I. CALL TO ORDER
Heidi Lyn, M.D. - Faculty Council President

Dr. Heidi Lyn, M.D., President of the Faculty Council, called the meeting to order at 12:05 PM.

II. REVIEW AND APPROVAL OF MINUTES
Heidi Lyn, M.D. - Faculty Council President

Having met quorum, the Faculty Council members unanimously agreed to approve the meeting minutes from September 19, 2016 with no changes.

III. DEAN’S REPORT
No Report

IV. PROVOST’S REPORT
No Report

V. FACULTY AFFAIRS
KoKo Aung, M.D. - Associate Dean for Faculty Affairs

Dr. Aung introduced his new Executive Associate, Rosemary Prieto, as she will be working closely alongside Dr. Aung within the Office of Faculty Affairs. He then took any questions regarding the transcript policies:
Q: Because it is challenging to obtain foreign degrees, how do we address it?
A: The Office of Faculty Affairs is well aware that not all transcripts will arrive and be on file because they may not be available for various reasons. We must document that every faculty member made their first attempt to request their official transcripts by October 17th at 5pm. A good faith attempt to request transcript must be made. If after a certain amount of time, it is not received we will ask that you make a second request. If it is not received after the 2nd attempt, we will work individually with the faculty member to determine how best to move forward to document credentialing. Again, today just the request MUST be made.

Q: What if we had already provided documents to a translation agency? Can it be sent from the agency?
A: No, in order to be official, it must be sent directly from the University which granted the terminal degree to PLFSOM. We only ask at this time that an attempt to request transcript be made. It has to be an official transcript sent directly from university. If that does not work, another mechanism for obtaining the credentials may be put into place, like the one mentioned, but at this time we need an official transcript from the University sent directly to PLFSOM.

Q: Will the Office of Faculty Affairs keep the transcripts permanently?
A: Correct, the Office of Faculty Affairs will keep all transcripts permanently. It is not sufficient if the transcript is issued to the student because it is not valid for official purposes. Please make efficient requests for the correct documents, so as to waste little time and effort.

Q: Do they have to be in English or the original language?
A: The first step is to request the transcript then further necessary steps will be taken. We are looking for the courses and credits taken, not just the degree certificate.

Q: What if the university will not send the Ph.D. transcript?
A: Please make first request to send transcript by 5:00, on October 17, 2016. Contact the terminal degree-granting university and ask them to send the transcript to the Office of Faculty Affairs and document this. A confirmation of the degree is not sufficient, but rather a listing of courses and credits is required. We can work individually to ensure we receive appropriate documentation for accreditation.

Q: What if faculty have their original transcript? Why can’t this be used?
A: The original official transcript is required, which means from the school not a third party. All that is being asked is to make a request to send the transcript directly from the institution of terminal degree to PLFSOM by end of day today. This is being asked for SACSCOC accreditation purposes and must be complied with by clinicians and non-clinicians.

VI. STANDING COMMITTEE REPORTS
Peter Rotwein, M.D.
Research Committee Chair

Dr. Rotwein reported the following:

PLFSOM
Faculty Council
Research Report
October 17, 2016

See attached PowerPoint*

Q&A
Q: Is the highest level of BSL3 testing for animals a 3?
A: No, 4 is the highest but 3 is adequate to use. Trainers from Santa Cruz will be coming to provide effective on-site training to use animals in research.

Q: Will this reduce the capacity of researchers working with animals?
A: There were no changes in charges in more than 3 years so adjustments had to be made. We are transitioning to a per cage cost instead of per animal for services which will shift costs and hopefully limit the breeder cage timeline. There is going to be an increase in costs for overall charges, which will be in a state of flux because cost should not be prohibitive, nor should it be totally subsidized. The expertise of the new veterinarian is also a factor.

Q: How can the faculty who are interested in doing research in their department participate?
A: I suggest using an open forum to determine in which direction the department is headed with the goals set by the department. Also, the Chair may determine how involved their department is to be in research and the direction of focus.

VII. OLD BUSINESS
Heidi Lyn, M.D.
- Faculty Council President

Dr. Lyn reported the following:

A) New Members
   a) New Radiology Representative: Dr. Jose Gavito, M.D., Assistant Professor, who was unable to attend. Dr. Diaz is attending on his behalf today.

B) Faculty Handbook Update
   a) Revised edition has gone live on website.

C) Faculty Code of Conduct
A draft was presented at the last Faculty Council meeting by Dr. Watts, who will present it to administration before returning to Faculty Council for a final vote.

**VIII. NEW BUSINESS**

Heidi Lyn, M.D.
- Faculty Council President

Dr. Lyn reported the following for new business:

A) Student Grading and Promotion Committee
   a) Dr. Molokwu had been nominated for the Committee last meeting but has withdrawn as she is President-Elect of the Faculty Council.
   b) Dr. Ellen Dudrey was nominated and approved for the Committee in her stead.

B) 2016 Faculty of the Year Award
   a) The procedure is unchanged from last year.
   b) Guidelines were given on iPads and approved.
      i) Faculty Council Officers, Deans, and Chairs are not eligible.
   c) Deadline is December 5, 2016 for nominations.

**IX. PRESIDENT'S REPORT**

No Report – President Lange not in attendance.

**IX. ADJOURNMENT**

Heidi Lyn, M.D.
- Faculty Council President

Dr. Heidi Lyn, M.D., Faculty Council President, adjourned the meeting at 1:00 P.M.

**FOLLOW UP:**

<table>
<thead>
<tr>
<th>ITEM</th>
<th>PERSON/DEPARTMENT RESPONSIBLE</th>
<th>TASK COMPLETED Y/N</th>
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Heidi Lyn, M.D.
Faculty Council President
PLFSOM
Faculty Council
Research Report

October 17, 2016

Outline of Presentation

• Update on institutional research administration and plans
• Update on research services
• Questions?
TTUHSC EP Research Administration in October 2016

Office of VP for Research

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

- Office of Research Finance
  - Research office budgets
  - Research service budgets (RCL, LARC, BECL)

- Office of Research Resources
  - Research buildings
  - Research committees (IRB, IBC, rDNA)
  - Research compliance policies (COIR)
  - Research oversight (misconduct)
  - Research services (RCL, LARC, BECL)

Active interactions: Office of Contracts
Office of Grant and Contract Accounting

Active interactions: TTU (System) Commercialization and tech transfer

Pending: IACUC [should become autonomous by early 2017]

Research Services: LARC

- Updating physical plant
  - Improving water supply systems to animals
  - Improving capacity of autoclave
  - Adding easier access to materials for users

- Updating services
  - Matching fees to types of use
  - Adding veterinary specialty activities (e.g., surgeries)
  - Adding training (e.g., BSL3)
Research Services: BECL

• Expanding range of services
  • Statistical programmers may be supported on grants
  • Planning to hire additional faculty

Research Services: RCL

• Reducing or eliminating unused services
  • No more support for genomics or proteomics
  • Cutting back on histology to match needs
  • Cutting back on microscopy to match needs
  • Net effect: saving of > $350,000 for FY17
Questions?