Texas Tech University Health Sciences Center El Paso *Office of Academic Affairs*	**Academic Council Meeting** Minutes		Thursday, 14 November 2024 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
	FGSBS	Munmun Chattopadhyay, Ph.D.	
	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.	
	SGA	Victor Vasquez, M.S.	
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.	
	SSSE – Registrar	Diana Andrade, M.Ed.	
	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.	Present
	Office of Institutional Research & Effectiveness	Oliana Alikaj-Fierro, Ph.D.	Present
	TTUHSC-El Paso Libraries	Lisa Beinhoff, Ph.D.	Present
	PLFSOM GME	Amanda Stokes, B.S., C-TAGME	Present
	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.	
Guests:	FGSBS	Ramadevi Subramani, Ph.D.	Present
	WLHSDM	Cyd Goldfarb, M.Ed.	Present
	SGA	Jack McKee	Present
	SSSE- Registrar	Maria Dominguez, M.Ed.	Present
	Institutional Advancement	Andrea Tawney, Ph.D.	Present
	Institutional Advancement	Bonnie Elliott	Present
	Institutional Advancement	Paula Cavallaro	Present
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)**
• **Call to order | Recognition of Proxies | Confirmation of Quorum** – W. Woodall	• Dr. Munmun Chattopadhyay was unable to attend and designated Dr. Ramadevi Subramani as proxy in her absence • Dr. Rhonda Everett was unable to attend and designated Cyd Goldfarb as proxy in her absence • Victor Vasquez was unable to attend and designated Jack McKee as proxy in his absence • Diana Andrade was unable to attend and designated Maria Dominguez as proxy in her absence Announced membership changes: • Welcome to ex-officio member, Amanda Stokes, representative for graduate medical education (replaces Armando D. Meza, M.D.)	Dr. Woodall called the meeting to order at 10:30 AM and confirmed quorum

• **Review of the Minutes from the 12 September 2024 meeting** – W. Woodall	Minutes of the 12 September 2024 Academic Council Meeting (Exhibit A) were emailed to council members prior to this meeting for review
	• Correction requested
	  o Agenda item, Round Table/Open Discussion
	    ➢ 1st bullet title, IE New Degree Programs in Development by School 2024 delete "IE" to read, "New Degree Programs in Development by School 2024"
		Dr. Woodall requested a motion to approve. Dr. Lakshmanaswamy motioned. Dr. Francis seconded. Motion passed unanimously

• **Anticipated Action Items**:		

o HSCEP OP 77.19, Campus Assessment Response and Education Team (CARE Team) for Students – G. Yri
 	
    Glenn Yri, MSCP, LPC, NCC
• *Director of Student Support Services* | Office of Student Services and Student Engagement
	OP 77.19 'tracked changes' version (Exhibit B) was emailed to council members prior to the meeting for review. A 'clean' version (Exhibit B-1) was circulated to attendees during the meeting
	• "*Proposed Changes for OP 77.19: Campus Assessment, Response, and Evaluation (CARE) Team*" slides (Exhibit C) highlighted the background, purpose for changes, major changes categorized into 2 areas: membership structure and operations function of the team
	  o The CARE Team is an institutional-level team responsible for evaluating reports of disruptive, unsafe or concerning student behaviors and coordinating responses to promote student success and campus safety – for students only
	  o Significant updates made to the policy include
	    ➢ Align policy with NABITA (National Association for Behavior Intervention and Threat Assessment) standards
	    ➢ Update members to current institutional structure
	    ➢ Establish a key person to triage, respond to, and manage CARE reports received from the campus community
		Dr. Woodall requested a motion to approve with minor changes. Dr. Lakshmanaswamy motioned. Dr. Francis seconded. Motion passed unanimously

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	✓ Identifies the student affairs representative from each school as inner circle members
	 • Recommended changes
	    o §III. Membership, C. Inner Circle Members, change "LFFGSBS Director" to read "LFFGSBS Managing Director"
	    o §III. Membership, D. Outer Circle Members, add word "ex-officio" to the title as a descriptor
	 • Dr. Herber-Valdez announced the CARE Team is a component of the Title V grant, as part of the grant's strategy to strengthen the student services infrastructure. Funds could be made available to support the CARE Team (i.e., funding of professional development and training). Will discuss further with Mr. Yri	

o WLHSDM Change in SCH for Course DCOL8103 – W. Woodall	WLHSDM requesting Academic Council's approval to discontinue DCOL from the last semester of the WLHSDM curriculum (Exhibit D) • By the completion of four semester WLHSDM has taught 80 hours of practice administration and covered all intended topics through a better workflow. A fifth semester is unnecessary • Dental Colloquium voted unanimously in favor of discontinuing as we have achieved our practice administration curriculum goal • SCH change will be effective January 2025	Dr. Woodall requested a motion to approve. Dr. Lakshmanaswamy motioned. Dr. Francis seconded. Motion passed unanimously
• **Updates:**		

o Hunt SON Graduate Program Expected Program Outcomes – G. Loera
 	
 Gloria M. Loera, DNP, RN, NEA-BC
 Associate Professor | Hunt School of Nursing
 Program Director | Graduate Program
	GGHSON updated their expected program outcomes for the graduate program to better align to CCNE's *Essentials*
	 • Informational presentation "*MSN Expected Programs Outcomes*" (Exhibit E) outlined the updated and approved expected program outcomes for the graduate program
	    o Approved by SON's curriculum committee and faculty council
	    o Outline includes 11 (eleven) outcomes; however, CCNE *Essentials* outline defines only 10 (ten) outcomes
	      ➢ Added: Outcome #11 to better align with our institution's mission and values, "*Create culturally proficient care strategies to support diverse needs for individuals' and families in the U.S. -Mexico border region*"
	 • There will be no changes to curriculum due to revision to outcomes	

o HSCEP OP 59.08, New Degree and Certificate Program, Change in Delivery Format, and Degree and Certificate Program Termination – C. Herber-Valdez	OP 59.08 was revisited to present the final revisions made to the policy (Exhibit F), Attachment A (Exhibit F-1), and Attachment B (Exhibit F-2) • Addressed all recommended changes from members as discussed during the 12 September 9 2024 Academic Council meeting	Dr. Woodall requested a motion to approve the revised policy and its attachments. Dr. Francis motioned.

Agenda Item	Discussion	Conclusion(s) and/or Action Item(s)

➢ Attachment A, Request for New Degree or Certificate Program Academic Council Review
➢ Attachment B, Approval of New Degree and Certificate Programs, and Degree and Certification Program Termination Routing Sheet
	• Additional revisions
	  o To the policy included a change not previously addressed
	    ➢ §II. Proposing New Degree and Certificate Programs
	      ✓ Paragraph A., 1st sentence, add "or school level" to the end of the sentence to read "*A proposal for a new degree or certificate program typically originates with faculty at the department or school level*"
	  o Attachment B, Routing Sheet, last section: Board of Regents' Review and Approval
	    ✓ Signature line added to the title "and Degree Program Termination" to read, "New Degree Programs and Degree Program Termination"
	      o Verified BOR approval is required for program termination, per Section 04.09.1, Regents' Rules
		Dr. Lakshmanaswamy seconded. Motion passed unanimously

o Academic Policies Reviewed (3) – W. Woodall	3-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	
1. HSCEP OP 59.07, Substantive Change Reporting	HSCEP OP 59.07 review is complete	HSCEP OP 59.07 routed to Dr. Lange for final review and signature
2. HSCEP OP 61.23, TTUHSC El Paso Classroom and Class Lab Scheduling Policy	HSCEP OP 61.23 review is completed and posted on the "Policy and Procedures" webpage	
3. HSCEP OP 77.15, Working with Affiliated Entities - Student Drug Screening ✓ Attachment A – Consent for Drug Screening Authorization to Disclose Drug Testing Results	HSCEP OP 77.15 and its attachment review is completed and posted on the "Policy and Procedures" webpage	

o Faculty-at- Large Representatives – W. Woodall
  ➢ FSOM
  ➢ HSON
  ➢ FGSBS
  ➢ HSDM
	Aligned appointments for faculty-at-large representatives from the 4-schools by staggering terms so members are not rotated off all at once
	• <u>Terms starting January 1, 2025</u>
	  o FSOM and HSON representatives
	    ➢ Will serve a 2-year term through 12/31/2026
	  o HSDM and FGSBS representatives
	    ➢ Will serve a 3-year term through 12/31/2027; thereafter will revert to a 2-year term
	• Dr. Quest acknowledged for his service with Academic Council in	

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	completing 2-year term as FSOM representative effective 12/31/24	

o Branding – TTUHSC El Paso – A. Tawney
 	
Andrea Tawney, Ph.D.
Vice President for Institutional Advancement
Office of Institutional Advancement
 	
Paula Cavallaro
Senior Designer, Brand Manager
Office of Institutional Advancement
 	
Bonnie Elliott
Project Manager
Office of Institutional Advancement
 	
Brand guide posted at
https://ttuhscep.edu/ia/mc/branding/
	Institutional Advancement team provided presentation *"Branding Guidelines 2024"* (Exhibit G) outlining the phased approach to the Texas Tech Health El Paso branding (name, logo, design, messaging, image), guidance to understand purpose, and how it should be used
	• Texas Tech Health El Paso – simplifies our institution's brand
	  o New branding to be used for public facing marketing ONLY
	• Texas Tech University Health Sciences Center El Paso is the legal name of our university
	  o Continue to use legal name for internal and official documents:
	    ➢ Budget, billing, payments
	    ➢ Tax I.D.
	    ➢ Official documentation
	    ➢ Official business
	    ➢ Commencement
	    ➢ White coat ceremonies
	    ➢ Diplomas
	    ➢ Certifications, etc.
		For questions on branding contact Paula Cavallaro at 915. 215.4969 or email pcavalla@ttuhsc.edu
		
		New version of the official campus map recently completed will follow up with IA to obtain the file

• **Round table/open discussion of potential new business** – W. Woodall	• Library – L. Beinhoff Since the network outage library resources were not accessible from off campus. It was all fixed yesterday, notify your students and faculty that everything is fully accessible and returning to business as usual • Institutional Reports and Visualizations – O. Alikaj-Fierro Members encouraged to attend today's presentation by Martin Garcia on the work the IR team has worked on (i.e., interactive dashboards, institutional data) with varying access to data based on role. Recognized Martin Garcia and Alejandro Lara for their outstanding work during the network outage, in collaboration with council members all reports were submitted timely • Curricular and Assessment Support – M. Williams-Burns Working on building a mini course on digital accessibility and using AI for education; in preparation for AI for when we get approved AI tools • WLHSDM – C. Goldfarb Graduating our first class in 2025	

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	• Artificial Intelligence Advisory Committee (AIAC) – W. Woodall AIAC is close to finalizing a policy on security and usage. In the process of reviewing vendors, with the goal of early next year to have a sandbox for faculty; meaning there would be some sort of generative AI available creating a safe place for protected information to the institution • AAMC Meeting sessions on Artificial Intelligence – M. Francis Attended annual meeting many sessions dealt with AI and use of AI	
○ Next Meeting	Thursday, January 9, 2025 10:30 AM – 12:00 PM Location: MSBII, President's Conference Room	
• **Adjourn** – W. Woodall		Dr. Woodall adjourned the meeting at 11:52 AM

Attachments		
Exhibit	**Title**	**Provided by**
A	Minutes of the 12 September 2024 Academic Council Meeting	Office of Academic Affairs
B	HSCEP OP 77.19, Campus Assessment Response and Evaluation Team (CARE Team) for Students 'tracked changes' version	Office of Academic Affairs
B-1	HSCEP OP 77.19, Campus Assessment Response and Evaluation (CARE) Team for Students 'clean' version	Office of Academic Affairs
C	*"Proposed Changes for OP 77.19: Campus Assessment, Response, and Evaluation (CARE) Team*	Office of Student Services and Student Engagement
D	Course Approval/Change Form for WLHSDM Change in SCH for Course DCOL8103	Woody L. Hunt School of Dental Medicine
E	*"MSN Expected Programs Outcomes"*	Gayle Greve Hunt School of Nursing
F	HSCEP OP 59.08, New Degree and Certificate Program, Change in Delivery Format, and Degree and Certificate Program Termination 'clean' version	Office of Academic Affairs
F-1	Attachment A, Request for New Degree or Certificate Program Academic Council Review 'clean' version	Office of Academic Affairs
F-2	Attachment B, Approval of New Degree and Certificate Programs Routing Sheet 'clean' version	Office of Academic Affairs
G	Branding Guidelines 2024	Office of Institutional Advancement