

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
	PLFSOM OME	Maureen Francis, M.D., M.S.-H.P.Ed., MACP	Present
	WLHSDM	Richard Black, D.D.S.	Present
	WLHSDM	Rhonda Everett, D.D.S., M.P.H.	Present
	SGA	Victor Vasquez, M.S.	Present
Ex-officio	Faculty Senate	Abhizith Deoker, M.D.	Present
Members:	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	
	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 OSA	Charmaine Martin, M.D.	Present
	IPE Curriculum Council	Scott Crawford, M.D., FACEP, FSSH, CHSOS	
	Interprofessional Education	Alyssa C. Benavides, Ph.D., M.P.A.	Present
Guests:			
Recorded by:	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"> • Call to order Recognition of Proxies Confirmation of Quorum – W. Woodall 	Dr. Stephanie Woods was unable to attend and designated Dr. Hurlbut to represent her in any vote	Dr. Woodall called the meeting to order at 10:32 AM and confirmed quorum
<ul style="list-style-type: none"> • Review of the Minutes from the 09 May 2024 meeting – W. Woodall 	<p>Minutes of the 09 May 2024 Academic Council Meeting (Exhibit A) were emailed to council members prior to this meeting for review</p> <ul style="list-style-type: none"> ○ Members has no additions or corrections to minutes of the previous meeting 	Dr. Woodall requested a motion to approve. Dr. Lakshmanaswamy motioned. Dr. Hurlbut seconded. Motion passed unanimously
<ul style="list-style-type: none"> • Anticipated Action Items: 		
<ul style="list-style-type: none"> ○ Guidelines for Mass Email and Distribution Lists – W. Woodall 	<p>Guideline ‘tracked changes’ version (Exhibit B) was emailed to council members prior to the meeting for review. A ‘clean’ version (Exhibit B-1) was printed and circulated to attendees during the meeting</p> <ul style="list-style-type: none"> • Recommended changes <ul style="list-style-type: none"> ○ Page 1, 1st paragraph, 1st sentence, add “University” to read, “<i>The Texas Tech University Health Sciences Center El Paso...</i>” ○ §Use of Mass Email, Page 1, 2nd paragraph, last sentence, replace “TechEngage” with “Campus Connect” ○ §Mass Email Guidelines, Page 2 <ul style="list-style-type: none"> ➤ 4.,e.i., replace “TechEngage” with “Campus Connect” ➤ 4.,e.ii, replace “TechEngage” with “Campus Connect” ➤ 5., 1st sentence, change “is” to “be” 	Dr. Woodall requested a motion to approve with changes. Dr. Lakshmanaswamy motioned. Mr. Vasquez seconded. Motion passed unanimously
<ul style="list-style-type: none"> ○ Specifications for course structures to support ILP connections to TTUHSC Learning Management Systems (LMS) – W. Woodall 	<p>Guideline ‘tracked changes’ version (Exhibit C) was emailed to council members prior to the meeting for review. A ‘clean’ version (Exhibit C-1) was printed and circulated to attendees during the meeting</p> <ul style="list-style-type: none"> • Recommended changes <ul style="list-style-type: none"> ○ Title, revised to define (ILP) to read, “<i>Specifications for course structure to support the Integrated Learning Platform (ILP) connections to TTUHSC Learning Management Systems (LMS)</i>” ○ §Purpose, Page 1 <ul style="list-style-type: none"> ➤ 1st paragraph, 1st sentence add, “University” to read, “<i>The Texas Tech University Health Sciences Center El Paso...</i>” ➤ 1st paragraph, last sentence change “review” to “reviewed” ○ §Learning Management Systems (LMS) Management, Page 1 <ul style="list-style-type: none"> ➤ 1st paragraph, 2nd sentence changed to read, “<i>Based on this integration the data transfer is standardized as follows:</i>” ➤ 1. Remove the SCI graphic and replace with a visual representation of the data flow as a separate attachment <ul style="list-style-type: none"> ✓ Dr. Harrell will provide the attachment 	Present revised guideline and new attachment at the 12 September 2024 Academic Council meeting

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	<ul style="list-style-type: none"> ○ Page 5, typo on top of the page, 1st line “[t]he” change to “the” 	
<ul style="list-style-type: none"> ○ HSCEP OP 77.17, Transfer of Credit (UPDATED) – W. Woodall 	<p>HSCEP OP 77.17 (Exhibit D) was emailed to council members prior to the meeting for review</p> <ul style="list-style-type: none"> ● Revisiting HSCEP OP 77.17 (policy approved by Academic Council on 09 May 2024) <ul style="list-style-type: none"> ○ Additional revisions were made to the policy to define acronyms, correct acronyms, and add acronyms 	<p>Dr. Woodall requested a motion to approve with changes. Dr. Lakshmanaswamy motioned. Dr. Hurlbut seconded. Motion passed unanimously</p>
<ul style="list-style-type: none"> ○ WLHSDM 12th Semester Clinical Course (WITHDRAWN) – W. Woodall 	<p>Decision to withdraw SDM’s proposal to add 12th semester clinical course from council’s consideration after further consultation with faculty and ongoing changes with Title IX</p>	<p>No further action at this time</p>
<ul style="list-style-type: none"> ● Updates: 		
<ul style="list-style-type: none"> ○ HSCEP OP 59.01, Attachment A, Course Approval/Change Form – J. Harrell 	<p>OP 59.01 Attachment A (Exhibit E) revisited to present updated form</p> <ul style="list-style-type: none"> ● In lieu of adding an instructional page to Attachment A, if there are any questions on selecting modalities, schools should consult with their curriculum representative in the registrar’s office <ul style="list-style-type: none"> ○ Registrar’s office is divided into 2-units <ol style="list-style-type: none"> 1. General academic programs (as defined by THECB) 2. Professional programs <ul style="list-style-type: none"> ➤ WLHSDM and FSOM contact Maria Dominguez for any curriculum updates, changes, policy and state compliance ➤ FGSBS and GGHSON contact Diana Andrade and Susana for transfer, curriculum ● Additional recommended changes <ul style="list-style-type: none"> ○ Change “Approvals” section title to “Signatures as Required” ○ Change “OSAA Accreditation” to read “OAA Review” <ul style="list-style-type: none"> ➤ Route to Dr. Herber-Valdez to denote if the change is substantive or non-substantive; if impact to SACS or THECB ● Questions about adding/removing elective(s) and approval process <ul style="list-style-type: none"> ○ Dr. Harrell will verify the interpretation of changes from the state to ensure approval process is compliant ○ Will consult with Dr. Herber-Valdez to see if there are any other implications related to THECB ● For sections that do not apply indicate N/A (not applicable) 	<p>Clarify state requirements and course approval process at the 12 September 2024 Academic Council meeting</p>
<ul style="list-style-type: none"> ○ Commencement Update – J. Harrell 	<p>Series of commencement meetings held to prepare for and address all the operational pieces as it relates to the ceremonies</p> <ul style="list-style-type: none"> ● 2025 commencement scheduled on Monday, May 19th and Tuesday, May 20th with all ceremonies held at The Plaza Theater 	<p>Anticipate sending notifications related to commencement to students with dates, times, venue,</p>

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	<ul style="list-style-type: none"> ○ WLHSDM on May 19th at 6:00 PM ○ GGHSON on May 20th at 10:00 AM ○ FGSBS on May 20th at 2:00 PM ○ FSOM on May 20th at 6:00 PM ● <u>New Process</u>: Graduation application process now 100% online through Banner <ul style="list-style-type: none"> ○ Notification to students will be sent much earlier to apply for graduation in May and will include a ‘firm deadline’ ○ Critical that students don’t wait as their application will determine how fees are posted and students are billed <ul style="list-style-type: none"> ➤ If a bill is created because the student waited until later and that bill is not taken care of before the graduation date, the student will not receive their diploma on the day of graduation ● <u>Information Needed</u>: Which schools do pay for the student’s regalia rental and which schools don’t? <ul style="list-style-type: none"> ○ Request that school reps contact Dorothy Stewart to discuss and make certain that a PO is processed in advance so students just go in and place their order for regalia 	<p>including information on regalia in the next 2-weeks</p> <p>School reps contact Dorothy Stewart to address student regalia rental process at their respective school</p>
<ul style="list-style-type: none"> ○ New Legislation for Pregnant and Parenting Students Online Training – W. Woodall <p>FOR QUESTIONS CONTACT: Leslie Collins Bean, JD, MA <i>Assistant Provost for Institutional Integrity</i> <i>Title IX Coordinator, TTUHSC and TTUHSC El Paso</i> Texas Tech University Health Sciences Center</p>	<p>All faculty and residents working with students are required to attend mandatory training on the new protections for pregnant and parenting students in Texas and what our institution may/may not require</p> <ul style="list-style-type: none"> ● IA has circulated the OAA announcement to each school’s listserv inviting faculty to attend the 20-minute training all held during lunchtime including available dates hyperlinked to access via WebEx <ul style="list-style-type: none"> ○ Arranged for 5-more dates for training at the end of July/August <ul style="list-style-type: none"> ➤ Several sessions have already been offered; it is the same training and only necessary to take it once <ul style="list-style-type: none"> ✓ Unable to record training and offer online because legislation is ongoing and updates can occur very rapidly ● As the legislation updates, the OAA will circulate a different announcement and emphasis it an update to the original training ● <u>Reminder</u>:_Online form is available, voluntary disclosure of pregnancy or parenting form, contact Norma Fuentes in OSSSE 	
<ul style="list-style-type: none"> ○ Academic Policies Reviewed – W. Woodall 	<p>1-HSCEP OP has been reviewed through the Office of Academic Affairs and per review stipulations the policy is not subject to Academic Council’s detailed review and approval</p>	

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➤ HSCEP OP 10.06, Academic Council	HSCEP OP 10.06 review is complete and posted on the “Policy and Procedures” webpage	
• Round table/open discussion of potential new business – W. Woodall		
○ Next Meeting	Thursday, September 12, 2024 10:30 AM – 12:00 PM Location: MSBII, President’s Conference Room	
• Adjourn – W. Woodall		Dr. Woodall adjourned the meeting at 11:11 AM

Attachments		
Exhibit	Title	Provided by
A	Minutes of the 09 May 2024 Academic Council Meeting	Office of Academic Affairs
B	Guidelines for Mass Email and Distribution Lists ‘tracked changes’ version	Office of Academic Affairs
B-1	Guidelines for Mass Email and Distribution Lists ‘clean’ version	Office of Academic Affairs
C	Specifications for course structures to support ILP connections to TTUHSC Learning Management Systems (LMS) ‘tracked changes’ version	Office of Academic Affairs
C-1	Specifications for course structures to support ILP connections to TTUHSC Learning Management Systems (LMS) ‘clean’ version	Office of Academic Affairs
D	HSCEP OP 77.17, Transfer of Credit (UPDATED)	Office of Academic Affairs
E	HSCEP OP 59.01, Attachment A, Course Approval/Change Form	Student Services and Student Engagement