

Faculty Assembly Meeting Minutes  
2700 Posvar Hall  
November 27, 2007

Topic/Discussion	Action
<u>Call to Order.</u> President Baker called the meeting to order at 3:03pm.	The meeting commenced.
<u>Approval of the Minutes of the November 7 Faculty Assembly Meeting.</u> President Baker asked for approval of the minutes of the November 7, 2007 Faculty Assembly meeting. A motion was made, and seconded, to approve the minutes.	The minutes were approved as written.
<u>Introduction of Items of New Business.</u> President Baker asked for new items of business to be brought forward.	No new items were brought forward.
<p><u>Report of the President.</u> President Baker gave the following report:</p> <p><i>Former Senate President Gordon MacLeod</i> died on Sunday, November 24. He was Senate President during the 1997-1998 academic year, a multi-term representative to Faculty Assembly and Senate Council from the Graduate School of Public Health, and a long time member of the Benefits and Welfare Committee. Gordon was an outspoken advocate of universal health care and faculty rights. I will always remember him for the support he gave me during the troubles in the Dental School in the 1990s. The obituary in Monday's <i>Post Gazette</i> did not give any funeral details. Let's have a brief moment of silence for Gordon.</p> <p><i>Assembly Attendance Records:</i> At its April 4, 2007, meeting, Faculty Assembly voted to make attendance records at its meetings publicly available. We have done that this term by making an attendance matrix for Faculty Assembly meetings publicly available on the Senate web site, which is updated after every meeting. We are also making the attendance matrix available at the last Faculty Assembly meeting of each term, which is today for this term, and placing it in the minutes for that meeting. The attendance matrix was sent to all members by email and is also available on the back table. Please let Lori or Cindy know if you discover an error in the matrix. I welcome further discussion on the attendance matrix.</p> <p><i>Mailing:</i> All full-time faculty and part-time tenured faculty should have received a mailing regarding their interest in being nominated to run for election as a Senate Officer, member of Faculty Assembly or member of a Senate committee. Anyone who is interested should contact Lori or Cindy in the Senate Office.</p> <p><i>Topics for Today's Meeting:</i> We have several reports scheduled for today's meeting. Two of them cover topics I would have discussed in my report had they not been on the agenda.</p>	President Baker's report was approved as submitted.

<p>President Baker concluded his report and asked for questions or comments.</p>	
<p><u>Reports by and Announcements of Special and Standing Committees of the Senate.</u></p> <p><i>Educational Policies Committee:</i> Professor M. Kathleen Kelly, Co-chairperson of the Educational Policies Committee, gave an update on the University’s policy on book royalty procedures regarding a University of Pittsburgh faculty author. The new procedure allows Pitt students to benefit directly from the ban on royalties for faculty authored books sold to Pitt students by reducing the price of a book by the amount of the royalty. The University will rely on faculty members to make a good faith effort to enact the policy. This is not a new policy, only a clarification of procedures that are consistent with the existing Academic Integrity and Conflict of Interest policies. There is no change in policy, but there is a change in procedure. The Educational Policies Committee will revisit this procedure in the spring to evaluate how it is being implemented.</p> <p>Assembly Member Pike added that after the Educational Policies Committee meeting, he was able to address the concerns of the Law School faculty regarding how the policy and procedure will be implemented, how expenses associated with publication will be handled, and how this procedure affects faculty members whose books are used by other members within the University. At this point, Assembly Member Pike believes the committee has done well by this issue. President Baker attended this Educational Policies Committee meeting, and he believes the policy is clear. The policy is not listed under University Policies and Procedures on Pitt’s website. It is part of the University’s Academic Integrity Policy and the Conflict of Interest Policy. Faculty members may not be familiar with these policies; the University is simply asking faculty to make an honest faith effort to comply with the policy. Assembly Member Munro asked if all faculty are aware of it. President Baker replied that a memo from the Provost and Senior Vice Chancellor Levine was sent to everyone by email. Assembly Member Munro suggested that the policy be placed onto the conflict of interest form we sign every year. President Baker responded that we could raise that issue, and any revisions of the form would have to be done by the University administration.</p> <p>Vice Provost Pack added that the University does not want to raise this issue to the level of testifying each year. To our knowledge, a number of departments had faculty donate to the department an amount of money equal to their royalties, and had ways to disperse it. The University wanted to take the burden off of the faculty member for doing that to avoid the issue of revenue versus tax deduction. Vice Provost Pack knew of instances where faculty made arrangements,</p>	<p>Invite Professor M. Kathleen Kelly, Co-chairperson of the Educational Policies Committee, to report on this issue in the spring term.</p>

<p>through the bookstore, where the publisher would forgo royalties for books sold in the bookstore. The books were cheaper, faculty didn't have to declare it as income on their taxes, and students benefited from the savings. The University thought this was a positive approach to this issue. Not all publishers are willing or able to comply with this request, in which case the University asks that the faculty try to set up a transparent process within his/her school where monies from faculty textbook royalties will be dispersed equitably and would benefit the students directly, if possible. The University does not want to set up an elaborate policing mechanism. Faculty sign a conflict of interest form, which does include the issue of assigning a required text in their courses from which the instructor derives a benefit. The academic integrity policy also has a statement that faculty cannot profit from their students. This procedure is designed to provide a tool for faculty to use, and the bookstore is willing to take on the burden of administration. When submitting a book order requiring a text with which a faculty member holds a copyright, indicate this, the bookstore will communicate it to the publisher, the publisher will determine if they can comply, and then the bookstore can sell the book at a discounted price.</p> <p>Professor Bircher: one modification to the conflict of interest form that does not require an additional change is to add a hyperlink to the academic integrity policy and conflict of interest policy so faculty can click on them, giving them an additional opportunity to review the policy. Vice Provost Pack suggested that alternatively, the hyperlink can be added on the book order form. He emphasized that the University is more interested in the ease of administration, not in the compliance. Assembly Member Jean Carr commented that this is a useful procedure but it doesn't have to be the only procedure for compliance. Can something else for the students, such as a conference, be substituted? Vice Provost Pack said if the publisher is unable to comply, units could develop a uniform practice on what they will do with funds that are under the existing practices. Money should be expended as closely as possible to the students involved and not be used as a lottery or scholarship. President Baker concluded that University administration can help by encouraging the department chairs and deans to make the policy known to their faculty in terms of establishing how the procedure will be implemented. The <i>University Times</i> published a good article on this issue, which helps in communicating the University's policy.</p>	
<p><u>Unfinished Business and/or New Business.</u>  <i>Special Report on Campus Catering:</i> Immediate Past President Frieze provided an update on campus catering; her report is attached to these minutes. She began by giving some background information. The Senate Office received some reports concerning problems with the University's food service. These problems did not fall within any of</p>	<p>Information only; no action needed.</p>

our standing committees, so Immediate Past President Frieze pursued the issue herself. She met with food services staff and communicated the concerns. Food services staff offered to talk directly with the concerned faculty and staff. An informational session was held on November 14 that was well attended by University staff and faculty. Sodexo administrators were present to lead the meeting. Food services reported that they serve an average of 20,000 meals/day, most of which is for the residence halls. They are looking at catering as an area of growth. Market Central, in the dorms on Forbes Avenue, is a potential place for small faculty gatherings where one price is paid for the food. If costs are too high for an event, contact food services and they will work with faculty and staff to meet their needs. Newer food items offered by food services were served at this meeting; the food samples were good and attractive.

Starting in January, food services will have Einstein's bagels and the coffee cart services offer catered food items; these entities are subcontracted under Sodexo. Several questions were asked at this meeting. It will be an annual event if there is interest. The *University Times* wrote a nice article in their November 21 issue (p. 6) that talks about the meeting and issues that were brought forward. Immediate Past President Frieze noted that Sodexo does try to pay staff a living wage, which is why their prices can be higher than other agencies. Assembly Member Hartman asked when outside vendors can be used, and Immediate Past President Frieze stated that for small groups of 15 and under, outside catering is OK. Senate Director Molinaro added that there is a 15 person minimum; otherwise there is an extra charge of \$2/person.

President Baker added that the resounding issue heard with regard to food services was cost. He suggested that when ordering food from catering services, be sure to understand what the costs are going to be for the event, including wait staff costs. Immediate Past President Frieze recommended providing a cell phone number with your order where you could be reached in case a problem develops with your order. Assembly Member Pike noted that recently there was an event at the Law School library, and a problem arose. It was 5 pm on a Friday afternoon, and the driver who dropped off the food order couldn't solve the problem, and had no information for contacting catering after hours. Catering should include in the information delivered with the food an accessible contact number for catering after hours so that any problems that arise can be resolved.

*IRB Update: What's Working Well and What Still Needs Tweaked:* Professor Christopher Ryan, Director of Pitt's IRB. Professor Ryan gave an update on the IRB. His presentation is attached to the minutes.

Professor Ryan shared data on the number of faculty who are investigators and the amount of funding through extramural sources. In the past 12 months, there have been over 4,000 applications made to the IRB. There are more than 1600 unique principal investigators. He reviewed the OSIRIS method of online submissions and the number of IRB staff who are dedicated to this process. Professor Ryan talked about how the IRB staff has worked to enhance the help text online, and in other ways to ease the submission of IRB protocols. Renewals and modifications will now be a much faster process with OSIRIS. Faculty having difficulties should contact Professor Ryan. He will try to resolve the problem and change the system to make it work.

Professor Ryan outlined the IRB's educational outreach activities. These include "Ask the IRB" lunchtime series; Wednesday morning "drop in" office hours, which because of its success, may be expanded; and formal presentations. Video versions of the educational outreach activities are now available through CIDDE. Professor Ryan discussed the importance of informed consent and ways to improve consent form development and usage. Other educational programs include quarterly programs with national speakers; customized presentations for departments; classroom presentations and individual consultations or "pre-reviews" with faculty and students. Professor Ryan developed a student research webpage that is useful for students and junior faculty members. This webpage, in a straightforward way, demonstrates consent forms and other parts of the research submission process.

Problems sometimes arise with funding agencies, (such as the CDC, NIH, DOD), where investigators were asked for paperwork or clarification. The IRB can work with NIH officers to provide clarification so that grant money can be distributed to the investigator. The IRB also works with investigators to proactively address issues regarding human subjects, such as payments that may seem to be coercive. The IRB is up for reaccreditation by AAHRPP (Association for Accreditation of Human Research Protection Programs). Areas that need to be 'tweaked' include: turn-around times; communications between IRB staff and investigators; and concerns regarding high reconsideration rates for protocols reviewed by full committees. The IRB is working on improving their communications with investigators, and they have hired more staff. Professor Ryan said that enhancements on the horizon include a WePay participant payment, Mastercard-branded cash card system. These cards will replace petty cash funds. The Clinical and Translational Sciences Institute (CTSI) was recently funded and has a regulatory core for complex protocols and a bioethics consultation core for looking at ethics from a broader perspective. There also is an alternate IRB initiative. Professor Ryan concluded that Assembly members are welcome to contact him with questions or concerns.

<p>Assembly Member Butt gave an example where the Veterans Administration (VA) and University protocols only involve veterans, but need dual IRB approval. Because each protocol is submitted according to its own institution's requirements, nuances in the research can be lost. Could the University defer to the Veterans Administration's IRB? Professor Ryan replied that the University does have a cooperative agreement with the VA, where dual protocols only go through the VA's IRB. Professor Ryan offered to meet with the Member to discuss this further. Professor Ryan added that we have no cooperative agreement with CMU, and researchers must submit to both IRB's. There is an informal agreement to accept the type of consent form that is used by CMU or Pitt, but there are no global cooperative agreements.</p> <p>President Baker thanked Professor Ryan for his presentation and admitted that he was impressed by the volume of proposals that are reviewed by the IRB. Immediate Past President Frieze added that she formed the psychosocial advisory committee and serves as its chairperson.</p>	
<p><u>Announcements.</u> President Baker reminded the Assembly that the next Faculty Assembly meeting is January 29, 2008. Tentatively invited is Professor Alec Stewart to talk about the Honors College.</p>	<p>Information only; no action needed.</p>
<p><u>Adjournment.</u> The meeting was adjourned at 4:05pm.</p>	<p>Meeting adjourned.</p>

Members attending:

Baker, Balaban, Beatty, Belle, Bernardo, Bircher, Butt, Carr, J.F., Chasens, Chattopadhyay, Coley, Daley, Deasy, Frieze, Gallagher, Hampton, Hansen, Hartman, Hawthorne-Burdine, Hughes, Juffs, Kelly, Molinaro, Munro, Novosel, Olson, Pike, Sanders, Seitz, Siskin, Skledar, Slaughter, Smitherman, Tuite, Twiss, Wendell, Wion, Withiam

Members not attending:

Bauer, Brush, Carlin, Carr, S. L., Cham, Coat, Constantine, Coontz, Delude, Fabian, Feuer, Hall, Hoffmann, Jones, Kirkwood, McKinney, Muenzer, Nicoletti, Petracchi, Rechter, Rohrer, Rubin, Sciote, Slimick, Smethurst, Smolinski, Soska, Stilley, Stuckart, Towers, Tress, Weiss

\*Excused attendance:

Aaron, Costantino, Flynn, Greeno, Harbert, Husted, Lotze, Saunders, Shear, Stoy

Others attending:

Blair, Brendel, Fedele, Hart, Klinzing, Pack

\*Notified Senate office