

**Attendees**

<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	Rodolfo Olivares, DNP, RN, N EA-BC	Present
	FGSBS	Rajkumar Lakshmanaswamy, Ph.D.	Present
	FGSBS	Munmun Chattopadhyay, Ph.D	Present
	PLFSOM	Eric Rohren, M.D., Ph.D., FACR	Present
	PLFSOM	Mariela P. Lane, M.D.	Present
	WLHSDM	Richard Black, D.D.S.	
	WLHSDM	Rhonda Everett, D.D.S., M.P.H.	
	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.	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	
	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
	PLFSOM OME	Maureen Francis, M.D., M.S.-H.P.Ed., MACP	Present
	IPE Curriculum Council	Scott Crawford, M.D., FACEP, FSSH, CHSOS	
	Interprofessional Education	Alyssa C. Benavides, Ph.D., M.P.A.	Present
<b>Guests:</b>	WLHSDM	Rosemary McPharlin, D.D.S.	Present
	WLHSDM	Marcos Ortega, Ph.D.	Present
<b>Recorded by:</b>	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"> <li>• <b>Call to order   Recognition of Proxies   Confirmation of Quorum – W. Woodall</b></li> </ul>	<ul style="list-style-type: none"> <li>• Dr. Rhonda Everett was unable to attend and designated Dr. Rosemary McPharlin as proxy in her absence</li> <li>• Dr. Jené Hurlbut was unable to attend and designated Dr. Rodolfo Olivares as proxy in her absence</li> <li>• Dr. Richard Black was unable to attend and designated Dr. Marcus Ortega as proxy in his absence</li> </ul>	Dr. Woodall called the meeting to order at 10:32 AM and confirmed quorum
<ul style="list-style-type: none"> <li>• <b>Review of the Minutes from the 13 November 2025 meeting – W. Woodall</b></li> </ul>	<p>Minutes of the 13 November 2025 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 previous meeting</li> </ul>	Dr. Woodall requested a motion to approve. Dr. Lakshmanaswamy motioned. Dr. Olivares seconded. Motion passed unanimously.
<ul style="list-style-type: none"> <li>• <b>Anticipated Action Items:</b></li> </ul>		
<ul style="list-style-type: none"> <li>○ HSECEP OP 59.01, TTUHSC El Paso Adding, Changing, and Deleting Courses and Changing Methods of Delivery <ul style="list-style-type: none"> <li>➤ Attachment A, Course Approval/Change Form</li> </ul> </li> </ul>	<p>HSECEP OP 59.01 ‘tracked changes’ version (Exhibit B) was circulated to attendees during the meeting. A significant number of clarifying changes were received from reviewers; the updates were addressed methodically</p> <ul style="list-style-type: none"> <li>• Recommended changes: <ul style="list-style-type: none"> <li>○ §POLICY/PROCEDURE <ul style="list-style-type: none"> <li>Delete, Introductory paragraph does not exist in any other HSECEP OP and it is obvious through the body of the policy</li> </ul> </li> <li>○ §I. POLICY <ul style="list-style-type: none"> <li>➤ Paragraph A, end of 2<sup>nd</sup> sentence, delete, <i>“school-level faculty/curriculum committee approval, dean’s authorization, and approval by the Academic Council”</i> and replace with <i>“appropriate approvals”</i></li> <li>➤ Paragraph E, end of 1<sup>st</sup> sentence, delete, <i>“Academic Council and”</i></li> </ul> </li> <li>○ §II. PROCEDURE <ul style="list-style-type: none"> <li>➤ Paragraph A., <ul style="list-style-type: none"> <li>✓ Rewrite sentence and number accordingly <ul style="list-style-type: none"> <li>▪ 1) <i>“Requests originate from the faculty at the school level and require approval by the relevant faculty/curriculum committee.”</i></li> <li>▪ 2) <i>“The dean will review all requests originating from the faculty and school committees to ensure compliance with the state and federal law, system regulation, and sufficiency of resources within the school prior to submission to the Office of the Registrar.”</i></li> </ul> </li> </ul> </li> <li>➤ Paragraph A, 2) re-number to “3)”</li> </ul> </li> </ul> </li></ul>	<p>Circulate the updated version of OP 59.01 for council’s review and feedback</p> <p>Revisit OP 59.01 at 12 March 2026 Academic Council meeting</p> <p>Present new digital, Course Approval/Change Form at 12 March 2026 Academic Council meeting</p>

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	<ul style="list-style-type: none"> <li>✓ 1<sup>st</sup> sentence, end of sentence add, “...for notification”</li> <li>✓ 2<sup>nd</sup> sentence, mid-sentence, add “...approves the request for a new program or changing coursework then, ...”</li> <li>✓ 3<sup>rd</sup> sentence add new sentence, “The Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)/Texas Higher Education Coordinating Board (THECB) liaison is responsible for determining whether addition of new credit hour coursework or distance education courses lead to a change in academic program modality requiring notification to and/or approval by the THECB and/or SACSCOC”</li> <li>➤ Paragraph A, 3), re-number to “4)” <ul style="list-style-type: none"> <li>✓ Beginning of sentence change from “The final approved ...” to read “The VPAA approved...”</li> </ul> </li> <li>➤ Paragraph A, 4) and 5) re-number to “5) and 6)” accordingly</li> <li>➤ Paragraph B, beginning of sentence, change from “Requests for course changes must be approved by the Academic Council by March 1...” to read “Requests for curricular changes must be fully approved by January 1...”</li> <li>➤ Paragraph D <ul style="list-style-type: none"> <li>✓ 1<sup>st</sup> sentence, end of sentence, delete “possible requirement to complete a copyright compliance form”</li> <li>✓ End of paragraph, add new sentence, “Each school leadership is responsible for any requirement of notification to their professional accrediting bodies”.</li> </ul> </li> <li>➤ Paragraph E, 1<sup>st</sup> sentence, delete “(Banner allows for 250 words)”</li> <li>➤ Paragraph F, delete</li> <li>• The revised version will be sent to all council members for review and to provide feedback on content accuracy and coherence prior to the March Academic Council meeting</li> <li>• Course Approval/Change Form, Attachment A, has been converted from a PDF to a digital form, and the link is currently being tested by each school representative</li> </ul>	
<ul style="list-style-type: none"> <li>○ HSCEP OP 77.12, Observation of Religious Holy Day and Requests for Religious Accommodation – J. Harrell</li> </ul>	<p>HSCEP OP 77.12 was scheduled for review by November 2025, however, additional time is need to adequately address religious holiday observance and information dissemination across schools.</p>	<p>Collect school-level information on absence request processes and responsible individuals</p>

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	<ul style="list-style-type: none"> <li>• Policy review will be tabled until the March 2026 meeting               <ul style="list-style-type: none"> <li>○ Determine which offices (student affairs vs. academic offices) are responsible for approving absences across schools and individuals involved</li> </ul> </li> </ul>	Revisit OP 77.12 and workflow form at 12 March 2026 Academic Council meeting
<ul style="list-style-type: none"> <li>• <b>Updates:</b></li> </ul>		
<ul style="list-style-type: none"> <li>○ HSCEP OP 77.18, Border County Waiver Form – D. Andrade               <ul style="list-style-type: none"> <li>➤ <a href="#">New Mexico Border County</a></li> <li>➤ <a href="#">Oklahoma Border County</a></li> </ul> </li> </ul>	<p>HSCEP OP 77.18 Border County Waiver Form was revisited to present the final version of the new digital county waiver forms</p> <ul style="list-style-type: none"> <li>• Digital forms may be accessed through the <a href="#">Registrar’s Office Policies and Procedures</a> webpage</li> </ul>	
<ul style="list-style-type: none"> <li>○ Academic Policies Reviewed (2) – W. Woodall</li> </ul>	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	
<ol style="list-style-type: none"> <li>1. HSCEP OP 10.04, Publication of Institutional Mission Statement               <ul style="list-style-type: none"> <li>➤ Attachment A, Mission Statement</li> </ul> </li> </ol>	HSCEP OP 10.04 review is complete but not yet posted on the “Policy and Procedures” webpage	
<ol style="list-style-type: none"> <li>2. HSCEP OP 77.11, Permanent Student Record and Procedures for Safeguarding and Disposal of Student Records</li> </ol>	<p>HSCEP OP 77.11 review is complete with minor revisions</p> <ul style="list-style-type: none"> <li>• Dr. Woodall and Dr. Harrell will meet to address the disposal of student records and how to comply with the new state regulations.               <ul style="list-style-type: none"> <li>○ Anticipate the policy will be finalized in March 2026</li> </ul> </li> </ul>	<p>Align with new state regulations</p> <p>Agenda item at 12 March 2026 Academic Council meeting</p>
<ul style="list-style-type: none"> <li>• <b>Round table/open discussion of potential new business</b></li> </ul>	<p>Library – Dr. Beinhoff</p> <p>Our campus library is joining the Texas Digital Library (TDL). Initial focus will be on setting up digital archives; however, the TDL gives the libraries the ability to add software to manage theses and dissertations, publicly distributed digital data sets, etc. in the future. Additionally, the TDL offers software to manage Open Access Journals, and the libraries are currently discussing with Dr. Clegg to set up editors for campus-based Open Access Journals. For more information, contact Dr. Beinhoff</p> <p>Student Health Center Opening Soon – Dr. Harrell</p> <p>The Student Health Center located in the OSSSE suite will be opening soon. Significant renovations have been made to transform the office space. Staffing includes a physician, nurse practitioner, and medical assistant, with efforts underway to secure a PRN psychiatrist. Services will be offered via walk in and by appointment</p> <p>Regulatory Conflict Resolution - Dr. Rohren</p>	

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	<p>Leadership can assist to guide resolution of any conflicts between state requirements and accrediting body standards, prioritizing compliance with state law</p> <p>AI Sessions Update – Dr. Williams-Burns Faculty sessions began in December, with four completed and four additional sessions scheduled in January and posted on the Office of Faculty Development webpage. Similar sessions are being planned for staff and students. With separate spaces for faculty, staff, and students, the open forums provide a supportive space to share practices, ask questions, and provide guidance on appropriate and secure AI use.</p> <p>Digital Accessibility – Dr. Williams-Burns Trainings and resources are available, and can provide brief overview sessions, if requested. Current efforts focus on building awareness of expectations, importance of digital accessibility, and implementing accessibility practices into all digital work</p> <p>Audits Related to Student Records Update – Dr. Harrell The financial aid audit has been closed after four years, while the grade and curriculum audits are in progress. Council members are asked to respond promptly to emails from Nagin Simoni, Student Records Compliance Officer, to support timely completion and compliance</p>	
○ Next Meeting	<p>Thursday, March 12, 2026 10:30 AM – 12:00 PM Location: MSBII, President’s Conference Room</p>	
• Adjourn – W. Woodall		Dr. Woodall adjourned the meeting at 11:45 AM

Attachments		
Exhibit	Title	Provided by
A	Minutes of the 13 November 2025 Academic Council Meeting	Office of Academic Affairs
B	HSCEP OP 59.01, TTUHSC El Paso Adding, Changing, and Deleting Courses and Changing Methods of Delivery ‘tracked changes’ version	Office of Academic Affairs