

Meeting Notes

Wednesday, February 21, 2018

11:30 am-1:00 pm – 502 Rudder Tower

Members Present	Members Unable to Attend	Others Present
Daniel Bowen – EAHR Robert Capraro – TLAC Trina Davis - TLAC Tim Elliott - EPSY Jennifer Ganz – EPSY Jeff Liew (attending for Oi-Man Kwok) - EPSY Mike Massett – HLKN Matt Walker - HLKN Hersh Waxman - TLAC Gwen Webb-Hasan, EAHR Christopher Woodman – HLKN		Sue Bloomfield Amy Hinnant Jesus Palomo Arlen Strader Windy Turner
Agenda Item	Comments	Recommendations/Actions/Follow-up
I. GA Maternity Leave Guideline	See two handouts: Parenting Accommodation Guidelines for Graduate Assistants in the College of Education and Human Development, as well as, Graduate Student Parental Accommodation Plans. It was determined at the last CPI meeting that there was support for this guideline. OGAPS is working on a policy so whatever we propose will need to be in compliance with their policy.	Bowen to follow up with FAC, Dr. Nafukho and Dr. Irby to determine other groups in CEHD that should be included in the review of this document

Agenda Item	Comments	Recommendations/Actions/Follow-up
<p>II. IS-14 Data Protection Plan – Arlen Strader</p>	<p>See handout titled IS-14 Data Protection</p> <p>If you as a researcher have any health information that can be linked to a specific person you need to be certain that you are HIPAA compliant. Arlen Strader is the Information Security Officer for our College and needs to be alerted if you possess this kind of data. He is your contact if you have questions about making sure your data is compliant. Google drive is protected and can be used for confidential data but CANNOT be used for social security numbers or HIPAA information.</p> <p>It is very important that any information stored on a portable device such as a laptop is encrypted, if audited you will need to prove you are protecting the data.</p>	<p>Reps are asked to share the handout with your colleagues and provide feedback to Arlen Strader.</p>
<p>III. FYI From your College R&D Office</p>	<p>Those who received Catapult funding in 2017 are encouraged to spend down their account before the end date of May 31, 2018 or request a six-month extension.</p> <p>PIs working with foundations are asked to coordinate through the CERD office and the College's Development Officer, Jody Ford. The College and VPR want to avoid multiple faculty approaching the same foundation with similar ideas. Do not want to squash inventiveness. The University Research Council is considering developing resources for PIs when approaching foundations and inviting foundations to campus. Concern was noted that a one size fits all policy for foundations won't work because foundations are not created equally. The proposal will</p>	

Agenda Item	Comments	Recommendations/Actions/Follow-up
	not be a policy to monitor faculty working with foundations, but to provide better access for PIs to foundations. It is also important for faculty to not negotiate directly with foundations on scope of work and budget before the university has reviewed and approved those items.	
IV. Dissemination of Information		
A. Department Reports	<p>EAHR – department head search was completed and recommendations were provided to the Dean.</p> <p>HLKN – faculty searches are taking place, the sport management and health search wrapped up.</p> <p>TLAC – three faculty searches taking place</p>	
B. Dean’s Council - Bowen	<p>Dan Bowen met with Ben Smith about inventory concerns related to dated computers and laptops. If you are making IT related purchases you are encouraged to communicate with CEHD IT so they can help assess purchase and deal with compliance issues. Trina Davis sits on a university wide committee on IT governance.</p> <p>See CEHD Marketing and Communications Office handout: If you are writing a proposal and you know you will have marketing, video or website needs, you can write the CEHD Communications Office into your budget.</p>	
C. University Research Council – Bloomfield	Covered in section III above.	
D. University CPI – Liew	The University CPI had a presentation about IRB for students and that online training is available for working with human subjects.	

Agenda Item	Comments	Recommendations/Actions/Follow-up
	<p>There was a good response for the initial phase of the T3 competition. http://t3.tamu.edu/</p> <p>Information session about X Grants are being held. https://president.tamu.edu/xgrants/index.html</p>	
E. Other	<p>Jesus Palomo reported that SRS has new post award staff working with our college: EAHR & HLKN – Shelly Grassinger and EPSY & HLKN – Deanna Hawley</p> <p>There is a new policy related to IDC waivers, in the past proposals could be submitted without and approved waiver, but now they cannot so it is important to submit your waivers in advance so it doesn't hold up the submission of your proposal. They are also being routed through Maestro, email cehdpreaward@tamu.edu with questions</p>	

Future Meeting Dates:

May 8 from 12:00-2:30 in 211 Heaton Hall

Parenting Accommodation Guidelines for Graduate Assistants in the College of Education and Human Development

Rationale

The College of Education and Human Development is committed to achieving a diverse graduate student body, and facilitating the participation of under-represented groups in all areas of research and graduate studies. The fundamental principle behind these guidelines is that the College of Education and Human Development is committed to maintaining the student's viability as a contributing member to the research and educational mission of the College. Of foremost importance is the health and wellbeing of graduate student-parents (including adopting, foster, and birthparents) and their newborn children. While the Texas A&M System Regulation 31.03.05: Family and Medical Leave entitles student employees to a parental leave of absence, we acknowledge that some graduate students may face circumstances where taking an unpaid leave of absence is not feasible. We hope that the following guidelines will serve as a foundation for developing temporary modifications that enable students to maintain employment while still contributing to the assistance-based needs of their supervisors.

No set of guidelines will cover all exigencies. In all cases, communication between student, research mentor, instructors, and Department officials will be necessary for flexible responses to unique situations.

Summary of Provisions of the Childbirth Accommodation Guidelines

The Childbirth Accommodation Guidelines are intended to provide accommodations for the demands that graduate student-parents encounter during pregnancy, childbirth, and the care of a newborn. These guidelines are designed to make it possible to maintain a student-parent's graduate assistanceship, research and/or teaching, in a seamless manner.

These Childbirth Accommodation Guidelines specifically pertain to graduate student-parents supported by fellowships, teaching assistantships, and/or research assistantships. The duration of these guidelines, per University will be assigned modified TA or RA duties for a period of six weeks during which they will continue to receive support. (Students will not receive a stipend or salary if none was received previously, but are eligible for the Academic Accommodation Period and the one-semester extension of academic milestones.)

Eligibility

These Childbirth Accommodation Guidelines specifically pertain to graduate student-parents supported by fellowships, teaching assistantships, and/or research assistantships. The Childbirth Accommodation Guidelines apply to matriculated and enrolled graduate student-parents anticipating or experiencing the arrival of a child.

Depending on the stage in the student's academic career, the timing of the arrival, graduate assistance funding source, and the level of assistance the student will receive from others in caring for the newborn, a student-parent may find it more advantageous or feasible to take one or

more semesters of leave of absence rather than remaining enrolled and utilizing these Parenting Accommodation Guidelines.

Planning for the Accommodation Period

The student-parent should initiate discussions with faculty and research advisor(s) and program and/or departmental administrators, not less than three months prior to the anticipated birth/arrival in order to provide sufficient time for arranging accommodations. This planning period will provide the lead time necessary to rearrange assistanceship duties. It is essential that the student consult with the research advisor well in advance of the arrival of a child if the nature of the student's funding or grant conditions require that specific tasks be completed by specified dates or if the principal investigator (P.I.) will need to hire additional help to meet those conditions during a period of reduced activity by the graduate student-parent.

During and After the Accommodation Period

Graduate student-parents supported by fellowships, teaching assistantships, and/or research assistantships will be assigned modified TA or RA duties for a period of six weeks.

For students for whom a Teaching Assistantship is part of their support package, it should be possible to arrange the timing of teaching assignments to accommodate the planning and arrival of a new child. During the six-week period, students supported by teaching assistantships may continue in some limited capacity (e.g., grading, preparing course materials, or other non-intensive TA duties).

With advance planning, most Research Assistantship assignments can similarly be adjusted to accommodate the planning and arrival of a new child. Most granting agencies provide for a short period of reduced activity due to health or personal issues. The student cannot be removed from research support for this accommodation period unless the granting agency requires such removal during such a period.

Students who are supported by fellowships internal to TAMU will see no change in their fellowship support.

Students who are supported by fellowships external to TAMU must adhere to the rules of the granting agency with respect to absences from academic and research work.

Coda

The Childbirth Accommodation Guidelines establish guidelines for accommodation for a graduate student-parent planning for the arrival of a child. These modifications are supplementary to the Office of Graduate Student Parental Accommodation Plans, and any accommodations that advisors and students develop cannot conflict with these University-wide Accommodations.

It is expected that advisors, academic staff, and departmental leaders will work with sensitivity and imagination to provide more than this minimum (as some are already doing), according to the particular circumstances of the student-parent. For example, a parent whose research involves travel to remote sites may need some form of accommodation during the entire pregnancy and during lactation. Taking care of an infant is time-consuming and sleep-depriving, so advisors need to have realistic expectations about rates of progress on research. For their part, new and expecting parents need to keep the lines of communication with their departments open, and demonstrate to their advisors that they are academically engaged and making progress on coursework and research, even if it is at a somewhat slower pace than prior to their preparation for and engagement in parenting a new child. In other words, the Parenting Accommodation Guidelines are intended to support—not replace—the open communication and good will that should characterize the relationship between student and advisor in the College of Education and Human Development.

Graduate Student Parental Accommodation Plans

Purpose

FOR ALL
grad + grad employees
Students

Texas A&M University is committed to achieving a diverse graduate student body in all areas of research and graduate studies. This includes fostering a family-friendly environment in which students can balance scholarly and parenting responsibilities while successfully pursuing their academic and research goals. It is in this spirit that these guidelines promote reasonable accommodations for graduate student employees experiencing the birth or adoption of a child. This commitment strengthens the University's ability to recruit and retain the very best graduate students.

Departmental administrators, together with teaching and research supervisors, are encouraged to work with graduate student employees to devise plans that makes reasonable and temporary academic and employment accommodations with regard to the demands on a student's time and effort associated with the birth or adoption of a child. The student should provide sufficient advance notice to make the accommodation planning practical. Preferably, a graduate student should submit a request to the department (or program) administration for accommodation not less than three months prior that modified effort.

Academic Accommodations

Accommodation plans associated with academic studies could involve modification or postponement of assignments, examinations or other academic work, as well as extensions of programmatic requirements and academic milestones. Accommodation plans should be limited to that which is reasonably necessary to accomplish the purpose and spirit of these guidelines. Modified academic work might be accompanied by accommodations such as the assignment of incomplete grades. Accommodation plans cannot create an excused absence from classroom attendance outside of those already recognized in University Student Rule 7: Attendance (<http://student-rules.tamu.edu/rule07>). The student shall maintain registration status and academic standing during the accommodation period.

As approved
By SR.
10.6

Employment Accommodations

Student employees are entitled to take a parental leave of absence by Texas A&M System Regulation 31.03.05: Family and Medical Leave (<http://policies.tamus.edu/31-03-05.pdf>). However, recognizing that some graduate student employees may feel that they cannot afford to take an unpaid leave of absence, departmental administrators and research supervisors are encouraged to work with those graduate student employees to come up with a temporary modification of teaching or research duties, where the graduate assistant can continue to work, but in a more limited capacity. Employment accommodations should not be more than six weeks of modified work. All student work accommodations must comply with applicable University and funding agency rules and policies.

Other Resources:
Till TX

IS-14 Data Protection

As employees of the College of Education and Human Development within Texas A&M University we are responsible to protect the privacy of our constituents (e.g., students, employees, event or research participants) by protecting the data provided by them or about them that are associated with our varying job responsibilities. This document will provide minimum guidelines to be followed by CEHD employees (faculty, staff, and students) as well as any vendors to which we outsource work that involves controlled data.

Definitions

Controlled Data. Data that was not created or generally made available to the public. Examples include budgetary, financial, operational records. It also includes non-confidential personnel records as well as non-confidential internal communications. This data may or may not be subject to FOIA requests. See [TAMUS Data Classification Standard](#)

Confidential Data. Data designated as confidential by state or federal law (e.g., FERPA, HIPAA). This includes student records (FERPA), personal financial information, credit card data, and Social Security Numbers. See [TAMUS Data Classification Standard](#)

Encryption at rest. This refers to the process of encrypting data within its storage location (e.g., hard drive, flash drive) so that in the event of theft the data is inaccessible.

Encryption in transit. This refers to encrypting data that is moving between two locations to prevent someone from reading the data as it moves through a wired or wireless network. For example, when you access a web page that uses HTTPS the data between the web server and your computer is encrypted while being sent to you. The TAMU Virtual Private Network (VPN) is another system used to encrypt data between your computer and campus wherever your computer may be.

ISO. The CEHD Information Security Officer is designated as the primary point of contact for Information Security issues within the CEHD. This function is currently held by Arlen Strader (strader@tamu.edu).

Portable device. An easily portable device capable of storing or accessing electronic data. This includes (but not limited to) laptops, tablets, phones, thumb drives, CDs, DVDs, external/removable drives.

Whole disk encryption. The process where the entire hard drive, USB drive, or other external storage device is encrypted. Common methods for this are Bitlocker on Windows computers and FileVault for Mac computers.

Procedures

1.1 [CEHD IS-6 Computer Configuration](#) lists the security requirements for all CEHD computing devices. These requirements address the baseline for information security in the college and address most of the security requirements for controlled data. All administrators of CEHD computing equipment within Technology Services as well as end users designated as local administrators should ensure that equipment under their responsibility comply with these standards.

1.2 All CEHD IT administrators must conduct and report on an annual risk assessment of their equipment. Details of this requirement are listed in [CEHD IS-2 Annual Risk Assessment](#).

1.3 The CEHD file servers must encrypt all data at rest and serves as a secure location for any CEHD personnel to store controlled and confidential data. Further, CEHD file server will backup all data at least daily and store backups within a facility separate from the file server. These off-site backups will be encrypted in transit and at rest.

1.4 CEHD recommends keeping confidential data on the college file server. This is especially true when the data needs to be kept long-term. This reduces the risk of exposing confidential data that is not actively used.

1.5 If storing confidential data on a portable device (e.g., laptops, external storage), the confidential data **must** be encrypted.

1.5.1 Some file types (e.g, Microsoft Office™ files) provide the option to encrypt and password protect individual files. This can be useful if you are only working with a couple confidential files. (Note. If you lose the password, the file will be inaccessible and will not be recoverable.)

1.5.2 If working with many confidential files, whole disk encryption is recommended. This ensures that all confidential files are encrypted even when temporary copies are made by the software or when files are deleted (moved to the Recycle Bin).

1.5.3 Any transmission of confidential data to or from the device over a wireless connection or over a wired connection when off-campus must be encrypted (e.g., HTTPS, VPN).

1.5.4 Confidential data should not be stored on devices such as tablets and phones since these devices generally lack the features necessary to implement the requirements of 1.1. This does not prevent accessing confidential data through Compass, the CEHD Data Portal or other systems as long as that data is not downloaded and stored directly on the device.

1.6 When using a non-portable device off-campus (e.g, a non-TAMU owned computer at home or a TAMU computer authorized for home use), the requirements of 1.5 should be applied.

1.7 Social Security Numbers

1.7.1 Social Security Numbers must always be encrypted.

1.7.2 The use of Social Security Numbers should be avoided whenever possible. When they must be kept, access should be restricted to minimum personnel necessary and destroyed as soon as they are no longer required.

1.7.3 If you do need to collect SSNs, you must inform the ISO and provide the following information

- Reasons need to collect SSNs?
- Process use to collect SSNs? Where are they stored? Who has access to them? What procedures are in place to protect the SSNs from unauthorized users?
- How long do you keep the SSNs?

1.7.4 A secure online submission process has been developed for the CERD for the collection of participant SSNs through W-9s. This process is the preferred and recommended solution.

1.7.5 The file owner's SSN and immediate family members are exempt from these requirements.

1.8 Cloud storage services

1.8.1 The TAMU Google Drive and Team Drives may be used for the storage of confidential data on a limited basis (no SSNs, no HIPAA data) unless your IRB or other agreements prohibit it. However, you should not enable the syncing features of Google Drive unless all relevant requirements of this document are in place for the syncing computer.

1.8.2 Other cloud storage solutions (e.g., non-TAMU Google drive, Dropbox) should not be used for the storage of confidential data.

1.9 The Health Insurance Portability and Accountability Act (HIPAA) is primarily for hospitals, doctor's offices and other businesses whose primary function is to provide health-related services for a fee and who interact with health insurance companies to receive reimbursements. As such, it will rarely apply to CEHD entities. However, because of the importance of this law with respect to the data protection a more detailed section is included below.

1.9.1 If you have been told you must be HIPAA compliance by a funding sponsor, by your IRB, or otherwise believe you need to be HIPAA compliance, you must notify the CEHD ISO within Technology Services.

1.10 Some entities may require special procedures as part of a grant or to release data. It is recommended that you schedule a meeting with the ISO to verify the conditions are being met.

FERPA

The Family Educational Rights and Privacy Act (FERPA) is a set of rules related to the protection of student data. TAMU uses the following definitions with respect to FERPA.

Student. Person who attends or has attended a program of instruction sponsored by Texas A&M University.

Education Records. Any records (in handwriting, print, tapes, film or other medium) maintained by the University, an employee of the University or agent of the University which is related to the student.

Directory Information. The following directory information may be made public unless the student desires to withhold any or all of this information: the student's name, UIN, local address, permanent address, email address, local telephone number, permanent telephone number, dates of attendance, program of study, classification, previous institution(s) attended, degrees received, honors and awards received, participation in officially recognized activities and sports, medical residence location, and medical residence specialization. Currently enrolled students wishing to withhold any or all directory information items may do so by going to the My Record tab in the Howdy portal. Directory information may be released unless a Withhold Directory Information request is submitted by the student.

Source. TAMU 2017-18 undergraduate catalog (<http://catalog.tamu.edu/>)

HIPAA

Health Insurance Portability and Accountability Act of 1996) is United States legislation that provides data privacy and security provisions for safeguarding medical information. This data classification is generally limited to organizations whose primary function is to provide health-related treatments and services and interact with insurance companies. But, this could include groups designated as a "Business Associate" of a HIPAA covered entity. See "Who Is Required to Comply with HIPAA" section of the HIPAA document for details.

Who is covered by HIPAA?

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If you are required to comply with HIPAA rules by the IRB, a funding agency, or a specified as a "business associated" of a HIPAA covered entity, you must disclose this to the CEHD ISO and Associate Dean for Research.

Example of HIPAA Requirements

- Does your practice develop, document, and implement policies and procedures for assessing and managing risk to its ePHI?
- Does your practice have a process for periodically reviewing its risk analysis policies and procedures and making updates as necessary?
- Does your practice formally document a security plan?
and many more

See <https://www.law.cornell.edu/cfr/text/45/part-164/subpart-C> for a full list of security standards.

References

Annual Risk Assessment (CEHD-IS-2)

<https://it.education.tamu.edu/it-security>

Computer Configuration (CEHD-IS-6)

<https://it.education.tamu.edu/it-security>

Data Classification Categorization (TAMU)

<http://cio.tamu.edu/policy/it-policy/controls-catalog/controls.php?control=RA-2>

Data Classification Standard (TAMUS)

http://assets.system.tamus.edu/files/policy/pdf/SecurityStandards/Data_Classification.pdf

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HIPPA rules

- <https://www.gpo.gov/fdsys/pkg/CFR-2007-title45-vol1/content-detail.html>
- <https://www.cms.gov/Regulations-and-Guidance/Administrative-Simplification/HIPAA-ACA/AreYouaCoveredEntity.html>
- <https://www.hhs.gov/hipaa/for-professionals/faq/2010/does-the-security-rule-apply-to-written-and-oral-communications/index.html>

Portable device requirements. SAP 29.01.03.M1.16

<http://rules-saps.tamu.edu/PDFs/29.01.03.M1.16.pdf>

Whole Disk Encryption

KB Article <https://tamu.teamdynamix.com/TDClient/KB/ArticleDet?ID=46097>

Need to write above KB article as well as HowTo articles

Encryption of Microsoft Office Documents

need KB article to show how to do this.

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CEHD Marketing and Communications Office Abilities

Below are the current abilities and job duties of the staff in the CEHD Marketing and Communications Office. As our primary responsibility and project priorities are to promote all teaching, service and research activities to external audiences, these abilities are available to faculty research grants when time and staffing allows. This decision would be made collaboratively with the director, the dean and the faculty PI/Research office.

For large research grants, it is recommended that faculty PIs work with the research office to include the need to hire full-time staff paid out of the grant to meet any marketing and communications needs that may be required. If this is not possible, faculty PIs should consult with the research office, director and/or the dean to determine compensation for dean's office staff percent effort when large tasks are needed.

Marketing

1. Develop internal and external marketing plans and strategies for promotion and awareness
2. Coordinate the development of materials for marketing strategies
3. Evaluate success of marketing strategies

Public Relations

1. Develop press releases, media advisories, and feature stories related to activities
2. Coordinate with university offices and media outlets for local, regional, national and/or international coverage.

Creative

1. Web
 - a. Set up TAMU-branded website for dissemination of information online
 - b. Train users to update website
 - c. Advise and consult with users regarding content development, accessibility, and online user experience
2. Graphics
 - a. Develop TAMU-approved mark or logo for projects and programs
 - b. Develop graphics, brochures, etc. (either completed or template form) for promotional materials
3. Photography
 - a. Capture stock photos of activities as needed
4. Video
 - a. Capture footage of activities as needed
 - b. Develop videos for promotional needs

Windy Hollis Turner

From: Michael K. Young, President <President.Young@tamu.edu>
Sent: Tuesday, February 13, 2018 2:46 PM
To: Windy Hollis Turner
Subject: Update on T3 and X-Grants for \$100 Million President's Excellence Fund

OFFICE OF THE PRESIDENT

MICHAEL K. YOUNG

PRESIDENT

Sent on behalf of President Young and Provost Fierke

February 13, 2018

Colleagues,

As I mentioned to some of you at yesterday's Faculty Senate meeting, today we are pleased to announce the first year of the X-Grants Program, the second component of the President's Excellence Fund Initiative. The President's Excellence Fund is a commitment of \$100 million over ten years to faculty research. A total of \$30 million, or approximately \$3 million per year, will fund T3 Grants; A total of \$70 million, or approximately \$7 million per year, will fund larger X-Grants.

T3 Grants Update

In November, we announced the first initiative, Texas A&M Triads for Transformation – or T3 Grants. T3 Grants are seed grants intended to help move the very best ideas from vision to proof of concept. Three tenured or tenure-track faculty members from two or more colleges or schools may form a triad. A total of \$3 million per year is available through T3 Grants to fund up to 100 projects at \$30,000 each. Currently, the T3 program has a total of 293 projects submitted. The application period for round one ended January 31. A total of 100 projects will be announced in March.

X-Grants

X-Grants, loosely named for “accelerate,” are larger grants that range from \$100,000 to \$1.5 million per team and involve a larger group of team members. Unlike T3 Grants available only to tenured and tenure-track faculty, X-Grants are open to all faculty, researchers, and staff at Texas A&M University, Texas A&M University-Galveston, and Texas A&M University-Qatar. The X-Grant process launches today. Please see a description on the X-Grants web page.

Next Steps

The Division of Research in the Office of the Provost will continue to facilitate the grants process. A web-based portal for each grant type is accessible at the links provided above.

An X-Grants information session for interested parties will take place on Tuesday, February 20 at 4 PM in the auditorium of the Interdisciplinary Life Sciences Building and will also be broadcast on TTVN with a recording posted on the X-Grants site afterwards.

During this first part of the X-Grants process, we will solicit high level, interdisciplinary problem statements, questions or topics from Texas A&M faculty, staff and students. Submission of ideas closes on February 27 so

go to the [X-Grant submission site](#) to submit your innovative and visionary ideas. These submissions will be used to develop overarching themes that interdisciplinary teams will use to generate proposals to compete for X-Grants. X-Grants awards will begin in June.

We look forward to witnessing great breakthroughs that can be accomplished when our faculty, researchers and staff come together to solve challenges through research, discovery, innovation and impact.

Sincerely,

Michael K. Young
President

Carol Fierke
Provost

