1. Call to Order
2. Housekeeping
	1. Review of Faculty Senate rules and responsibilities

1. Approval of Minutes – December 2024
2. Reports
3. Faculty Affairs Update – Dr. Nahid Rianon, Associate Dean for Faculty Affairs
4. Interfaculty Council Update – Dr. Barbara Orlando, Faculty Senate Chair-Elect
5. New Business
	1. **SPA Proposal Submission and Invoicing Tracking Updates** – Carmen Martinez, Director, and Caroline Dietz, Assistant Director, Grants and Award Management, UTHealth Houston
	2. **Maneuvering Through Legal Matters** – Amy Dixon, Senior Legal Officer, and Catherine Thompson, BSN, RN, MPH, Healthcare Risk Manager, Legal Affairs, UTHealth Houston
6. Announcements
7. 1st Annual UTHealth Houston Movement Disorder Symposium, January 25th 7:30am-4:30pm at IMM. Registration: [www.eeds.com/live/137945](http://www.eeds.com/live/137945)
8. 2025 Houston Orthopedic Trauma Symposium: Current Controversies, February 21st 8am-5:30pm at Hotel Zaza, Memorial City. Registration: <https://med.uth.edu/ortho/education-training/trauma-symposium/>
9. The University of Texas System Kenneth I. Shine, MD, Academy of Health Science Education 2025 Innovations in Health Science Education Conference. The theme for the two-day conference held Feb. 20-21, 2025 in Austin is "Harnessing Technology and Personalized Learning to Improve Health Science Education. Registration: <https://web.cvent.com/event/719df550-33f2-4ba2-956f-a3a091123159/summary>
10. 2025 Women’s Faculty Forum Excellence Awards call for nominations. For more info: <https://med.uth.edu/wff/excellence-award-winners/>
11. Dean Hancock will provide an MMS update at next month’s meeting

**Next meeting: February 20, 2025 at 4:30 PM**