit increases. Kudos to TCOM for being ranked the #1 osteopathic medical school in the nation for % of graduates that go into primary care. Would like to see marketing improvements.
 |

|  |  |
| --- | --- |
| **Topic/Agenda Item** | **Discussion/Conclusion** |
| **New Business** | * **Office of Sponsored Programs** – B Gladue and T Cunningham spoke about the current status of the OSP. There is an acute awareness of the issues faced by faculty in the management of their grants and contracts, and concerted efforts are being made to address these concerns. Workforce turnover concerns: rebuilding and re-organizing. Process improvement program: post-award currently underway; pre-award will be forthcoming.
* **Red Alert Incident on July 7** - Discussion about deficiencies with current red alert announcements and training. Reminder to all HSC team members to review evacuation procedures and active shooter training. Suggestions to reinitiate in-person evacuation drills, and to start in-person active shooter drills will be raised to the safety office for further discussion.
* There is a “**Faculty Input**” feature on the UNTHSC Faculty Senate website where you can submit your questions/concerns anonymously: <https://www.unthsc.edu/office-of-faculty-affairs/the-faculty-senate/>.
 |
| **Other Business** | * P Demers gave status update on Faculty Development Leave policy
 |
| **Adjournment** | The meeting adjourned at 9:57 AM. The next meeting will be on Friday, August 12, 2022, at 8:00 AM in LIB 400/Zoom |

**PRESIDING:** M Lewis President

**PRESENT:** M Lewis, A Wiechmann, H Jones (Zoom), C Butler (Zoom), J Crumm (Zoom), D Ellis (Zoom), M Ndiulor for J Fix (Zoom), A Gentry (Zoom), K Hensel (Zoom), D Litt, J Liu, U Nguyen (Zoom), C Rickards, K Roop (Zoom), D Schranz (Zoom), D Schreihofer (Zoom), M Troutman, S Walters (Zoom), V Womack (Zoom) L Yan, Z Zhou (Zoom)

**ABSENT:** R Ma, R Reeves

**GUESTs** K Meyer, AJ Randolph, J Mize, K Rossiter

**RECORDING**: R Arthur

|  |  |
| --- | --- |
| **Topic/Agenda Item** | **Discussion/Conclusion** |
| **Call to order** | **Dr. Lewis** called the meeting to order at 8:00 a.m. |
| **Introduction of Alternates** | * **M Ndiulor** for J Fix
 |
| **Introduction of Guest(s)** | * **AJ Randolph, J Mize** and **K Rossiter** – HSC Health Administration
* **K Meyer**
 |
| **Approval of Minutes** | **Dr. Lewis** inquired if there were any edits to the July meeting minutes. **D Litt** moved the motion to approve the minutes with the change. **D Ellis** seconded the motion. The meeting minutes were approved with no further comment. |
| **Announcements** | * September Faculty Senate meeting will be held in EAD 406.
* Jason Hartley will attend as a guest in September.
* Dr. Melissa Lewis’ term as Faculty Senate President will end in August. Dr. Harlan Jones will be the new Faculty Senate President as of September 1, 2022. The Faculty Senate executive committee is Dr. Jones (President), PA Veda Womack (incoming President Elect), and Dr. Lewis (outgoing Past President).
* If you would like to attend a Faculty Senate meeting, please send an email to Rhonda Arthur prior to the meeting: Rhonda.Arthur@unthsc.edu
 |

|  |  |
| --- | --- |
| **Topic/Agenda Item** | **Discussion/Conclusion** |
| **President’s Updates** | * N/A
 |
| **Provost’s Updates** | * N/A
 |
| **Senate President – Cabinet Report** | * University President Search: the executive search committee has forwarded their final list of candidates to the Board of Regents for consideration.
 |
| **Communication Committee** | * Planning of the Faculty Assembly is in progress. A save-the-date was sent out for Thursday, September 22, 2022, from 5:00 – 6:30 pm.
 |
| **DE&I Updates** | * No updates
 |
| **ECDC Updates** | * Fall WAG sessions with Dr. Stacey Griner have been scheduled for Tuesdays at 4:00 pm, beginning August 23. Response has been great so far.
* Summer workshop: “UpGoer 5” challenge took place July 27.
 |
| **Space Updates** |  |
| **President Councils** | * **Academic** – Faculty Development Leave (“Sabbatical Leave”): it is anticipated that this policy will be re-instituted by the end of the summer/early fall. P&T guidelines and dates for the next cycle are posted on the Faculty Affairs website.
* **Built Environment** – N/A
* **Finance & Budget** – N/A
* **People & Culture** – The Senate still needs a representative to replace K Miller
* **Research** – N/A
 |

|  |  |
| --- | --- |
| **Topic/Agenda Item** | **Discussion/Conclusion** |
| **School/Colleges Report** | * **SBS** –
* **SCP** –
* **SPH** – A new SPH Dean has been announced, Dr. Shafik Dharamsi. Dr. Dharamsi will be starting on Monday, August

15. The announcement is posted here.* **SHP** –
* **TCOM** –
 |
| **New Business** | * HSC Health Administration presentation – AJ Randolph, J Mize, and K Rossiter provided an overview of the new marketing and promotion campaign for HSC Health. The slide presentation can be seen here.
* Women Faculty Network – D Litt – “How to ‘Successfully’ Juggle Work and Life in Academia” is scheduled for September 15, 2022. RSVP required. Dr. Shipp is M. J. Neeley Professor and Chair in the TCU Neeley School of Business. All faculty are welcome to attend.
* There is a “**Faculty Input**” feature on the UNTHSC Faculty Senate website where you can submit your questions/concerns anonymously: https://[www.unthsc.edu/office-of-faculty-affairs/the-faculty-senate/.](http://www.unthsc.edu/office-of-faculty-affairs/the-faculty-senate/)
 |
| **Other Business** | * Dr. Lewis presented a compass with the Compass Rose logo to Dr. Wiechmann to thank her for six years of dedicated service to the faculty and HSC as a former Senator and past President.
 |
| **Adjournment** | The meeting adjourned at 9:18 AM. The next meeting will be on Friday, September 9, 2022, at 8:00 AM in EAD 406/Zoom |