



Academic Council Meeting Minutes

Thursday, 01 May 2025
10:30 AM – 12:00 PM
MEB, 1110 Classroom

Attendees

| | | | |
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| 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 | 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. | |
| | WLHSDM | Richard Black, D.D.S. | Present |
| | WLHSDM | Rhonda Everett, D.D.S., M.P.H. | |
| | SGA | Victor Vasquez, M.S. | Present |
| Ex-officio | Faculty Senate | Abhizith Deoker, M.D. | |
| 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, M.S. | Present |
| | SSSE – Student Support Services | Glenn Yri, MSCP, LPC, NCC | Present |
| | Student Business Services | Cynthia Flores | Present |
| | Office of Academic Affairs | Christiane Herber-Valdez, Ed.D. | Present |
| | TTUHSC – El Paso Libraries | Lisa Beinhoff, Ph.D. | Present |
| | OIRE | Martin Garcia, M.S. | Present |
| | PLFSOM GME | Amanda Stokes, B.S., C-TAGME | |
| | PLFSOM OSA | Charmaine Martin, M.D. | Present |
| | IPE Curriculum Council | Scott Crawford, M.D., FACEP, FSSH, CHSOS | Present |
| | Interprofessional Education | Alyssa C. Benavides, Ph.D., M.P.A. | Present |
| Guests: | WLHSDM | Rosemary McPharlin, D.D.S. | 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 | | |
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| 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 | <ul style="list-style-type: none"> • Dr. Rhonda Everett was unable to attend and designated Dr. Rosemary McPharlin as proxy in her absence <p>Announced membership changes:</p> <ul style="list-style-type: none"> • Welcome to ex-officio member, Martin Garcia, newly named Interim Senior Managing Director for the Office of Institutional Research and Effectiveness | Dr. Woodall called the meeting to order at 10:30 AM and confirmed quorum |
| <ul style="list-style-type: none"> • Review of the Minutes from the 06 March 2025 meeting – W. Woodall | <p>Minutes of the 06 March 2025 Academic Council Meeting (Exhibit A) were emailed to council members prior to this meeting for review</p> <ul style="list-style-type: none"> • Correction requested <ul style="list-style-type: none"> ○ Agenda item, Round Table/Open Discussion <ul style="list-style-type: none"> ➤ 2nd bullet title, <i>PhD in Biomedical Sciences</i>, change “BOR” to read “THECB” | Dr. Woodall requested a motion to approve. Dr. Dr. Lakshmanaswamy motioned. Dr. Francis seconded. Motion passed unanimously |
| <ul style="list-style-type: none"> • Anticipated Action Items: | | |
| <ul style="list-style-type: none"> ○ HSCEP OP 77.17 Transfer of Credit – J. Harrell | <p>OP 77.17 ‘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</p> <ul style="list-style-type: none"> • Hyperlinks updated to align with the Texas Administrative Code which recently revamped its entire website • §IV. International Transcripts. Clarifies that foreign transcript evaluations must come from a certifying body recognized by the National Association of Credential Evaluation Services (NACES) <ul style="list-style-type: none"> ○ In anticipation of future acceptance of students on F-1 visas | Dr. Woodall requested a motion to approve. Dr. Black motioned. Dr. Chattopadhyay seconded. Motion passed unanimously |
| <ul style="list-style-type: none"> • Updates: | | |
| <ul style="list-style-type: none"> ○ HSCEP OP 77.13, Attachment A, FERPA Student Release Form (new digital form) – J. Harrell | <p>HSCEP OP 77.13 Student Education Records (Exhibit C) and Attachments B–D were previously approved by legal; except Attachment A is to be digitized</p> <ul style="list-style-type: none"> • Legal approved the new digital form with required statutory language added to the form and on the Registrar’s website <ul style="list-style-type: none"> ○ Recommended changes <ul style="list-style-type: none"> ➤ Remove current PDF form, Attachment A, “<i>Student Consent to Release Education Records</i>” and replace with new dynamic form titled, “<i>FERPA Student Release Form</i>” ➤ Current Attachments B – D will be re-labeled as Attachments A – C, respectively | Dr. Woodall requested a motion to approve. Dr. Francis motioned. Dr. Hurlbut seconded. Motion passed unanimously |

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| <ul style="list-style-type: none"> ○ 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 10.31 Requests for Institutional Data and Internal Data Collection Processes | HSCEP OP 10.31 review is complete and posted on the "Policy and Procedures" webpage | |
| 2. HSCEP OP 77.16 Core Curriculum Policy | HSCEP OP 77.16 review is complete but not yet posted on the "Policy and Procedures" webpage | |
| 3. HSCEP OP 77.21 FERPA Breach Policy | HSCEP OP 77.21 review is complete and posted on the "Policy and Procedures" webpage | |
| <ul style="list-style-type: none"> ● Round table/open discussion of potential new business – W. Woodall | <ul style="list-style-type: none"> ● PhD in Biomedical Sciences – Dr. Lakshmanaswamy THECB will conduct an all-day virtual visit with FGSBS to review the program on June 5th. Next step will be to present for approval at the October THECB meeting. Once approved target implementation for FGSBS's first class of PhD students is Fall 2026 ● WLHSDM Class of 2025 Commencement – Dr. Black Inaugural class of 40 dental students will celebrate commencement on May 19th at Plaza Theater at 6PM ● CODA site visit – Dr. Black Final site-visit conducted April 22nd–24 with 98% program satisfaction and a few minor changes to paperwork. Anticipate final approval from CODA in August 2025 and thereafter arrive at the 7-year cycle ● SB 37 – Dr. Lakshmanaswamy Voiced concern about complex bill that aims to increase state oversight and control over public institutions of higher education and limit faculty's influence on academic decisions. It has not yet passed; passed the Senate and pending in the House. Dr. Woodall is positive that TTU and legal is monitoring this bill because of our 2 medical schools ● Ysleta ISD & Texas Tech El Paso STEM Outreach Showcase – Dr. Benavides Student-led community outreach initiative will be held on May 1st at Del Valle High School. Brings together Texas Tech El Paso graduate students of biomedical sciences, dental, medical, nursing and UTEP pharmacy students with high school biomed students. The showcase launches the | |

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| | <p>Texas Tech Health El Paso Student-Led Mentoring Program, an IPE and community outreach initiative. Dr. Ortega of the WLHSDM is the clinical lead, Dr. Benavides is the program sponsor.</p> <ul style="list-style-type: none"> CARE Team Meeting – Mr. Yri <p>CARE Team was launched earlier this year and meets every 3-weeks to discuss any reports received. It is a multidisciplinary group of campus professionals that address course of action for referred students. Emails have been sent to students informing them about the CARE team. Student Support Services is starting to do informational sessions with the schools on campus. For more information contact Glenn Yri</p> | |
| ○ Next Meeting | <p>Thursday, July 10, 2025 10:30 AM – 12:00 PM Location: MSBII, President’s Conference Room</p> | |
| • Adjourn – W. Woodall | | Dr. Woodall adjourned the meeting at 10:58 AM |

| Attachments | | |
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| Exhibit | Title | Provided by |
| A | Minutes of the 06 March 2025 Academic Council Meeting | Office of Academic Affairs |
| B | HSCEP OP 77.17 Transfer of Credit ‘tracked changes’ version | Office of Academic Affairs |
| B-1 | HSCEP OP 77.17 Transfer of Credit ‘clean’ version | Office of Academic Affairs |
| C | HSCEP OP 77.13 Student Education Records ‘clean’ version | Office of Academic Affairs |