

PACIFIC UNIVERSITY FACULTY SENATE MINUTES

August 27, 2009

**Prepared by Linda Hunt, Chair Elect
Draft, not yet approved by the Senate**

The meeting was called to order at 5:06 p.m. by the Senate Chair, Kevin Johnson.

Roll call.

Senators present: Gail Aamodt, Richard Paxton (substitute for Mark Bailey), David Boersema, James Ferguson, Linda Hunt, Lynda Irons, Kevin Johnson, James Kundart, James Lane, John Medeiros, Mike Millard, Provost John Miller, Nancy Neudauer, Martha Rampton, Victor Rodriguez, Lori Rynd, Tal Sanders, Jeff Seward, Carole Timpone, Rick Whiteley, Lorne Yudcovitch

Senators present via telephone: Mark Szymanski

Staff: Karla Staihar

Approval of the minutes.

The Senate discussed changing the structure of the minutes to better adhere to the requirements stated in the bylaws. The May meeting was a special meeting and the bylaws stipulate a 21 day period for full faculty review of the minutes. Actions taken at the May meeting must be summarized and included in the August minutes. The minutes of the May 14, 2009 meeting of the Faculty Senate were approved as written (see the end of this document).

Chair's Comments.

The December and January meetings will take place at the Hillsboro campus. The Chair thanked Carole Timpone and Jeff Seward for establishing the Senate and its policies and procedures. He thanked the members of the Senate for working as a community for the betterment of the university. Delegates from colleges have worked together well, as a representative body. The formal bylaws come under review each year. The Chair welcomed the new Senate with introductions.

Message from President Hallick.

President Hallick was unable to attend. She will be conducting a listening tour and has been invited to come speak to the faculty senate.

Training for New Senators.

The Chair reviewed sections from Chapter 2 of the University Handbook that apply to the Faculty Senate and the Faculty Senate Bylaws. The chair distributed a proposed diagram of the shared governance system (see attachment #1). Please email Karla with suggestions for changes. In order to encourage broad faculty input and keep faculty informed of Faculty Senate business, each Senator should arrange to be on their college meeting agenda to report on Senate business.

Written Reports from Standing Committees.

The Standards and Appeals Board submitted a written report (see attachment #2). The Institutional Review Board submitted minutes from April, May and June (see attachments #3, 4, and 5). The Senate requested that in the future the IRB submit a summary report instead of detailed minutes.

Action Item: Approval of additional new Standing Committee member.

Bradley Coffey will replace Beth Kinoshita on the Curriculum and Standards Committee. Alyson Williams will serve another term on the Standards and Appeals Board. Linda Hunt would like to have someone replace her on the Budget Advisory Committee.

Review of Bylaws and Policies and Procedures.

Carole Timpone moved and Lori Rynd seconded to create an ad hoc committee to review the Faculty Senate Bylaws and Policies and Procedures. The ad hoc committee should consult the report from the outgoing senate chair as well as address the section on appointment of substitute senators. The motion was unanimously approved. Rick Whiteley, James Ferguson, Jeff Seward, and Tal Sanders will serve on the committee.

Discussion of a review of the Curriculum and Standards Committee

The Senate would like to recommend to the University Council changes to the Curriculum and Standards Committee in Chapter 2 of the University Handbook. Jeff Seward moved and James Lane seconded to create an ad hoc committee to review the charge, membership, name, functions and procedures of the Curriculum and Standards Committee. The motion was unanimously approved. The committee members will be Lynda Irons, Mike Millard, Lori Rynd, Ann Herman, and Will O'Shea working in consultation with the Provost, Deans and Senate leadership. The restructuring the committee needs to address assessment at the university level and consistency with college level assessment groups. The committee should also be involved in reviewing new programs.

Handbook Chapter 2 and 4 update

The Chapter 2 changes have been reconciled. Carole Timpone has completed her review. John Miller expects to complete his review by next week. Chuck O'Connor is reviewing it as well. Once the reviews are complete it will go online.

Ch. 4 was approved by the Senate in May. John Hayes has submitted a final copy. Nancy Neudauer will review the document and then it will be submitted to the Provost, the President, and if the President deems appropriate, the Board of Trustees.

Provost/Vice Provost's Reports

Enrollment numbers are still being calculated. Business, Admissions, Institutional Research and the Registrar monitor the numbers carefully. New freshman numbers are known, but numbers of returning undergraduate students aren't available yet. Undergraduate enrollment has a target that we may not reach because we're in such a competitive environment. Undergraduate enrollment may be as many as 50-75 students short of the target the budget was built on. The incoming class is the highest quality Pacific has ever had which may mean higher retention over time. Graduate enrollment numbers are more definitive because of consistent enrollment. Professional Programs will likely be a little over the projected enrollment. Targets set for enrollment are realistic. Growth in the undergraduate programs has slowed down, but there may be higher total enrollment in 2009-2010 with more students coming in than graduated last May. More enrollment information will be available after the Board Retreat in two weeks. Numbers are shared with the Deans and they are expected to share them with their faculty as appropriate. With the uncertain economy last year the university had to cut back on its aspirations. The budget balanced this past year because no new positions were hired and no new money was spent in Academic Affairs. Some positions will have to be hired this year. All things considered Pacific did well. This year the budget will balance, I believe, without major changes. In planning for the future there will be decisions to be made about how Pacific can strengthen as a whole. Existing money may need to be reallocated if no new money is generated. Without resources for

everything we want, we need to focus on the things that will benefit the entire university. President Hallick will meet with each college and talk with leadership, faculty and staff. There will also be electronic means to communicate with the President. Everyone is encouraged to share their ideas and questions. The Senate discussed how enrollment targets are generated, the impact of the economy on enrollment, the challenges Pacific faces in attracting students, and innovations that may help to set Pacific apart. It was pointed out that the actual enrollment relative to the target is not a reflection of a college nor its faculty.

The Board of Trustees is interested in learning more about Academic Affairs and what's happening on campus. Last year they began bringing groups in to give presentations. At the upcoming Board Retreat a Biology faculty member and students will present on summer research. There will also be a presentation from Pharmacy. Presentations will continue to be scheduled to give the Board opportunities to meet faculty and students to increase connection and raise understanding of what we're about.

Chris Wilkes will be serving on the Oregon University System Research Council. It is an advisory council to the Oregon State Board of Higher Education and industry and government on research issues in Oregon. This provides an opportunity for Pacific to be involved in discussions about what Oregon needs and what role education will play. Chris Wilkes will also be representing all Oregon independent colleges. He will be expected to provide leadership in undergraduate research and creative activities.

Please let the Provost or other administrators know if there are particular topics of interest to the Senate.

Summary of Actions Taken at the May Meeting of the Faculty Senate:

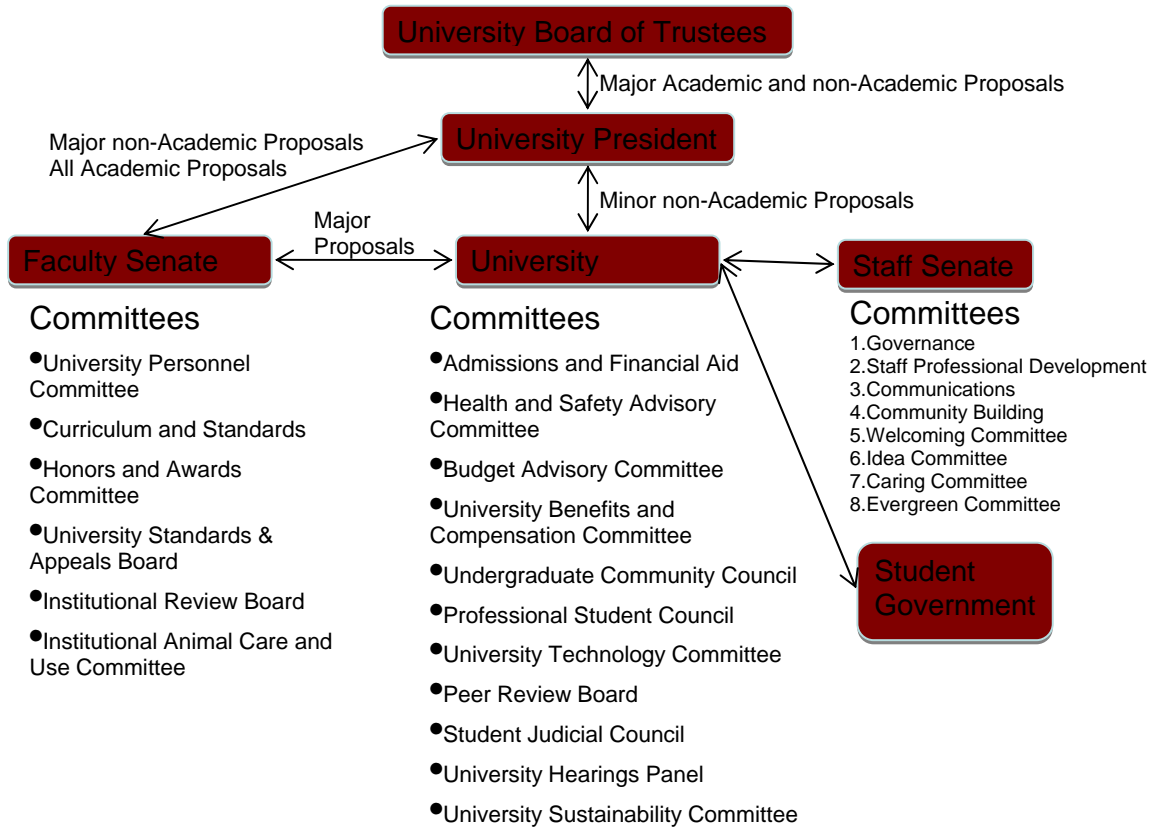
- The Senate voted unanimously to approve Rebecca Schulte to serve on the Honors and Awards Committee.
- The Senate voted unanimously to approve Chapter 4 with the tense changes and the UPC amended language to 4.6.3.b.
- The Senate voted unanimously to approve the list of degree candidates, providing they have met all requirements.

Adjournment.

The meeting was adjourned at 7:05 p.m.

Attachment #1

Governance Structure



Attachment #2

Standing report from the University Standards and Appeals Board/Committee:

Alyson Williams is still serving as chair of this committee. However, she was called to be interim Chair for the College of Health Professions committee during a recent appeal process that is ongoing. Therefore, Nada Lingel of Optometry served as interim chair for the USAB regarding this case, and Dr. Lingel or another qualified faculty member will continue to do so until this case is cleared from the Appeals process. This was done to avoid Alyson Williams serving on both committees at both levels of appeal for this student's process.

Attachment #3

**Pacific University
IRB Meeting Minutes: April 13, 2009
Hillsboro #329, Portland @ Alyson's Office
Forest Grove Berglund 200; 3:00 – 5:00 P.M.**

In Attendance: Ken Bush, Brad Fujisaki, John R. Hayes (sub for Hannu), Erica Kleinknecht, Sandra Rogers, Adam Rafalovich, Chris Wilkes, Alyson Williams, Anita Zijdemans-Boudreau

Absent: Renee Anderson, Nani Crecelius, Hannu Laukkanen, Alfonso Lopez-Vasquez, Mark Pedemonte, Phil Schot

Guests: Dan Ullmann (Optometry), Shawn Davis (SPP)

Staff: Victoria Eaton

Meeting called to order at 3:20 P.M.

1. Approval of minutes for March 9
 - a. Minutes approved as written
2. Proposals to Review:
 - 180-08 (review of revisions):** Transgender Youth: Support Networks and Mental Health Concerns
Investigators: Jessica Bolton; Shawn Davis Ph.D. (Faculty Advisor)
 - Erica move to approve upon revisions, Brad 2nd
 - **Erica to approve upon receipt of revisions**
 - 030-09:** Oral Prevention Program for the Visually Impaired
Investigators: Olya Rezaei Sadri, Elena Sherbina; Gail Aamodt PDH, MS (Faculty Advisor)
 - Erica move to approve to withdraw from consideration, Adam 2nd
 - **Proposal withdrawn from IRB consideration**
3. Discussion of New Members
 - a. Approval of new A&S Representatives

1. The IRB approved nomination and appointment Cheleen Mahar and Luke Moissinac to be the new A&S Reps for 2009-2010 to 2011-2012 academic years.
 - b. Discussion of Additional Replacements
 1. Mark as offered to stay on; need to clarify if that's for one year or one more term
 2. Brad has been allowed to stay 1 more year, provided he is not co-chair
 3. Ken has been allowed to stay 1 more year
 4. The IRB approved recommendation of Hannu Laukkanen as co-chair with Phil Schot next year.
 - c. Additional Members for SPP & OPT
 1. Phil and Erica will ask Shawn Davis if he would be willing to be a co-representative from SPP with Alyson. It would be beneficial since Alyson's in Portland and Shawn's in Hillsboro.
 2. Discussed possibility of another member from Optometry. John R Hayes is happy to fill in for Hannu, concerned about limits on time able to serve and if that would take 2 people from Optometry at the same time
 3. Isaac Gilman (PU Library) will be invited to join the IRB in the "Non-scientist" role
 4. Dan Ullmann (Optometry) will be invited to join the IRB in an "Member At Large" role
 - d. New Assistant—Discussion on what's happening with Tori's position
 1. Chris assured the IRB that there would be a replacement for Tori by the time she leaves, and that training would be provided. Details for the position will be worked out between him and John Miller.
4. Summer Meetings, Reviews, and Retreat
- a. Who can do reviews over the summer?
 - a. So far, Brad and Sandra can review over the summer
 - b. Email Tori if you can/can't do reviews over the summer
 - b. Calendar June and July Meetings
 - a. Email Tori all dates for June and July that you ARE available for the June meeting and the July retreat
 - c. What should happen at the retreat and what funds are available?
 - a. More information at May meeting
 - d. When should Phil & Erica put in the request for summer funding?
 - a. Erica and Phil will meet with Chris Wilkes and John Miller
5. Proposal Status
- a. Proposals Approved Mar. 9 – Apr. 13
 - a. 3 proposals from 2008
 - b. 16 proposals from 2009
 - b. Proposals Open

- a. 21 Open
 1. 10 in review (1st time around, includes full review)
 2. 7 in revisions
 3. 2 review of revisions (includes full review)
 4. 2 pending approval upon receipt of documents

The next IRB Committee meeting will occur Monday, May 11, 2009 from 3:00 – 5:00 PM. It will take place at the Forest Grove Campus—Berglund #200; Hillsboro Campus—Room 517 and Portland Campus from Alyson’s office.

Meeting closed at 4:05 p.m.
Minutes respectfully submitted by Victoria Eaton.

Attachment #4

**Pacific University
IRB Meeting Minutes: May 11, 2009
Hillsboro #329, Portland @ Alyson’s Office
Forest Grove Berglund 200; 3:00 – 5:00 P.M.**

In Attendance: Renee Anderson, Ken Bush, Nani Crecelius, Brad Fujisaki, Hannu Laukkanen, Alfonso Lopez-Vasquez, Mark Pedemonte, Sandra Rogers, Adam Rafalovich, Phil Schot, Alyson Williams

Absent: Victoria Eaton, Erica Kleinknecht, Chris Wilkes, Anita Zijdemans-Boudreau

Meeting called to order at 3:05 P.M.

6. Approval of minutes for April 13
 - a. Minutes approved as written
7. Discussion of New Members
 - a. Dan Ullmann, Optometry (at-large member)
 - a. Move to approve Mark, Adam 2nd—approved
 - b. Isaac Gilman, Library
 - a. Mark approve, Alyson 2nd—approved
 - c. Daniel Munoz, SPP
 - a. Question regarding the process of recruitment from SPP
 - b. Shawn Davis declined invitation
 - c. Michel Hersen sent open invitation requesting a person to offer to participate
 - d. Very short notice—email with CV sent 30 min. prior to meeting
 - e. Tabled for June meeting

- d. Other membership issues
 - a. Some have offered to stay for one more year. We're going to look at how long people have been on the board, and we will sit down and plan an improved schedule so there isn't a mass "exodus" of members

8. Policies and Procedures

- a. Redraft membership so appropriate yet flexible—not necessarily having every unit HAVE to be represented every year, but want some sort of rotation so each school represented every so often
 - a. Some members okay with concept, one of the things about mandatory is they know they need to have the space filled and could be more difficult to recruit someone
 - b. CHP has a similar process to select the senators, but so happens number of senators equals number of programs—implied that one from each, but allows flexibility to still meet regulatory requirements
 - c. Phil stated thinking along those lines—will work on it over the summer with Erica

b. Any other issues to change?

- a. Sound fairly up to date and in sync with what we're doing

c. Meetings

- a. Suggested we go back to meet in Hillsboro periodically, as the technology is not always the best.
 1. Many members like being around the same table
 2. Perhaps at least once a term?
 3. Perhaps always meet in Hillsboro all the time?
 4. Will allow for flexibility in the P&P, but should include some face-to-face time and incoming members should be clued in to this
 5. Some face-to-face time makes it nice because feel more oriented and better relate to each other
 6. Find some kind of technology to allow us to display documents to everyone and all be on the same page

9. Summer Meetings and Retreat

- a. Having a hard time getting everyone together this summer
- b. Pay attention to your email
- c. May need to have August meeting/retreat and not meet in July

10. Summer Work on Templates (Erica's and Phil's plans)

- a. Should we use actual proposals we receive and mark up or should we make some up
- b. What should we put on the web?
- c. Why do the extra work in developing a new one?

- d. After we get one and send comments, we receive a pretty good one. We could eliminate highlighted marks. After revisions, they should all be good examples.
- e. Some of the expedited ones meet requirements, but wouldn't want to post with our university name associated with it
- f. The best we can do is identify people who fill them out well—but this could be intrusive upon them
- g. We've had requests about examples, and other IRBs have had some—not many, but some
- h. If we change the template a little bit and we use an example on the template, then we'd have to switch the examples for every one—it gets confusing
- i. We could write a mock-up that could be updated fairly easy that would meet our requirements
- j. Maybe us a really good one with someone's permission, and change it to make it look like "ours"
- k. Recurring issue with templates—absence of recruitment process and could be prompted better
- l. Does the checklist match the templates?
- m. More people are actually using the web—getting questions about the HIPAA forms, etc—very nice. The proposals now are a lot better than 3 years ago.

11. Proposal Status

- a. Proposals Approved Apr. 13 – May 7
 - a. 1 proposals from 2008
 - b. 11 proposals from 2009
- b. Proposals Open
 - a. 13 Open
 - 1. 0 in review (1st time around, includes full review)
 - 2. 9 in revisions
 - 3. 2 review of revisions (includes full review)
 - 4. 2 pending approval upon receipt of documents

12. Any Other Business

- a. Are we having a June Meeting?
 - a. Can't remember—information to come by email, need to look at schedules
 - b. Training normally at retreat & pre-school conference
 - 1. Pre-school for this year will be more lecture "Here's what we expect"
- c. No training at the June meeting, if there is one.

The next IRB Committee meeting will occur **THURSDAY, June 11, 2009 from 3:00 – 5:00 PM**. It will take place at the Forest Grove Campus only. There will be no videoconference set up.

REMINDER—The IRB Retreat will take place Thursday, July 9. 12-5 PM, lunch provided. More information to come.

Meeting closed at 3:45 p.m.

Minutes respectfully submitted by Victoria Eaton.

Attachment #5

**Pacific University
IRB Meeting Minutes: June 11, 2009
Hillsboro #517; 3:00 – 5:00 P.M.**

In Attendance: Renee Anderson, Nani Crecelius, Brad Fujisaki, Erica Kleinknecht, Hannu Laukkanen, Mark Pedemonte, Sandra Rogers, Phil Schot

Absent: Ken Bush, Alfonso Lopez-Vasquez, Dan Ullmann, Chris Wilkes, Alyson Williams, Anita Zijdemans-Boudreau

Staff: Victoria Eaton

Meeting called to order at 3:20 P.M.

13. Approval of minutes for May 11

a. Mark moved to approve the minutes; Erica 2nd

b. Minutes approved as written

14. Proposals to Review:

074-09: Long Term Effects of Methamphetamine on Psychosis and Learning and Memory in a Controlled Environment: Potential Role of Sex, E4, and Salivary Cortisol Levels

Investigators: Stacie Kalvels, M.S, Brian Piper, Ph.D., Ginny Kleman; Michelle Guyton, Ph.D. (Faculty Advisor)

• Erica move to approve upon revisions, Brad 2nd

• **Proposal not approved**

• Suggested that co-chairs speak with SPP/DOC regarding inmate rights and phone calls should they have a question about the research they participate in and wish to contact the IRB

15. New Member—School of Professional Psychology

a. Daniel Munoz and Paul Michael both interested

b. Unanimous vote to invite Paul Michael as a member of the board

16. Proposal Status

a. Proposals Approved May 8 – June 10

- a. 2 proposals from 2008
- b. 6 proposals from 2009
- b. Proposals Open
 - a. 14 Open
 - 1. 7 in review (1st time around, includes full review)
 - 2. 3 in revisions
 - 3. 0 review of revisions (includes full review)
 - 4. 4 pending approval upon receipt of documents

17. Any other business

- a. Alternate members
 - a. Could serve as additional reviewers when needed
 - b. Could only vote in replacement of the person they are standing in for, unless that person includes their review and vote; in which case would cast the vote on their behalf
- b. Reminder: July Retreat—Thursday, July 9th, McMenamain's Grand Lodge, 12-5 PM (lunch included)
- c. Tori's last day will be Wednesday, July 15th. Karla Staihar will replace her providing administrative support for the IRB and will train with Tori over the next month.
- d. Tori will get a report to Erica/Phil/Chris regarding how long it's taking proposals to get processed and approved—to be completed by the end of June.

The next IRB Committee meeting will occur Thursday, July 9, 2009 from 12:00 – 5:00 PM. It will take place at McMenamain's Grand Lodge. Lunch will be included.

Meeting closed at 4:35 p.m.

Minutes respectfully submitted by Victoria Eaton.