

Academic Council Meeting

Minutes

Thursday, 13 November 2025

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 via WebEx
	GGHSON	Rodolfo Olivares, DNP, RN, N EA-BC	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.	
	SGA	Victor Vasquez, M.S.	
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	Present
	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	Present
	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.	
Guests:	WLHSDM	Cyd Goldfarb, M.Ed.	Present
	Office of Academic Affairs	Andrea Thompson, M.I.O.P.	Present
Recorded by:	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"> • 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 Cyd Goldfarb as proxy in her absence <p><u>Announced new membership:</u> Dr. Eric Rohren, new Dean of the Paul L. Foster School of Medicine will be added as new voting member</p>	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 11 September 2025 meeting – W. Woodall 	<p>Minutes of the 11 September 2025 Academic Council Meeting (Exhibit A) were emailed to council members prior to this meeting for review</p> <ul style="list-style-type: none"> • Members had no additions or corrections to minutes of the previous meeting 	Dr. Woodall requested a motion to approve. Dr. Francis motioned. Dr. Chattopadhyay seconded. Motion passed unanimously
<ul style="list-style-type: none"> • Anticipated Action Items: <ul style="list-style-type: none"> ○ HSCEP OP 77.22, Mandatory Student Health Insurance Requirement – J. Harrell <p>Student Health Insurance Program Contact: Dorothy Stewart Dir, Student Engagement & SSSE Operations O: 915-215-4967 Dorothy.Stewart@ttuhsc.edu</p>	<p>OP 77.22 '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"> • Revisions made to clarify the requirements for maintaining coverage, acceptable alternative, and procedures for inquires and disputes with no significant changes to the policy • NEW: Digital form, <i>Student Insurance Lapses Notification Form</i> <ul style="list-style-type: none"> ○ If private insurance lapses, student are required to notify OSSSE by completing the form and they will be enrolled in the TTUHSC El Paso sponsored student health insurance plan • Recommended change <ul style="list-style-type: none"> ○ §IV. Responsibility of the Student <ul style="list-style-type: none"> ○ Paragraph C, 1. End of sentence delete, "except those enrolled in a 100% distance program as defined above" <ul style="list-style-type: none"> ✓ Distance programs are requiring that students be insured for certain parts of the program • NEW: TTU System has renegotiated a new contract for student health insurance plan underwritten by BCBSTX <ul style="list-style-type: none"> ○ OSSSE will closely monitor the services provided by the third-party insurance verification company to ensure verification is stringent, in terms of identifying lapses and that student insurance information is verified accurately and consistently ○ Dorothy Stewart, OSSSE is responsible for the overall administration of the student health insurance program <ul style="list-style-type: none"> ○ Any identified lapse, discrepancy, or issues concerning student health insurance must be reported immediately to Ms. Stewart or Dr. Harrell 	Dr. Woodall requested a motion to approve. Dr. Lakshmanaswamy motioned. Dr. Black seconded. Motion passed unanimously

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<ul style="list-style-type: none"> • Updates: <ul style="list-style-type: none"> ○ Academic Policies Reviewed (2) – W. Woodall 	2-HSCEP OPs have been reviewed through the Office of Academic Affairs and per review stipulations the policies are not subject to Academic Council's detailed review and approval	
1. HSCEP OP 77.12, Observation of Religious Holy Day and Requests for Religious Accommodation – J. Harrell and G. Yri	<p>OP 77.12 'tracked changes' version (Exhibit C) was emailed to council members prior to the meeting for review. A 'clean' version (Exhibit C-1) was circulated to attendees during the meeting</p> <ul style="list-style-type: none"> • Revisions made to refine language and definitions with no significant changes made to the institutional policy • NEW: Developed a digital workflow form, <i>"Request for Reasonable Religious Accommodation Form"</i> <ul style="list-style-type: none"> ○ Requests will move through a digital workflow that tracks our actions and decisions, ensuring we remain compliant ○ Workflow form is available in the Advocate system <ul style="list-style-type: none"> ➤ Assistant or Associate Dean of Student Affairs at each school will be designated to receive the initial notification, review all submitted documents and participate in the interactive decision-making process ✓ As the report gets imported into the system, OSSSE will build the workflows about who to notify ○ The form is intended to streamline two (2)-primary purposes <ol style="list-style-type: none"> 1. Request excused absence for religious holy days (§II.A) 2. Request a religious accommodation (§III.A) <ul style="list-style-type: none"> ❖ Concern. Verbiage to complete and submit workflow form is "NOT" found in §II. A. Religious Holy Day ❖ Concern. Verbiage in §II. A, "...make that intention known in writing to the instructor prior to the absence"; this is not school policy at any school, each school has a central process in place for requesting absences <ul style="list-style-type: none"> – Dr. Harrell will contact assistant deans at each school to gather information on their absence request processes and individuals involved • Defer item to allow time to address concerns and amend verbiage 	<p>Dr. Woodall requested a motion to table. Dr. Black motioned. Ms. Goldfarb seconded. Motion passed unanimously</p> <p>Revisit OP 77.12 policy and workflow form at January 8th Academic Council meeting</p>
2. HSCEP OP 77.18, Border County Waiver – J. Harrell	OP 77.18 'tracked changes' version (Exhibit D) and Attachment A (Exhibit E) and Attachment B (Exhibit E) were emailed to council members prior	Dr. Woodall requested a motion to approve. Dr. Lakshmanaswamy motioned. Dr. Black seconded.

Summary

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<ul style="list-style-type: none">➤ Attachment A, New Mexico Border County Waiver Form➤ Attachment B, Oklahoma Border County Waiver Form	<p>to the meeting for review. A 'clean' version (Exhibit D-1) was circulated to attendees during the meeting</p> <ul style="list-style-type: none">● Recommended changes<ul style="list-style-type: none">○ POLICY/PROCEDURE<ul style="list-style-type: none">➤ §II. Procedure Paragraph D, Note 2. Delete "<i>If a student moves into Texas...</i>" change to read: "<i>If a student establishes domicile in the state of Texas...</i>"○ Border County Waiver Form<ul style="list-style-type: none">➤ Section: "Student Number", change to read "R Number"➤ Section: "Level", change "Graduate/Medical" to list separate➤ Section: "Level", add "Dental"<ul style="list-style-type: none">✓ Starting next academic year, our campus will transition to a 4-level structure<ol style="list-style-type: none">1. <input type="checkbox"/> Undergraduate2. <input type="checkbox"/> Graduate (degree programs and PhD programs)3. <input type="checkbox"/> Medical (professional programs)4. <input type="checkbox"/> Dental (professional programs)➤ OSSSE will digitize both waiver forms and move away from the current paper formats (Attachment A, New Mexico and Attachment B, Oklahoma)<ul style="list-style-type: none">✓ Future plans to consolidate digital forms to a single form	<p>Motion passed unanimously</p> <p>Present OP 77.18 digital form at January 8, 2026 Academic Council meeting</p>
<ul style="list-style-type: none">○ HSCEP OP 10.20, Criminal Background Checks for Students and Trainees – W. Woodall<ul style="list-style-type: none">➤ Attachment A, Notice to Students and Trainees, Criminal Background Check➤ Attachment B, Consent for Release of Information Hold Harmless Agreement for Students, Criminal History Record Information	HSCEP OP 10.20 posted on the "Policy and Procedures" webpage	
<ul style="list-style-type: none">● Round table/open discussion of potential new business	<ul style="list-style-type: none">● THECB Update: Texas Core Curriculum – C. Herber-Valdez THCEB is currently reviewing and revising the Texas Core Curriculum, which may result in a change in required semester credit hours (SCH). Currently, the Core requires completion of 42 SCH as part of all bachelor's degrees. If it changes, it would impact our institutional publications (e.g., catalog, degree plans) for the SON bachelor's program.	

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In addition, even though we do not teach the Core, SACSCOC still requires us to assess general education core competencies among students in our bachelor program. Any changes to Core competencies will require revisions to our assessment process. We will monitor and provide updates as new information becomes available

- AI Implementation Update – W. Woodall

Faculty and staff, identified to receive a license, are receiving emails about the AI rollout. Users asked to complete 3 trainings, take an exam, and upon completion be granted access to “ChatGPT.edu”, our secure TTUHSCEP version. All students will be issued licenses and they will onboard within the next 2-weeks. At this time, licenses are not available for all faculty and staff. Programs will be responsible for supporting licenses in the next fiscal year. Dr. Williams-Burns, IT Department, and Dr. Mulla, Faculty Development, are supporting training and questions. Starting in January 2026, we plan to host biweekly lunchtime WebEx sessions for faculty (and possibly staff) to share experiences, identify issues, ask questions. IT will be available to assist.

- BAA Update. The vendor has a temporary moratorium on BAAs. Until a BAA is available, no protected information should be entered (e.g., student, patient, research, financial, etc.)

- Room Reservation Software Timeline– W. Woodall

The room reservation software is being deployed in phases. Training modules are currently rolling out, and in the process of testing the system to ensure it communicates correctly with Banner. Key staff training will follow. By January 2026, expect to begin entering some events manually. Full functionality planned for summer, no later than fall. Functional launch will occur in the spring

- Strategic Planning Meeting in April 2026 – W. Woodall

Targeting April 2 and 3 for the strategic planning meeting. Tentatively hold dates; if possible, the meeting may be consolidated into single-day

- New Process. Dr. Herber-Valdez reported that OIRE is reviewing measures submitted within unit (academic and administrative) institutional effectiveness plans to determine if any metrics can be incorporated into the institutional strategic plan. Goal is to streamline reporting and reduce redundancy. All unit-level

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	institutional effectiveness plans have been moved to a new platform, Strategic Planning Online (SPOL). A mapping process is underway to align unit plans with the institutional strategic plan and identify metrics/data that can flow directly from unit-level to institutional plan measures. Next step will be to add school-level strategic plans into SPOL, to align planning at all levels	
<ul style="list-style-type: none"> ○ Next Meeting 	Thursday, January 8, 2026 10:30 AM – 12:00 PM Location: MSBII, President's Conference Room	
<ul style="list-style-type: none"> ● Adjourn – W. Woodall 		Dr. Woodall adjourned the meeting at 11:34 AM

Attachments

Exhibit	Title	Provided by
A	Minutes of the 11 September 2025 Academic Council Meeting	Office of Academic Affairs
B	HSCEP OP 77.22, Mandatory Student Health Insurance Requirement 'tracked changes' version	Office of Academic Affairs
B-1	HSCEP OP 77.22, Mandatory Student Health Insurance Requirement 'clean' version	Office of Academic Affairs
C	HSCEP OP 77.12, Observation of Religious Holy Day and Requests for Religious Accommodation 'tracked changes' version	Office of Academic Affairs
C-1	HSCEP OP 77.12, Observation of Religious Holy Day and Requests for Religious Accommodation 'clean' version	Office of Academic Affairs
D	HSCEP OP 77.18, Border County Waiver 'tracked changes' version	Office of Academic Affairs
D-1	HSCEP OP 77.18, Border County Waiver 'clean' version	Office of Academic Affairs
E	HSCEP OP 77.18, Attachment A, New Mexico Border County Waiver Form 'tracked changes' version	Office of Academic Affairs
F	HSCEP OP 77.18, Attachment B, Oklahoma Border County Waiver Form 'tracked changes' version	Office of Academic Affairs