

Academic Council Meeting Minutes

Thursday, 09 July 2026
10:30 AM – 12:00 PM
MSBII, President's Conference Room

Office of Academic Affairs

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
	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.	Present
	WLHSDM	Rhonda Everett, D.D.S., M.P.H.	
	SGA	Victor Vasquez, M.S.	
Ex-officio	Office of Academic Affairs	Michele Williams-Burns, Ed.D., M.S., M.Ed.	Present
Members:	SSSE – AVP	John R. Harrell, Ed.D.	Present
	SSSE – Registrar	Diana Andrade, M.Ed.	Present
	SSSE – Financial Aid	Ron Williams	Present
	SSSE – Student Engagement	Dorothy Stewart, M.S.	Present
	SSSE – Student Support Services	Glenn Yri, M.S.C.P., 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
	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.	
Guests:	WLHSDM	Marcos E. Ortega, Ph.D.	Present
	Interprofessional Education	Claudia Lozano, Ph.D.	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. Rhonda Everett was unable to attend and designated Dr. Marcos Ortega as proxy in her absence • Dr. Alyssa Benavides was unable to attend and designated Dr. Claudia Lozano as proxy in her absence	Dr. Woodall called the meeting to order at 10:32 AM and confirmed quorum
• Review of the Minutes from the 14 May 2026 meeting – W. Woodall	Minutes of the 14 May 2026 Academic Council Meeting (Exhibit A) were emailed to council members prior to this meeting for review • Grammatical edit requested ○ Agenda item, Doctor of Nursing Practice degree ✓ Program design, 3rd bullet, remove comma “BSN, MSN” replace with “and” to read, “<i>Admission requirements include a BSN and MSN degree from an accredited institution</i>”	Dr. Woodall requested a motion to approve with changes. Dr. Black motioned. Dr. Lakshmanaswamy seconded. Motion passed unanimously
• Anticipated Action Items:		
○ HSCEP OP 59.02, Online and Distance Education – M. Williams-Burns	HSCEP OP 59.02 ‘tracked changes’ (Exhibit B) and ‘clean’ (Exhibit B-1) versions were emailed to council members prior to the meeting for review • Policy was revised to align with current regulatory requirements and institutional practices ○ Added language addressing the use of Artificial Intelligence (AI) ○ Added language related to accessibility compliance requirements ○ Expanded the student verification and authentication section to clarify requirements and processes ○ Verified that all referenced links are current and functional	Dr. Woodall requested a motion to approve. Dr. Hurlbut motioned. Dr. Chattopadhyay seconded. Motion passed unanimously
○ HSCEP OP 59.08, New Degree and Certificate Program, Change in Delivery Format, and Degree and Certificate Program Termination – C. Herber-Valdez ➤ Attachment A, Request for New Degree or Certificate Program – Academic Council Review ➤ Attachment B, Approval of New Degree and Certificate Programs, and Degree and Certificate Program Termination – Routing Sheet	HSCEP OP 59.08 ‘tracked changes’ (Exhibit C) and ‘clean’ (Exhibit C-1) versions were emailed to council members prior to the meeting for review • Revisions expanded guidance on regulatory agency requirements, program development, internal review and approval processes, planning timelines, distance education, and the roles of professional and institutional accreditors ○ Policy title was revised to reflect all changes to existing programs, not only changes to program delivery format ➤ New title: “<i>New Degree and Certificate Programs, Changes to Existing Programs, and Degree and Certificate Program Termination</i>” ○ Renumbered sections beginning with §III through end of the policy • Attachment A, Request for New Degree or Certificate Program – Academic Council Review ‘tracked changes’ (Exhibit D) and “clean (Exhibit D-1) versions ○ Recommended changes ➤ §Anticipated Start Date	Dr. Woodall requested a motion to approve with changes. Dr. Lakshmanaswamy motioned. Dr. Francis seconded. Motioned passed unanimously

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	✓ Add “Term (i.e., Fall, Spring, Summer) and Date” ➤ §Anticipated Resources ✓ Add “Library” ○ Attachment A converted to a fillable form • Attachment B, Approval of New Degree and Certificate Programs, and Degree and Certificate Program Termination – Routing Sheet ‘tracked changes’ (Exhibit E) and ‘clean (Exhibit E-1) versions ○ §Required Attachments for New Program Approvals ➤ Added two application types ✓ “Request for New Bachelor or Master’s Degree with < 50% New Content” ✓ “Request for New Bachelor or Master’s Degree with 50% or More New Content” ➤ Changed “New Certificate Notification Form” to read, “New Academic Certificate” ➤ Added link to THECB New Program & Certificate Request Form ○ Attachment B converted to a fillable form	
○ HSCEP OP 77.01, Admission – J. Harrell	HSCEP OP 77.01 ‘tracked changes’ (Exhibit F) and ‘clean’ (Exhibit F-1) versions were emailed to council members prior to the meeting for review • Policy was revised to support implementation of the institution's approval to admit international students and establish related admissions processes ○ Key revisions include ➤ Added language regarding the Texas Common Course Numbering System ➤ Separated domestic and international applicant requirements ➤ Clarified and expanded international applicant requirements • Council members expressed concerns that the organization and numbering of §III. <i>Admission Requirements</i> lacked clarity, making the policy difficult to follow ○ Recommended revisions to improve readability ➤ Consolidate all international applicant requirements under Paragraph B. <i>International Applicants Requirements</i> ➤ Incorporate Paragraph C. <i>Proof of Financial Support</i> and Paragraph D. <i>Application Changes</i> into Paragraph B and relabeled as B.6 and B.7, respectively ➤ Renumber Paragraph E. <i>Academic Integrity in the Application Process</i> as Paragraph C	Dr. Black motioned to table the policy to address recommended revisions. Dr. Lakshmanaswamy seconded. Motion carried Revisit OP 77.05 policy at September 10th Academic Council meeting

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	➤ Renumber Paragraph F. <i>Other Admission Types</i> as Paragraph D ➤ Revise title of §III.B.2 to “<i>Non-refundable International Application Fee</i>” to distinguish it from the existing admissions application fee ➤ Add term “<i>international</i>” to applicable sub-headings throughout Paragraph B for consistency and clarity • The policy was tabled to allow for reorganization and renumbering to improve clarity. The revised policy will be presented at the next Academic Council meeting for consideration	
○ HSCEP OP 77.05, Student Leaves of Absence and Suspensions – J. Harrell	HSCEP OP 77.05 ‘tracked changes’ (Exhibit G) and ‘clean’ (Exhibit G-1) versions were emailed to council members prior to the meeting for review • Discussion focused on ensuring consistent use of the terms university, institution, and school throughout the policy. Council members recommended revisions to clarify the collaborative responsibilities of the schools and the university while defining their respective roles in administering leaves of absence and suspensions ○ Recommended change ➤ §5c. Summary Suspension ✓ Replace “only” with “either” to read, “<i>A summary suspension may be issued either by the dean of the school in which the student is enrolled or the Assistant Vice President for Student Services and Student Engagement (AVP SSSE) under conditions authorized by institutional policy</i>” • Dr. Harrell explained that the policy language is intentionally broad to maintain flexibility, ensure compliance with evolving federal and state laws, and preserve appropriate institutional authority • The policy was tabled to allow the deans of each school to conduct a comprehensive review and submit written recommendations. After incorporating the recommended revisions, the policy will be routed to General Counsel for legal review before returning to Academic Council for further consideration	Dr. Woodall motioned to table to address recommended revisions. Dr. Black motioned. Dr. Lakshmanaswamy seconded. Motion carried Revisit OP 77.05 policy at September 10th Academic Council meeting
• Updates:		
Academic Policy Reviewed (2) – W. Woodall	2-HSCEP OP’s have 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 10.06, Academic Council	HSCEP OP 10.06 review is complete and posted on the “Policy and Procedures” webpage	

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2. HSCEP OP 77.08, Student Travel Policy ➤ Attachment A - Travel Release and Indemnification Agreement ➤ Attachment B - Authorization for Emergency Medical Treatment ➤ Attachment C – Driver Approval Request Form (NEW) ➤ Attachment D – 15-Passenger Van Inspection Checklist (NEW)	HSCEP OP 77.08 review is complete and routing to reviewers for signatures	
○ HSCEP OP 77.09, Campus Assessment, Response and Evaluation (CARE) Team for Students – W. Woodall	HSCEP OP 77.09 review is complete and posted on the “Policy and Procedures” webpage	
• Round table/open discussion of potential new business	Program Start Date Clarification– Cindy Flores It was confirmed that the M.S. in Orthodontics will begin in Fall 2027 (August 2027) and the Doctor of Nursing Practice program will begin in Fall 2028 Vice President for Academic Affairs Transition – Dr. Woodall Dr. Woodall announced that, effective September 2026, Dr. Lange will serve as Interim VPAA and chair the Academic Council pending the appointment of a permanent VPAA. She expressed her appreciation to the Council members for their support, collaboration, and service during her tenure	
○ Next Meeting	Thursday, September 10, 2026 10:30 AM – 12:00 PM Location: MSBII, B Auditorium, 1A103B (<i>Change in location</i>)	
• Adjourn – W. Woodall		Dr. Woodall adjourned the meeting at 11:32 AM
Attachments		
Exhibit	Title	Provided by
A	Minutes of the 14 May 2026 Academic Council Meeting	Office of Academic Affairs
B	HSCEP OP 59.02, Online and Distance Education ‘tracked changes’ version	Office of Academic Affairs
B-1	HSCEP OP 59.02, Online and Distance Education ‘clean’ version	Office of Academic Affairs
C	HSCEP OP 59.08, New Degree and Certificate Program, Change in Delivery Format, and Degree and Certificate Program Termination ‘tracked changes’ version	Office of Academic Affairs
C-1	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

D	Attachment A, Request for New Degree or Certificate Program – Academic Council Review ‘tracked changes’ version	Office of Academic Affairs
D-1	Attachment A, Request for New Degree or Certificate Program – Academic Council Review ‘clean’ version	Office of Academic Affairs
E	Attachment B, Approval of New Degree and Certificate Programs, and Degree and Certificate Program Termination – Routing Sheet ‘tracked changes’ version	Office of Academic Affairs
E-1	Attachment B, Approval of New Degree and Certificate Programs, and Degree and Certificate Program Termination – Routing Sheet ‘clean’ version	Office of Academic Affairs
F	HSCEP OP 77.01, Admission ‘tracked changes’ version	Office of Academic Affairs
F-1	HSCEP OP 77.01, Admission ‘clean’ version	Office of Academic Affairs
G	HSCEP OP 77.05, Student Leaves of Absence and Suspensions ‘tracked changes’ version	Office of Academic Affairs
G-1	HSCEP OP 77.05, Student Leaves of Absence and Suspensions ‘clean’ version	Office of Academic Affairs