Interfaculty Council Meeting Minutes
FY 2016 – October 21, 2015 – UCT-1726

Present: Dr. Biliciler-Denktas, Dr. George Stancel, Dr. David Marshak, Dr. Lanny Ling, Dr. Jeffrey Actor, Dr. Bindu Akkanti, Dr. Joan Bull, Dr. Davide Cattano, Dr. Marie-Francoise Doursout, Dr. Anil Kulkarni, Dr. Jessica Lee, Dr. George Williams, Dr. Trevor Cohen, Dr. James Langabeer II, Dr. Kurtis Kasper, Dr. Ryan Quock, Dr. Elizabeth Scott, Dr. Martina Gallagher, Dr. Rebecca Helmreich, Dr. Jennifer Sanner, Dr. Rebecca Tsusaki, Dr. Linda Highfield, Dr. Dejian Lai, Dr. Ross Shegog, Mr. Julio Charles, Ms. Deanne Hernandez, Mr. Eric Solberg, and Ms. Kathy Rodgers.

Absent: Dr. Anne Sereno, Dr. Jake Chen, Dr. Daniel Freet, Dr. Donald Molony, Dr. Amy Franklin, Dr. Dean Sittig, Dr. Cameron Jeter, and Dr. Momiao Xiong

Administrative Personnel: Ms. Terrie Schade-Lugo

I. CALL TO ORDER

Dr. Gurur Biliciler-Denktas

Dr. Gurur Biliciler-Denktas, 2015-2016 IFC Chair Elect, chaired the meeting on behalf of Dr. Anne Sereno. Dr. Biliciler-Denktas called the meeting to order at 11:36 AM.

II. APPROVAL OF THE MINUTES

Dr. Biliciler-Denktas

Dr. Biliciler-Denktas polled the members for any objections or corrections required to the minutes for September 16, 2015. After discussion, upon motion made and seconded, the attendees voted to amend the minutes and then bring before the IFC for approval at the next IFC meeting.

ACTION ITEM:

• Minutes to be amended and brought back to the October 21, 2015 meeting for approval.

III. NEW BUSINESS

IFC Burks Scholarship Review Committee

Ms. Kathy Rodgers

The Executive Vice President’s office manages university scholarship endowments; the TF Burks Scholarship endowment is one of these endowments. The EVP’s office provides the notice, including guidelines and process information, to the schools. The schools are able to submit up to two (2) applications from each school by December 1. The IFC reviews up to 12 (twelve) applications for award and selects the awardee(s) during the month of December. This fiscal year there is $4,000 available for awarding. The process involves forming a subcommittee of IFC members, one member from each school, and includes three students from the Student InterCouncil (SIC). The following are members of the FY 2016 Burks Scholarship Review Committee:

• School of Dentistry
  Dr. Elizabeth Scott
• School of Nursing
  Dr. Jennifer Sanner
• School of Public Health
  Dr. Momiao Xiong
• Medical School
  Dr. Davide Cattano
• Graduate School of Biomedical Science
  Dr. Lanny Ling
• School of Biomedical Informatics
  Dr. Amy Franklin
• SIC Participants:
  o Alixandra Baycroft (MS)
  o Nizar Bhalani (SPH)
  o Smruthi Vijayaraghavan (GSBS)

The student participants suggested, for IFC consideration, a face-to-face meeting of this committee for final discussions and decision(s).
III. NEW BUSINESS - Continued

**IFC Input to HOOP Policies**

Dr. George Stancel

Dr. Stancel explained that the Handbook of Operating Procedures (HOOP) Policy 128, *Policy and Procedure Development and Maintenance*, provides the process for developing university policies. The HOOP Committee membership consists of the President or designee, the EVPs, Sr. VP for Finance, Chief Human Resource Officer, Assistant VP of Auditing, Executive Vice Dean for Clinical Affairs, chairs from the IFC, SIC, University Classified Staff Council (UCSC), Associate Dean for Management, member of management from the Harris County Psychiatric Center (HCPC), and Policy Coordinator from the Office of Legal Affairs. The HOOP Committee is not a governance committee and the membership is appointed to participate by virtue of their offices. Most of the policy reviews performed by the HOOP Committee are due to UT System policy directives or in response to State or Federal Regulations. The HOOP Committee spends the majority of their efforts clearly relaying the changes in the local HOOP. The HOOP policy explicitly states that any educational policy related HOOP policies should come before the IFC for review. Examples of educational policy are specified in the Regents Rules and include: education, academic policy, student life, admissions, graduations, honors and scholastic performance, candidates for degrees, etc. New or revised HOOP policies in these areas are distributed to the IFC for review and the IFC has sixty (60) days to respond prior to a decision of the HOOP Committee. The HOOP Committee meets on the second Thursday of each month and sometimes presents a time dilemma as the IFC meets on the third Wednesday—after the HOOP Committee meets. However, because the Chair has to vote on behalf of the IFC and faculty, she will provide policies for review that may have a short timeline for turnaround comments to be submitted. Dr. Stancel clarified that it is easily arranged to delay the vote at the HOOP Committee meeting should the IFC Chair or other HOOP Committee members request additional time to consider a policy being discussed.

On behalf of Dr. Anne Sereno, Dr. Biliciler-Denktas advised that HOOP 184, *Evaluation of Academic Administrators*, had a section deleted under II. Definitions. The concern expressed pertained to the associate deans being omitted from the policy. Dr. Stancel advised that this policy was created in response to a specific Regent’s Rule regarding having academic administrators reviewed every six years. The Regent’s Rule specifically defines academic administrators as the chief academic officer, deans, and department chairs. The Regent’s Rule does not consider associate or assistant deans, etc., as academic administrators for purposes of this policy. The UTHealth deans thus requested Dr. Stancel’s review of the local policy and the Regent’s Rule. After contacting other UT System Health components, the outcome realized was that no other component conducts these reviews for assistant or associate deans. Dr. Stancel then contacted the Vice Chancellor for Health Affairs Office to inquire as to the value of these reviews and was advised such reviews were not considered useful at that level and thus not requested by the Vice Chancellor’s Office. Most associate and assistant deans carry out charges from a committee or the dean. Chairmen and deans are the decision-making authorities; therefore, given the amount of work that is required in the review process, and the fact that no other UT system component has these groups delineated within their policy, the HOOP Committee decided to change our policy to bring it in line with the Regent’s Rules. The review process schedule for these evaluations going forward has been furnished to all schools by the Office of the EVP for Academic and Research Affairs.
Request for Volunteers – Faculty Governance Questionnaire  

A faculty governance questionnaire was distributed and Dr. Biliciler-Denktas advised that the deadline for responding is Friday, October 23. Volunteers were solicited from all schools to participate. The following members volunteered:

- GSBS: Dr. Lanny Ling
- SPH: Dr. Ross Shegog
- SON: Dr. Rebecca Tsusaki
- SOD: Dr. Ryan Quock
- SBMI: Dr. Trevor Cohen
- MS: Dr. George Williams

Subcommittee Chairs Designated  

All members volunteered for a subcommittee. The following were elected as chair for each subcommittee:

- Faculty Status, Rights and Responsibilities: Dr. Jeffrey Actor
- Administrative Affairs: Dr. Ross Shegog
- Governance and Academic Affairs: Dr. George Williams

ACTION ITEM:
- The charges for the subcommittees will be further delineated.

IV. OLD BUSINESS

V. ANNOUNCEMENTS  

Campus Carry

A UT System report has confirmed that the policy will not be governed at UT System level but rather, at the campus level. Is there any clarification on whether UTHealth will be making their own decisions for its campus? Dr. Stancel advised that the law is very clear and each campus president may make rules for his/her campus and submit those rules to the Board of Regents. The rules become effective unless the Board of Regents changes them –and to make changes requires 2/3rd vote. Besides this, the UT System Chancellor has put together a working group for the whole system which, is not meant to tell the schools what to do but rather to have discussions that might lead to an initial consensus agreement (across all campuses) on what they would like to do. Then UT System would go to the legislature and would state that “every” campus believes that...“this type of facility should be exempt...”and will make a much stronger impact. So, the concept is not that UT System will make the rules but rather that UT System will understand what agreements are reached. This information will then strengthen their position when going to the legislature. Every school will be able to make additional recommendations over and above our consensus points, if they wish to do so. The UT System is trying to be helpful in charging a working group to research the consensus points, which will help make their case to the legislature.

The System-wide group meets every Friday by conference call and hopes to have their report provided to all UT System presidents by November 1. The recommendations, although not finalized, are
considering excluding the following: any patient care area, any laboratory that has flammable liquids, gas or cylinders under pressure, biohazardous agents, animal care areas, and the childcare center. The issues will arise around multifunctional areas such as the Medical School. The Medical School is connected to the hospital, it has some labs and offices where patients are seen as well as classrooms and offices. Where within the building are exclusion zones? The law states we must publicize the exclusions and clear communications becomes complicated if we do not exclude the entire building but only some areas within the building. President Colasurdo will review the recommendations and state if he agrees or disagrees in his report to UT System by December 4. The Chancellor will provide feedback and then President Colasurdo will submit his final recommendations by December 18. The Board of Regents will meet in February 10, 2016 to decide to accept the recommendations or not. When the Board of Regent’s recommendations are received, we will have to organize how to implement the new changes. Other discussions regarded understanding what is considered assignable square footage versus total square footage space, multiple entries into Memorial Hermann Hospital, gun storage, classrooms, administrative offices, and signage requirements.

**TMC Library**
Process is moving closer to UTHealth purchasing the TMC Library building and working with the real estate office in Austin. The goal is to finalize the sale by February/March 2016.

**Sponsored Research Disclosure**
New bill became effective that states that any faculty member or staff (includes students that are paid from a fund or fellowship) that conducts or participates in sponsored research must disclose the identity of the sponsor of that research whenever they publicly communicate the results (e.g., when journal articles are published, if you post on your website, or speaking at public hearing). This is now a state law and a significant change. You cannot take a grant or gift from a donor or foundation who requires anonymity as a requirement of providing the grant/gift. (*Texas Education Code Section 51.954*)

**VI. ADJOURNMENT**
A motion was made and seconded to adjourn the meeting. The meeting adjourned at 12:45 p.m. The next IFC meeting will be scheduled for Wednesday, November 18, 2015.

Respectfully submitted by Terrie Schade-Lugo on 11/11/2015
Approved by Interfaculty Council on 11/18/2015