

<b>Attendees</b>			
<b>Chaired by:</b>	Office of Academic Affairs	Richard Brower, M.D.	Present (via WebEx)
<b>Voting Members:</b>	GGHSON	Lizette Villanueva, Ph.D., R.N.	
	GGHSON	Stephanie Woods, Ph.D., R.N.	Present
	GSBS	Huanyu Dou, Ph.D.	Present
	GSBS	Rajkumar Lakshmanaswamy, Ph.D.	
	PLFSOM	Thwe Htay, M.D.	
	PLFSOM	Linda S. Ellis, M.D.	
	WLHSDM	Richard C. Black, D.D.S.	Present
	WLHSDM	Wendy Woodall, D.D.S.	Present
	SGA	Georgia Blackwell	
<b>Ex-officio</b>	Faculty Senate	Richard McCallum, M.D.	Present
<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	Present
	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
	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>	GGHSON – Office of Student Affairs	Jackeline Biddle-Richard	Present
	PLFSOM	Tanis Hogg, Ph.D.	Present
	SGA	Victor Vasquez	Present
	Office of Academic Affairs	Alfonso Pacheco	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>	<p>Thwe Htay, M.D. was unable to attend and designated Tanis Hogg, Ph.D. as proxy in her absence.</p> <p>Georgia A. Blackwell, new SGA president was unable to attend and designated Victor Vasquez as proxy in her absence.</p>	<p>Dr. Brower called the meeting to order at 10:35 AM and confirmed quorum</p>
<ul style="list-style-type: none"> <li>• <b>Review of the Minutes from 12 May 2022 meeting</b> – R. Brower</li> </ul>	<p>Minutes of the 12 May 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>	<p>Dr. Brower requested a motion to approve minutes. Dr. Black motioned. Dr. Woodall seconded. Motion passed unanimously.</p>
<ul style="list-style-type: none"> <li>• <b>Anticipated Action Items:</b></li> </ul>		
<ul style="list-style-type: none"> <li>○ Academic Program Religious Accommodations <ul style="list-style-type: none"> <li>➤ Accommodations for Religious Practices</li> <li>➤ Request for Curricular Religious Accommodations – R. Brower</li> </ul> <p><u>Underlying policies:</u></p> <ul style="list-style-type: none"> <li>▪ HSCEP OP 77.12: Student Absences Related to Religious Holy Day</li> <li>▪ HSCEP OP 51.02: Non-Discrimination and Anti-Harassment Policy and Complaint Procedure</li> <li>▪ TTUS Rule 07.10: Non-Discrimination and Anti-Harassment Policy and Complaint Procedure</li> </ul> </li> </ul>	<p>Religious accommodations documents, guideline (Exhibit B) and request form (Exhibit C), were emailed to council members prior to the meeting for review</p> <ul style="list-style-type: none"> <li>• Proposed guideline was revised to include essential terms, expectations, bring together HSCEP’s underlying policies, provide guidance to schools and faculty on how to handle and manage reasonable requests for religious accommodations by students and religiously-based student organizations <ul style="list-style-type: none"> <li>○ Establishes a religious accommodations request form, and sets institutional expectations for fair treatment by the schools <ul style="list-style-type: none"> <li>➤ Student are expected to submit form in advance to get request authorized and approved</li> </ul> </li> <li>○ Informs that religiously-based student organizations may provide Office of Academic Affairs with an outline of their group’s suggested considerations in relation to curricular accommodations <ul style="list-style-type: none"> <li>➤ Outline may be posted and accessible to program and/or curriculum phase directors for consideration</li> </ul> </li> </ul> </li> </ul>	<p>Dr. Brower requested a motion to approve the guideline. Dr. Woodall motioned. Dr. Black seconded. Motion passed unanimously.</p> <p>Guideline for Managing Curricular Accommodation Related to Religious Practices and Request for Curricular Religious Accommodations will be posted to the Office of Academic Affairs website</p>
<ul style="list-style-type: none"> <li>○ HSCEP OP 59.07, Substantive Change Policy <ul style="list-style-type: none"> <li>➤ Attachment A, Requirements of Reporting Substantive Change</li> <li>➤ Attachment B, Substantive Change Action Plan – C. Herber-Valdez</li> </ul> </li> </ul>	<p>HSCEP OP 59.07 ‘tracked changes’ version (Exhibit D) was emailed to council members prior to the meeting for review</p> <ul style="list-style-type: none"> <li>• This institutional policy on substantive change directly derives from the SACSCOC Substantive Change Policy and Procedure which requires that we have process in place to ensure compliance</li> </ul>	<p>OP 59.07 will be revised and emailed to Academic Council members for asynchronous review and approval</p>

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	<ul style="list-style-type: none"> <li>○ Days prior to the AC meeting, important feedback from SASCOC consultant was received recommending a few formatting and content revisions based on recent SASCOC policy updates approved earlier this year               <ul style="list-style-type: none"> <li>➤ No action will be taken on OP 59.07 during the meeting rather it will be revised to provide a more structured clarified policy that better aligns to SASCOC policy updates and sent to council members for asynchronous review and approval</li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li>○ HSECEP OP 59.08, New Degree and Certificate Programs, Change in Delivery Format, and Degree and Certificate Program Termination – R. Brower               <ul style="list-style-type: none"> <li>➤ Attachment A, Approval of New Degree and Certificate Programs</li> </ul> </li> </ul>	<p>HSECEP OP 59.08 ‘tracked changes’ version (Exhibit E) and Attachment A (Exhibit F) was emailed to council members prior to the meeting for review. A ‘clean’ version (Exhibit E-1) and (Exhibit F-1) was printed and circulated to attendees during the meeting.</p> <ul style="list-style-type: none"> <li>• Members had no discussion or specific concerns to the policy revisions for OP 59.08</li> </ul>	<p>Dr. Brower requested a motion to approve. Dr. Black motioned. Dr. Woods seconded. Motion passed unanimously.</p>
<ul style="list-style-type: none"> <li>○ HSECEP OP 77.01, Admission – R. Brower</li> </ul>	<p>HSECEP OP 77.01 ‘tracked changes’ version (Exhibit G) was emailed to council members prior to the meeting. A ‘clean’ version (Exhibit G-1) was printed and circulated to attendees during the meeting.</p> <ul style="list-style-type: none"> <li>• Recommended changes:               <ul style="list-style-type: none"> <li>○ POLICY/PROCEDURE §Definitions, Graduate Admission change definition read change to “Refers to the admissions process for graduate level degree programs”                   <ul style="list-style-type: none"> <li>➤ Delete names of the schools</li> </ul> </li> <li>○ POLICY/PROCEDURE §Definitions, Undergraduate Admission typographical error, should read, “Gayle Greve Hunt School of Nursing”</li> </ul> </li> </ul>	<p>Dr. Brower requested a motion to approve with the corrections. Dr. Black motioned. Dr. Woods seconded. Motion passed unanimously.</p>
<ul style="list-style-type: none"> <li>○ HSECEP OP 77.11, Permanent Student Record – A. Pacheco</li> </ul>	<p>HSECEP OP 77.11 ‘tracked changes’ version (Exhibit H) was emailed to council members prior to the meeting. A ‘clean’ version (Exhibit H-1) was printed and circulated to attendees during the meeting.</p> <ul style="list-style-type: none"> <li>• The policy establishes procedures for the secure maintenance educational and disciplinary records by the Office of the Registrar and SSSE</li> </ul>	<p>Dr. Brower requested a motion to approve. Dr. Black motioned. Dr. Woods seconded. Motion passed unanimously.</p> <p>OAA will investigate question related to promotions committee records</p>

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	<ul style="list-style-type: none"> <li>○ Question asked if this policy should also guide the content and retention of promotions committee meeting notes/minutes/deliberations and their outcomes <ul style="list-style-type: none"> <li>➤ This question will be retained in the OAA file on this policy, the issues shall be investigated by the OAA, and recommendations shall be presented with or before the next review of this policy</li> </ul> </li> <li>○ Question on whether students should be notified any time their record is accessed <ul style="list-style-type: none"> <li>➤ Discussion ensued and determined that providing notification to students in every situation when their record is accessed is not practical or required</li> </ul> </li> <li>● Recommended change: <ul style="list-style-type: none"> <li>○ POLICY/PROCEDURE, §III. Procedures, Paragraph C. remove quotation marks from words educational records</li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li>○ HSCEP OP 77.16, Core Curriculum Policy – A. Pacheco</li> </ul>	<p>HSCEP OP 77.16 ‘tracked changes’ version (Exhibit I) was emailed to council members prior to the meeting. A ‘clean’ version (Exhibit I-1) was printed and circulated to attendees during the meeting.</p> <ul style="list-style-type: none"> <li>● Members had no discussion or specific concerns to the policy revisions for OP 59.08</li> </ul>	<p>Dr. Brower requested a motion to approve. Dr. Black motioned. Dr. Woods seconded. Motion passed unanimously.</p>
<ul style="list-style-type: none"> <li>○ HSCEP OP 59.06, Prioritization, Acceptance, Credentialing, and Monitoring of Visiting Students and Trainees – A. Pacheco</li> </ul>	<p>HSCEP OP 59.06 ‘tracked changes’ version (Exhibit J) was emailed to council members prior to the meeting for review. A ‘clean’ version (Exhibit J-1) was printed and circulated to attendees during the meeting</p> <ul style="list-style-type: none"> <li>● Recommended changes: <ul style="list-style-type: none"> <li>○ POLICY/PROCEDURE §D. Acceptance, Credentialing, and Monitoring, Paragraph 7.b) Clinical, Paragraph C. Page 9., Affiliated Agreements move placement from the bottom at the end of the policy to the front</li> <li>○ POLICY/PROCEDURE §D. Acceptance, Credentialing, and Monitoring, change from GGHSON Office of Admissions to read “GGHSON Office of Student Affairs” <ul style="list-style-type: none"> <li>➤ Paragraph 1., Page 3, Credentialing, For nursing</li> <li>➤ Paragraph 1., Page 3, Monitoring, For nursing</li> <li>➤ Paragraph 2., Page 4, Acceptance, For nursing</li> <li>➤ Paragraph 2., Page 4, Credentialing, For nursing</li> </ul> </li> </ul> </li> </ul>	<p>Dr. Brower requested a motion to approve with the changes. Dr. Black motioned. Dr. Woods seconded. Motion passed unanimously.</p>

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	➤ Paragraph 2., Page 4, Monitoring, For nursing	
<ul style="list-style-type: none"> <li>• <b>Updates:</b> <ul style="list-style-type: none"> <li>○ Reacting to Negative and Disruptive Media – A. Tawney/V. Masterson</li> </ul> </li> </ul>	<p>Institutional Advancement’s preferred strategy for responding to negative media is to promote the positive contributions of TTUHSC El Paso, focusing on staff and student achievements, student opportunities, and all the good work impacting our community. Students and personnel are encouraged not to engage with negative social media content.</p> <ul style="list-style-type: none"> <li>• DEI Stats handout (Exhibit K) was distributed to all council members</li> </ul>	
<ul style="list-style-type: none"> <li>○ Student Misconduct Policy Alignment – R. Brower</li> </ul>	<p>TTUHSC El Paso Student Handbook will be presented to the TTU Board of Regents for approval in August 2022</p> <ul style="list-style-type: none"> <li>• With the timeline involved, the decision was made that the established student misconduct policy currently posted in the student handbook will remain in force <ul style="list-style-type: none"> <li>○ School leaders are asked to look at their polices relating to grading and promotion and misconduct to make sure that they align with and support the institutional approach to management of student misconduct</li> </ul> </li> <li>• In the coming academic year, the Office of Academic Affairs will review the school-level policy and recommend revisions focused on clarification of our local processes and procedures relating to student conduct</li> </ul>	<p>The Office of Academic Affairs will recommend revisions for the student misconduct policy in the coming academic year</p>
<ul style="list-style-type: none"> <li>○ New/Additional Degree Programs in Development – R. Brower</li> </ul>	<p>New/Additional Degree Programs in Development (Exhibit L) was emailed to council members prior to the meeting for review</p> <ul style="list-style-type: none"> <li>• Will track the progress of new degree programs in development by each school and will be maintained as part of our institutional effectiveness program</li> <li>• As school’s launch initiatives to develop new degree programs consult with the Office of Academic Affairs <ul style="list-style-type: none"> <li>○ For the process of developing a new degree or certificate program refer to: <ul style="list-style-type: none"> <li>➤ HCSEP OP 59.08, New Degree and Certificate Programs, Change in Delivery Format, and Degree and Certificate Program Termination</li> </ul> </li> </ul> </li> </ul>	

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	<ul style="list-style-type: none"> <li>○ Dr. Herber-Valdez will be involved at the institutional leadership level in screening and providing feedback and advice on any such proposals</li> </ul>	
<ul style="list-style-type: none"> <li>○ HSECEP OP 77.15, Working with Affiliated Entities - Student Drug Screenings <ul style="list-style-type: none"> <li>➤ Counsel recommended deletion of Section IV., Drug Screening for Cause – R. Brower</li> </ul> </li> </ul>	<p>During the final routing of OP 77.15 feedback from General Counsel was to delete Section IV., Drug Screening for Cause and include provision in a separate policy</p> <ul style="list-style-type: none"> <li>• Final version of OP 77.15 do not include section drug screening for cause</li> <li>• The Office of Academic Affairs is working on structuring a separate policy document that incorporates drug screening for cause and managing the impaired student</li> </ul>	Final version on OP 77.15 will be sent to Academic Council members
<ul style="list-style-type: none"> <li>○ OP 77.18 Border County Waiver - R. Brower</li> </ul>	<p>Clarification from Texas Higher Education Coordinating Board (THCEB) on the interpretation of Section II Procedure, Note 3, fee waiver for online students rule</p> <ul style="list-style-type: none"> <li>• It is within the institution's discretion to waive or not waive tuition for online students residing in a county bordering Texas <ul style="list-style-type: none"> <li>○ TTUHSC El Paso decision is to not waive tuition to online students</li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li>○ HSECEP OP 59.09 Definition and Calculation of Credit Hours – R. Brower <ul style="list-style-type: none"> <li>➤ Will be circulated for asynchronous review</li> </ul> </li> </ul>		OP 59.09 will be emailed to Academic Council members for asynchronous review and approval
<ul style="list-style-type: none"> <li>○ HSECEP OP 59.08 Post-Baccalaureate Nursing Leadership Certificate – R. Brower <ul style="list-style-type: none"> <li>➤ Fully signed</li> </ul> </li> </ul>	Post-Baccalaureate Nursing Leadership Certificate documents have been finalized and routed to the GGHSON	
<ul style="list-style-type: none"> <li>• <b>Round table/open discussion of potential new business</b> – R. Brower</li> </ul>	<p>Dr. Woods announced Dr. Jene Hurlbut is the new Associate Dean for the GGHSON and requested she be welcomed to the Academic Council</p> <ul style="list-style-type: none"> <li>• Membership rules will be reviewed to determine designation</li> </ul>	Add Dr. Jene Hurlbut to the membership of the Academic Council
Next Meeting	<p>Thursday, September 8, 2022 10:30 AM – 12:00 PM Location: MSBII, President's Conference Room</p>	
<ul style="list-style-type: none"> <li>• <b>Adjourn</b> – R. Brower</li> </ul>		Dr. Brower adjourned the meeting at 11:57 AM

<b>Attachments</b>		
<b>Exhibit</b>	<b>Title</b>	<b>Provided by</b>
A	Minutes of the 12 May 2022 Academic Council Meeting	Office of Academic Affairs
B	Guideline for Managing Curricular Accommodation Related to Religious Practices	Office of Academic Affairs
C	Request for Curricular Religious Accommodations	Office of Academic Affairs
D	HSCEP OP 59.07, Substantive Change Policy 'tracked changes' version	Office of Academic Affairs
E	HSCEP OP 59.08, New Degree and Certificate Programs, Change in Delivery Format, and Degree and Certificate Program Termination 'tracked changes' version	Office of Academic Affairs
E-1	HSCEP OP 59.08, New Degree and Certificate Programs, Change in Delivery Format, and Degree and Certificate Program Termination 'clean' version	Office of Academic Affairs
F	HSCEP OP 59.08, Attachment A, Approval of New Degree and Certificate Programs 'tracked changes' version	Office of Academic Affairs
F-1	HSCEP OP 59.08, Attachment A, Approval of New Degree and Certificate Programs 'clean' version	Office of Academic Affairs
G	HSCEP OP 77.01, Admission 'tracked changes' version	Office of Academic Affairs
G-1	HSCEP OP 77.01, Admission 'clean' version	Office of Academic Affairs
H	HSCEP OP 77.11, Permanent Student Record 'tracked changes' version	Office of Academic Affairs
H-1	HSCEP OP 77.11, Permanent Student Record 'clean' version	Office of Academic Affairs
I	HSCEP OP 77.16, Core Curriculum Policy 'tracked changes' version	Office of Academic Affairs
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J	HSCEP OP 59.06, Prioritization, Acceptance, Credentialing, and Monitoring of Visiting Students and Trainees 'tracked changes' version	Office of Academic Affairs
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K	DEI Stats	Office of Institutional Advancement
L	New/Additional Degree Programs in Development	Office of Academic Affairs