# Faculty Senate Meeting

## Minutes

**Date:** December 18, 2020  
**Time:** 1:00 P.M. - 2:00 P.M.  
**Location:** WebEx

### MEETING TYPE

Faculty Senate – General meeting

### TYPE OF MEETING

TTUHSC El Paso Faculty Senate acts on the authority delegated to it by the president of the university. The senate provides a voice for all university faculty regarding issues that may affect their rights, privileges or responsibilities as they apply to teaching, research or clinical services. Serves as an advisory body to the university president and as a forum to communication and collaboration among its member schools.

### FACILITATORS

Gustavo J. Rodriguez, M.D., Ph.D., FANA, Faculty Senate President  
Clarissa Silva, Ph.D., R.N., Faculty Senate President-Elect

### MINUTES/RECORDING BY:

Cecy Rodriguez, Section Coordinator – Office of the Provost

### MEMBERS

**PLFSOM**  
- Gustavo J. Rodriguez, M.D., Ph.D., FANA, Neurology; Richard W. McCallum, M.D., FACP (AUST), FACP, Internal Medicine Lisa, Ayoub-Rodriguez, M.D.; Karinn M. Chambers, M.D., FACS

**GGHSON**  
- Clarissa Silva, Ph.D., R.N., Faculty Senate President-Elect; Christina Blanco, D.N.P., RN; Rosemary Walulu, Ph.D., R.N., ACRN

**GSBS**  

**Ex Officio Members (non-present)**  
- Richard Lange, M.D., MBA, President; Dean, PLFSOM  
- Paul Ogden, M.D. FACP, Provost and Vice President for Academic Affairs

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## I. Call to Order

Dr. Rodriguez

## II. Review minutes from last FS Meeting – Nov. 20, 2020

- **A.** Bylaws review update – changed to “changes are not needed”  
- **B.** Check attendance on last meeting.  
- **C.** Motion to approve with correct in minutes were approved  

Dr. Rodriguez

## III. General meetings Faculty Senate 2021

### A. Executive Committee schedule proposal

- **a.** Propose to meet initially on a monthly basis, the last Friday of each month at 1pm.  
- **b.** Dr. Chambers unable to attend from 1 – 2 pam – Dr. McCallum advised 12:30-1:30 pm  
- **c.** Motion to approve – all members voted yes  

Open discussion

## IV. Faculty Senate By-Laws

### A. Review Sections 1.2 and 7

- **a.** Bylaws Draft were sent to all prior to meeting. Cecy resent bylaws to all via e-mail to review.  
  - Frist highlighted section - Woody L. Hunt School of Dental Medicine will have three representatives; we must state when and have to be selected by the Faculty Governance body until it’s created. Right now it will make no sense to have them on board; Need to put a clause on this section if ok with everyone.  
    - i. All Members agreed  
  - Second highlighted section is to allow all the representative to finish their term. No representative should be invited to leave the senate until they finish their term. At some point we will have overlapping representatives and deal with everybody, This requires your approval  
    - i. At some point overlapping will occur; the School of Medicine was the last one to recruit representatives we will have more representative than the rest for all have the right to finish their term of three years.  
      - 1. Dr. Chattopadhyay – if the SOM will have 4 and the other schools 3 how will it work when FS needs to take a vote? How will the votes be held equally? It is why all schools have equal representation.  

Dr. Rodriguez

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*Meeting minutes transcribed by Cecilia Rodriguez, Office of the Provost*
Complete agree that all finish their terms but when voting for approval equal representation will be needed.

2. Dr. McCallum asked what will be the overlap time – Dr. Rodriguez only a few month no more than 6 months.

- Last Item highlighted section – in original Bylaws mentioned once all amendments were made to the Bylaws, the final document should be distributed to all the faculty at the University; should be a 51% response. Which is probably your utopia. Because if we follow what happens in regular surveys, we get a response rate of about 30% - so out of those 51% faculty, returning their votes, only about 2/3 to approve. Suggested if it would be best to have the governance body of each school vote in favor or against it, as opposed to the entire faculty of the School, given the fact that the governance body of each school represents the entire school. Will it be good enough to obtain the approval?
  i. Dr. McCallum – suggested for each department Chairs to share at each department meeting for review. If Chairs do not get feedback or red flags, then Chair is to inform Senate of unanimously vote.
    1. Dr. Silva – every school has faculty council is representative of all school.
    2. Dr. Chattopadhyay – suggest if document may be post on webpage for faculty and give them three weeks to review and have access to the document for review and be prepared for discussion with their department.
    3. Dr. Rodriguez – concern is that these Bylaws needed to be review in 2019. Dr. McCallum discussed his suggestion to move forward and give them timeline of 2 weeks and no response then it FS is to move forward to approve Bylaws.
    4. Dr. Ogden – suggested to move this along by giving to faculty, this way everybody has an opportunity to review and comment. By sending it to the individuals and ask them to comment to their chairs and to their representatives on that on the school's faculty council that would be sufficient. Dr. McCallum agreed and we have not heard nothing on the contrary, motion passes and it becomes 90% by default and a timeline should be given to them of at least two weeks. Discussion followed.
    5. Dr. Rodriguez – asked if the way it looks now if ok – 2/3 majority return – is clearer and remove the 51% - all members agreed and moved forward with approval with edits.
      a. Dr. McCallum asked why the percentage went down to 50% full-time. Dr. Rodriguez was not sure – asked Dr. Dhandayuthapani if he was involved in the original document both him and Dr. Ogden advise that this is the definition that Faculty Affairs uses; whether you’re a clinician or a non-clinician, you have to be participating at least 50% to be considered as a faculty - it's a definition that's not ours to change. Check with Dr. Aung before any changes are made. Discussion followed. Dr. Rodriguez will look into this and discuss with Dr. Ogden and Dr. Aung.

V. TTUHSC El Paso Days of Service Event

A. Scheduled March 29 – April 1, 2021
   a. Day of Service - event coordinated through the Office of outreach and community engagement, to be held the week of March, 29 through April the first. On this day all of the university is able to volunteer; includes residents, Students, nursing students, faculty, and staff. This is a campus event to give back to our community and is completely voluntary and it does require an approval by your immediate supervisor and human resources. This will be available until January.
   
   - Log on through your eRaider.
   - Submit a request to release all liability
   - Fill out form and submit for approval
   - Once submitted, list of the different organizations that have been approved to volunteer at
   - Select day and time you wish to volunteer.
   - A minimum of two hours is what is being asked. You may apply for multiple shifts. If you would like, but needs to be approved by your supervisor.
   - open January 4th - deadline to volunteer March, 1
   - Program will run from March 29 – April 1
VI. Faculty Senate (TTUHSC El Paso) Support

A. Office of Faculty Affairs – Dr. Aung (see attached memo)
   a. Effective January 1, 2021 -
      • Provost Office will continue as Ex-Officio member
      • Rosemary Prieto and Cindy Camarillo will be administrative support

VII. Mid-Term Summary, Faculty Senate - Presentation

A. Current general and future activities
   a. Overview: Provide a voice for all University faculty (rights, privileges of responsibilities) as they apply to teaching, research or clinical services.
   b. Serves as an advisory body to the President of the University
   c. Serves as a forum for communication and collaboration among its member schools
   d. Objectives

> Voting Members

- **GGHSON** – 1) Clarissa Silva, Ph.D., R.N., Faculty Senate President-Elect; 2) Christina Blanco, D.N.P., RN., WHNP-BC; 3) Gloria Loera, D.N.P., R.N., NEA-BC; 4) Rosemary Walulu, Ph.D., R.N., ACRN
- **PLFSOM** – 1) Gustavo J. Rodriguez, M.D., Ph.D., FANA, Neurology; 2) Richard W. McCallum, M.D., FACP (AUST), FACP, Internal Medicine; 3) Lisa, Ayoub-Rodriguez, M.D.; 4) Karinn M. Chambers, M.D., FACS
- **Ex Officio Members (non-present)**

Meeting minutes transcribed by Cecilia Rodriguez, Office of the Provost
f. Current Activities of Faculty Affairs
   - Transition to administrative support from the Office of Faculty Affairs
   - Bylaws continuous review and approval
   - Website updates, please verify credentials with Cecy Rodriguez
   - Improve University Research Collaboration, Physical space Allocation
   - Digital Measures, input from the Faculty Senate
   - Review of the assigned Operating Policy (OP) by the different standing committees.

g. Future Activities of Faculty Senate
   - Awards and recognition of the Faculty Senate Members
     i. Chairs of committee recognition (certificate/plaque) at end of their term (with retroactive effect).
     ii. Member of the Faculty Senate Recognition (certificate/plaque) end of term (with retroactive effect)
     iii. President recognition (certificate/plaque) at end of term (with retroactive effect).
   - Faculty Survey, new platform from AAMC (Dr. Aung)
   - Faculty Senate budget (Executive Committee, allocation of funds
     i. Chairs of committee recognition (certificate/plaque) at end of their term (with retroactive effect).
   - Questions – Comments
     1. Dr. Chattopadhyay asked Dr. Ogden to clarify about operating policy review
        a. Dr. Ogden – Operating Policy are divided by function and most of the end up in the Provost Office lots are academic; any that involve faculty should go to Faculty Senate (FS) for review then they go to the President’s Office for final approval. Purpose of FS is to give oversight and feedback to the policies and should be a regular mechanism for reviewing the policies. FS doesn’t approve any policies.
        b. Dr. Ogden – will review polices and ensure that polices are being divided and no overlap and they all get reviewed.
        c. Dr. Chattopadhyay – awards should be more transparent and not the same person get the award always; and awards should be given to recognize those who are doing a good job
           i. Student Government Association awarded some awards to the faculty and should be recognize by the university. Dr. Silva advised that the awards are in the Bylaws. Dr. Ogden ask Dr. Brower to follow up and see the process of the awards. Discussion followed.

B. Faculty Affairs
   - OP 10.25 – was discussed and reviewed – President’s Award
   - Update to add the Dental School and will discuss again in January
C. University Affairs
   • Committee did not meet but will meet in January
   • Is aware some of the Clinical Faculty are getting Covid and asked when the faculty will be able to get vaccine – what tier do they fall in?
     i. Dr. Ogden not sure since we have not received any vaccines – Assume all clinicians be vaccinated first along with the Residents and Medical Students that are in Clinics; still need to get allotment of vaccines first. Been working with legislative people to get vaccines and will notify once he knows status.

D. Research Affairs
   • Waiting on recommendation on how to approve and speed up process for research

VIII. New Business

IX. Next Faculty Senate Meeting
   • Friday, January 29, 2021 – 12:30 pm - WebEx

X. Adjournment