I. Call to Order

Dr. Rodriguez

II. Review minutes from last FS Meeting – Oct. 7, 2020

• Deferred to the Dec. meeting as they were not ready for review/approval

Dr. Rodriguez

III. Welcome to the new Faculty Senate Representatives

• Karinn M. Chamber, M.D., FACS – Surgery, Assistant Professor
• Lisa Ayoub-Rodriguez, M.D. – Pediatrics, Assistant Professor
• Dr. Rodriguez asked the Faculty Senate Committee to introduce themselves and schools they are representing - GGHSON, GSBS and PLFSOM

Dr. Rodriguez

IV. Faculty Senate “By-Laws” review update

• Dr. Rodriguez – stated that the responsibility of the FS is to review the bylaws and the Ad Hoc Committee was assigned to review them; now that the new members have come on board we are asking for input whether changes are needed
• Cecy Rodriguez will send out draft of current Bylaws for review and to have everyone’s input in December’s meeting for final review for changes
• Dr. McCallum – when WLHSDM – should not come on board as full voting members as for they do not have full experience, suggested a one year probation
  o Dr. Rodriguez – just an advisory committee and Bylaws should have equal representation on next meeting and the FS is not an executive committee we’re an advisory committee and we communicate our decisions or suggestion to the President; the current bylaws all schools should have equal representation.
  o Dr. Chattopadhyay – Asked are we waiting until at least four faculty members are hired to have equal representation or may we ask them to vote when they come aboard? How should it be handled?
Dr. Rodriguez – we do not have enough faculty to provide representatives to the Senate, they shouldn’t come on board. The idea is that once they are on board, we will try to reduce the number of total number to three from each schools: may put it in the bylaws
- The initial three year term will be respected that everybody that was selected; so we can’t invite anybody else unless they do it voluntarily nor can we invite anybody to leave
- Once somebody finishes those three year term, then we will not recruit a new person; there will be some overlap at some point, for those who joined late will have to finish and should allow to finish those three years of the term.
- basically, we will wait for them to expire the term, three year term, and we will not renew and we will accommodate; we’ll make sure that there's three from each school
- we need everyone’s input or other

Dr. McCallum – suggested the extending of Dr. Rodriguez term as well with everyone’s term due to the circumstances of this year, it’s kind of losing a year.

Dr. Silva – concern on dental school not having voting rights. But many have experience from other universities. They should have the same voting rights; Dr. Rodriguez agreed.

V. Digital Measures (DM) overview and upcoming workshop

- Dr. Aung advised of software for DM will be from Activity Insight
  A. Dr. Aung’s presentation will be e-mailed to all
- DM is a centralized faculty activity reporting software to designed to help faculty members collect, organize and display their activities and achievements in an electronic portfolio.
  A. Customizable CV with Vita Tool; Easily add and remove sections and rearrange your accomplishments as needed; export to Microsoft Word to save your records.
  o Step-by step roadmaps to help enter information all on website.
  o Virtual Workshop - Monday Dec. 7, 12-1 pm via WebEx Registration is now open and may register. This workshop was created for PLFSOM Annual Faculty Evaluation. Other workshops will be given after the holidays.
- Dr. Rodriguez – asked if all activities that are done at TTUHSCELP pertaining to committee membership educational activates get incorporated to DM?
  a. Dr. Aung – educational activities yes but only for credit bearing courses; for they are linked to student registering system; not for non-credit related courses; you may automatically import publications directly from PubMed or Web of Science or those digital databases
  b. Dr. Chattopadhyay – asked about vital form format
    a. Dr. Aung showed slide on how it’s done in the Manage date - Reports
- Contact for information or assistance
VI. Faculty Wellness Program

- To Promote an organization culture and healthy work environment that support optimal wellness and profession fulfillment of TTUHSC El Paso faculty
- Faculty Wellness Strategic Plan: https://elpaso.ttuhsc.edu/som/facultyaffairs/wellness-program/strategic-plan.aspx
- Goals – Optimize Organizational culture that supports faculty wellness; Increase educational opportunities that promote wellness; Monitor wellness and promote early detection of burnout
- Objectives:
• Faculty Wellness Survey – Please be on the lookout for the Survey – Email will be sent out December 1-30, 2020; Do not delete survey, provide input
• Faculty Wellness Program – Key Personnel

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VII. Available Faculty Adjustments - did not review

VIII. Challenges in the University Research – animal lab, physical space

- Dr. Zeng provided presentation – will sent presentation to committee
- Research Resources:
  - Committees: 1. Institutional Biosafety Committee (IBC) 2. Institutional Animal Care and Use Committee (IACUC) 3. Institutional Review Program (IRB)
  - Office of Sponsored Program (OSP)
    - Material Transfer Agreement
- Main complaints: takes too long (up to a few months) to get a protocol/agreement being approved by these committees
  All committees should have a mechanisms of special and rapid review for just-in-time protocol applications for funding agencies (NIH, DOD, CPRIT, etc.).

- Research Leadership and Research Faculty Recruitment and Retention
  - Office of Vice President for Research – Currently interim VP for Research
  - Departmental Vice Chair/Associate Chair for Research
    - Do all department have this leadership position in research?
  - Centers of Emphasis (CoE) and Division

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IX. Other Items

- If time allowed  
  A. Update on Hospital status in El Paso (Re: Covid-19 Pandemic)  

- Next Meetings  
  A. December 2020 – TBD – 12/18/20 12:00  
     a. Will be conflict – Cecy will send a survey for best date  

- Other Business | Announcements  

- Suggested Agenda Items for Next Meeting  

X. Adjournment

Present: Clarissa Silva; Gloria Loera, Gustavo Rodriguez, Karinn Chambers, Koko Aung, Lisa Ayoub-Rodriguez, Mingtao Zeng, Munmun Chattopadhyay, Richard Brower, Richard McCallum, Rosemary Walulu

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