MEMBERS IN ATTENDANCE:
- Laxman Gangwani, Ph.D., Biomedical Science
- Susan Watts, Ph.D., Immediate Past President, Emergency Medicine
- Juan Figueroa-Casas, M.D., President-Elect, Internal Medicine
- Jennifer Molokwu, M.D., Family Medicine
- Dale Quest, Ph.D., President, Medical Education
- Rona Fagan, R.N., Orthopaedic Surgery & Rehabilitation
- Alireza Torabi, M.D., Ph.D., Pathology
- Jesus Peinado, M.D., Pediatrics
- Amelia Leony-Carrete, L.C.S.W., Psychiatry
- Nassim Akle, M.D., Radiology
- Hoi Ho, M.D., Associate Dean for Faculty Affairs & Development, ex-officio, non-voting
- Rajendra Marwah, M.D., Community Representative, EPCMS, non-voting
- Richard A. Lange, M.D., M.B.A., Founding President TTUHSC El Paso, Dean PLFSOM, ex-officio, non-voting

MEMBERS NOT IN ATTENDANCE:
- Darine Kassar, M.D., Neurology
- Heidi Lyn, M.D., OB/GYN
- Trent Filler, D.D.S., Surgery
- Sanja Kupesic, M.D., Ph.D., Faculty Affairs and Development, non-voting

GUESTS:
- Kathryn Horn, M.D., Student Affairs
- Jerry Rodriguez, Assistant Vice President, Information Technology
- Nicholas Bradburn, Institutional Security Officer, Information Security
- Karla Silva, Senior Director, Campus Technology
- Frank Stout, AVP Finance and Administration
- Sitratullah Maiyegun, M.D., Pediatrics, Faculty Senate
- Jose Aun, M.D., Pediatrics
- Peter Rotwein, M.D., Associate Dean for Research, Chair of Biomedical Sciences, Regional Dean, Graduate School of Biomedical Sciences and Assistant Vice President of Research
- Miranda Alvarez, Faculty Affairs
- Tony Castaneda, Faculty Affairs

I. CALL TO ORDER
Dale Quest, Ph.D., - Faculty Council President
- Dr. Quest, President of the Faculty Council, called the meeting to order at 12:03 PM

II. REVIEW AND APPROVAL OF MINUTES
| Dale Quest, Ph.D.  
- Faculty Council President | Having met quorum, the Faculty Council members unanimously agreed to approve the meeting minutes from March 16, 2015 with no changes. |
|-----------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

### III. OLD BUSINESS

| A. Anesthesiology Representative  
- Dale Quest, Ph.D. President | Dr. Quest reported the department of Anesthesiology has not had a representative on the Faculty Council for some time now. The officers will be reaching out to Dr. Moujan to request they elect a representative from their department. |
|------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

### IV. NEW BUSINESS

| A. I.T. Transition Update  
- Jerry Rodriguez | Jerry Rodriguez presented his report on the I.T. Transition update: |
|------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| *See attached report* | Information Technology Projects  
Jerry Rodriguez  
Assistant Vice President  
Interim Chief Information Officer  
Information Technology Projects  

| B. Information Security Update  
- Nicolas Bradburn | Nicolas Bradburn reported the following:  
IT has started a project to encrypt all mobile devices (including personal devices) that have TTUHSC email. The will also be encrypting the entire school by department by August 31st. By December 18th, they plan to encrypt the backend infrastructure, including: PCs, laptops, and flash drives. Once that has been completed, they will encrypt the institution based on risk (ex: devises with PHI).  
Administrative rights account for the majority of IT work orders in security. IT has purchased a product called Viewfinity that will give the user the administrative rights to the programs on the computer without actually having administrative rights to the entire computer. The product has been purchased but has not been put into action yet. This will be rolled out to the entire institution. |
|------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Q&A: | Q: What will that mean for the individual user?  
A: The only difference they will see is perhaps some reduced performance on the computer. Every time the
computer reads a file it will have to de-encrypt and then re-encrypt.

Q: Will Viewfinity be rolled out by department?
A: The program will be rolled out to the entire institution. There is no timeline as of yet for this program roll out.

Q: When will IT be able to increase the size of our email inbox?
A: TTUHSC El Paso cannot migrate the email accounts from Lubbock to El Paso until we have our own domain (ttuhscelpaso.edu). We cannot have our own domain without accreditation.

Q: When will the institution be able to use Dropbox? Other institutions are able to use it, why not us?
A: Dropbox has security issues. Dropbox does not hold themselves accountable for any security breaches. Our plan is to develop our own kind of Dropbox application that is secure, free, and can be used by all TTHUSC El Paso employees.

### V. DEAN’S REPORT

**Richard A. Lange, M.D., M.B.A.**  
- Founding President, TTUHSC El Paso, Dean, PLFSOM

Dr. Lange reported the following:

**Tenure and Promotion Process:** There are several areas where we are making improvements in the T&P process: 1) giving candidates proper expectations and assisting them with the application process. 2) Educating the department chairs and their review committees of the proper expectations. 3) Increasing awareness of workshops as there are a number of workshops for both candidates and the committees they should attend. 4) Encourage faculty to participate in the Pre-Tenure and/or Pre-Promotion review.

It should be noted there is no desire to reduce the rigor of the process or to lower standards. Dr. Lange reviewed the entire process and found that it is fair, equitable, consistent, and comprehensible.

**Leadership Retreat:** They recently held a 2 day leadership retreat with the associate deans and department chairs to review last year’s goals and future goals. They are currently assembling the results from the leadership retreat and he will share that with the faculty council once it becomes available.

**Clinical Affairs Committee:** The members of the Clinical Affairs Committee have been appointed. This is an advisory council that will be chaired by Dr. Romano as Associate Dean for Clinical Affairs.

### VI. President’s Report

No Report

### VII. FACULTY AFFAIRS AND DEVELOPMENT UPDATE
### Dr. Ho reported the following:

**PLFSOM INSTITUTIONAL FACULTY MENTORING PROGRAM (IFMP) 2015 SURVEY**  
SANA KUPESIC, M.D., PH.D.  
OFFICE OF FACULTY DEVELOPMENT  
PLFSOM

*See attached report*

### VIII. STANDING COMMITTEE REPORT

#### Research Committee
**Peter Rotwein, M.D.**  
- Committee Chair

**Dr. Rotwein reported the following:**

*See attached report*

#### Student Affairs Committee
**Kathryn Horn, M.D.**  
- Committee Chair

**Dr. Horn reported the following:**

- **Attendance Policy:** The policy has been revised to allow students to attend certain national meetings if they are presenting, without getting an unexcused absence.
- **Study Space Sharing:** The nursing school does not have a lot of study space, so there are a lot of nurses who study at the MEB. The committee will be looking into ways to make sure this is a fair and equitable process.
- **Student Parking:** The students were given access to the parking lot on Concepcion and determined a way to allocate those spaces to SON, PLFSOM, and GSBS. There have been many complaints about the parking lot being empty. It will be well utilized and flexible.
- **Student Mistreatment:** HSC in Lubbock and PLFSOM are collaborating on a student mistreatment study. Students in year three will be better oriented about the meaning of mistreatment. It will then be rolled out to the faculty. Student Affairs was also tasked with better educating students and faculty about sexual harassment and assault.
IX. TTUHSC FACULTY SENATE UPDATE

Sitatullah Malyegun, M.D.
- Faculty Senate Representative

Dr. Malyegun reported the following:

*See attached report

X. EPCMS UPDATE

Rajendra Marwah, M.D.
- EPCMS Representative

Dr. Marwah reported the following:

There is a new virus that has emerged in El Paso called chikungunya. Hospitals, ERs, and clinics need to be aware of this virus that is not deadly but very debilitating.

The El Paso Physician TV show this month is on arthritis and replacement of joints. It will air April 30th.

XI. ADJOURNMENT

Dale Quest, Ph.D.
- Faculty Council President

With no further business to discuss, Dr. Figueroa-Casas, Faculty Council President-Elect, adjourned the meeting at 1:07 PM.

FOLLOW UP:

ITEM:  PERSON/DEPARTMENT RESPONSIBLE:  TASK COMPLETED Y/N

Dale Quest, Ph.D.
Faculty Council President
Research Developments at TTUHSC El Paso

April 2015
Peter Rotwein

Goals for 2015

• Build research infrastructure.
• Assess current scientific programs.
• Recruit Director and develop plan for institutional diabetes research program.
• Evaluate needs and develop plan for institutional cancer research program.
Research Infrastructure:
Office of Assistant VP for Research

- Institution-wide.
- Has oversight for all things research-related.
- Responsibilities include:
  - Sponsored Programs (grants, contracts)
  - Resource Resources (buildings, budgets, services)
  - Research compliance and training
  - Research goals and planning

Office of AVP for Research

Office of Sponsored Programs
- Pre-award activities
- Post-award (non-financial)
- Contracts (including clinical trials)
- Commercialization and tech transfer
- Material transfer agreements

Office of Research Resources
- Research committees (IACUC, IRB, IBC)
- Research compliance policies
- Research oversight (misconduct)
- Research buildings
- Research services (lab cores, animals)
- Research budgets
Research Goals for TTUHSC El Paso

• Strengthen laboratory-based research:
  – Use Center model: cancer, diabetes, infectious diseases, neurosciences, and possibly other areas with clinical resonance.

• Strengthen clinical research programs:
  – Develop and grow areas with potentially broad scientific and medical impact in El Paso:
    • Cancer prevention, early detection and treatment
    • Detection and intervention in diabetes, obesity, and metabolic syndrome
    • Early diagnosis, intervention, and treatment for cardiovascular diseases and stroke
    • Improve maternal – child health, and early childhood health
  – Take advantage of our distinctive community in terms of defining genetic and environmental causes of disease.

• Enhance scholarship:
  – Develop seminar programs, journal clubs, continue research symposia.
IT Department Focus Areas

- Operations (Services)
- Institutional Initiatives
- Transition Projects
IT Operations

- Academic Services
- Clinical Information Systems
- Application Development Services
- Information Security
- Classroom Technology
- Infrastructure Technology
- Client Computing
- Project Management

IT Project Summary

TOTAL PROJECTS = 82

- Transition = 61
- IT Initiatives = 21
- Completed = 39
- In Progress = 18
- Not Started = 25

7/1/2015
TTUHSC’s IT Institutional Initiatives

- Learning Management System Assessment
- Lecture Capturing System
- American with Disabilities Act (ADA)
- Room Reservation (Super SAS)
- Pre/Post Grant Management System
- IRIS/MEDRIS
- Texas Tech Physicians Website
- PACS
- EMR Infrastructure Refresh
- Network Infrastructure Refresh
- PC Refresh
- Mobile Device Encryption
- Internet Redundancy
- Stat Alert (blackboard Connect)

PLFSOM
- Gross Anatomy Website
- CHAMP Curriculum Management System
- ExamSoft

GGHSON
- 360 Database
- NaviCare
- EMS Simulation

GSBS
- Course Management Migration from Sakai to Blackboard

IT Transition Projects

TOTAL PROJECTS = 61

Completed 34
In Progress 11
Not Started 16
<table>
<thead>
<tr>
<th>Project Name</th>
<th>Description</th>
<th>Start Date</th>
<th>End Date</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blackboard</td>
<td></td>
<td>05/12/12</td>
<td>07/01/13</td>
<td>Complete</td>
</tr>
<tr>
<td>LEARN Commodity Internet</td>
<td></td>
<td>01/23/13</td>
<td>03/31/13</td>
<td>Complete</td>
</tr>
<tr>
<td>High Definition Video Network</td>
<td></td>
<td>01/02/13</td>
<td>07/16/13</td>
<td>Complete</td>
</tr>
<tr>
<td>Network Infrastructure Migration</td>
<td></td>
<td>01/02/13</td>
<td>03/01/15</td>
<td>Complete</td>
</tr>
<tr>
<td>Wireless System (Phase 1, 2)</td>
<td></td>
<td>09/18/13</td>
<td>03/30/15</td>
<td>Complete</td>
</tr>
<tr>
<td>Security Infrastructure Migration</td>
<td></td>
<td>03/01/14</td>
<td>Ongoing</td>
<td>Complete</td>
</tr>
<tr>
<td>Software Application Migration</td>
<td></td>
<td>10/01/14</td>
<td>08/31/15</td>
<td>Complete</td>
</tr>
<tr>
<td>Email Migration - Office 365</td>
<td></td>
<td>09/01/14</td>
<td>08/31/15</td>
<td>Complete</td>
</tr>
</tbody>
</table>

**Enterprise Licensing Agreements**

<table>
<thead>
<tr>
<th>Enterprise</th>
<th>Start Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blackboard</td>
<td>FY 2012</td>
</tr>
<tr>
<td>Adobe Agreement</td>
<td>FY 2015</td>
</tr>
<tr>
<td>Microsoft Agreement</td>
<td>FY 2016</td>
</tr>
<tr>
<td>Google Search Engine</td>
<td>FY 2016</td>
</tr>
<tr>
<td>McAfee Antivirus Agreement</td>
<td>FY 2017</td>
</tr>
</tbody>
</table>
PLFSOM INSTITUTIONAL FACULTY MENTORING PROGRAM (IFMP) 2015 SURVEY

SANJA KUPESIC, M.D., PH.D.
OFFICE OF FACULTY DEVELOPMENT
PLFSOM

PLFSOM IFMP Survey

• March 2015: survey of 35 mentees & 28 mentors of IFMP at PLFSOM
• Respondents were asked to rate each statement on the following scale: strongly disagree (1), disagree (2), neutral (3), agree (4) and strongly agree (5)
• Response Rate: Eighteen mentors (64.3%) and seventeen mentees (48.9%) responded to the survey
Mentees Participation in PLFSOM
Institutional Faculty Mentoring & Survey

Mentees

<table>
<thead>
<tr>
<th>Item</th>
<th>Number of respondents who choose Agree or Strongly Agree options</th>
<th>Mean score</th>
</tr>
</thead>
<tbody>
<tr>
<td>I had adequate input into the process of selecting my mentor</td>
<td>47%</td>
<td>3.2</td>
</tr>
<tr>
<td>I was comfortable with the choice of mentor</td>
<td>65%</td>
<td>3.8</td>
</tr>
<tr>
<td>My mentor was readily available</td>
<td>76%</td>
<td>4.1</td>
</tr>
<tr>
<td>We met on a regular basis</td>
<td>82%</td>
<td>4.1</td>
</tr>
<tr>
<td>My mentor understood my time constraints</td>
<td>88%</td>
<td>4.2</td>
</tr>
<tr>
<td>My mentor respected me as a person</td>
<td>77%</td>
<td>4.1</td>
</tr>
<tr>
<td>I appreciate the value of developing a mentor-mentee relationship</td>
<td>77%</td>
<td>4.2</td>
</tr>
<tr>
<td>I believe that mentoring has helped me advance my career</td>
<td>53%</td>
<td>3.4</td>
</tr>
<tr>
<td>I have benefited from the mentoring relationship</td>
<td>65%</td>
<td>3.5</td>
</tr>
<tr>
<td>We have discussed goals for my academic development</td>
<td>71%</td>
<td>3.8</td>
</tr>
<tr>
<td>My mentor has involved me in professional activities within the institution</td>
<td>53%</td>
<td>3.5</td>
</tr>
<tr>
<td>My mentor has involved me in professional activities outside the institution</td>
<td>41%</td>
<td>3.1</td>
</tr>
<tr>
<td>My mentor was knowledgeable about institutional tenure and promotion process</td>
<td>53%</td>
<td>3.8</td>
</tr>
<tr>
<td>I would like the mentoring relationship to continue</td>
<td>53%</td>
<td>3.4</td>
</tr>
<tr>
<td>After Institutional Mentoring program experience I am better prepared to initiate and negotiate a new mentoring relationship</td>
<td>53%</td>
<td>3.4</td>
</tr>
<tr>
<td>My mentor had a significant impact on my project(s)</td>
<td>53%</td>
<td>3.2</td>
</tr>
<tr>
<td>My mentor provided valuable feedback on my project(s)</td>
<td>53%</td>
<td>3.8</td>
</tr>
<tr>
<td>I believe that this mentoring experience had a positive impact on my career</td>
<td>65%</td>
<td>3.7</td>
</tr>
<tr>
<td>I believe that our mentoring relationship had a positive impact on my department / institution</td>
<td>41%</td>
<td>3.3</td>
</tr>
</tbody>
</table>

Mentees who responded to the IFMP survey
## Mentors Participation in PLFSOM
### Institutional Faculty Mentoring & Survey

**Mentors**

<table>
<thead>
<tr>
<th>Mentors who responded to the IFMP survey</th>
</tr>
</thead>
<tbody>
<tr>
<td>Male faculty</td>
</tr>
<tr>
<td>----</td>
</tr>
<tr>
<td>5 (17.8%)</td>
</tr>
</tbody>
</table>

**Mentors**

<table>
<thead>
<tr>
<th>Male faculty</th>
<th>Female faculty</th>
</tr>
</thead>
<tbody>
<tr>
<td>23 (82.2%)</td>
<td></td>
</tr>
</tbody>
</table>

### Survey - Mentors

<table>
<thead>
<tr>
<th>Item</th>
<th>Number of respondents who chose “Agree” or “Strongly Agree” options</th>
<th>Mean score</th>
</tr>
</thead>
<tbody>
<tr>
<td>I was comfortable with the choice of mentee(s)</td>
<td>83%</td>
<td>4.2</td>
</tr>
<tr>
<td>My mentee(s) was/were readily available</td>
<td>89%</td>
<td>4.2</td>
</tr>
<tr>
<td>We met on a regular basis</td>
<td>89%</td>
<td>4.2</td>
</tr>
<tr>
<td>My mentee(s) respected me as a person</td>
<td>89%</td>
<td>4.5</td>
</tr>
<tr>
<td>My mentee(s) understood my time constraints</td>
<td>100%</td>
<td>4.4</td>
</tr>
<tr>
<td>I believe that structured institutional mentoring is a good idea</td>
<td>83%</td>
<td>4.2</td>
</tr>
<tr>
<td>I have benefited from the mentoring relationship with my mentees</td>
<td>61%</td>
<td>3.9</td>
</tr>
<tr>
<td>I have received feedback from my mentee(s) about our mentoring relationship and me as a mentor</td>
<td>50%</td>
<td>3.3</td>
</tr>
<tr>
<td>My mentee(s) has/have requested assistance in areas outside our mentoring agreement</td>
<td>39%</td>
<td>3.0</td>
</tr>
<tr>
<td>I have referred my mentee(s) to other faculty for help in specific areas</td>
<td>56%</td>
<td>3.4</td>
</tr>
<tr>
<td>I would like the mentoring relationships to continue</td>
<td>78%</td>
<td>3.9</td>
</tr>
<tr>
<td>I would be willing to serve as a mentor for junior faculty in Institutional Mentoring Program in future years</td>
<td>67%</td>
<td>3.8</td>
</tr>
<tr>
<td>I feel competent mentoring about tenure and promotion process at our institution</td>
<td>67%</td>
<td>3.7</td>
</tr>
<tr>
<td>I believe I have contributed to my mentees’ project(s)</td>
<td>78%</td>
<td>4.1</td>
</tr>
<tr>
<td>I believe that this mentoring relationship had positive impact of my mentees’ career</td>
<td>67%</td>
<td>4.1</td>
</tr>
<tr>
<td>I believe that my mentoring effort had positive impact on my department / institution</td>
<td>67%</td>
<td>3.8</td>
</tr>
</tbody>
</table>
Suggestions / Comments

For the Institution:

1) Establish a mandatory mentoring program for newly-recruited junior faculty (Instructor - Assistant Prof)
2) Get the Chair’s buy in and support of the mentoring program (a measurable outcome for the chair evaluation by the Dean)
3) Establish more concrete criteria for the recognition and reward of effective mentors
4) The department Chairs are expected to establish a departmental faculty mentoring program in conjunction with the Institutional faculty mentoring to provide additional support for the mentees
5) All Administrative Officers (Associate Deans, Assistant Dean, department Chairs and Center Directors) are expected to participate in Institutional FMP
6) All Professor and Tenured faculty members are expected to participate in institutional or departmental FMP

Suggestions / Comments

For Mentees:

1) Each newly-recruited junior faculty is expected to participate in the Institutional FMP within the first 6-12 months;
2) Each mentee is expected to delineate short-term and long-term desired accomplishments in her/his academic career;
3) Mentees are expected to share performance review by Chair (annual evaluation) or peer review (Pre T-P) with mentor
4) Have the mentees meet with each other to create a learning community

For Mentors:

1) Mandatory training for outcome-oriented faculty mentoring including tenure-promotion
2) Organize leadership training for mentors
3) Have the mentors meet with each other with the aim to create a learning community / Teaching Academy, brainstorm difficulties or seek solutions or expertise from one another
4) More should be done to recognize, reward, promote and develop Institutional and Departmental Faculty Mentoring Programs
Analysis of Faculty Recognition & Attrition by Gender (2008-2015)
Paul L. Foster SOM

PLFSOM Faculty (04/17/2015)

Gender

105 (40.5%)
154 (59.5%)

Male
Female
Success Rate for Promotion from Assist. Prof. to Assoc. Prof. and from Assoc. Prof. to Professor by Gender (2008-2015)

- **Assist to Assoc**
  - Male: 74%
  - Female: 65%

- **Assoc to Prof**
  - Male: 33%
  - Female: 36%

PLFSOM Tenured Faculty by Gender

- **Total Tenured Faculty**: 36
  - Male: 31 (79.5%)
  - Female: 8 (20.5%)
Application for Tenure by Gender (2008-2015)

Dean’s Awards Recipients by Gender (from 2009 - to present)
FACULTY ATTRITION AT PLFSOM BY GENDER (2008-PRESENT)

Female faculty attrition
Male faculty attrition
Faculty Senate Report
April 2015
Sitratullah Maiyegun MD

Nominations/awards process – Once awards process for all awards is finalized (rubric, criteria), the changes need to be implemented into the online application.

President Mitchell has agreed to fund a team teaching award. The total dollar award for each team member will be in the same range as for the individual awards, for up to 5 members of a single team.
The HSC Awards OP will need revision and the online application needs to be modified.

I guess we will have separate President Awards criteria for TTUHSC El-Paso.

Intellectual Property Policy report was still pending.