



TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER
EL PASO

Office of the Provost

Academic Council
2019 – 1st Quarter
Meeting Minutes

Friday, 15 February 2019
10:00 A.M. – 12:00 P.M.
MEB 3200A

Attendees			
Chaired by:	Office of the Provost	Paul E. Ogden, M.D.	Present
Voting Members:	GGHSON	Stephanie L. Woods, Ph.D., R.N.	Present
		Lizette Villanueva, Ph.D., R.N.	Present
		Rajkumar Lakshmanaswamy, Ph.D.	Present
	GSBS	Huanyu Dou, Ph.D.	Present
		Charmaine A. Martin, M.D. <i>Delegate for Richard A. Lange, M.D. – Dean, PLFSOM</i>	Present
	PLFSOM	Thwe Htay, M.D.	Present
		Richard C. Black, D.D.S.	Absent
WLHSDM	Wendy Woodall, D.D.S.	Present	
SGA	Kelsey Van-Noy <i>Delegate for Sajid Leelani – President, SGA</i>	Present	
	Faculty Senate	Gustavo J. Rodriguez, M.D.	Present
Ex-officio Members:	Office of the Provost	Valerie Osland Paton, Ph.D.	Present
	Office of Student Services	Alex Garcia	Present
	Office of the Registrar	Diana Andrade	Present
	Office of Financial Aid	Ron Williams	Present
	Student Business Services	Jessica Fisher <i>Delegate for Cynthia Flores</i>	Present
	Office of Institutional Research & Effectiveness	Christiane Herber-Valdez, Ed.D.	Present
	Guests:	Office of Medical Education	Richard D. Brower, M.D.
Office of the Registrar		Maria Dominguez	
Office of Graduate Medical Education		Lydia Espinoza <i>Delegate for Armando Meza, M.D. – Associate Academic Dean, GME</i>	
PLFSOM Office of Student Affairs		Ines Monarrez	
Recorded by:	Office of the Provost	Michelle Castro	

The Academic Council reviewed, voted on, and approved these minutes at their 12 April 2019 meeting.

Objective

The purpose of these meetings is to consider requests from TTUHSC El Paso schools and leadership needed for degree and certificate programs; recommended course additions, changes, and deletions; institutional academic catalog content and revisions; academic calendar concerns; and academic policies, publications, and matters with institutional impact.

Summary

Item	Discussion	Conclusion(s) and/or Action Item(s)
1. Call to Order	Note: Minutes of the previous Academic Council Meeting (13 November 2018) were emailed to council members prior to this meeting for their review.	Dr. Ogden called the meeting to order at 10:00 A.M. and asked if anyone had any additions or corrections to the minutes of the previous Academic Council meeting (13 November 2018). <ul style="list-style-type: none">Members had no additions or corrections to the minutes of the previous meeting.
2. Review of HSCEP OP 10.06, <i>Academic Council</i>	<ul style="list-style-type: none">Proposed changes to HSCEP OP 10.06 were emailed to the council members prior to this meeting for their review.Delegated authority language regarding proxies was not placed in OP because the council requires the investment of senior leadership permanently.§III.B states two-year terms for each school's faculty-at-large representatives, whereas the 2nd paragraph of §III states, "Annually, the deans of each TTUHSC El Paso school will send the provost the names of their respective school's representatives and recommendations for the faculty-at-large representatives..."<ul style="list-style-type: none">Academic Council eventually plans to stagger terms.Council proposed clarification in first sentence of second paragraph of §III: Add "open" between "...school will send the provost the names of their	Dr. Ogden called for a motion to approve all suggested changes to the draft of HSCEP OP 10.06 (Exhibit A) from the voting members of the council present. Motioned passed unanimously.

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	<p>respective school's..." and "representatives and recommendations for the faculty-at-large representatives..."</p>	
3. Review of HSCEP OP 77.01, <i>Admission</i>	<ul style="list-style-type: none"> • Proposed changes to HSCEP OP 77.01 were emailed to the council members prior to this meeting for their review. • §2.A and §2.B were added to 1) be compliant with federal financial aid regulations and 2) reflect current financial aid practices. • Council proposed changes to <i>Review</i> section during this meeting. 	<p>Dr. Ogden called for a motion to approve all suggested changes to the draft of HSCEP OP 77.01 (Exhibit B) from the voting members of the council present. Motioned passed unanimously.</p>
4. Review of HSCEP OP 77.19, <i>Grading Procedures and Academic Regulations</i>	<ul style="list-style-type: none"> • Proposed changes to HSCEP OP 77.19 were emailed to the council members prior to this meeting for their review. Some of the language was changed regarding grade classifications due to the configuration of the student information system. • §I.A.5: There were proposed changes to grades "DE" and "PR" in the draft sent prior to the meeting. However, after much discussion, council concluded that clarification was needed regarding differentiation of all temporary grades ("DE", "PR", and "I"). • §I.A.5: Council proposed a new grade – "DW = Grade assigned when the student drops a graduate course after the census day (12th day of class)." • §I.A.5: Grade FA/PA <ul style="list-style-type: none"> ○ Dr. Brower explained that the grade of FA/PA was added in order for PLFSOM to align with 	<p>Dr. Ogden called for a motion to approve all suggested changes to the draft of HSCEP OP 77.19 (Exhibit C) – with the exception of temporary grades "DE", "PR", and "I" – from the voting members of the council present. The motion passed unanimously.</p> <p>Dr. Dankovich will clarify the language explaining the temporary grades upon her return. The updated OP will then be circulated electronically to the council for review for one week. Then, the week after, an electronic vote by the voting members of the council on the final language of electronic grades will be due.</p>

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	<p>an AAMC white paper on transcript grades and notations. An earned fail is not to be obscured or changed; therefore, FA/PA is used to acknowledge the fail and award the pass when a student remediates an individual course.</p> <ul style="list-style-type: none"> ○ Dr. Woodall requested WLHSDM also be allowed to use this grade designation. Council proposed this addition to the OP. • Deans will be notified if instructors in their respective schools have not changed temporary grades during the appropriate time period so as the student will not be penalized with an automatic failing grade by the system. • §II.F.4: Council proposed to add “, unless required under a remediation plan by the school” after “specified in the degree plan”. 	
5. Review of HSCEP OP 60.11, <i>New Degree and Certificate Programs, Change in Delivery Format, and Degree and Certificate Program Termination</i>	<ul style="list-style-type: none"> • Proposed changes to HSCEP OP 60.11 were emailed to the council members prior to this meeting for their review. • Council proposed a minor change to <i>Review</i> section during this meeting. 	Dr. Ogden called for a motion to approve all suggested changes to the draft of HSCEP OP 60.11 (Exhibit D) from the voting members of the council present. Motioned passed unanimously.
6. Review of HSCEP OP 77.20, <i>Prioritization, Acceptance, Credentialing, and Monitoring of Visiting Students and Trainees</i>	<ul style="list-style-type: none"> • This is a new OP. Draft was emailed to council members prior to this meeting for their review (Exhibit E). • The draft distributed was not the latest one and did not include proposed changes by WLHSDM. • OP is meant to be a high-level policy that addresses the basic issues of 	As the council was not provided with the most recent version of proposal for HSCEP OP 77.20, the latest draft will be circulated to the council for review for one week. Then, the week after, an electronic vote by the voting members of the council will be due on the final version.

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	<ul style="list-style-type: none"> responsibility for credentialing and monitoring. Dr. Brower briefly explained the purpose of each section of the OP. Ms. Monarrez elaborated on credentialing section. 	
7. Review of HSCEP OP 60.xx, <i>TTUHSC El Paso Adding, Changing, and Deleting Courses and Changing Methods of Delivery</i>	<ul style="list-style-type: none"> This is a new OP. Draft was emailed to council members prior to this meeting for their review. Council proposed a minor change to §2.c during this meeting. 	Dr. Ogden called for a motion to draft of HSCEP OP 60.xx plus minor change as proposed (Exhibit F) from the voting members of the council present. Motioned passed unanimously.
8. Other Business		
A. Back of Transcript (TTUHSC El Paso)	<ul style="list-style-type: none"> Dr. Paton explained the legend and design of the draft of the back of the TTUHSC El Paso transcript (Exhibit G). 	<ul style="list-style-type: none"> Ms. Andrade will change all “N/A**” designations to “NA**” on legend
B. Other Items	<ul style="list-style-type: none"> Dr. Paton explained the importance of requiring student to sign HSCEP OP 10.20—ATTACHMENT B (Exhibit H), <i>Consent for Release of Information Hold Harmless Agreement for Students – Criminal History Record Information</i> at time of admission. Dr. Woods announced that GGHSON has been advised to inform students of licensure requirements frequently as there are ramifications related to certain issues (e.g., mental health and criminal background) that can keep them from sitting for the state nursing licensing exams. 	<ul style="list-style-type: none"> At a later date, GGHSON will suggest updated language in HSCEP OP 10.20—ATTACHMENT B to include how ties between academic and non-academic issues of a student may prevent her or him from sitting for the state licensing exam.
9. Announcements	<ul style="list-style-type: none"> Texas legislature is in session. President Lange has been traveling to Austin to: <ul style="list-style-type: none"> advocate for legislative approval of the WLHSDM. 	<ul style="list-style-type: none"> President Lange will be occupied with the Texas legislature through June 2018. THECB external review response will be submitted by 18 February 2019.

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	<ul style="list-style-type: none"> ○ secure adequate funding for TTUHSC El Paso for the next biennium. • WLHSDM currently responding to the recent THECB external desk review. • Next Academic Council Meeting is Friday, 12 April 2019. 	
10. Adjournment	not applicable	Dr. Ogden adjourned the meeting at 11:32 A.M.

Attachments		
Exhibit	Title	Provided by
A	HSCEP OP 10.06, <i>Academic Council</i> with proposed changes	Office of the Provost
B	HSCEP OP 77.01, <i>Admission</i> with proposed changes	Office of the Provost
C	HSCEP OP 77.19, <i>Grading Procedures and Academic Regulations</i> with proposed changes	Office of the Provost
D	HSCEP OP 60.11, <i>New Degree and Certificate Programs, Change in Delivery Format, and Degree and Certificate Program Termination</i> with proposed changes	Office of the Provost
E.	HSCEP 77.20, <i>Prioritization, Acceptance, Credentialing, and Monitoring of Visiting Students and Trainees</i> (non-updated version)	Office of the Provost
F	HSCEP OP 60.xx, <i>TTUHSC El Paso Adding, Changing, and Deleting Courses and Changing Methods of Delivery [DRAFT]</i> with proposed changes	Office of the Provost
G	Draft of Back of TTUHSC El Paso Transcript	Office of the Registrar
H	HSCEP OP 10.20—ATTACHMENT B, <i>Consent for Release of Information Hold Harmless Agreement for Students – Criminal History Record Information</i>	Office of the Provost