Academic Council Meeting Minutes

Thursday, 13 July 2023 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.	
	FGSBS	Munmun Chattopadhyay, Ph.D.	Present
	FGSBS	Rajkumar Lakshmanaswamy, Ph.D.	Present
	PLFSOM	Dale Quest, Ph.D.	Present
	WLHSDM	Richard Black, D.D.S.	Present
	WLHSDM	Rhonda Everett, D.D.S., M.P.H.	Present
	SGA	Victor Vasquez, M.S.	
Ex-officio	Faculty Senate	Richard McCallum, M.D.	
Members:	Office of Academic Affairs	Michele Williams, Ed.D.	Present
	SSSE – Interim Senior Director	Hilda Alarcon, M.Ed.	Present
	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.	
	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 OME	Maureen Francis, M.D.	Present
	PLFSOM OSA	Charmaine Martin, M.D.	Present
	IPE Curriculum Council	Scott Crawford, M.D., FACEP, FSSH, CHSOS	Present
	Interprofessional Education	Alyssa Cervantes Benavides, Ph.D., M.P.A.	Present
Guests:	Outreach and Community Engagement	J. Manuel de la Rosa M.D.	Present
Recorded by:	Office of Academic Affairs	Veronica Rodriguez	Present
	Office of Academic Affairs	Favi Godfrey	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)
Call to order Recognition of Proxies		Dr. Woodall called the meeting to order
Confirmation of Quorum – W. Woodall		at 10:35 AM and confirmed quorum
Review of the Minutes from the 11 May 2023	Minutes of the 11 May 2023 Academic Council Meeting (Exhibit	Dr. Woodall requested a motion to
meeting – W. Woodall	A) were emailed to council members prior to the meeting for	approve minutes. Dr. Black motioned.
	review	Dr. Everett seconded. Motion passed
	Members had no additions or corrections to the minutes of	unanimously.
	previous meeting	
Anticipated Action Items:		D 1 (A 12222 D 111
 Update on Social Justice – J.M. de la Rosa 	TTUHSC El Paso developed a set of mission-centered social justice	By end of August 2023, Deans will
	curriculum goals and objectives that shall apply to all schools and	submit an assessment of programmatic
	their degree programs. "Social Justice Curriculum" slides were presented (Exhibit B)	fulfillment to Dr. de la Rosa
	Institutional expectation is all TTUHSC El Paso degree	
	programs to carefully review the social justice goals and	
	objectives and map them to their existing curriculum	
	 Consists of six (6) social justice curricular areas/domains 	
	'Mapping Status' provided for the 4-schools	
	WLHSDM – presented a detailed excel spreadsheet	
	2) GGHSON – presented excel spreadsheet; pending	
	clarification of 3 objectives	
	3) PLFSOM – challenges with Elentra	
	4) FGSBS – mapping challenges exist	
	Next steps is assessment of programmatic fulfillment	
	Deans will be asked to submit a plan on assessing	
	compliance in the next 45 days	
	Target completion by the end of the calendar year	
 PhD in Biomedical Sciences – R. 	Supporting documents for PhD in Biomedical Sciences (Exhibit C)	Dr. Woodall requested a motion to
Lakshmanaswamy	including program information, curriculum and syllabus were	approve the new FGSBS program, PhD
	emailed to council members prior to the meeting for review	in Biomedical Sciences. Dr. Black
	"PhD in Biomedical Sciences" (Exhibit D) presentation	motioned to approve. Dr. Hurlbut
	provided an overview of the proposed doctoral program	seconded. Motion passed
	L. Frederick Francis Graduate School of Biomedical	unanimously.
	Sciences (FGSBS) proposes to offer a PhD program in the	
	area of Biomedical Sciences	
	PhD in Biomedical Sciences is mainly focused on	
	human diseases prevalent in our community	

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o Guidalines for commencement and	 Designed as a full time program (summers required) for graduate students to complete in 5-years (if student has Masters may complete in 4-years) FGSBS will grant graduate students a research assistantship to cover financial costs Prepares graduate students as cutting-edge researchers Job market data demonstrates a need for graduates in the field of biomedical sciences is U.S., Texas, and El Paso Next step is submission of application to THECB by Fall 2023 Target implementation is Fall semester 2024/25 	Dr. Woodall requested a motion to
 ⊙ Guidelines for commencement and convocation awards – W. Woodall ➢ Approval Form commencement and convocation awards (DRAFT) 	Commencement and convocation awards guidelines (Exhibit E) and approval form DRAFT (Exhibit F) were emailed to council members prior to the meeting for review • Proposed guideline was revised to include an Approval Form for schools or programs to initiate request to add, reaffirm, or retire commencement or convocation awards • Effective January 2024, if adding a new award then submit the Approval Form and for established awards submit a list to the AVP of Student Services and Student Engagement and every 3 years thereafter • Recommended changes: • §Definitions, Commencement paragraph, add to end of sentence, "excluding residents" • §Review and approval of non-course-credit based awards, honors, and recognitions to be bestowed at commencement, • 1st bullet, delete end of paragraph, "and the president's decision will be final." • 2nd and 3rd bullets, delete last sentence of the paragraph, "The president's decisions regarding the proposal, including any stipulations modifying the presentation or form of the award, are final." • Add 4th bullet and sentence, "The president's decisions regarding the proposal, including any stipulations modifying the presentation or form of the award, are final."	Dr. Woodall requested a motion to table. Dr. Hurlbut motioned. Dr. Everett seconded. Motion passed unanimously. Conduct an electronic vote of the final draft of Guidelines for commencement and convocation awards. Revisit at the Academic Council meeting in September to report the outcome.

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	 Change order and move sections "Awards bestowed" to the first part of document and "Review of the approval" to the end of the document All changes will be incorporated and a final version of the guideline will be emailed to council members for review and asynchronous vote 	
Commencement Protocol discussion – W. Woodall	Academic Council members were recruited to form a Task Force, a core committee to draft the institutionally relevant academic ceremonial protocols Task force members: Dr. Lisa Beinhoff Dr. Christiane Herber-Valdez Hilda Alarcon will represent SSSE New AVP for SSSE (upon his arrival in August) Next steps is for the Task Force to obtain broad input from Deans, Student Affairs Deans, Academic Deans	Task Force will obtain broad input from Deans, Student Affairs Deans, Academic Deans
Updates:		
 Learning Assistance and Student Support Office (LASSO) in Student Services – W. Woodall 	 LASSO a newly formed institutional centralized unit offering academic support services for all TTUHSC El Paso students is moving forward Glenn Yri will transition in to the Office of Student Services and Student Engagement by September 2023 Support services including tutors and learning specialist are available to the schools, at the school's discretion No timeline or pressure for the schools to invest in new positions, rather over time if schools have a staffing need they are aware of the support structure No action needed from the Academic Council on this administrative reorganization 	
 Institutional calendar of accreditation events – W. Woodall Clarify process for updating of institutional calendar 	 Dr. Alikaj-Fierro outlined the process for updating and reporting changes to the institutional calendar Currently the institutional calendar is updated annually Tony Figueroa, OIRE Chief Analyst reaches out to respective schools and departments for updates Calendar was updated on March 2023 Any changes will not reflect until March 2024 Suggestions for reporting changes to the calendar 	

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	 If the schools have changes prior to March 2024, they should contact OIRE directly Add disclaimer to the institutional calendar webpage that updates are made annually and any changes are not captured until March 2024 Ask schools to add accreditation information directly on their webpages, if schools make accreditation updates, then the update will sync directly to OAA/OIRE webpages Can explore this in the future 	
 Academic Policies Reviewed – W. Woodall HSCEP OP 10.31 Requests for Institutional Data and Internal Data Collection Processes HSCEP OP 77.16 Core Curriculum Policy 	2-HSCEP OPs have been reviewed through the Office of Academic Affairs and per review stipulations the policies are not subject to Academic Council's review (2-HSCEP OPs are listed on the agenda)	
Round table/open discussion of potential new	Printed documents.	Veronica Rodriguez will send survey to
business – W. Woodall	 Survey will be sent to determine if members prefer to receive printed documents or documents be sent electronically Council Membership. Victor Vasquez is returning as SGA representative Formal introduction of Dr. Scott Crawford, IPE Chair for Curriculum Council 	all Academic Council members
	 New/additional degree programs in development. In accordance with the annual IE reporting cycle, if schools have any new degree programs in development include notation on status and anticipated timeline; or if any changes (i.e., date change) email the list to Veronica Rodriguez OP 59.10 Submission of Academic Program Calendars (Follow up from 09 March 2023 Academic Council meeting). 5-year calendars establish best practices in creating the Institutional Academic Calendar dates for each school Dr. Woods questioned 5-year period her impression is THECB requirement is 10-year period Ms. Andrade, Registrar confirmed 10-year calendar is not a THECB requirement 	Deans will update the new/additional degree programs in development table and email to Veronica Rodriguez

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	AEC Library closes on July 15 th ■ Available study space ○ Diversity lounge located on 5310 El Paso Drive is available to students and can be accessed 24/7	
 Next Meeting 	Thursday, September 14, 2023 10:30 AM – 12:00 PM Location: MSBII, President's Conference Room	
• Adjourn – W. Woodall		Dr. Woodall adjourned the meeting at 11:12 AM

Attachments		
Exhibit	Title	Provided by
Α	Minutes of the 11 May 2023 Academic Council Meeting	Office of Academic Affairs
В	"Social Justice Curriculum" PowerPoint	Office of Outreach & Community Engagement
С	PhD in Biomedical Sciences - Supporting Documentation Packet	Frederick Francis Graduate School of
		Biomedical Sciences
D	"PhD in Biomedical Sciences" PowerPoint	Frederick Francis Graduate School of
		Biomedical Sciences
E	Guideline for Non-Course-Credit-Based Awards, Honors, and Recognitions to be Bestowed at	Office of Academic Affairs
	Commencement or Convocation	
F	Approval Form Commencement and Convocation Awards (Draft)	Office of Academic Affairs