CPI Meeting Agenda
Wednesday, 09 August 2006
(This is a "virtual" meeting, materials distributed via e-mail)

Call to Order/Opening Remarks:
Tom Blasingame (Chair), David Russell (Chair-Elect), Jim Sacchettini (Past-Chair)

Update on TAMUS IP/Commercialization Proposal — David Russell/Alan Love

Update on TAMU Human Resources (HR) Initiatives — Jill Pollock

Standing Committee Reports: (Moderated by Blasingame/Russell/Sacchettini)

VPR/TAMRF Reports:
- (VPR) Compliance — Angelia Raines
- (VPR) Undergraduate Research — Bob Webb
- (VPR) Executive Overview — Jim Calvin
- (TAMRF) Research Foundation — Mark Smock
- (Fac. Senate) Faculty Senate — Doug Slack
- (Dist. Prof.) Distinguished Prof. — Howard Kaplan

TAMU Reports:
- (TAMU) Legislative — Michael O'Quinn
- (TAMU) Human Resources — Jill Pollock
- (TAMU) Intl. Programs — Suzanne Droleskey
- (TAMU) Intl. Services — Mario Rojo del Busto
- (TAMU) Grad. Student Coun. — Jamie Rae Walker
- (TAMU) Int. V.P. Diversity — Karan Watson

Reports From CPI Working Groups: (Moderated by Blasingame/Russell/Sacchettini)

Internal Working Groups: (CPI)
- National Academies — B. Don Russell
- Graduate Studies — Michael Weimer
- Faculty Technology Pamphlet — Jim Sacchettini
- Undergraduate Research — Bob Webb

University Advisory Councils:
- Built Environment — Max Summers (informal)
- Research Environment — Blasingame/Russell
- Finance — (?)
- Education — Rick Giardino (informal)

Other Business:
- Vice Chair — Nominations will remain open throughout summer 2006 (contact: Blasingame/Russell)

Active Charges/Working Group Projects:
- "Bridge Funding Proposal" — Chair(s): Maggert/Bloomfield
  Status: Update distributed 05 July 2006
- "Committee for the Promotion of Faculty to the Academies" — Chair(s): (B. Don) Russell
  Status: Awaiting update/final report.
- "Faculty Technology Pamphlet" — Chair(s): Jim Sacchettini (w/ Alan Love ?)
  Status: Unknown (this working group project is probably to be tied to the IPC activities).

Adjournment:

Attachments: (distributed electronically)
- Memo (Pollock) TAMU HR (Memo) Strategic Sourcing Initiative (CPI Request) (12 July 2006)
- Memo (Pollock) TAMU HR (Presentation) An Audit as Driver for Change (12 July 2006)
- Memo (Giardino) OGS — Changes in English Language Certification (26 July 2006)
- CPI 2006-2007 Membership Roster (05 August 2006)

cc: (distributed electronically, with attachments)
- Dr. Robert M. Gates, President (Texas A&M University)
- Dr. David M. Prior, Executive Vice-President and Provost (Texas A&M University)
- College Deans, Administrative Heads, and Department Heads (Texas A&M University)
- Dr. Doug Slack, Speaker of the Faculty Senate (Texas A&M University)
- Dr. Howard Kaplan, Chair of the Distinguished Professors (Texas A&M University)
12 July 2006

MEMORANDUM

To: CPI Members
From: Dr. David Russell (drussell@tamu.edu)
CPI Vice-Chair — 2005-2006

Subject: Update on the Intellectual Property and Commercialization (IPC) Policy

I have prepared this memorandum to orient you as to the activities pertaining to and the current status of the Intellectual Property and Commercialization (IPC) policy. Alan Love and I serve on the IPC Working Group as representatives of the CPI, and we provide the following comments regarding IP Management and Commercialization policy issues which are of interest to the CPI:

- The IPC policy is based on three fundamental principles:
  - Ensure commercial development of research that enhances the education, research and public service missions of the Texas A&M University System.
  - Protect academic freedom.
  - Foster an entrepreneurial environment to encourage creation, development, and rapid transfer of new knowledge for the public benefit.

- The IPC policy establishes the principles for determining and protecting the interests of System, the creator, and the sponsor with respect to discoveries and inventions created by faculty, staff, and others in an equitable manner.

- The IPC policy establishes the Intellectual Property Constituent Committee and the Intellectual Property Oversight Committee to provide recommendations on policies and matters relating to intellectual property (IP) and to provide oversight and dispute resolution.

Alan and I are committed to representing the interests of the CPI and its members — we will keep you informed as to progress with regard to the IPC.

cc: (distributed electronically, with attachments)
- Dr. Robert M. Gates, President (Texas A&M University)
- Dr. David M. Prior, Executive Vice-President and Provost (Texas A&M University)
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- Dr. Doug Slack, Speaker of the Faculty Senate (Texas A&M University)
- Dr. Howard Kaplan, Chair of the Distinguished Professors (Texas A&M University)
STRATEGIC SOURCING INITIATIVE

The purpose of this communication is to request representation of one or two CPI members on an ad hoc advisory team of university stakeholders who purchase goods and services for their organization. The advisory team will (a) discuss and recommend the to the Department of Strategic Sourcing and Purchasing Services which products within a specific commodity group should be included for strategic sourcing; and (b) participate on a vendor evaluation team. Length of involvement is estimated at four-to-six months.

Background

On December 12, 2005 Dr. Gates issued a charge to the Finance Council to direct several activities for identifying opportunities to reduce or avoid costs. One such activity is to “review, negotiate, develop and mandate master agreements for University-wide purchases ....” Consistent with the charge from Dr. Gates, the Division of Finance engaged the services of an external consultant to review procurement practices and to identify opportunities for cost savings. The consultant made several recommendations, one of which is to evaluate approximately $153 million dollars in annual procurement activity that may benefit from strategic sourcing for significant savings and cost avoidance to the university. Strategic sourcing is defined as formal selection of a vendor(s) to supply a product or service that is routinely purchased, with the university committing to a defined level of purchasing in exchange for favorable pricing and terms.

Key Aspects of Strategic Sourcing

1. Continue to assure on-time delivery of quality goods and services at an acceptable price.
2. Consolidate university-wide spending for selected commodities and services, regardless of purchase amount.
3. Limit the number of approved supplier agreements for university use.
4. Negotiate more favorable rates and terms than at present, based on the university’s consolidated, committed spending level.
5. Manage supplier performance and monitor changes in the marketplace.
6. Encourage compliance with the use of sourced agreements by providing cost savings data to user departments.
7. Monitor, analyze, and report cost savings.

Areas Identified for Initial Strategic Sourcing Consideration

- computer products
- telecommunications equipment and bundled services
- medical and scientific supplies
- office equipment and furniture

For questions and to provide names of proposed CPI ad hoc advisory team members, contact Mr. Paul St. Amant, 845.2330, or pstamant@tamu.edu.
An Audit as Driver for Change

Remarks to the Council of Principle Investigators

E. Jill Pollock
Associate Vice President & Chief Human Resources Officer
Texas A&M University

July 12, 2006
In late 2004 and early 2005, Texas A&M University System (TAMUS) Internal Audit conducted an audit of human resources management at TAMU. In July 2005, results were presented to the Audit Committee of the TAMUS Board of Regents. On a scale of 1 to 5, where 1 is perfect and 5 isn’t, the HR audit scored a 4.
Audit Findings

- Lack of consistently applied selection criteria among position applicants (63% of the new hires had no evidence of interview questions and answers within the position file); departments cannot prove selection based on knowledge, skills, education, abilities and experience on a non-biased basis.
Audit Findings

- Lack of a hiring matrix documenting selection/interview scores for each applicant (57% deficiency).
- No evidence of applicant reference checking at the department level (41%) for new hires.
- No appropriately signed and dated position descriptions (46%).
- No probation performance evaluation with the first four months of employment (47%).
Audit Findings

- Online management and compliance tools HR developed and promulgated largely ignored in a decentralized environment.
- Departmental HR Liaisons (an informal title) inadequately trained or unskilled.
- Hiring Managers untrained on their responsibilities.
- EEO training incomplete (16%); EEO supplemental training incomplete (50%).
Audit Findings

- Required discrimination and sexual harassment avoidance and ethics training incomplete within the first 30 days of work (57%).
- Lack of required workplace notices (83%).
HR Compliance Committee

- **Ms. E. Jill Pollock, Chair**
  Associate Vice President and Chief Human Resources Officer

- **Dr. Wendy R. Boswell**
  Associate Professor, Management Department, Mays Business School

- **Mr. Charley Clark**
  Associate Vice President, University Risk and Compliance

- **Dr. Jane Close Conoley**
  Dean, College of Education and Human Development

- **Dr. Nancy DeLeon**
  Associate Director, Computing and Information Services

- **Dr. H. Joseph Newton**
  Dean, College of Science

- **Mr. G. Dan Parker**
  Associate Executive Vice President

- **Ms. Janelle Ramirez**
  Director, Human Resources Services

- **Mr. Thomas W. Reber**
  Assistant Vice President, Student Affairs

- **Ms. Jane Schneider**
  Assistant Vice President, Division of Facilities

- **Dr. R. Douglas Slack**
  Regents Professor/Associate Department Head, Wildlife and Fisheries Sciences and Speaker-elect, Faculty Senate

Audits and Other HR Challenges for FY 06
President Gates’ Charge

Focus on continued decentralization for service delivery with compliance monitoring by the Human Resources Department, if feasible.
Human Resources decided to examine the risks and processes behind each of the audit findings, using them as drivers for desired change.

We engaged a process improvement faculty member as consultant to employee teams who have been assigned to map present processes. The outcome should be institutionalized and transparent process improvement and documentation to go along with required compliance monitoring.
Audit-related Categories for Process Improvement

- Compensation administration
- Online position descriptions
- Training for hiring managers and HR Liaisons
- General hiring practices
- Security sensitive checks
- Hiring wage employees
- Performance evaluations
- Employee records centralization
- Terminations for cause
- Role and preparation of HR Liaisons
Committee Conclusions

- Mutual compliance between university operating units and the Human Resources Department can restore excellence to human resources management.
- Continued decentralized service delivery and centralized Human Resources compliance monitoring, in combination with other risk reduction changes to the function, will address the audit concerns.
Combined Payroll Services and Human Resources into a new Office of Employee Services

In May 2006, announced plans for a new Employee Service Center, to be operational in September, for direct response to individual employee questions and work-related issues and an Employee Liaison unit to work with departmental HR- and payroll-related employees
Additional Outcomes

- Put all HR management services into one unit
- Created a special policy-focused unit to reshape the contents of our Web-based services to employees and supervisors
- Established a compliance and reporting unit
One of the recommendations from System Internal Audit was to assure all “hiring managers” undergo procedures training before they can hire employees. The HR Compliance Committee agreed with the audit recommendation but noted the initial training will apply to traditional supervisors, that is, those with managerial titles.

As important, however, is to document the hiring process for researchers and post docs and assure those who hire them follow applicable System, state and federal regulations.

It is requested, therefore, a small, ad hoc group of researchers be assembled to work with me in FY 2007 to examine related hiring practices and recommend approaches that will withstand audit scrutiny.
Any Questions?

E. Jill Pollock
Associate Vice President
& Chief Human Resources Officer
Texas A&M University
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(979) 458-1595
MEMORANDUM

TO: A. Gene Nelson, College of Agriculture and Life Sciences
Guillermo Vasquez de Velasco, College of Architecture
Sam Kirkpatrick, Bush School of Government & Public Service
Bala Shetty, Mays Business School
James Kracht, College of Education and Human Development
N. K. Anand, Dwight Look College of Engineering
Vatche Tchakerian, College of Geosciences
Larry Oliver, College of Liberal Arts
Mark Zoran, College of Science
Frank H. Landis, College of Veterinary Medicine

FROM: John R. Giardino

SUBJECT: English Language Procedural Changes (Clarification and Revisions to Memorandum dated June 5, 2006)

This memorandum is to serve as clarification (and some revisions) to my memorandum of June 5, 2006.

The English Language Verification and Certification process will remain the same but with the following procedural changes. These procedural changes will enable the international student to become a more literate communicator in the classroom.

1. Effective Immediately – An international graduate student at Texas A&M University will be required to take the English Language Proficiency Examination (ELPE) in four areas: Reading, Listening, Speaking, and Writing. A score of 80 in each of these four areas or the corresponding 300-level English Language Institute course grades of “A” or “B” will be required for Certification.
2. An international graduate student holding a master's degree from an accredited U. S. institution may be automatically Verified but NOT Certified. A student holding a master's degree must take the English Language Proficiency Examination (ELPE) to become Certified to teach. Petitions requesting English Language Proficiency alternative certification will be considered by the Dean of Graduate Studies. This petition (in the form of a memorandum) should originate with the student's departmental graduate advisor, through the applicable college dean to the Dean of Graduate Studies.

3. An international graduate student should consult with his or her departmental graduate advisor regarding possible exemptions from taking the English Language Proficiency Examination.

4. Certificates from English as a Second Language Intensive training programs, as a basis for verification/certification, will not be accepted. These certificates will not be an alternative to the applicable TOFLC, TOFLI, GREV, GMATV, IELTS, or ELPE requirements. These certificates do not reveal the rigor of the training or the language proficiency of a student.

5. Sponsored international graduate students admitted to special programs administered through the Sponsored Student Programs Office will be required to meet the English Language requirements unless otherwise specified under the terms of the agreement or contract (MOU, LOU, MOA, etc.) by which the student was admitted.

6. Departments and colleges may choose to establish higher standards than those noted above. Their international graduate student must follow these higher standards.

7. All questions/concerns regarding faculty proficiency should be addressed to the Dean of Faculties at Texas A&M University.

8. A discipline-based test (Reading, Listening, Speaking, and Writing) is being developed to evaluate the English proficiency of the international graduate student admitted to Texas A&M University. The Colleges of Geosciences and Liberal Arts have agreed to begin the pilot discipline-based test in spring 2007. These two Colleges must submit the discipline-based test materials to Measurement and Research Services no later than August 15, 2006.

9. An on-going advisory committee has been appointed to assistant with the pilot program and implementation of the procedural changes. A meeting of this committee is forthcoming. Participation of this advisory committee is of utmost importance to the success of implementing these new procedures.
Thank you for your assistance and patience as we move to implement these changes. If you have any questions, feel free to contact me or Brenda Thomas at 845-3631.

Cc: Department Heads
Departmental Graduate Advisors
Graduate Instruction Committee Chairs
Chairs, Intercollegiate Faculty
Council of Participating Deans
Dr. Richard E. Ewing
Dr. Kathleen Clark
Ms. Violetta Cook
Dr. John M. Gunn
Dr. David J. Martin
Mr. Kerry Noack
TIME FRAME FOR IMPLEMENTATION

Fall 2006  Remove the grammar and the vocabulary sections of the ELPE/ELI as components of the certification/verification process.

Maintain testing and/or English Language Institute Coursework in four areas: Reading, Listening, Speaking, and Writing.

Commence discipline-based test development with College of Geosciences and Liberal Arts. These two colleges will be the pilot colleges.

Appoint an advisory committee/oversight committee to monitor the new procedures and to monitor the development of discipline-based testing.

Spring 2007  Pilot program to begin discipline-based testing with the College of Geosciences and the College of Liberal Arts.

Summer 2007  Review the revised process and the test development.
The Energy Policy Act of 2005: One Year Later
A Look to the Future

A Conference of Key National Leaders
Sponsored by The Texas A&M University System

Featured Speakers:

Congressman Joe Barton
Congressman Chet Edwards
Department of Energy Undersecretary David K. Garman
Texas A&M President Robert M. Gates
A&M System Board of Regents Chairman John D. White

With panel sessions featuring leaders from:

TXU • Shell • PNM Resources
Railroad Commission of Texas • New York State Energy Research and Development Authority
Wyoming Energy Office • Idaho National Laboratory • National Renewable Energy Laboratory
National Energy Technology Laboratory

Join Us as we Look to the Future

Annenberg Presidential Conference Center
On the campus of Texas A&M University, College Station, Texas
August 31, 2006 • 8:30 a.m. to 4 p.m.

See next page for Program and Registration details.
The Energy Policy Act of 2005:  One Year Later  A Look to the Future

A Conference of Key National Leaders
Sponsored by The Texas A&M University System

About the Conference

The Energy Policy Act of 2005 was comprehensive landmark legislation to address the nation’s energy challenges. One year later the impacts and implementation of this action will be examined.

As part of this conference, key national leaders will consider:

- The intent and purpose of Congress in enacting this legislation and related subsequent action by Congress
- The response of the U.S. Department of Energy by developing initiatives and programs to implement the legislation and DOE’s future plans
- The Congressional perspective to appropriate resources for energy programs
- The capabilities of The Texas A&M University System in the fields of energy and advanced technology
- The interlinking of energy and national security
- The views and recommendations of the leading sectors to the legislation

Program

August 30
6:30 to 8 p.m.
Registration and Welcome Reception, Anneberg Presidential Conference Center.

August 31
8:30 to 9 a.m.
Registration

9 to 9:15 a.m.
John D. White, Chairman of the Board of Regents, The Texas A&M University System: Welcome

9:15 to 10 a.m.

10 to 10:15 a.m.
Break

10:15 to 11 a.m.
The Honorable Chet Edwards, Member of Congress from the 17th District of Texas, Member of the House Energy and Water Appropriations Committee: “Funding for Energy Programs”

11 to 11:45 a.m.
Robert M. Gates, President, Texas A&M University: “Energy and National Security”

11:45 a.m. to 12:30 p.m.

12:30 p.m. to 2 p.m.
Lunch

Panels 2 to 4 p.m.

Industry Panel
- Mike McCall, TXU Wholesale
- Scott Wellington, Shell
- Jeff Sterba, PNM Resources

State Panel
- Elizabeth Jones, Railroad Commission of Texas
- Peter Smith, New York State Energy Research and Development Authority
- Rob Hurless, Wyoming Energy Office

National Laboratory Panel
- John Grossenbacher, Idaho National Laboratory
- Dan Arvizu, National Renewable Energy Laboratory
- Carl Bauer, National Energy Technology Laboratory

Registration

The conference is open to the public, but attendance is limited. Register online at http://www.tamus.edu/energy.

A block of rooms is held under “Energy Conference” at the Hilton Hotel and Conference Center, 801 University Drive East, College Station, TX 77840; (979) 693-7500. Room reservation deadline is August 9. Visit http://www.hiltoncs.com.
The Texas A&M University System
Energy Workshop
To Develop Federal initiatives in the Fields of Energy

Rudder Tower • Texas A&M University
September 1, 2006 • 8 a.m. to 12:30 p.m.

About the Workshop
Following the conference “The Energy Policy Act of 2005: One Year Later,” a workshop open to faculty, staff, and researchers in The Texas A&M University System will address several components of the energy picture in which the Texas A&M System has particular capabilities.

The workshop will be divided into five breakout sessions, and the desired product from each breakout group is a set of write-ups that can be included as part of the federal initiative process of the Texas A&M System for Fiscal Year 2008. In each area, collaboration among members of the System is sought.

Program


8:20 to 9 a.m. Dr. James Decker, Principal Deputy Director, Office of Science, U.S. Department of Energy: “The DOE Program in Science to Secure the Energy Future of the US”

9 to 11:45 a.m. Breakout Groups and Moderators
- Fossil Fuels for Transportation – Stephen A. Holditch, P.E., Harold Vance Department of Petroleum Engineering Department Head and Noble Endowed Chair
- Nuclear Energy – Warren F. Miller, Jr., Research Professor, Nuclear Engineering and Associate Director of the Nuclear Security, Science and Policy Institute
- Electric Power Systems – Karen Butler-Purry, Professor, Electrical and Computer Engineering and Assistant Director, Power System Automation Laboratory
- Energy Efficiency and Renewables – Mark T. Holtzapple, Professor, Artie McFerrin Department of Chemical Engineering
- Energy Policy and Economics – Arnold Vedlitz, Professor, Bob Bullock Chair in Government and Public Policy and Director of the Institute for Science, Technology and Public Policy
- Renewable BioEnergy Feedstocks — Dr. John Mullet, Professor, Biochemistry and Biophysics, Dr. Bill Rooney, Associate Professor, Soil and Crop Sciences

11:45 a.m. to 12:30 p.m. Reports from the Breakout Sessions
<table>
<thead>
<tr>
<th>MEMBER</th>
<th>COLLEGE</th>
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<td><a href="mailto:herscho@tamu.edu">herscho@tamu.edu</a></td>
<td>862-1495</td>
<td>2009</td>
</tr>
<tr>
<td>*Marty Scholtz</td>
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<td>Molecular &amp; Cellular Med MS 1114</td>
<td><a href="mailto:jim-scholtz@tamu.edu">jim-scholtz@tamu.edu</a></td>
<td>845-0828</td>
<td>2008</td>
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<tr>
<td>Dorothy Shippen</td>
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<td>Bio-Bio MS 2128</td>
<td><a href="mailto:dshippen@tamu.edu">dshippen@tamu.edu</a></td>
<td>862-2342</td>
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<td>David Stelly</td>
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<td>Soil &amp; Crop Sciences MS 2474</td>
<td><a href="mailto:monosom@tamu.edu">monosom@tamu.edu</a></td>
<td>845-2745</td>
<td>2009</td>
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<tr>
<td>Katherine Turnbull</td>
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<td>TTI Administration MS 3135</td>
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<td>845-6005</td>
<td>2008</td>
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<tr>
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<td>845-7815</td>
<td>2008</td>
</tr>
</tbody>
</table>

*Denotes Executive Committee Member
### 2006-2007 Guest Membership

<table>
<thead>
<tr>
<th>MEMBER</th>
<th>DEPARTMENT</th>
<th>E-MAIL</th>
<th>PHONE</th>
</tr>
</thead>
<tbody>
<tr>
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<td>845-8585</td>
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### 2006-2007 CPI Meeting Schedule

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