

**Academic Council Meeting**  
**Minutes**

<b>Attendees</b>			
<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	Arlene Martinez DNP, BSB, APRN, FNP-C, RNC-TNP	Present
	FGSBS	Rajkumar Lakshmanaswamy, Ph.D.	Present
	FGSBS	Munmun Chattopadhyay, Ph.D.	Present
	PLFSOM	Maureen Francis, M.D., M.S.-H.P.Ed., MACP	Present
	PLFSOM	Mariela P. Lane, 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	Abhizith Deoker, M.D.	
<b>Members:</b>	Office of Academic Affairs	Michele Williams-Burns, Ed.D., M.S., M.Ed.	
	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, M.S.	Present
	SSSE – Student Support Services	Glenn Yri, MSCP, LPC, NCC	
	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.	Present
<b>Guests:</b>	GGHSON	Tracy Lopez, PhD, RN, CNE, FELAN	Present
	Office of Academic Affairs	Andrea Thompson, M.I.O.P.	Present
	Office of Academic Affairs	Veronica Rodriguez	Present
<b>Recorded by:</b>	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)
<ul style="list-style-type: none"> <li>• <b>Call to order   Recognition of Proxies   Confirmation of Quorum</b> – W. Woodall</li> </ul>	<p>Announced new membership:</p> <ul style="list-style-type: none"> <li>• Welcome to Glenn Yri, MSCP, LPC, NCC, Director of Student Support Services as representative ex-officio member of Student Service and Student Engagement</li> </ul>	<p>Dr. Woodall called the meeting to order at 10:31 AM and confirmed quorum</p>
<ul style="list-style-type: none"> <li>• <b>Review of the Minutes from the 14 November 2024 meeting</b> – W. Woodall</li> </ul>	<p>Minutes of the 14 November 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>• Members had no additions or corrections to minutes of the previous meeting</li> </ul>	<p>Dr. Woodall requested a motion to approve. Dr. Lakshmanaswamy motioned. Dr. Francis 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>○ Hunt SON Accelerated BSN and RN-BSN programs – T. Lopez</li> </ul> <p><b>Tracy Lopez, PhD, RN, CNE, FELAN</b> Assistant Dean   Associate Professor Hunt School of Nursing</p>	<p>Supporting documents of proposed changes to the ABSN Curriculum 2025 (Exhibit B) and RN-BSN Curriculum 2025 (Exhibit C) were emailed to council members prior to the meeting for review</p> <ul style="list-style-type: none"> <li>• Overview and major highlights presented of the revisions made to the ABSN and RN-BSN programs to align with the requirements of CCNE’s competency-based standards, <i>The Essentials</i> <ul style="list-style-type: none"> <li>○ Changes to degree plans and course content guides include new course competencies, reallocate content to new set of courses, rename and consolidate some courses, credit hour changes to some courses, changes to course descriptions</li> </ul> </li> <li>• Next step is submission for approval to CCNE, THECB, BON <ul style="list-style-type: none"> <li>○ CCNE next meeting is March 2025, goal is to submit curriculum change in the next weeks in time to be added to their agenda in March and have final approval by the end of March</li> <li>○ Notification to THECB is not required as there is no change in the credit hours requirement for degree completion <ul style="list-style-type: none"> <li>➤ Dr. Herber-Valdez will verify with THECB</li> </ul> </li> </ul> </li> <li>• Target implementation is Fall 2025 <ul style="list-style-type: none"> <li>○ Actively building on the background to be ready to implement once the final letters of approval are received <ul style="list-style-type: none"> <li>➤ Working with OSSSE for guidance in addressing course numbers and getting into the catalog</li> <li>➤ Will work closely with OIRE to build structure in Banner and catalog development to be completed end of Spring 2025</li> </ul> </li> </ul> </li> </ul>	<p>Dr. Woodall requested a motion to approve. Dr. Lakshmanaswamy motioned. Dr. Black seconded. Motion passed unanimously</p> <p>Dr. Herber-Valdez will report if notification to THECB is required at March 13, 2025 meeting</p>
<ul style="list-style-type: none"> <li>• <b>Updates:</b></li> </ul>		
<ul style="list-style-type: none"> <li>○ New Faculty-at- Large Representatives – W. Woodall <ul style="list-style-type: none"> <li>➤ Term: 2025 – 2026 (2-Years)</li> </ul> </li> </ul>	<p>Recognized the Faculty-At-Large representatives (voting members) from the 4-schools. Two faculty representatives will be appointed for the standard 2-year term and two faculty representatives will extend their appointment to serve three years for that single term only</p>	

Summary		
Agenda Item	Discussion	Conclusion(s) and/or Action Item(s)
<ul style="list-style-type: none"> <li>✓ FSOM</li> <li>✓ HSON</li> <li>➤ Term: 2025 – 2027 (3-Years)</li> <li>✓ FGSBS</li> <li>✓ HSDM</li> </ul>	<ul style="list-style-type: none"> <li>• 2-Year Term (Starts 01/01/2025 through 12/31/2026) <ul style="list-style-type: none"> <li>✓ FSOM Dr. Mariela Lane</li> <li>✓ HSON Dr. Arlene Martinez</li> </ul> </li> <li>• 3-Year Term (Starts 01/01/2025 extends through 12/31/2027) <ul style="list-style-type: none"> <li>✓ FGSBS Dr. Munmun Chattopadhyay</li> <li>✓ HSDM – Dr. Rhonda Everett</li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li>○ Update on Engagement and Wellness Activities and New Student Engagement Platform, Campus Connect – D. Stewart</li> </ul> <p><b>Dorothy Stewart, M.S.</b>  Director Student Engagement and SSSE Ops  Student Engagement and Student Services</p>	<p><i>Student Engagement</i> (Exhibit D) presented an overview of the OSSSE's Fall 2024 student engagement and wellness activities, new platforms, student health insurance, campus activities committee, other updates</p> <ul style="list-style-type: none"> <li>• Highlights include <ul style="list-style-type: none"> <li>○ New Engagement Platforms <ul style="list-style-type: none"> <li>➤ Campus Connect, gateway for students to learn about student organizations, events, opportunities to get involved</li> <li>➤ Signal Vine, personalized texting solution which effectively engages students with messaging</li> </ul> </li> <li>○ Raider Red's Market Bag <ul style="list-style-type: none"> <li>➤ Provides aid to students in fighting food insecurity on first come first serve basis. Fall 2024 provided 124 market bags; equivalent to 32-33 bags per month. As of January 8<sup>th</sup>, additional funding from Financial Aid and IA will help to offer up to 60 bags per month from now until August 2025</li> </ul> </li> <li>○ New Positions <ul style="list-style-type: none"> <li>➤ Business Analyst, Claudia Morales</li> <li>➤ Associate Director for Career Services and Student Events, Julio Rogers</li> </ul> </li> <li>○ Student lounges. Plans to revamp MEB, nursing and dental <ul style="list-style-type: none"> <li>➤ MEB transformation construction starts February 2024 <ul style="list-style-type: none"> <li>✓ Student access to lounges <ul style="list-style-type: none"> <li>❖ SON and MEB (recreational area/gym) – all students have access</li> <li>❖ Dental – only open to dental students</li> </ul> </li> </ul> </li> </ul> </li> <li>○ Audio in MEB. Secure estimate to install audio system (sound)</li> <li>○ Commencement Dates <ul style="list-style-type: none"> <li>➤ WLHSDM - May 19<sup>th</sup> 6pm Plaza Theatre</li> <li>➤ PLFSOM - May 20<sup>th</sup> 6 pm Plaza Theatre</li> <li>➤ FGSBS – May 20<sup>th</sup> 2 pm Plaza Theatre</li> <li>➤ GGHSON – May 20<sup>th</sup> 10 am Plaza Theatre</li> </ul> </li> </ul> </li> </ul>	

<b>Summary</b>		
<b>Agenda Item</b>	<b>Discussion</b>	<b>Conclusion(s) and/or Action Item(s)</b>
<ul style="list-style-type: none"> <li>○ HSCEP OP 77.19, CARE Team for Students – Correction to policy title – W. Woodall               <ul style="list-style-type: none"> <li>➤ Campus Assessment Response and Education Team (CARE Team) for Students – HISTORIC/RECOMMENDED</li> <li>➤ Campus Assessment, Response, and Evaluation (CARE) Team for Students – RECENTLY VOTED</li> </ul> </li> </ul>	<p>Revisited HSCEP OP 77.19 (policy approved by Academic Council on 14 November 2024) to address unintentional change to the policy title</p> <ul style="list-style-type: none"> <li>● Clarify which version of policy title to use, historic or recently voted               <ul style="list-style-type: none"> <li>○ Campus Assessment Response and <u>Education Team (CARE Team)</u> for Students – HISTORIC</li> <li>○ Campus Assessment, Response, and <u>Evaluation (CARE) Team</u> for Students – RECENTLY VOTED                   <ul style="list-style-type: none"> <li>➤ Consensus to keep title on recently voted, "Campus Assessment, Response, and Evaluation (CARE) Team for Students"</li> </ul> </li> </ul> </li> </ul>	<p>Dr. Woodall requested a motion to approve. Dr. Lakshmanaswamy motioned. Dr. Francis seconded. Motion passed unanimously</p>
<ul style="list-style-type: none"> <li>● <b>Round table/open discussion of potential new business</b> – W. Woodall</li> </ul>	<ul style="list-style-type: none"> <li>● CARE Team Roll Out – J. Harrell President's office sent notices to individuals selected to participate as members of the CARE Team. Subsequent emails will be sent               <ul style="list-style-type: none"> <li>○ 1<sup>st</sup> email will ask members to indicate their availability to coordinate with the national organization to provide an on-campus training for new CARE Team members</li> <li>○ 2<sup>nd</sup> email CARE Team website will 'go live'. Instructions to all faculty and staff on how to submit referrals; as well as to all students on how to submit referrals</li> <li>○ 3<sup>rd</sup> email informational about OSSSE staff who will be managing referrals and triaging on behalf of the CARE Team</li> </ul> </li> <li>● PhD in Biomedical Sciences Update – R. Lakshmanaswamy THECB has acknowledged receipt of FGSBS' application for new doctoral program in the area of Biomedical Sciences. Will await THCEB's final decision. Recognized Dr. Herber-Valdez and OIRE team for their help with completing the application process</li> <li>● Institutional plan for distance education – C. Herber-Valdez With our recent SACSCOC reaffirmation this past year, for the first time, an institutional plan for distance education is required and was submitted to THECB. The Plan is required by institutions every time they are reaffirmed by SACSCOC. It was large project and thanked SON faculty, IT, OIRE staff, Dr. Williams</li> <li>● 2025 Legislative session: Proposed Bills – C. Herber-Valdez In preparation for the legislative session, TTU System is asking all Texas Tech institutions to assist in the review of proposed bills; she was asked</li> </ul>	

<b>Summary</b>		
<b>Agenda Item</b>	<b>Discussion</b>	<b>Conclusion(s) and/or Action Item(s)</b>
	<p>to participate. Depending on the area of the bill, she will forward the proposed bill to experts in the area to review the entire proposed bill and provide feedback. Look out for those emails</p> <ul style="list-style-type: none"> <li>• Hunt SON CCNE Accreditation – J. Hurlbut SON submitted self-study prep for upcoming accreditation</li> <li>• WLHSDM CODA Site Visit – R. Black Site visit is scheduled for April 22–24, 2025. The last in a series of 2-year reviews for dental accreditation. Once completed, the dental school will be fully accredited. Follow-up site review is every seven years</li> <li>• LCME Mock Survey Visit – M. Francis In preparation for LCME accreditation site visit in September 2025, mock site visits with a consultant team scheduled at the end of March</li> <li>• TeamSTEPPS 2025 IPE Simulation Day – Dr. A. Benavides Hosting our institution’s largest IPE common core event on January 30<sup>th</sup>. Tremendous response from FSOM faculty volunteering to support event</li> <li>• ID System Coming Soon – J. Harrell Will be able to automate a lot of the activation and deactivation of student access to our facilities and certain pieces of technology. Schools will receive information for incoming classes</li> <li>• OIRE – O. Alikaj-Fierro Working with Office of Academic Affairs in preparing for the Institutional Strategic Planning Retreat on February 27<sup>th</sup> and 28<sup>th</sup>. Continues to work with OIPE on developing their IE plans as well as the annual review. Institutional Effectiveness Annual Internal Peer Review coming up on January 22<sup>nd</sup></li> <li>• SGA – V. Vasquez “Welcome Week” coming up on January 21<sup>st</sup>-25<sup>th</sup>. Students have expressed interest in coffee from vendor, Common Grounds Coffee. Texas Tech University System Student Regent, Jad Zeitouni is visiting our campus on January 13<sup>th</sup> and will meet with SGA members</li> </ul>	
○ Next Meeting	Thursday, March 13, 2025	

Summary		
Agenda Item	Discussion	Conclusion(s) and/or Action Item(s)
	10:30 AM – 12:00 PM Location: MSBII, President’s Conference Room	
• <b>Adjourn – W. Woodall</b>		Dr. Woodall adjourned the meeting at 11:26 AM

Attachments		
Exhibit	Title	Provided by
A	Minutes of the 12 September 2024 Academic Council Meeting	Office of Academic Affairs
B	Accelerated BSN CBC Curriculum 2025	Gayle Greve Hunt School of Nursing
C	RN-BSN CBC Curriculum 2025	Gayle Greve Hunt School of Nursing
D	<i>Student Engagement</i> , PowerPoint Presentation	Office of Student Services and Student Engagement