



TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER
EL PASO

Office of the Provost

Academic Council
2019 – 2nd Quarter
Meeting Minutes

Friday, 12 April 2019
10:00 A.M. – 12:00 P.M.
MEB 3200A

Attendees			
Chaired by:	Office of the Provost	Paul E. Ogden, M.D.	Present
Voting Members:	GGHSON	Stephanie L. Woods, Ph.D., R.N.	Absent
		Lizette Villanueva, Ph.D., R.N.	Present
	GSBS	Rajkumar Lakshmanaswamy, Ph.D.	Present
		Huanyu Dou, Ph.D.	Absent
	PLFSOM	Charmaine A. Martin, M.D. <i>Delegate for Richard A. Lange, M.D. – Dean, PLFSOM</i>	Present
		Thwe Htay, M.D.	Present
	WLHSDM	Richard C. Black, D.D.S.	Absent
Wendy Woodall, D.D.S.		Present	
SGA	Subodh Potla	Present	
Ex-officio Members:	Faculty Senate	Gustavo J. Rodriguez, M.D.	Absent
	Office of the Provost	Valerie Osland Paton, Ph.D.	Present
	Office of Student Services	Christopher Vejil <i>Delegate for Alex Garcia</i>	Present
	Office of the Registrar	Diana Andrade	Present
	Office of Financial Aid	Ron Williams	Present
	Student Business Services	Cynthia Flores	Present
	Office of Institutional Research & Effectiveness	Christiane Herber-Valdez, Ed.D.	Present
Guests:	Libraries	Lisa A. Beinhoff, Ph.D.	
	Office of Medical Education	Richard D. Brower, M.D.	
	Office of the Registrar	Robin Dankovich, Ed.D.	
		Maria Dominguez	
Recorded by:	Office of the Provost	Michelle Castro	

The Academic Council reviewed, voted on, and approved these minutes at their 3 July 2019 meeting.

Objective

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

Summary

Item	Discussion	Conclusion(s) and/or Action Item(s)
1. Call to Order	Dr. Ogden introduced the new SGA president, Subodh Potla, a second year student of PLFSOM. As SGA president, Mr. Potla is replacing his predecessor, Leelani Sajid, as a voting member of the council.	Dr. Ogden called the meeting to order at 10:01 A.M.
2. Review of Minutes from 15 February 2019 Meeting	Note: Minutes of 15 February 2019 Academic Council Meeting (Exhibit A) emailed to council members prior to this meeting for review.	Members had no additions or corrections to minutes of previous meeting (Exhibit A). Dr. Ogden requested a motion to approve minutes. Dr. Lakshmanaswamy motioned. Mr. Potla seconded. Motion passed unanimously.
3. Review of HSCEP OP 77.20, <i>Prioritization, Acceptance, Credentialing, and Monitoring of Visiting Students and Trainees [Draft]</i>	<ul style="list-style-type: none">Proposed draft of HSCEP OP 77.20 (Exhibit B) was emailed to council members prior to this meeting.Similar to draft presented during 15 February 2019 meeting, but with changes to include WLHSDM-specific requirements.Updated draft originally to be put to electronic vote between meetings. Instead, this OP was placed on agenda for discussion and vote during this meeting due to logistical difficulties in electronic voting using our current platforms.Presented with the understanding that this OP will be changed as required (i.e., "place-holder policy").<ul style="list-style-type: none">Several examples put forward as to need to publish now.	Dr. Ogden called for a motion to approve draft of HSCEP OP 77.20 (Exhibit B) for submission. Dr. Woodall motioned. Dr. Lakshmanaswamy seconded. Motioned passed unanimously.
4. Review of HSCEP OP 10.20, <i>Criminal Background Checks for Students, Residents, and Trainees</i>	<ul style="list-style-type: none">Note: Proposed changes to HSCEP OP 10.20 (Exhibit C) emailed to council members prior to this meeting for review. These changes included:<ul style="list-style-type: none">a shift away from a medicine-only scope.updates to PLFSOM portions of OP.	<ul style="list-style-type: none">Issues on this OP raised by Office of the Registrar will be addressed in future meeting as this policy update is needed immediately.

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	<ul style="list-style-type: none"> <ul style="list-style-type: none"> ▪ WLHSDM included in these as dental and medical policy scopes coincide. ○ language and procedures to comply with Texas Board of Nursing provisions for GGHSON. • Council members presented various scenarios that warranted a broadening of this OP, including coverage of GSBS students. Following is a summary of the proposed changes during this discussion (refer to Exhibit D). <ul style="list-style-type: none"> ○ “Definitions” section <ul style="list-style-type: none"> ▪ Revision of definition of “student” ▪ Addition of definition of “resident” ▪ Addition of definition of “trainee” ○ §I.A: Inclusion of “campus community” and “research, educational activities” in order to expand scope of OP beyond clinical/patient care activities. The last sentence stating OP only applies to those who participate in patient/clinical activities was struck as a result of this expansion. ○ §I.E: Inclusion of GSBS students/trainees in requirement of criminal background checks under this policy. ○ §I.F: Expansion of scope by replacing “patient care” with “the educational activities offered by TTUHSC EP.” ○ Throughout the OP, “resident” was replaced with “trainee” during the meeting. Also, “student” was replaced with “student/trainee.” However, due to time constraints, council granted permission for the Office of the Provost to do a universal search for “resident” and “student” and replace all of these terms accordingly. • All proposed changes (pre- and post- meeting) are included in Exhibit E. • Concerns regarding the role of the Office of the Registrar (e.g., records retention and destruction) were raised. 	<ul style="list-style-type: none"> • Dr. Ogden called for a motion to approve the proposed changes to HSCEP OP 10.20 (Exhibit D) after the Office of the Provost makes <i>editorial</i> revisions (not <i>substantive</i> revisions). Dr. Lakshmanaswamy motioned. Mr. Potla seconded. Motion passed unanimously. • Post-meeting <i>editorial</i> changes included in Exhibit E with actions described under “Discussion” section. <ul style="list-style-type: none"> ○ Note: The term “resident(s)” struck from title and definition. Definition of “resident” combined with that of “trainee” to avoid confusion.

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5. Naming of Subcommittee for Institutional Student Handbook	<ul style="list-style-type: none"> • Dr. Paton announced she updated institutional student handbook. Revisions are currently being reviewed by Office of Human Resources to ensure Title IX compliance. • Student code calls for representatives from each school to review it each year. • Dr. Paton suggested following individuals review handbook this year. <ul style="list-style-type: none"> ○ Dr. Woodall for WLHSDM ○ Dr. Lakshmanaswamy for GSBS ○ Mr. Potla or delegate for SGA ○ Dr. Brower for PLFSOM ○ Dr. Dankovich for Office of the Registrar ○ Dr. Villanueva or Ms. Lorraine James for GGHSON ○ Mr. Christopher Vejil and Ms. Hilda Alarcon to do final editing for Office of Student Services 	After HR completes the Title IX review of the updated handbook, Dr. Paton will send policy to each of the members of the new subcommittee for review. They will not meet unless they notify Dr. Paton that they need to do so.
6. Changes to M.D. Degree Plan	<ul style="list-style-type: none"> • Dr. Dankovich explained changes to PLFSOM M.D. degree program (Exhibits F and G). <ul style="list-style-type: none"> ○ Changes resulted in net +1.0 credit hour (Exhibit H). ○ Hours shifted between MS2 fall and spring semesters (Exhibit H). ○ Pre-clerkship hours calculated as 1 credit hour per 20 contact hours (Exhibit I). • Changes have been reported to THECB. 	In future, any degree program changes should first go to the Academic Council and then the Office of the Provost prior to submission to external agencies.
7. Department Name Changes	<ul style="list-style-type: none"> • THECB requires notifications of department name changes, regardless of whether or not TTUS BOR requires them (Exhibit J). <ul style="list-style-type: none"> ○ Name changes to an <i>academic</i> department directly changes organizational structure at state level. • Department name changes must align with federal classifications 	In future, any department name changes should first go to Academic Council and then any respective office(s) prior to submission to external agencies.
8. Updates from the Office of the Registrar	<ul style="list-style-type: none"> • Following measures have been taken in anticipation of approval of HSCEP OP 77.19. <ul style="list-style-type: none"> ○ Updating of Banner Student. ○ Ordering transcript paper with corresponding grading legend. 	<ul style="list-style-type: none"> • Policy on adding, changing, and deleting courses and/or methods of course delivery will be presented for discussion

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	<ul style="list-style-type: none"> ▪ Goal is 1 June 2019 for TTUHSC EP being able to print official transcripts. • Need formalization of adding, changing, and deleting courses and/or methods of course delivery. • Registration opened 1 April 2019 for GGHSON and GSBS with very minimal issues. <ul style="list-style-type: none"> ○ PLFSOM will be registering soon. • Finalized credentials with vendor for national student clearing house. • Transitioning to enable students to self-register. 	<ul style="list-style-type: none"> and approval at next council meeting. • Paper registration forms will be made available during orientation to MS-IIIs if students are unable to register themselves.
9. Updates from the Office of Financial Aid	<ul style="list-style-type: none"> • Program participation agreement has been signed by President Lange and countersigned by U.S. Department of Education. • Access to SAIG mailbox to allow Financial Aid to retrieve TTUHSC EP student information and disburse payments. 	<ul style="list-style-type: none"> • TTUHSC EP is now official Title IV provider. • Should be able to disburse financial aid to MS-IIIs by 5 May 2019.
10. Other Business	not applicable	Dr. Ogden asked council if any other business needed to be discussed. Attendees put forward neither old nor new business to discuss.
11. Announcements		
a. Next Meeting	Wednesday, 3 July 2019, 10:00 A.M. – 12:00 P.M.	<ul style="list-style-type: none"> • Proposed changes to HSCEP OP 10.06 regarding proxy voting for absent voting members of this council will be presented at the next meeting. • Please forward any agenda items to Dr. Ogden, Dr. Paton, and/or Ms. Castro.
b. Other	<ul style="list-style-type: none"> • Council members will be emailed a clean copy of HSCEP OP 10.20. 	Any additional announcements may be sent to the council via email.
12. Adjournment	not applicable	Dr. Ogden adjourned the meeting at 11:11 A.M.

Attachments		
Exhibit	Title	Provided by
A	Minutes of 2019 – 1 st Quarter Meeting Minutes of the Academic Council [Draft] (15 February 2019)	Office of the Provost
B	Proposed Draft HSCEP OP 77.20, <i>Prioritization, Acceptance, Credentialing, and Monitoring of Visiting Students and Trainees [DRAFT]</i>	Office of the Provost
C	Proposed [Pre-meeting] Revisions to HSCEP 10.20, <i>Criminal Background Checks for Students, Residents, and Trainees</i>	Office of the Provost
D	Proposed Revisions [Made During Meeting] to HSCEP 10.20, <i>Criminal Background Checks for Students, Residents, and Trainees</i>	Office of the Provost
E.	Proposed [Post-meeting] Revisions to HSCEP 10.20, <i>Criminal Background Checks for Students, Residents, and Trainees</i>	Office of the Provost
F	PLFSOM Doctor of Medicine Degree Program	Office of the Provost
G	PLFSOM Credit Hour History	Office of Medical Education
H	PLFSOM Credit Hour Table	Office of Medical Education
I	PLFSOM Approved Credit Hour Calculation Policy	Office of Medical Education
J	Notification Form for Administrative Changes – Texas Higher Education Coordinating Board	Office of the Provost