

<b>Attendees</b>			
<b>Chaired by:</b>	Office of Academic Affairs	Richard Brower, M.D.	Present
<b>Voting Members:</b>	GGHSON	Lizette Villanueva, Ph.D., R.N.	Present (via WebEx)
	GGHSON	Stephanie Woods, Ph.D., R.N.	Present
	GSBS	Huanyu Dou, Ph.D.	Present
	GSBS	Rajkumar Lakshmanaswamy, Ph.D.	Present
	PLFSOM	Thwe Htay, M.D.	Present
	PLFSOM	Linda S. Ellis, M.D.	
	WLHSDM	Richard C. Black, D.D.S.	Present
	WLHSDM	Wendy Woodall, D.D.S.	Present
	SGA	Alexa Guerrero	
<b>Ex-officio</b>	Faculty Senate	Richard McCallum, M.D.	
<b>Members:</b>	Office of Academic Affairs	Michele C. Williams, Ed.D.	Present
	SSSE – Assistant Vice President	Robin Dankovich, Ed.D.	Present
	SSSE – Registrar	Diana Andrade	Present
	SSSE – Financial Aid	Ron Williams	
	SSSE- Wellness	Dorothy Stewart	
	Student Business Services	Cynthia Flores	Present
	Office of Academic Affairs	Christiane Herber-Valdez, Ed.D.	Present (via WebEx)
	Office of Institutional Research & Effectiveness	Oliana Alikaj-Fierro, Ph.D.	Present (via WebEx)
	TTUHSC-El Paso Libraries	Lisa Beinhoff, Ph.D.	Present
	PLFSOM OME	Irene Alexandraki, M.D.	Present
	PLFSOM GME	Armando D. Meza, M.D.	
<b>Guests:</b>	Office of Academic Affairs	Alfonso Pacheco	Present
	GGHSON	Gloria M. Loera, DNP, RN, NEA-BC	Present
	WLHSDM	Geoffrey Guttman, Ph.D.	Present
	GGHSON – Office of Student Affairs	Jackeline Biddle-Richard	Present
<b>Recorded by:</b>	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"> <li>• <b>Call to order   Recognition of Proxies   Confirmation of Quorum</b> – R. Brower</li> </ul>		Dr. Brower called the meeting to order at 10:32 AM and confirmed quorum
<ul style="list-style-type: none"> <li>• <b>Review of the Minutes from 13 January 2022 meeting</b> – R. Brower</li> </ul>	<p>Minutes of the 13 January 2022 Academic Council Meeting (Exhibit A) were emailed to council members prior to this meeting for review</p> <ul style="list-style-type: none"> <li>• Members had no additions or corrections to minutes of previous meeting</li> </ul>	Dr. Brower requested a motion to approve minutes. Dr. Lakshmanaswamy motioned. Dr. Black seconded. Motion passed unanimously.
<ul style="list-style-type: none"> <li>• <b>Anticipated Action Items:</b></li> </ul>		
<ul style="list-style-type: none"> <li>• Post-baccalaureate Nursing Leadership Certificate – G. Loera</li> </ul>	<p>The outline of the proposed new certificate program (Exhibit B) was emailed to council members prior to this meeting for review</p> <ul style="list-style-type: none"> <li>• Post-Baccalaureate Nursing Leadership Certificate Power Point was presented to members during the meeting <ul style="list-style-type: none"> <li>○ Program provides an alternative option to professional nurses considering graduate level education</li> <li>○ 4 core courses in leadership (12 hours of graduate credit) <ul style="list-style-type: none"> <li>➤ Online format</li> <li>➤ Courses offered every semester</li> </ul> </li> </ul> </li> <li>• Upon completion of the certificate program, student will have the option to progress towards the MSN degree</li> <li>• Certificate will help student prepare for board certification</li> <li>• Goal is to increase enrollment in current MSN program</li> <li>• Target implementation is for Fall 2022</li> </ul>	Dr. Brower requested a motion to approve the Post-baccalaureate Nursing Leadership Certificate. Dr. Lakshmanaswamy motioned. Dr. Woodall seconded. Motion passed unanimously.
<ul style="list-style-type: none"> <li>• Dental Human Anatomy Distinction – G. Guttman</li> </ul>	<p>The distinction proposal (Exhibit C) was emailed to council members prior to this meeting for review</p> <ul style="list-style-type: none"> <li>• Based on existing PLFSOM Distinction in Anatomy program <ul style="list-style-type: none"> <li>○ Focus in the head and neck region</li> <li>○ Offered Summer D2 through Spring D3 year</li> <li>○ Exams are practical and oral to demonstrate knowledge</li> </ul> </li> <li>• Upon successful completion of the program, students will receive a notation on their diploma</li> <li>• Recommended changes to the proposal: <ul style="list-style-type: none"> <li>○ Criteria-D1-Year, <u>ACCEPTANCE PROCESS AND CRITERIA</u>, 1<sup>st</sup> sentence change to read, “The application deadline is the second Friday of July in the D1 year”</li> <li>○ Add language to include: <ul style="list-style-type: none"> <li>➤ Acceptance to the program is competitive</li> <li>➤ Limited based on capacity</li> </ul> </li> </ul> </li> </ul>	Dr. Brower requested a motion to approve the proposal for the Dental Human Anatomy Distinction program. Dr. Black motioned to approve with the changes. Dr. Lakshmanaswamy seconded. Motion passed unanimously.

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	<ul style="list-style-type: none"> <li>➤ Dismissal criteria (student must meet academic expectations or will be removed from the program)</li> <li>○ Oral exam and demonstration, page 4, change to read “student’s dental research project or DSARP”</li> <li>● Program will start next Summer 2023</li> </ul>	
<ul style="list-style-type: none"> <li>● HSCEP OP 77.15, Working with Affiliated Entities - Student Drug Screenings – A. Pacheco</li> </ul>	<p>HSCEP OP, 77.15 ‘tracked changes’ version (Exhibit D) was emailed to council members prior to this meeting for review. A ‘clean’ version (Exhibit D-1) was printed and circulated to attendees during the meeting</p> <ul style="list-style-type: none"> <li>➤ Terms “unacceptable” and “positive” will remain in the policy <ul style="list-style-type: none"> <li>○ Reviewed drug screen polices at other HSCs, clinical, nursing, occupational health schools in Texas was unable to find reference to use of “non-negative” language</li> </ul> </li> <li>➤ §Policy/Procedure, 1. Definitions <ul style="list-style-type: none"> <li>○ ADDED definition for Affiliated entities and also listed Texas Tech Physicians El Paso</li> <li>○ ADDED definition for Medical Review Officer (MRO)</li> </ul> </li> <li>➤ §Policy/Procedure, 9. Drug Screen Results, c. Positive Screen Results <ul style="list-style-type: none"> <li>○ Clarified section on drug screen results in relation to positive drug screen results</li> </ul> </li> <li>➤ Proposed changes include: <ul style="list-style-type: none"> <li>○ §Policy/Procedure, 1. Definitions, Affiliated entities add Texas Tech Dental Oral Health Clinic</li> <li>○ §Policy/Procedure, 4. Drug Screening for Cause, 3<sup>rd</sup> line typo change to read, “or the use or possession of”</li> </ul> </li> </ul>	<p>Dr. Brower requested a motion to approve HSCEP OP 77.15, Working with Affiliated Entities - Student Drug Screenings. Dr. Dou motioned. Dr. Lakshmanaswamy seconded. Motion passed unanimously.</p>
<ul style="list-style-type: none"> <li>● HSCEP OP 75.11, Health Surveillance Program, <ul style="list-style-type: none"> <li>➤ Attachment A, Vaccine Policy – A. Pacheco</li> </ul> </li> </ul>	<p>HSCEP OP 75.11, Attachment A, Vaccine Policy ‘tracked changes’ version (Exhibit E) was emailed to council members prior to this meeting for review. A ‘clean’ version (Exhibit E-1) was printed and circulated to attendees during the meeting</p> <p>Dr. Brower explained a competing process occurred in revising OP 75.11, Attachment A, student subsidiary. The Office of Academic Affairs updated Attachment A to add the vaccine requirement. Issue is, this policy was identified in list of HSCEP OPs under Dr. Ogden for review by the Academic Council; but Academic Council is not listed as reviewer. Under the original policy, the clinical group is responsible for updating the policy. This matter was</p>	<p>Dr. Brower requested a motion to approve HSCEP OP 75.11, Attachment A, Vaccine Policy. Dr. Lakshmanaswamy motioned with proposed changes as noted. Dr. Woodall seconded. Motion passed unanimously.</p> <p>Send Academic Council member’s feedback to Dr. Figueroa.</p>

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	<p>addressed with Dr. Figueroa and he is accepting of Council’s update to Attachment A. Feedback will be presented to Dr. Figueroa and request to add Academic Council as reviewer during next policy update (for Attachment A only)</p> <p>Legislative language updates:</p> <ul style="list-style-type: none"> <li>• §II. Immunizations, C. Immunization Exclusion for Reasons of Conscience, 4., pg. 2 <ul style="list-style-type: none"> <li>○ Texas Education Code 51.933 and rules by the Texas Health and Human Services Commission, student can claim an exclusion from vaccines for religious purposes <ul style="list-style-type: none"> <li>➤ If granted an exclusion, students may not be able to fulfill curricular requirements rendering them unable to progress academically or graduate</li> </ul> </li> </ul> </li> <li>• §II. Immunizations, E. Vaccine Requirements for Healthcare Workers <ul style="list-style-type: none"> <li>○ Vaccine Requirements based on the level exposure of patients of vaccine preventable disease cited in E.2. “In Texas, Per 25 Texas Administrative Code Sec. 1.702”</li> </ul> </li> <li>• §II. Immunizations, G. COVID-19 Vaccination Requirements at Healthcare Facilities <ul style="list-style-type: none"> <li>○ Supreme Court decision <i>Biden v. Missouri</i>, requiring facilities that participate in Medicare and Medicaid, to require staff to be vaccinated against COVID-19</li> </ul> </li> <li>➤ Proposed changes include: <ul style="list-style-type: none"> <li>○ §II. Immunizations, C. Immunization Exclusion for Reasons of Consciousness, change to read, “Conscience”</li> <li>○ §II. Immunizations, B. Annual Requirement, ADD heading at the top of page 2</li> <li>○ §I Tuberculosis Surveillance, A. Cost Responsibilities, 2. OH should read, “Occupational Health”</li> </ul> </li> </ul>	<p>Request update to HSCEP OP 75.11, main document, §Review to include Academic Council as reviewers</p> <p>Add hyperlinks to the legislative codes</p>
<ul style="list-style-type: none"> <li>• HSCEP OP 10.20, Background Check – A. Pacheco</li> </ul>	<p>HSCEP OP 10.20 ‘tracked changes’ version (Exhibit F) was emailed to council members prior to this meeting for review. A ‘clean’ version (Exhibit F-1) was printed and circulated to attendees during the meeting</p> <p>Dr. Brower reported the original policy was lengthy and revised to shorten, add definitions, and address 3 essential things:</p>	<p>Dr. Brower requested a motion to approve HSCEP OP 10.20, Background Check. Dr. Black motioned. Dr. Lakshmanaswamy seconded. Motion passed unanimously.</p>

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	<ol style="list-style-type: none"> <li>1. Requirements for undergoing a CBC</li> <li>2. School can request additional CBC</li> <li>3. If CBC outcomes unsatisfactory, may result in student dismissal</li> </ol> <ul style="list-style-type: none"> <li>• Policy is consistent and compliant with applicable state and federal laws for criminal background checks               <ul style="list-style-type: none"> <li>○ §Definitions, ADDED: Criminal History record information (CHRI), refers to information collected about a student’s CBC and disposition</li> </ul> </li> <li>• Texas Board of Nursing (TXBON) requires DPS/FBI background checks for all nursing students</li> <li>• Texas Education Code does not differentiate programs within HSCs. For this reason the graduate school is also required to process CBCs for their students, even if their program of study does not require licensure after graduation.</li> <li>• Affiliated entities may require additional CBCs than those requested by TTUHSCEP upon student matriculation</li> <li>• §BACKGROUND, 2<sup>nd</sup> sentence, page 2, Clarify, “unless otherwise excused by the president or their designee”               <ul style="list-style-type: none"> <li>○ Dr. Woods asked for clarification, what is the circumstance when the president would excuse a student from a CBC?                   <ul style="list-style-type: none"> <li>➤ Alfonso will investigate legality</li> </ul> </li> </ul> </li> <li>➤ Proposed changes include:               <ul style="list-style-type: none"> <li>○ §Definitions, Affiliated entities add Texas Tech Dental Oral Health Clinic</li> <li>○ §Policy, 1. D. typographical error, delete letter “J”</li> </ul> </li> </ul>	Clarify legality on the circumstance when the president would excuse a student from a CBC
<b>1. Updates:</b>		
<ul style="list-style-type: none"> <li>• Verification of Outcome – R. Brower               <ul style="list-style-type: none"> <li>➤ OP 77.07 Credit by Examination</li> </ul> </li> </ul>	Outcome of asynchronous online vote by voting members of academic council: Approved unanimously	
<ul style="list-style-type: none"> <li>➤ Institutional Social Justice Goals &amp; Objectives</li> </ul>	<p>Outcome of asynchronous online vote by voting members of academic council: Approved with one abstention</p> <ul style="list-style-type: none"> <li>• Circulate the approved institutional document to each degree program and set expectations:               <ul style="list-style-type: none"> <li>○ Map goals to curriculum and identify gaps and areas for improvement during AY2022-23</li> </ul> </li> </ul>	Distribute the approved institutional Social Justice Goals & Objectives document to all schools

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	<ul style="list-style-type: none"> <li>○ Report of plan for full compliance in AY2023-24</li> <li>○ All schools will receive feedback on their compliance plans from the OAA and CDI</li> </ul>	
<ul style="list-style-type: none"> <li>➤ DMD/MPH Articulation Agreement</li> </ul>	Outcome of asynchronous online vote by voting members of academic council: Approved unanimously	
<ul style="list-style-type: none"> <li>○ Notification</li> </ul>		
<ul style="list-style-type: none"> <li>➤ HSCEP OP 10.06, Academic Council – R. Brower</li> </ul>	<p>HSCEP OP 10.06 copy was circulated to attendees during the meeting (Exhibit G) and reported worked with Dr. Lange to revise policy to update membership language and add new schools</p> <ul style="list-style-type: none"> <li>• Typographical correction request: <ul style="list-style-type: none"> <li>○ §III. Membership, C.5 change to read: “Select staff members of the TTUHSC El Paso Office of Student Services and Student Engagement (SSSE)</li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li>➤ NC-SARA notification posted on OAA website – C. Herber-Valdez</li> </ul>	<p>NC-SARA professional licensure notification for each school, GGHSON, PLFSOM, WLHSDM, has been posted on OAA webpage</p> <ul style="list-style-type: none"> <li>• Determines whether our students, upon program completion, meet the educational requirements to sit for state licensure based on each state’s licensure exam requirements</li> <li>• Notification from NC-SARA on proposed policy changes: <ul style="list-style-type: none"> <li>○ Professional licensure and reciprocity agreements <ul style="list-style-type: none"> <li>➤ Decisions due November 2022</li> <li>➤ Will notify Academic Council if there any modifications of concern or action requirements</li> </ul> </li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li>➤ Finalization of SACSCOC documentation within the coming months – C. Herber-Valdez</li> </ul>	<p>Reaffirmation report due to SACSCOC in September 2022</p> <ul style="list-style-type: none"> <li>• High priority in addressing all needs and deadlines</li> <li>• Request for a temporary “freeze” to making any changes to webpages/program information so reports align with actual programming and relevant documentation</li> </ul>	
<ul style="list-style-type: none"> <li>➤ Implementation of student health insurance policy (must be held until BOR meeting in May 2022) – A. Pacheco</li> </ul>	<p>New policy, HSCEP OP 77.22, Mandatory Student Health Insurance Requirement was approved at 10 January 2022 Academic Council meeting</p> <ul style="list-style-type: none"> <li>• Per TTUHSCEP Legal Counsel, TTU System Board of Regents (BOR) has to approve the student health insurance policy rule <ul style="list-style-type: none"> <li>○ Rule will be presented at May BOR meeting</li> <li>○ Once rule is approved, we will proceed with the policy routing process</li> </ul> </li> <li>• HSCEP OP 77.22 target implementation is AY 2022-2023</li> </ul>	

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<ul style="list-style-type: none"> <li>○ MD/MBA Agreement – I. Alexandraki</li> </ul>	<p>MD/MBA pathway agreement has been fully executed</p> <ul style="list-style-type: none"> <li>● COB team in Lubbock and IA collaborated on branding to create a flyer, website, and informational materials</li> <li>● Pathway program implementation for AY 2022-2023</li> </ul>	
<ul style="list-style-type: none"> <li>➤ SACSCOC Notification Requirement (Follow up from July 8, 2021 AC Meeting) – C. Herber-Valdez</li> </ul>	<p>Per SACSCOC definition, no notification to SACSCOC is needed for MD/MBA pathway, as it is not considered a dual degree program</p>	
<ul style="list-style-type: none"> <li>○ Announcements</li> </ul>		
<ul style="list-style-type: none"> <li>➤ Classification for UG transfer students – R. Dankovich</li> </ul>	<ul style="list-style-type: none"> <li>● Changes to coding and classification for UG nursing students: <ul style="list-style-type: none"> <li>○ New students to transfer students</li> <li>○ Sophomores to Juniors</li> </ul> </li> <li>● Worked with OIRE on both policies to make sure coding and reporting is appropriate</li> <li>● UG nursing changed amount of credit hours that classify students as sophomores and juniors, so all entry level students will be considered as juniors and allowing for an additional \$1,000 in loan and aid</li> </ul> <hr/> <ul style="list-style-type: none"> <li>● A pilot program has been developed through Dynamic Forms to help centralize documents for onboarding or credentialing process. If the schools are interested, contact Diana Andrade in the Registrar’s Office</li> </ul>	
<ul style="list-style-type: none"> <li>➤ Term Code update for Dental Medicine – D. Andrade</li> </ul>	<p>New dental banner term codes for WLHSDM beginning AY 2023</p> <ul style="list-style-type: none"> <li>● Change to number sequence, change to last 2-digits: <ul style="list-style-type: none"> <li>○ 32, 42, 62 to “28, 58, 78” in Banner</li> <li>○ Consistent coding across the institution</li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li>○ Guidelines posted on OAA website – R. Brower <ul style="list-style-type: none"> <li>➤ Guidelines for Mass Email and Distribution Lists</li> <li>➤ Specifications for course structures to support ILP connections to TTUHSC Learning Management Systems (LMS)</li> <li>➤ Guidelines for Captioning</li> </ul> </li> </ul>	<p>Guidelines provide granular and adaptable operational guidance</p> <ul style="list-style-type: none"> <li>● 3-Guidelines have been approved by the Academic Council and now posted on the OAA website <ol style="list-style-type: none"> <li>1. Guidelines for Mass Email and Distribution Lists</li> <li>2. Specifications for course structures to support ILP connections to TTUHSC Learning Management Systems</li> <li>3. Guidelines for Captioning</li> </ol> </li> <li>● Accommodating Religious Practices <ul style="list-style-type: none"> <li>○ New guideline to be developed</li> </ul> </li> </ul>	<p>Draft Accommodating Religious Practices guideline for review by Academic Council</p>

Summary		
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➤ Accommodating Religious Practices (TENTATIVE)	➤ Based on feedback from Muslim faculty and newly formed Muslim association	
• <b>Round table/open discussion of potential new business</b> – R. Brower	<ul style="list-style-type: none"> <li>• Academic Council meetings are intended to be in-person and members encouraged to participate in person</li> <li>• Develop a review process for all ancillary academic programs including distinction programs and certificate programs <ul style="list-style-type: none"> <li>○ Process reviews outcomes, quality, and satisfaction</li> <li>○ For SACS purposes, process will serve to defend our quality control processes at the institutional level <ul style="list-style-type: none"> <li>➤ Process to be developed in the coming months</li> </ul> </li> </ul> </li> <li>• Notification from THECB about credit hours limit (99 hours) for funding related to students in doctoral programs <ul style="list-style-type: none"> <li>○ Dr. Dankovich will check on program compliance</li> </ul> </li> <li>• Dr. Woods introduced Jackeline Biddle Richard, new Senior Director for the GGHSON Office of Student Affairs</li> </ul>	Develop review process for all ancillary academic programs
Next Meeting	Thursday, May 12, 2022 10:30 AM – 12:00 PM Location: MSBII, President’s Conference Room	
• <b>Adjourn</b> – R. Brower		Dr. Brower adjourned the meeting at 12:04 PM

Attachments		
Exhibit	Title	Provided by
A	Minutes of the 13 January 2022 Academic Council Meeting	Office of Academic Affairs
B	Post-baccalaureate Nursing Leadership Certificate	GGHSON Graduate Program
C	Dental Human Anatomy Distinction	WLH School of Dental Medicine
D	HSCEP OP 77.15, Working with Affiliated Entities - Student Drug Screenings ‘tracked changes’ version	Student Services & Student Engagement
D-1	HSCEP OP 77.15, Working with Affiliated Entities - Student Drug Screenings ‘clean’ version	Student Services & Student Engagement
E	HSCEP OP 75.11, Health Surveillance Program, Attachment A, Vaccine Policy, ‘tracked changes’ version	Office of Academic Affairs
E-1	HSCEP OP 75.11, Health Surveillance Program, Attachment A, Vaccine Policy ‘clean’ version	Office of Academic Affairs
F	HSCEP OP 10.20, Background Check, ‘tracked changes’ version	Office of Academic Affairs
F-1	HSCEP OP 10.20, Background Check, ‘clean’ version	Office of Academic Affairs



