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

Academic Council Meeting
Minutes

Thursday, 8 September 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.	Present
	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.	
	WLHSDM	Richard C. Black, D.D.S.	
	WLHSDM	Wendy Woodall, D.D.S.	Present
	SGA	Victor Vasquez	Present
Ex-officio	Faculty Senate	Richard McCallum, M.D.	Present
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	
	SSSE- Wellness	Dorothy Stewart	
	Student Business Services	Cynthia Flores	Present
	Office of Academic Affairs	Christiane Herber-Valdez, Ed.D.	Present
	Office of Institutional Research & Effectiveness	Oliana Alikaj-Fierro, Ph.D.	Present
	TTUHSC-El Paso Libraries	Lisa Beinhoff, Ph.D.	Present
	PLFSOM GME	Armando D. Meza, M.D.	
	PLFSOM OME	Maureen Francis, M.D.	Present
	GGHSON	Jené Hurlbut, Ph.D., R.N.	Present
Guests:	Office of Academic Affairs	Alfonso Pacheco	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** – R. Brower		Dr. Brower called the meeting to order at 10:35 AM and confirmed quorum
• **Review of the Minutes from 14 July 2022 meeting** – R. Brower	Minutes of the 14 July 2022 Academic Council Meeting (Exhibit A) were emailed to council members prior to this meeting for review • Minutes of the 14 July 2022 Academic Council meeting were not reviewed during the meeting**	Minutes of the 14 July 2022 meeting will be emailed to council members to review and cast electronic vote to either approve or revise
• **Anticipated Action Items**:		

o Course Credit Replacement – S. Woods	Supporting documents including Red Raider Elevate Approval Form Exhibit B), RN to BSN Core and Prereq Requirements (Exhibit C) and ABSN Degree Plan (Exhibit D) were emailed to council members prior to the meeting for review.
	• GGHSON proposes a course credit replacement by which undergraduate students enrolled in the ABSN or RN to BSN program have the opportunity to earn graduate level course credit by leveling-up from one undergraduate course or replacing the undergraduate elective.
	   o Process for participation:
	      ➢ Student can apply but participation requires approval
	      ➢ High level of academic performance (GPA) required
	      ➢ Successful completion of the graduate level course guarantee's admission into the graduate program
	      ➢ Individual must enroll into the graduate nursing program, Master of Science in Nursing, within one year of graduation from undergraduate program
	• "Red Raider Elevate" is the marketing opportunity used for recruitment of undergraduate students
		Dr. Brower requested a motion to approve. Dr. Lakshmanaswamy motioned. Dr. Woods seconded. Motion passed unanimously.

o OP 59.00 Course Archival and Restoration Policies – A. Pacheco	HSCEP OP 59.00 'tracked changes' version (Exhibit E) and Attachment A (Exhibit F) were emailed to council members prior to the meeting for review. A 'clean' version of Exhibit E-1 and Exhibit F-1 was printed and circulated to attendees during the meeting.
	• Recommended changes:
	   o POLICY/PROCEDURE §ll. Background,
	      ➢ Paragraph B., 1st sentence, substitute word "department" with "school"
		Dr. Brower requested a motion to approve subject to revisions. Dr. Lakshmanaswamy motioned. Dr. Villanueva seconded. Motion passed unanimously.

Summary		
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	➢ Paragraph C., 2nd sentence, "see Attachment A" add hyperlink to Attachment A, Canvas or Other LMS Course Restore Request form ➢ Attachment A, Canvas or Other LMS Course Restore Request form revise to add "Justification" field	

o OP 59.01 TTUHSC El Paso Adding, Changing, and Deleting Courses and Changing Methods of Delivery – A. Pacheco	HSCEP OP 59.01 'tracked changes' version (Exhibit G) and Attachment A (Exhibit H) were emailed to council members prior to the meeting for review. A 'clean' version of Exhibit G-1 and Exhibit H-1 was printed and circulated to attendees during the meeting.
	• Recommended changes:
	  o POLICY/PROCEDURE §ll. Procedure
	    ➢ Paragraph A, 1st sentence, "see Attachment A" add hyperlink to Attachment A, Course Approval/Change Form
	    ➢ Paragraph D, 1) substitute word "department" with "school"
	  o Attachment A, Course Approval/Change Form
	    ➢ New form "added" to OP 59.01
	      ✓ Form required on <u>any</u> change to a course title, course description or course pre-requisite
	    ➢ APPROVALS section change to remove 3-signature lines and replace with 1-signature line to read, "School Dean/Assignee (Associate Dean/Assistant Dean/Program Director)"
	• Question asked if this policy includes a validation process for the Office of Student Services and Student Engagement (SSSE) to make sure course information is up-to-date
	  o Current policy does not include a validation process
	    ➢ This question will be retained in the OAA file for this policy, for potential improvement for next review, to consider adding a reconciliation process
	• Will present the revised version of Attachment A, Course Approval/Change Form to the council members at the next Academic Council meeting
		Dr. Brower requested a motion to approve subject to revisions. Dr. Lakshmanaswamy motioned. Dr. Villanueva seconded. Motion passed unanimously.
		
		Dr. Dankovich will provide an update at the 10 November 2022 Academic Council Meeting

o OP 59.05 Grading Procedures and Academic Regulations – A. Pacheco	HSCEP OP 59.05 'tracked changes' version (Exhibit I) was emailed to council members prior to the meeting. A 'clean' version	Dr. Brower requested a motion to approve with revisions. Dr. Woods

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	(Exhibit I-1) was printed and circulated to attendees during the meeting.
	• Recommended changes:
	  ○ §ll. Academic Regulations
	    ➢ Paragraph D. Degree Requirement Completion Deadline, 1st sentence, change to read "All requirements for a degree must be completed no later than 30 calendar days after the graduation date."
	    ➢ Paragraph F.1., Audit Registration. Enrolled students at TTUHSC El Paso may audit courses under the following provisions
	      ✓ 1st sentence, add "(see Attachment A)" and add hyperlink to the Audit Registration form, Attachment A
	      ✓ 2nd sentence, add "dean or designee"
	    ➢ Paragraph F.5., Course auditing fees, replace language in a) and b) with the global fee language referenced by Student Business Services
		motioned. Dr. Htay seconded. Motion passed unanimously.
		
		Ms. Andrade will provide the Audit Registration Form
		
		Ms. Flores will provide the global fee document language

• **Updates:**		
○ Guidelines for Managing Curricular Accommodations Related to Religious Practices – R. Brower ➢ Form: Request for Curricular Religious Accommodations	Guidelines (Exhibit J) and form (Exhibit J-1) were approved by the Academic Council during the 14 July 2022 meeting and will now be posted on the OAA website under "Operating Guidelines" section.	Notify students via Tech Engage about new guidelines and associated form
○ Verification of the outcome – R. Brower ➢ HSCEP OP 59.07, Substantive Change Policy	Outcome of asynchronous online vote by voting members of academic council: Approved unanimously	
○ Verification of the outcome – R. Brower ➢ HSCEP OP 59.09 Definition and Calculation of Credit Hours	Outcome of asynchronous online vote by voting members of academic council: Approved unanimously	
○ Canvas Catalog Update – M. Williams	Canvas Catalog is a tool to showcase course offerings to the public (internal and external users) by the various schools or departments. • Any entity (schools or departments) can create and offer non-credit courses, instructional courses, mini-courses, sessions, trainings for distribution to any kind of population	Offer course on how to use Canvas Catalog

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	o Features available: self-registration to non-credit courses, provide course information, track progress and generate certificates, transcripts, and course analytics. o Courses can self-enroll or by invitation ➢ eRaider is not required to enroll in these courses • Interested parties can submit a ticket to IT to set up a sub-account of your school or department o School or department are responsible for posting content • Training available on how to use Canvas Catalog	
o OP 59.02, Online and Distance Education – R. Brower ➢ Will be circulated for asynchronous review		OP 59.02 will be emailed to Academic Council members for asynchronous review and approval
• **Round table/open discussion of potential new business** – R. Brower		
o Constraints on student participation in student organization leadership – R. Dankovich	Handout with proposed language on eligibility and leadership roles (Exhibit K) was distributed to all council members. • Incorporate language on student participation eligibility and leadership roles in the Registered Student Organization (RSO) handbook and the 2022-2023 Institutional Student Handbook o Language includes requirement for good academic standing to serve in a leadership role in a student organization • Coordination is key between school-level Student Affairs offices and Office of Student Services & Student Engagement to report on any academic standing concerns or dismissals and monitor student participation • Will identify the section in the Institutional Student Handbook where this language will be inserted and report to the council members at the next Academic Council meeting	Dr. Brower requested a motion to approve to add the language. Dr. Woodall motioned. Dr. Woods seconded. Motion passed unanimously. Dr. Dankovich will provide an update at the 10 November 2022 Academic Council Meeting
o Updates to Academic Council Membership and Support Team	Academic Council Membership • Voting Members: o New: Victor Vasquez (SGA) • Non-voting Members: o New: Jené Hurlbut, Ph.D., RN, Associate Dean for GGHSON	

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	o New: Maureen Francis, M.D., Interim Associate Dean for Medical Education o Separated: Irene Alexandraki, M.D. Support Team • Departure of Alfonso Pacheco, Program Manager, Office of Academic Affairs	
o Next Meeting	Thursday, November 10, 2022 10:30 AM – 12:00 PM Location: MSBII, President's Conference Room	
• **Adjourn** – R. Brower		Dr. Brower adjourned the meeting at 11:44 AM

**ADDENDUM: The Academic Council reviewed and unanimously approved the minutes of the 14JULY2022 meeting asynchronously by email and this outcome was reported to the council at their 10NOVEMBER2022 meeting.

Attachments		
Exhibit	**Title**	**Provided by**
A	Minutes of the 14 July 2022 Academic Council Meeting	Office of Academic Affairs
B	Red Raider Elevate Approval Form	Gayle Greve Hunt School of Nursing
C	RN to BSN Core and Prereq Requirements	Gayle Greve Hunt School of Nursing
D	ABSN Degree Plan	Gayle Greve Hunt School of Nursing
E	HSCEP OP 59.00 Course Archival and Restoration Policies 'tracked changes' version	Office of Academic Affairs
E-1	HSCEP OP 59.00 Course Archival and Restoration Policies 'clean' version	Office of Academic Affairs
F	HSCEP OP 59.00, Attachment A, Canvas or Other LMS Course Restore Request 'current' version	Office of Academic Affairs
F-1	HSCEP 59.00, Attachment A, Canvas or Other LMS Course Restore Request 'clean' version	Office of Academic Affairs
G	HSCEP OP 59.01 TTUHSC El Paso Adding, Changing, and Deleting Courses and Changing Methods of Delivery 'tracked changes' version	Office of Academic Affairs
G-1	HSCEP OP 59.01 TTUHSC El Paso Adding, Changing, and Deleting Courses and Changing Methods of Delivery 'clean' version	Office of Academic Affairs
H	HSCEP OP 59.01, Attachment A, Course Approval/Change Form "new"	Office of Academic Affairs
I	HSCEP OP 59.05 Grading Procedures and Academic Regulations 'tracked changes' version	Office of Academic Affairs
I-1	HSCEP OP 59.05 Grading Procedures and Academic Regulations 'clean' version	Office of Academic Affairs
J	Guidelines for Managing Curricular Accommodations Related to Religious Practice	Office of Academic Affairs
J-1	Request for Curricular Religious Accommodations	Office of Academic Affairs
K	Handout with proposed language on eligibility and leadership roles	Student Services & Student Engagement