

Attendees			
<b>Chaired by:</b>	Office of Academic Affairs	Wendy Woodall, D.D.S.	Present
<b>Voting Members:</b>	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.	Present
	WLHSDM	Richard Black, D.D.S.	Present
	WLHSDM	Rhonda Everett, D.D.S., M.P.H.	Present
	SGA	Victor Vasquez, M.S.	Present
<b>Ex-officio</b>	Faculty Senate	(Vacant)	
<b>Members:</b>	Office of Academic Affairs	Michele Williams-Burns, Ed.D., M.S., M.Ed.	Present
	SSSE – AVP	John R. Harrell, Ed.D.	Present
	SSSE – Registrar	Diana Andrade, M.Ed.	Present
	SSSE – Financial Aid	Ron Williams	Present
	SSSE- Wellness	Dorothy Stewart	Present
	Student Business Services	Cynthia Flores	
	Office of Academic Affairs	Christiane Herber-Valdez, Ed.D.	Present
	Office of Institutional Research & Effectiveness	Oliana Alikaj-Fierro, Ph.D.	
	TTUHSC-El Paso Libraries	Lisa Beinhoff, Ph.D.	Present
	PLFSOM GME	Armando Meza, M.D.	
	PLFSOM OSA	Charmaine Martin, M.D.	
	IPE Curriculum Council	Scott Crawford, M.D., FACEP, FSSH, CHSOS	
	Interprofessional Education	Alyssa C. Benavides, Ph.D., M.P.A.	Present
<b>Guests:</b>	Outreach and Community Engagement	Jose Manuel de la Rosa, M.D.	Via WebEx
	Student Business Services	Rosa Munoz	Present
<b>Recorded by:</b>	Office of Academic Affairs	Veronica Rodriguez	Present
	Office of Academic Affairs	Andrea Thompson	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 – W. Woodall</b></li> </ul>	<ul style="list-style-type: none"> <li>• Cynthia Flores was unable to attend and designated Rosa Munoz as proxy in her absence</li> </ul>	Dr. Woodall called the meeting to order at 10:33 AM and confirmed quorum
<ul style="list-style-type: none"> <li>• <b>Review of the Minutes from the 11 January 2024 meeting – W. Woodall</b></li> </ul>	<p>Minutes of the 11 January 2024 Academic Council Meeting (Exhibit A) were emailed to council members prior to this meeting for review</p> <ul style="list-style-type: none"> <li>• Correction requested under agenda item, Revisions to OAA Closed Captioning Guidelines, 2<sup>nd</sup> bullet, end of the line, delete “, 1.”</li> <li>• No other additions or corrections were requested</li> </ul>	Dr. Woodall requested a motion to approve amended 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>○ Global Health Elective – Migrant and Refugee Health Curriculum – J.M. de la Rosa</li> </ul>	<p>Global health elective handout (Exhibit B) was emailed to council members prior to the meeting for review</p> <ul style="list-style-type: none"> <li>• Overview of the handout, <i>One-Month Longitudinal Elective Migrant and Refugee Health Curriculum</i> was presented to initiate discussion about the interdisciplinary experiential and didactic elective to be offered across all 4 of the schools <ul style="list-style-type: none"> <li>○ Structured as 2 week or 4 week clerkship or for-credit elective <ul style="list-style-type: none"> <li>➤ Becomes a 2-week elective by taking out weeks 2 and 4</li> </ul> </li> <li>○ Each week builds on prior week's considerations: <ul style="list-style-type: none"> <li>✓ Week 1 - Individual Considerations and Healthcare</li> <li>✓ Week 2 - Family Dynamics and Care Systems</li> <li>✓ Week 3 - Community Health and Collective Well-being</li> <li>✓ Week 4 - Healthcare Policy and Systemic Approaches</li> </ul> </li> <li>○ Requires individual discussion with each school's curriculum committee to determine if school is able to grant either credit or integrate it within their existing graduation requirements</li> <li>○ Develop a format that would be acceptable to each school <ul style="list-style-type: none"> <li>➤ For PLFSOM and GGHSO, go to the CEPC to begin work to develop a syllabus for this elective</li> <li>➤ For WLHSDM and FGSBS, have a bit further to go in term of understanding how it would affect their students</li> </ul> </li> </ul> </li> <li>• Discussion ensued <ul style="list-style-type: none"> <li>○ Dr. Harrell reported some schools do not have part of terms built out for condensed 4-week course and this needs to be discussed during the development process so everyone understands the program implications, financial aid, etc.</li> </ul> </li> </ul>	<p>All Academic Members are in favor of moving forward with this plan.</p> <p>Next steps is to visit with the individual schools to develop a syllabus and a framework for the school to participate</p>

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	<ul style="list-style-type: none"> <li>○ Dr. Herber-Valdez reported if courses are to be developed at the different levels for undergraduate student and graduate students, then requirements have to be different (per SACSCOC)</li> </ul>	
<ul style="list-style-type: none"> <li>○ OP 59.05, Grading Procedures and Academic Regulations – W. Woodall               <ul style="list-style-type: none"> <li>➤ Attachment A, Audit Registration Form</li> </ul> </li> </ul>	<p>HSCEP OP 59.05 ‘tracked changes’ version (Exhibit C) and Attachment A (Exhibit C-1) was emailed to council members prior to the meeting.</p> <ul style="list-style-type: none"> <li>● Recommended changes               <ul style="list-style-type: none"> <li>○ §I. Grading Procedures, Paragraph A., Added: “5. EPA grading” scale: Does (Action), Shows (Performance), Knows How (Competence), Knows (Knowledge)                   <ul style="list-style-type: none"> <li>➤ EPA stands for Entrustable Professional Activities and is performance based</li> </ul> </li> <li>○ §I. Grading Procedures, Paragraph A., 6. Other grades.                   <ul style="list-style-type: none"> <li>➤ FA/PA. Change to read, “The grade of “FA/PA” is a final grade and is awarded in the event that a student fails the initial course attempt but passes an additional opportunity to remediate the deficiency prior to progression according to the standard degree plan as required by the school based policy.”                       <ul style="list-style-type: none"> <li>✓ Dr. Woods requested education for all schools on ‘other grades’ options to best know what to assign as a grade</li> </ul> </li> <li>➤ PR. Delete last sentence delete, “In rare cases, an extension may be approved by the instructor of record...”</li> <li>➤ RP. Deleted during the initial policy review. Dr. Francis reported the FSOM uses RP as a grading option                       <ul style="list-style-type: none"> <li>✓ Dr. Harrell will reinstate RP and add a description “student repeated this course in a future term for credit but gets no credit for the initial attempt”</li> </ul> </li> <li>➤ WI. Change last sentence from “5 days” to “20 days” to read, “After 20 business days a WI will be changed to a W.”</li> </ul> </li> <li>○ §III. Academic Regulations, Paragraph A. Classification of Students, delete sentence “an undergraduate student is classified according to the following” and instead define all students in one place i.e., post-Grad, Masters, Doctoral PhD, professional degrees in terms of hours                   <ul style="list-style-type: none"> <li>➤ Dr. Woodall and Dr. Harrell will work together to define by referring to each school’s degree plan</li> </ul> </li> </ul> </li> </ul>	<p>OP 59.05 will be revised and emailed to Academic Council members for asynchronous review and approval</p> <p>Assign codes for the EPA grading rubric in Banner</p> <p>Offer training for schools to better understand all methods of grading</p> <p>Dr. Francis will provide school-level policy on how RP is used at FSOM</p> <p>Define classification of students for each school and send to each dean for review</p> <p>Define credit by examination</p>

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	<ul style="list-style-type: none"> <li>○ §III. Academic Regulations, Paragraph F.3. Audit Registration. Define credit by examination i.e., “prior learning assessments credits will not be awarded for auditing courses” <ul style="list-style-type: none"> <li>➤ Dr. Woodall and Dr. Harrell will rework wording for clarity</li> </ul> </li> <li>○ §III. Academic Regulations, Paragraph F.4. Last sentence clarify or define what is an “excluded category”</li> <li>○ §III. Academic Regulations, Paragraph F.5.a) Course auditing fee, what \$10 fee based on—per semester, per class, per hour?</li> <li>● No changes will be made to Attachment A, Audit Registration Form</li> </ul>	<p>Clarify, what is an excluded category?</p> <p>Clarify, what is the course auditing fee based on?</p>
<ul style="list-style-type: none"> <li>● <b>Updates:</b></li> </ul>		
<ul style="list-style-type: none"> <li>○ Research Training – W. Woodall</li> </ul>	Guideline exists that if one wishes to publish or present it would be best to seek an IRB ruling before starting a research project. The IRB grants a determination for approval, exemption, or denial and serves as proof that the IRB has reviewed and there is nothing of concern and no human element for denial. Moving forward submit any research to IRB	Seek an IRB ruling before starting research
<ul style="list-style-type: none"> <li>○ Revisions to OAA Captioning Guidelines – W. Woodall <ul style="list-style-type: none"> <li>➤ Attachment A, Accessibility Exception Request</li> </ul> </li> </ul>	Approved and posted to OAA webpage, Operating Guidelines tab	
<ul style="list-style-type: none"> <li>○ HSCOP 59.01, TTUHSC El Paso Adding, Changing, and Deleting Courses and Changing Methods of Delivery – W. Woodall <ul style="list-style-type: none"> <li>➤ Attachment A, Course Approval/Change Form</li> </ul> </li> </ul>	Dr. Harrell and Dr. Herber-Valdez working to make changes to the document for course approval to align with THECB guidelines and will develop an instructional page that is a companion to the document	Present the guideline document at the 09 May 2024 Academic Council meeting
<ul style="list-style-type: none"> <li>○ HSCOP 77.14, Accessibility and Establishing Accommodations for Students with Disabilities – PENDING: Legal Review – J. Harrell</li> </ul>	Revisions approved by Legal Counsel and Dr. Harrell. Routing to Dr. Lange for final approval in process	
<ul style="list-style-type: none"> <li>○ <b>Round table/open discussion of potential new business</b> – W. Woodall</li> </ul>	<p>Commencement Update</p> <p>Dr. Harrell has been working diligently with the deans and will have an update soon</p> <p>Change of Address</p> <p>Dr. Herber-Valdez questioned the change to our institutions’ address, is it a mailing address change from El Paso Drive to Rick Francis Drive; or, a</p>	

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	change to the official address for the institution? If the institution's mailing address has officially changed we will need to notify a number of organizations and regulatory agencies	Clarify if the institution's change of address is a business mailing address or physical address
○ Next Meeting	Thursday, May 9, 2024 10:30 AM – 12:00 PM Location: MSBII, President's Conference Room	
• <b>Adjourn – W. Woodall</b>		Dr. Woodall adjourned the meeting at 11:50 AM

Attachments		
Exhibit	Title	Provided by
A	Minutes of the 11 January 2024 Academic Council Meeting	Office of Academic Affairs
B	Global Health Elective handout, <i>One-Month Longitudinal Elective Migrant and Refugee Health Curriculum</i>	Office of Outreach and Community Engagement
C	OP 59.05, Grading Procedures and Academic Regulations 'tracked changes' version	Office of Academic Affairs
C-1	OP 59.05, Attachment A, Audit Registration Form	Office of Academic Affairs