

Academic Council Meeting Minutes

Thursday, 09 May 2024
 10:30 AM – 12:00 PM
 MSBII, President's Conference Room

Attendees			
Chaired by:	Office of Academic Affairs	Wendy Woodall, D.D.S.	Present
Voting Members:	GGHSON	Jené Hurlbut, Ph.D., R.N., C.N.E.	Present
	GGHSON	Stephanie Woods, Ph.D., R.N.	Present
	FGSBS	Munmun Chattopadhyay, Ph.D.	Present
	FGSBS	Rajkumar Lakshmanaswamy, Ph.D.	Present
	PLFSOM	Dale Quest, Ph.D.	Present
	PLFSOM OME	Maureen Francis, M.D., M.S.-H.P.Ed., MACP	Via Phone
	WLHSDM	Richard Black, D.D.S.	
	WLHSDM	Rhonda Everett, D.D.S., M.P.H.	
	SGA	Victor Vasquez, M.S.	Present
Ex-officio	Faculty Senate	Abhizith Deoker, M.D.	Present
Members:	Office of Academic Affairs	Michele Williams-Burns, Ed.D., M.S., M.Ed.	Present
	SSSE – AVP	John R. Harrell, Ed.D.	Via WebEx
	SSSE – Registrar	Diana Andrade, M.Ed.	Present
	SSSE – Financial Aid	Ron Williams	Present
	SSSE- Wellness	Dorothy Stewart	Present
	Student Business Services	Cynthia Flores	Present
	Office of Academic Affairs	Christiane Herber-Valdez, Ed.D.	Present
	Office of Institutional Research & Effectiveness	Oliana Alikaj-Fierro, Ph.D.	Present
	TTUHSC-El Paso Libraries	Lisa Beinhoff, Ph.D.	Present
	PLFSOM GME	Armando Meza, M.D.	
	PLFSOM OSA	Charmaine Martin, M.D.	Via Phone
	IPE Curriculum Council	Scott Crawford, M.D., FACEP, FSSH, CHSOS	
	Interprofessional Education	Alyssa C. Benavides, Ph.D., M.P.A.	Present
Guests:	WLHSDM	Rosemary McPharlin, D.D.S.	Present
	Office of Academic Affairs	Andrea Thompson	Present
Recorded by:	Office of Academic Affairs	Veronica Rodriguez	Present

Objective
The purpose of these meetings is to consider requests from TTUHSC El Paso schools and leadership for degree and certificate programs; recommended course additions, changes, and deletions; institutional academic catalog content and revisions; academic calendar concerns; and academics policies, publication, and matters with institutional impact.

Summary		
Agenda Item	Discussion	Conclusion(s) and/or Action Item(s)
<ul style="list-style-type: none"> Call to order Recognition of Proxies Confirmation of Quorum – W. Woodall 	<p>Dr. Rhonda Everett was unable to attend and designated Dr. Rosemary McPharlin as proxy in her absence</p> <p>Dr. Richard Black was unable to attend and designated Dr. Wendy Woodall to represent him in any vote</p> <p>Announced membership changes:</p> <ul style="list-style-type: none"> Ex-officio member: Abhizith Deoker, M.D., Faculty Senate (replaces Geoffrey Guttman, Ph.D.) 	<p>Dr. Woodall called the meeting to order at 10:31 AM and confirmed quorum</p>
<ul style="list-style-type: none"> Review of the Minutes from the 14 March 2024 meeting – W. Woodall 	<p>Minutes of the 14 March 2024 Academic Council Meeting (Exhibit A) were emailed to council members prior to this meeting for review</p> <ul style="list-style-type: none"> Corrections requested <ul style="list-style-type: none"> Page 2, Global Health Elective, 2nd bullet, change to read, "...and needs to be discussed..." Page 3, OP 59.05, Grading Procedures and Academic Regulations, §I. Grading Procedures, Paragraph A, 6. Other grades WI., change to read, "...WI will be changed to a W" No other additions or corrections were requested 	<p>Dr. Woodall requested a motion to approve minutes with changes. Dr. Lakshmanaswamy motioned. Mr. Vasquez seconded. Motion passed unanimously</p>
<ul style="list-style-type: none"> Anticipated Action Items: 		
<ul style="list-style-type: none"> <ul style="list-style-type: none"> WLHSDM 12th Semester Clinical Course – W. Woodall 	<p>Supporting documents for the WLHSDM 12th Semester Clinical Course (Exhibit B) emailed to council members prior to the meeting for review.</p> <ul style="list-style-type: none"> WLHSDM proposes adding a repeatable dental skills course when completion of the program requires an additional semester <ul style="list-style-type: none"> Offers a 12th semester recurring course <ul style="list-style-type: none"> Available for students who are unable to finish the program due to dire circumstances or religious commitments Recurring, students can enroll over and over again Non-credit course and will not add hours to the degree plan Can be used as a mechanism to bring students back in and remediate them to get to their licensure performance Suggestions/concerns <ul style="list-style-type: none"> Explore grading approaches including incomplete "I", deferred "DE", and "continuing education" when program is completed and help is needed beyond the program Is course eligible for financial aid Financial obligations, do students pay every time they enroll Discussion was tabled in order to obtain more information 	<p>Dr. Woodall requested to table and revisit at the next meeting</p> <p>Agenda item at the 11 July 2024 Academic Council meeting</p>

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<ul style="list-style-type: none"> ○ HSCEP OP 77.17, Transfer of Credit – W. Woodall 	<p>HSCEP OP 77.17 ‘tracked changes’ version (Exhibit C) was emailed to council members prior to the meeting. A ‘clean’ version (Exhibit C-1) was printed and circulated to attendees during the meeting</p> <ul style="list-style-type: none"> • Members had no concerns to the policy revisions for OP 77.17 	<p>Dr. Woodall requested a motion to approve. Dr. Lakshmanaswamy motioned. Dr. Hurlbut seconded. Motion passed unanimously</p> <p>HSCEP OP 77.17 will be routed to Dr. Lange for final review and approval</p>
<ul style="list-style-type: none"> • Updates: 		
<ul style="list-style-type: none"> ○ HSCEP OP 59.01, Attachment A, Course Approval/Change Form – J. Harrell / C. Herber-Valdez 	<p>Course Approval/Change Form (Exhibit D) was updated to change the layout and drop-down descriptors to reflect the new Course Types and Mode of Instruction (formerly Instructional Method) as promulgated by THECB</p> <ul style="list-style-type: none"> • An instructional page, ‘how to use this form’ will accompany the form to help define how to select the appropriate course type and mode of instruction <ul style="list-style-type: none"> ○ Contingent on, what is the primary method or what will be 51% of mode of instruction? • Recommended changes <ul style="list-style-type: none"> ○ Grading Mode: change drop down from “standard” to “graded” ○ Add title to the form, “Course Approval/Change Form” ○ Change address to “130 Rick Francis St.” 	<p>Dr. Woodall requested a motion to approve with changes. Dr. Woods motioned. Dr. Lakshmanaswamy seconded. Motion passed unanimously</p>
<ul style="list-style-type: none"> ○ HSCEP OP 59.05, Grading Procedures and Academic Regulations <ul style="list-style-type: none"> ➤ Attachment A, Audit Registration Form – W. Woodall 	<p>Outcome: HSCEP OP 59.05 and Attachment A was approved via asynchronous vote</p> <ul style="list-style-type: none"> • This is an institutional policy. If any school is doing something different, then refer to the individual school policy • Updated policy posted on the “Policy and Procedures” webpage 	
<ul style="list-style-type: none"> ○ HSCEP OP 77.14, Accessibility and Establishing Accommodations for Students with Disabilities – W. Woodall 	<p>HSCEP OP 77.14 revised policy posted on the “Policy and Procedures” webpage</p>	
<ul style="list-style-type: none"> ○ Academic Policies Reviewed – W. Woodall 	<p>6-HSCEP OPs have been reviewed through the Office of Academic Affairs and per review stipulations the policies are not subject to Academic Council’s detailed review and approval</p>	
<ul style="list-style-type: none"> 1. OP 57.02, Guidelines for the Educational Use of Copyrighted Works 	<p>HSCEP OP 57.02 and Attachment A review is complete and posted on the “Policy and Procedures” webpage</p>	

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➤ Attachment A, Sample Permission Letter		
2. OP 75.11, Health Surveillance Program for TTUHSC El Paso Institutional Health and Infection Control Program – ➤ Attachment A – D	HSCEP OP 75.11 and Attachment A – D review is complete and posted on the “Policy and Procedures” webpage	
3. OP 77.01, Admission	HSCEP OP 77.01 review is complete and posted on the “Policy and Procedures” webpage	
4. OP 77.05, Student Leaves of Absence & Suspensions	HSCEP OP 77.05 review is complete and posted on the “Policy and Procedures” webpage	
5. OP 77.07, Credit by Examination	HSCEP OP 77.07 review is complete	HSCEP OP 77.07 routed to Dr. Lange for final review and approval
6. OP 77.16, Core Curriculum Policy	HSCEP OP 77.16 review is complete and posted on the “Policy and Procedures” webpage	
○ Round table/open discussion of potential new business – W. Woodall	<p>University new mailing address – Effective January 1, 2024 TTUHSC El Paso’s new mailing address is 130 Rick Francis St. You will need to notify regulatory agencies and accrediting organizations.</p> <p>Building Signage Dr. Woods talked with Dr. Lange about signage to label the buildings with their physical addresses</p> <p>Campus Map We do not have a current campus map anywhere on the website. When we have visitors and guests, we need to have a map to provide them</p> <p>Pregnant and Parenting Students (Exhibit E)</p> <ul style="list-style-type: none"> Based on Texas Education Code and Title IX, SB 412, SB 459, SB 597/HB 1361, all pertaining to new protections for pregnant and parenting students in Texas. <ul style="list-style-type: none"> Leslie Collins, JD, Title IX Coordinator in Lubbock will be conducting 30-minute online training for each school, GME, Chairs and overall open presentations. All faculty, residents, 	if schools have suggested times to present to faculty reach out to Veronica Rodriguez and provide availability to Ms. Collins

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	<p>administration – if working with students, need to understand this and need to know what is/what is not allowed</p> <ul style="list-style-type: none"> Voluntary disclosure of pregnancy or parenting form is available through Slate or see Norma in OSSSE <p>SB 17</p> <ul style="list-style-type: none"> Dr. Herber-Valdez attended TCCAO meeting and one of our Texas Tech System institution shared that in collaboration with general counsel they put together information on their website and a link for students and a link for faculty where they can see answers to questions about SB 17. She thought maybe this is something we can do in collaboration with Frank Gonzales. Counsel is available on Friday afternoon to address SB 17 matters, for questions contact Mr. Gonzales. He might prefer to keep it in this vein, Dr. Woodall will reach out and ask 	Dr. Herber-Valdez will find out which Texas Tech System institution has the SB 17 webpage and share the link with Dr. Woodall
<ul style="list-style-type: none"> Next Meeting 	<p>Thursday, July 11, 2024 10:30 AM – 12:00 PM Location: MSBII, President’s Conference Room</p>	
<ul style="list-style-type: none"> Adjourn – W. Woodall 		Dr. Woodall adjourned the meeting at 11:19 AM

Attachments		
Exhibit	Title	Provided by
A	Minutes of the 14 March 2024 Academic Council Meeting	Office of Academic Affairs
B	WLHSDM 12 th Semester Clinical Course	Woody L. Hunt School of Dental Medicine
C	HSCEP OP 77.17, Transfer of Credit ‘tracked changes’ version	Office of Academic Affairs
C-1	HSCEP OP 77.17, Transfer of Credit ‘clean’ version	Office of Academic Affairs
D	HSCEP OP 59.01, Attachment A, Course Approval/Change Form	Student Services and Student Engagement
E	Pregnant and Parenting Students Powerpoint	Title IX Coordinator, TTUHSC & TTUHSC El Paso