

Faculty Senate Minutes
Monday, 17 July, 2012

Members in attendance:

Rebecca Britt, Clinton Crews, Dianne Daniel, Alicia Devine, Gustavo Doncel, Amy Fantansky, Bryan Fine, Neel Krishna, Frank Lattanzio, Jared Reaves, Mary Rubino, Sami Tahhan

Guests:

Dean Homan

Dr. Robert Williams

- I. Minutes from May accepted without revision.
- II. Advancements and Promotions working group recommendations for comment by the Faculty Senate. A draft document prepared by the A&P working group was circulated to the Senators ahead of the meeting. Dr. Rebecca Britt, who served as a member of the working group, answered questions about the document which is impressive in its detail and thoroughness. The Dean requested that the Senators review the document and comment about any major issues. Please submit any comments you may have on the document to Neel Krishna via email as soon as possible.
- III. Discussion of IRB issues raised by the Faculty Senate.
A 'satisfaction survey' was distributed to the Faculty by the Faculty Senate. The results of this survey were collected and circulated to the Faculty Senate ahead of this meeting (see attached document). The survey was discussed by Drs. Williams, Homan, Krishna and Ms. Karen Mitchell, RN (one of two current IRB Chairs) and Dr. Williams presented an overview of the IRB office prior to the Faculty Senate meeting (see attached document). A productive discussion occurred at both meetings. Proposed changes to IRB procedures to accommodate the faculty and streamline the IRB process were agreed upon and the following actions will occur:
 - A. A Behavioral/Social science IRB will be formed and convene once per month.
 - B. An attempt will be made to merge the two existing IRBs into one with two meetings per month. This will reduce the time in which a protocol has to wait for review by approximately two weeks.
 - C. Non-human research determinations will now be made at the office staff level instead of going to the Board.
 - D. An educational webpage providing tutorial on research design and statistical analysis will be implemented.

- E. An educational webpage providing roadmap tutorials on the IRB application submission process.*
- F. A mechanism to require training and assurance to be completed prior to IRB application submission will be implemented. This requirement at the 'front end' will prevent holds on studies after IRB review.
- G. Dean Homan had requested Dr. Williams to undertake a feature and cost analysis of IRB database software for possible FY14 migration to a new database. This is in response to complaints about the current software (IRB Manager) by investigators and the IRB office.

*Dr. Williams also remarked that the IRB staff is available and willing to come to departments to give hands on training to investigators and their staff.

IV. New business

- A. Special Summer meeting of Faculty Senate:
Monday, August 20^h the Senate will host Ms. Stacy Purcell to discuss updating the Faculty Handbook.
- B. Grievance Subcommittee. A grievance subcommittee was formed by Amy Fantasky, Member at Large to address a faculty issue. This following Faculty Senators will compose this subcommittee: Amy Fantasky, Dianne Daniel, Bryan Fine, Mary Rubino, and Sami Tahhan.

There being no further business, the meeting was adjourned at 615pm.
Please add the special August 20th meeting to your calendars and plan to attend.

Respectfully submitted,

Neel Krishna, PhD
President, Faculty Senate