

PACIFIC UNIVERSITY FACULTY SENATE MINUTES

for January 22, 2009

Prepared by Jeff Seward, Chair Elect

Final draft, approved by the Senate February 26, 2009

The meeting was called to order at 4:07 p.m. by the Senate Chair, Carole Timpone.

Roll call.

Senators present: Gail Aamodt, Mark Bailey, David Boersema, Jim Flory, Linda Hunt, Lynda Irons, Kevin Johnson, Shereen Khoja, James Lane, Rick London, Rich Van Buskirk (substituting for Martha Rampton Yasutaka Maruki (substituting for Victor Rodriguez), Lori Rynd, Jeff Seward, Mark Szymanski, Carole Timpone, Michael Boardman (substituting for Rick Whiteley), Lorne Yudcovitch

Senators absent: Jennifer Jordan, John Medeiros, Mike Millard, Provost John Miller

Approval of the minutes.

The minutes of the November 11, 2008 meeting of the Senate were approved unanimously.

Photo Taking Session.

Jim Flory and Bill Carrigan took photographs of the Faculty Senate to be used on the Faculty Senate website. A second photo taking session will be arranged for those who were absent to take place on February 26th before the University Faculty Meeting.

University Committee reports.

IACUC. Sheryl Sanders submitted proposed language for the University Handbook on the new Institutional Animal Care and Use Committee (IACUC). Amber Buhler will replace Sheryl Sanders as Chair of the committee. It was moved and seconded by James Lane and Kevin Johnson to receive the report (see attachment #1). Senators had a number of questions about the proposed language: What is the definition of "scientist" in terms of the membership of the committee? Are multiple terms allowed? May the required veterinarian and the required non-affiliated member be the same person? Is it appropriate for the administrative assistant to have a vote on the committee? Does the requirement that all votes be "confidential" apply just to individuals or even to the number of "yes" and "no" votes for a proposal? What happens if no quorum is possible because of multiple recusals by members of the committee? Could specific references to CFRs in federal law be included when federal government rules are referenced? These questions will be forwarded to the committee for consideration, and the committee chair will be asked to appear in person at the next Senate meeting to discuss the proposed language. The motion to receive the proposed language was approved unanimously.

The Senate also asked the IACUC to send out its survey of faculty one more time with clear instructions that all faculty need to answer the survey whether or not they use animals in their research or in the classroom and to include a deadline in the message.

Update from Presidential Search Committee.

Rick London reported that the committee is looking at 15 candidates. Packets on candidates are being sent out for committee review before February 4. The committee will meet March 4th to make a decision about finalists for the position. Interviewing of finalists will take place in early April.

Update on action items on the University Council agenda.

Dr. Timpone took the proposed revision to chapter 2 of the University Handbook that would allow the Faculty Senate to place items on the agenda of University Faculty Meetings to the University Council at the November 11, 2008 meeting. It was received by the UC. A small group including the Provost, the University Chairs and the Chair and Chair Elect of the Senate met to review the proposal and drafted revised language that preserved the substantive features of the proposal but made it more consistent with existing handbook language. The revised proposal will be presented at the next University Council meeting.

February Faculty Meeting-Chapter 4 discussion preparation/organization

Carole Timpone presented information about the February 26th University Faculty meeting. The meeting will begin with dinner from 5:00-6:00 following the Faculty Senate meeting. After a brief meeting about other University Faculty business, there will be a general discussion of the Chapter 4 revisions to criteria for tenure and promotion from 6:15-6:30. This will be followed by a full hour of discussions in small groups of faculty, with groups containing faculty from both Arts and Sciences and from the professional schools, with members of the UPC or the Faculty Senate at each table, and a note taker designated for each group so that written feedback can be provided for the University Personnel Committee (UPC) as it considers further revisions to the proposals. One copy of the proposed changes will be provided for each table; individual faculty members will be encouraged to bring copies of their own to facilitate detailed consideration of specific changes. Carole Timpone and Jay Thomas (as Chair of the Faculty Senate and Chair of the UPC respectively) are working together to create a questionnaire and a short briefing paper to highlight the main issues that have been raised about the proposed revisions and to serve as a guide for the small group discussion process. These documents will be circulated to Senators for review prior to the next Faculty Senate meeting.

Announcements

The chair reminded senators to send feedback on the Strategic Budget Initiatives to the Budget Advisory Committee by January 28th. Jennifer Hardacker and Rene Vanzant are co-chairs of the committee.

It is stated in the Bylaws that each senator should receive a copy of Robert's Rules of Order. Copies of *Parliamentary Procedure at a Glance* by O. Garfield Jones (a pocket version of Robert's) will be purchased and a copy given to each senator. Copies will also be included in new senator packets in the future.

Lynda Irons will be on sabbatical until August. Nancy Henderson will be her substitute.

Adjournment.

The meeting was adjourned at 5:01 p.m.

Attachment #1

Institutional Animal Care and Use Committee

- a. Foundation: The Institutional Animal Care and Use Committee operates under the Animal Welfare Act of 1966 and follows the *Guide for the Care and Use of Laboratory Animals*, 1996. This committee was established at Pacific University by appointment from the Institutional Official, who is the Provost.
- b. Functions: The Institutional Animal Care and Use Committee (IACUC) develops procedures to monitor the animal care program at Pacific University to “ensure that animals receive humane care and treatment” (Animal Welfare Act of 1966). The IACUC oversees any animal research performed by Pacific University faculty or students.
- c. Membership: Minimum five (5). The Institutional Animal Care and Use Committee will consist of the following members:
 1. Minimum of five (5) members with vote. Each member is appointed by the Institutional Officer. Required membership includes one (1) veterinarian with training in lab animal medicine; one (1) non-affiliated member; one (1) practicing scientist; and one (1) non-scientist. Two (2) ex officio members without vote. These are the Provost and his/her Administrative Assistant.
- d. Term of Office:
 1. Voting members are appointed to staggered terms of three (3) years. Multiple terms are allowed.
 2. New members of the IACUC will be suggested by the IACUC chair with input from the respective deans of each college. The IACUC chair will submit a list of potential committee members to the Institutional Official for appointment to the committee.
- e. Voting Provisions:

1. Votes on research proposals will only be conducted in the presence of a quorum of voting members, defined as a majority of the members. In the event a voting member is recused, the remaining members must still constitute a quorum.
 2. Votes for approval require a simple majority of members present and eligible to vote.
 3. All deliberations and votes are confidential.
- f. Relationship between the Institutional Animal Care and Use Committee and other campus entities:
1. All minutes, reports, semiannual reviews, and copies of letters of approved research projects are sent to the IO.
 2. “The IACUC’s authority to review and approve protocols is independent of the IO who may not overrule an IACUC decision to withhold approval of a protocol. (The converse is not true, i.e., if an IACUC approves a protocol the institution is not required or obligated to conduct the research activity.) An institution may subject protocols to additional institutional review.” (*Institutional Animal Care and Use Committee Guidebook*, 2nd ed, 2002.
 3. If a protocol involves research with humans and non-human vertebrates, the IACUC and the IRB will communicate.