**McGovern Medical School at UTHealth Houston Faculty Senate**

**Thursday, January 16, 2024 at 4:30 PM**

**Zoom Meeting**

**1. Call to Order**

The meeting was called to order at 4:32 pm with a quorum of members present.

**2. Housekeeping**

Dr Fox reviewed the Faculty Senate rules and responsibilities. Attendance rules (attend a minimum of 60% of the monthly meetings) were reviewed. Dial-in attendees must email Valerie Guerrero with their call-in number for proper identification. If you anticipate an absence, reach out to Valerie Guerrero to excuse it. Please remain muted unless speaking, and the chat will be monitored for questions.

**3. Approval of Minutes – December 2024**

Approved at 4:36pm. No objections

**4. Reports**

a. Faculty affairs update was presented by Dr. Nahid Rianon, the Associate Dean of Faculty Affairs. Dr. Rianon first advised everyone to monitor their emails about next week's freezing weather. The Appointment, Promotions and Tenure Committee held a meeting on Jan 16th, 2025, their 2nd of the school year. Dr. Rianon advised that if you are planning to apply for promotion and/or tenure next year, make a appointment with the Faculty Affairs office as Drs. Rianon and George will help with your individual promotion plan. The Women’s Faculty Forum is hosting the 2025 International Day of Women and Girls in Science Symposium in February. WFF Excellence Award nominations are due Feb 7th, 2025. There will be 3 awards each for excellence in research and clinical sciences.

B. Due to time constraints, Dr. Barbara Orlando was unable to present her Interfaculty Council update. Her slides will be included in the monthly Faculty Senate meeting slides/resources email.

**5. New Business**

a. Carmen Martinez, Senior Director, and Caroline Dietz, Assistant Director, Grants and Award Management, Sponsored Project Administration, UTHealth Houston, gave updates on SPA Proposal Submission and Invoicing Tracking. The Grants and Awards team includes 16 team members. There has been 32% growth in submissions and 11.4% increase in awards received since FY2023. Total awards were $447M in FY2024. There is a new faculty onboarding concierge service and meetings for new awardees. The proposal submission timelines were discussed with an emphasis on all proposals being in UTStart 10 days before the deadline, and the final package is due 3 days before the deadline. DEI language approval requires extra time. After 05/25/25, NIH will use the new common biosketch forms in SciENcv (already required for NSF). The biggest change is that there is no longer a personal statement, but NIH will have a new supplement to include it. You can log into SciENcv and connect with your ORCID ID. Caroline Dietz is willing to come to departments to train faculty and grants staff. There was more discussion about data management and reporting both through Deput and NIH Commons. Also, there was mention of the transition to Forms I package after January 25, 2025, mainly regarding training applications and fellowship applications. There was also discussion on the invoice processing in Coupa, and a new method for encumbering subawards for faculty to see true grant balance.

b. Amy Dixon, Senior Legal Officer, and Catherine Thompson, BSN, RN, MPH, Healthcare Risk Manager, Legal Affairs, UTHealth Houston presented “Maneuvering Through Legal Matters.” There was a discussion of subpoenas, depositions and summons. If you receive a summons, accept service and send it to legal affairs. Do not respond to any attorney without talking to legal affairs. Do not produce any records. Deposition - testimony outside of court - can be compensated. MSRDP bylaws govern compensation. For professional liability claims/lawsuits, most claims go away due to statute of limitations (2yrs 75 days). Do not contact patients directly; notify legal affairs ASAP. In Texas, you cannot sue a state employee and these types of complaints are very time sensitive.

**6. Announcements**

a. 1st Annual UTHealth Houston Movement Disorder Symposium, January 25th 7:30am-4:30pm at IMM. Registration: www.eeds.com/live/137945

b. 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/traumasymposium/

c. 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 to be held Feb. 20-21, 2025 in Austin is "Harnessing Technology and Personalized Learning to Improve Health Science Education.” Registration: https://web.cvent.com/event/719df550-33f2-4ba2-956fa3a091123159/summary

d. 2025 Women’s Faculty Forum Excellence Awards call for nominations. For more info: https://med.uth.edu/wff/excellence-award-winners/

e. Dean Hancock will provide an MMS update at next month’s meeting

**7. Adjournment time: 5:45 pm**

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