

Faculty Senate Policy Committee

Meeting Minutes

March 2, 2016

3:30 p.m. to 5:00 p.m.

- Members Present:** Martha Muller (Co-Chair), Kimberly Gauderman (Co-Chair), Barbara Hannan, Marsha Baum, and Lee Brown
- Ex-Officio:** Carol Parker, Senior Associate Provost, Office of the Provost & EVP for Academic Affairs, John Trotter, HSC Vice Chancellor Emeritus, and Kimberly Bell, Deputy University Counsel, University Counsel Office
- Members Absent:** Leslie Oakes, Melinda Tinkle, and Jamal Martin
- Ex-Officio Absent:** Vivian Valencia, University Secretary Emerita, Office of the Secretary, and Leslie Morrison, HSC Vice Chancellor
- Staff Present:** Candyce Torres, Office of the Secretary, Administrative Coordinator
Carol Stephens, Office of the Secretary, Professional Consultant
- Guest Present:**

Meeting began at 3:30pm

1. The regular meeting of the Faculty Senate (FS) Policy Committee was called to order at 3:30PM on Wednesday March 2, 2016 in Scholes Hall, Room 141 by Co-Chairs, Kimberly Gauderman and Martha Muller.
2. **Approval of Agenda.**
A change was made to the Agenda by moving the Director of IRB, Linda Petree to the first agenda item. This moved the second agenda item, E90 “Human Beings as Subjects in Research” to be after the E90 discussion. A motion was made and approved
3. **Approval of Minutes.**
Approval of the minutes was postponed until more committee members arrived. Following Linda Petree’s presentation the minutes were approved with minor changes.

4. Updates

- **D10 “Campus Security Authorities”**

A Campus Security Authority (CSA) is someone, usually a faculty member, who a student feels comfortable contacting regarding a crime and the faculty member will then contact Campus Police. This faculty member must have taken the proper training and be on file as a CSA, though it was mentioned that this differs from campus to campus across the country. At Arizona State all faculty members are CSA's. Certain members of the Policy Committee are UNM CSA's. It was decided more discussion and research is needed on this item and it has been added to the next meeting's Agenda;

- **Faculty Handbook Website**

The Faculty Handbook website has launched and is now accessible online. Any problems with the website should be reported to the University Secretary's Office (277-4664).

Agenda Topics:

1. E90 “Human Beings as Subjects in Research” (Linda Peitre)

Linda began her presentation with background on the topic:

- She started as a Director/Physician at HSC in May 2015, and began by reviewing faculty policies;
- She has IRB experience;
- She noticed that the “Human Beings as Subjects in Research” was last updated in 1966. To begin this she reached out to the Faculty Senate and her counterpart on North Campus, James McFarlane. She began by editing the policy to put it in line with current regulations and presented it to the Faculty Senate. Richard Larsen did not like the edited version and passed the policy onto Scott Sauder, legal counsel for HSC. Scott Sauder did the research and developed a completely updated policy that is totally different from the 1966 original. She is hoping to have the edit finalized before the accreditation people arrive on campus before the end of the year;
- John Trotter had a question on getting approval through IRB procedures, specifically the wording. It was suggested that John send his revision to Richard Larson's office for review;
- It was pointed out that policy E90 is authorized by the Board of Regents policy 5.14, and the Regent's policy supersedes all other policies. This was pointed out because the rewritten policy E90 as currently stated is in conflict with Regents policy 5.14. It negates, or deletes, everything that is in the Regent's policy 5.14. The first 10 items in the 1966 Faculty Handbook policy E90 are the first 10 items in the Regents policy 5.14. Carol Parker recommended requesting from the Regents that Regents policy 5.14 be deleted. Kimberly Bell indicated that she currently does not see an issue with deleting Regents policy 5.14. Linda Petree was in agreement with the Committee and pointed out that item #2 of 5.14 conflicts with IRB standards: “In general, the purpose of the study, the procedures to be followed, and the possible risks involved must be explained to the subject. The investigator must be satisfied that the explanation has been understood, and consent must be obtained without duress or deception. Such an explanation may be postponed or even omitted where there are no risks to the subject, and a full account of the purposes and procedure in advance might bias the results”;

- Lee Brown made a motion that a memo be drafted and sent to Richard Larson along with the draft of E90 notifying him of changes that need to be made to Regent's policy 5.14; as it relates to policy E90. It was seconded. Pamina Deutsch, Policy, will be copied in this memo;
- This issue will be discussed again at the next Policy meeting when a response is received from Richard Larson;
- It was requested that the Main Campus be kept in the loop on this issue through Gabriel Lopez, who is Richard Larson's counterpart on Main Campus;
- It was also discussed that this policy is not ready to move forward to the Research Policy Committee or campus comment;

2. Faculty observers at FS Policy Committee Meetings:

- A faculty member has asked to attend and observe a FS Policy Committee meeting. Kimberly Bell, Deputy University Counsel, and John Trotter, HSC Vice Chancellor Emeritus, were asked their opinion on this issue. Kimberly Bell stated that the Open Meetings Act does not apply to this request since many of the issues discussed in the FS Policy Committee are not decided on but rather passed onto committees' with higher authority. John Trotter referred to Robert's Rules which states that a committee chair can invite a guest to attend and speak before the committee, if approved by the committee. But, a person who is not a member of the committee does not have the "right" to attend a meeting. They would need an invitation from the committee;
- A motion was made, and seconded, that the only way an observer could attend a meeting would be through an invitation;

1. Standard C190 #1 "Lecturer Annual and Promotion Reviews: Main and Branch Campus Implementation Standard"

- This is ready to move forward. There is a draft that needs to be sent out. Discussion took place regarding terminal contracts and tenure.

2. C05 "Rights and Responsibilities at the University of New Mexico"

This item was not discussed and will be moved to the next meeting's Agenda.

3. C20 "Employment of UNM Graduates"

This item was not discussed and will be moved to the next meeting's Agenda.

Next Meeting: April 6, 2016 3:30PM-5:00PM

Adjourn: 5:00pm