TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO
Office of Academic Affairs

Academic Council Meeting
Minutes

Thursday, 13 January 2022
10:30 AM – 12:00 PM
MSBII, President's Conference Room

Attendees			
Chaired by:	Office of Academic Affairs	Richard Brower, M.D.	Present
Voting Members:	GGHSON	Lizette Villanueva, Ph.D., R.N.	
	GGHSON	Stephanie Woods, Ph.D., R.N.	Present
	GSBS	Huanyu Dou, Ph.D.	Present
	GSBS	Rajkumar Lakshmanaswamy, Ph.D.	Present
	PLFSOM	Thwe Htay, M.D.	Present
	PLFSOM	Linda S. Ellis, M.D.	Present
	WLHSDM	Richard C. Black, D.D.S.	Present
	WLHSDM	Wendy Woodall, D.D.S.	
	SGA	Alexa Guerrero	Present
Ex-officio	Faculty Senate	Richard McCallum, M.D.	Present (via WebEx)
Members:	Office of Academic Affairs	Michele C. Williams, Ed.D.	Present
	SSSE – Assistant Vice President	Robin Dankovich, Ed.D.	Present
	SSSE – Registrar	Diana Andrade	Present
	SSSE – Financial Aid	Ron Williams	Present
	Student Business Services	Cynthia Flores	Present
	Office of Academic Affairs	Christiane Herber-Valdez, Ed.D.	Present (via WebEx)
	Office of Institutional Research & Effectiveness	Oliana Alikaj-Fierro, Ph.D.	Present
	TTUHSC-El Paso Libraries	Lisa Beinhoff, Ph.D.	Present (via WebEx)
	PLFSOM OME	Irene Alexandraki, M.D.	Present
	PLFSOM GME	Armando D. Meza, M.D.	
Guests:	Office of Academic Affairs	Alfonso Pacheco	Present
	SSSE – Registrar's Office	Maria Dominguez	Present (via WebEx)
	GGHSON	Jackeline Biddle-Richard	Present (via WebEx)
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** – R. Brower	Announced membership changes: • Voting member: Alexa Guerrero, SGA (replaces Jessica Horn – Ms. Guerrero is new SGA president and will designate SGA member to serve as Academic Council member) • Ex-officio member: Richard McCallum, M.D. Faculty Senate (replaces Clarissa Silva, Ph.D., R.N.)	Dr. Brower called the meeting to order at 10:32 AM and confirmed quorum
• **Review of the Minutes from the 11 November 2021 meeting** – R. Brower o **Follow Up from 11 November 2021 meeting**: ➤ HSCEP OP, 77.08 Student Travel Policy – R. Brower o **Follow Up from 11 November 2021 meeting** ➤ Management of CART (communication access real-time translation) services – R. Dankovich	Minutes of the 11 November 2021 Academic Council Meeting (Exhibit A) were emailed to council members prior to this meeting for review • Members had no additions or corrections to minutes of previous meeting _____ • How is the 25 miles radius from the campus defined? o Not defined yet, will work with Dr. Lange and legal to develop definition o Will not require a formal change to the policy _____ • Explore funding opportunities through the state and engage with liaisons from TTU System Government Relations Office for assistance with funding challenges o High cost associated with CART services is a challenge o Explored grants and funding opportunities, but more focused on student driven funding and not for an institution to provide a service	Dr. Brower requested a motion to approve minutes. Dr. Lakshmanaswamy motioned. Dr. Black seconded. Motion passed unanimously. _____ Define, 25 miles radius from the campus. _____ Ongoing cost challenge.
• **Anticipated Action Items**:		
o DMD/MPH (Dual degree program for WLHSDM with UTHouston SPH) – R. Black presenting on behalf of W. Woodall	DMD/MPH agreement (Exhibit B) was emailed to council members prior to this meeting for review. A copy of the agreement was printed and circulated to attendees during the meeting • PowerPoint presentation: *Dual DMD/MPH, A Joint Effort between TTUHSC EP Hunt SDM and UTHouston School of Public Health* • Dental school obtained approval to award a DPH certificate to every dental student who completes the DMD and will earn 12 hours towards a MPH (45 hours required for Masters) • Student's interest in an MPH resulted in pursuing a joint effort with UTHouston School of Public Health	Dr. Brower requested a motion to table the DMD/MPH agreement pending further review. Dr. Black motioned. Dr. Ellis seconded. Motion passed unanimously. Send Academic Council member's feedback to Dr. Woodall. OIRE and financial aid offices will conduct a technical review of respective sections.

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	- Pathway program through 2 institution to achieve DMD and MPH; independently administered degree programs - Must finish DMD prior to MHP - May finish MPH after DMD if within 5 years - No substantive change required; per SACSCOC rules only notification is needed - Language concerns identified with sections related to financial aid and SACSCOC - Proposed changes: §Responsibilities of the Parties, 5th paragraph, "the Program"; change to read, "an annual evaluation of <u>each institution's</u> Program"and "each institution shall <u>assess their own </u>student learning outcomes" §Registration, Tuition and Fees and Financial Aid, 3rd paragraph, "home institution"; change to read "each institution shall coordinate <u>their own</u> financial aid" - Dr. Herber-Valdez asked to conduct an overall document review related to SACSCOC definitions and ensure use of correct terminology in referring to as a pathway program - Dr. Brower reported, the council member's feedback would be presented to Dr. Woodall. If the document is revised it will be sent to the council members for consideration before the next meeting	Send document to Dr. Herber-Valdez to conduct a review related to SACSCOC and THECB compliance and overall review. Once revised, send the agreement to council members for review and consideration before the March meeting. Revisit DMD/MPH agreement at the Academic Council meeting in March to clarify the outcome.
○ 77.XX, Mandatory Student Health Insurance Requirement – R. Dankovich	This is a new OP. HSCEP OP, 77.XX 'tracked changes' version (Exhibit C) was emailed to council members prior to this meeting for review. A 'clean' version (Exhibit C-1) was printed and circulated to attendees during the meeting - New policy outlines the mandatory student health insurance requirements at the institutional level - Will be implemented in the next academic year as a hard waiver process, target date March 1, 2022 - Proposed changes include: § Review: remove "on" to read "by" November 1 - Change all references to "office of student services" to read, "Student Services and Student Engagement" - Insert a paragraph, TEC 51.952 and provisional enrollment for up to one academic term	Dr. Brower requested a motion to approve. Dr. Lakshmanaswamy motioned. Dr. Black seconded. No objections. Motion passed unanimously.

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o 77.15, Working with Affiliated Entities - Student Drug Screenings – R. Dankovich	HSCEP OP, 77.15 'tracked changes' version (Exhibit D) was emailed to council members prior to this meeting for review. A 'clean' version (Exhibit D-1) was printed and circulated to attendees during the meeting
	• Update to existing policy to add new section:
	   o §4 Drug Screening for Cause Review
	      ➢ Language added so institution meets requirements
	      ➢ Aligns with common practice with other health centers in the State of Texas
	• Dr. Woods raised concerns:
	   o Words "unacceptable" and "positive" vs. "non-negative"
	   o Include affiliation with SAMSHA (Substance Abuse and Mental Health Services Administration) lab
	• Proposed changes:
	   o Section Review: remove "on" to read "by" November 1
	   o Reword all references with the wording "unacceptable" and "positive" to read "non-negative"
	   o Clarify, how the results are reported to the schools
	   o Resolve inconsistencies in student administrative part for a positive test
	• Dr. Brower reported the document will undergo additional review and will be discussed at the next council meeting
		Dr. Brower requested a motion to table this policy pending updates for review. Dr. Lakshmanaswamy motioned. Dr. Ellis seconded. Motion passed unanimously.
		
		Revisit OP 77.15 at the Academic Council meeting in March.

o 77.XX, FERPA Breach Policy – R. Brower	This is a new OP. HSCEP OP, 77.XX 'tracked changes' version (Exhibit E) was emailed to council members prior to this meeting for review. A 'clean' version (Exhibit E-1) was printed and circulated to attendees during the meeting
	• New policy developed as a result of a federal mandated requiring FERPA breach management and response process
	• Texas has adopted legislation that mirrors the USDE guidelines and recommendations for investigating and managing FERPA breaches
	• Proposed changes:
	   o §III, Breach Investigation and Breach Response Team, paragraph A. Obligation to report
	      ➢ 1st sentence, insert wording "electronic system or digital system"
		Dr. Brower requested a motion to approve with editorial changes. Dr. Black motioned. Dr. Dou seconded. Motioned passed unanimously.

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	➢ 1st sentence, clarify the receiver of the complaints for IT system breach is the Associate Vice President for Information Technology or designee ➢ 2nd sentence, clarify the receiver of the complaints for physical breach is the Registrar ○ Change title references from Vice President for Information Technology to Associate Vice President for Information Technology	
○ 77.05, Student Leaves of Absence and Suspensions – R. Brower	HSCEP OP, 77.05 Student Leaves of Absence and Suspensions 'tracked changes' version (Exhibit F) was emailed to council members prior to this meeting for review. A 'clean' version (Exhibit F-1) was printed and circulated to attendees during the meeting • Revised to include definitions for Leaves of Absence (LOA): ○ Leaves of absence without enrollment (LOA-NI) for students experiencing personal and professional issues that may affect their enrollment status ○ Leaves of absence with interruption of enrollment (LOA-IE) for students experiencing compelling life circumstances or imposed by the institution • Proposed changes include: ○ §4 Summary Suspension, paragraph f. Correct typographical errors ○ §4 Summary Suspension, paragraph g. Adjust the language to clarify that it refers to any administrative actions related to the circumstances underlying the summary suspension – and not to the immediate appeals related to the imposition of suspension as defined in paragraph f. • Will be routed for final approvals according to Academic Council protocol, once approved and before implementation/posting, submit to TTUS BOR for approval per Regent's Rule 05.01.2	Dr. Brower called for a motion to approve with the edits as discussed. Dr. Lakshmanaswamy motioned. Dr. Black seconded. Motion passed unanimously. Route to Reviewers for approval. Once approved and before implementation, submit to TTUS BOR for approval per Regent's Rule 05.01.2.
○ 77.07, Credit by Examination – Credit by Examination – A. Pacheco		
○ Institutional Social Justice Goal & Objectives – R. Brower		

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• **Updates:**		
○ NC-SARA notification posted on OAA website – C. Herber-Valdez		

○ Guidelines posted on OAA website – R. Brower
     ➢ Guidelines for Mass Email and Distribution Lists
     ➢ Specifications for course structures to support ILP connections to TTUHSC Learning Management Systems (LMS)		

○ MD/MBA Agreement – Pending Full Execution – R. Brower ➢ SACSCOC Notification Requirement (Follow up from July 8, 2021 AC Meeting) – C. Herber-Valdez		
○ HSCEP OP Vaccination Policy – A. Pacheco		

• **Status of deferred agenda items**
   ○ HSCEP OP reviews – R. Brower
     ➢ 77.03 (student publications)
     ➢ 61.23 TTUHSC El Paso Classroom and Class Lab Scheduling Policy
     ➢ 10.20 Background Check		

• **Round table/open discussion of potential new business** ○ Academic Council Meeting Schedule for 2022 (90 min meetings) – R. Brower		
Next Meeting	Thursday, March 10, 2022 10:30 AM – 12:00 PM Location: MSBII, President's Conference Room	
• **Adjourn** – R. Brower		Dr. Brower adjourned the meeting at 12:22 PM

Attachments		
Exhibit	**Title**	**Provided by**
A	Minutes of the 11 November 2021 Academic Council Meeting	Office of Academic Affairs

B	DMD/MPH Pathway Program Agreement	WLH School of Dental Medicine
C	HSCEP OP, 77.XX, Mandatory Student Health Insurance Requirement 'tracked changes' version	Student Services & Student Engagement
C-1	HSCEP OP, 77.XX, Mandatory Student Health Insurance Requirement 'clean' version	Student Services & Student Engagement
D	HSCEP OP 77.15, Working with Affiliated Entities - Student Drug Screenings 'tracked changes' version	Student Services & Student Engagement
D-1	HSCEP OP 77.15, Working with Affiliated Entities - Student Drug Screenings 'clean' version	Student Services & Student Engagement
E	HSCEP OP 77.XX, FERPA Breach Policy 'tracked changes' version	Office of Academic Affairs
E-1	HSCEP OP 77.XX, FERPA Breach Policy 'clean' version	Office of Academic Affairs
F	77.05, Student Leaves of Absence and Suspensions 'tracked changes' version	Office of Academic Affairs
F-1	77.05, Student Leaves of Absence and Suspensions 'clean' version	Office of Academic Affairs