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

Academic Council Meeting
Minutes

Thursday, 09 March 2023
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	Jené Hurlbut, Ph.D., R.N., C.N.E.	Present
	GGHSON	Stephanie Woods, Ph.D., R.N.	Present
	FGSBS	Munmun Chattopadhyay, Ph.D.	
	FGSBS	Rajkumar Lakshmanaswamy, Ph.D.	Present
	PLFSOM	Dale Quest, Ph.D.	Present
	WLHSDM	Richard Black, D.D.S.	Present
	WLHSDM	Rhonda Everett, D.D.S., M.P.H.	Present
	SGA	Victor Vasquez, M.S.	
Ex-officio	Faculty Senate	Richard McCallum, M.D.	Present
Members:	Office of Academic Affairs	Michele Williams, Ed.D.	Present
	SSSE – Interim Senior Director	Hilda Alarcon, M.Ed.	Present
	SSSE – Registrar	Diana Andrade, M.Ed.	Present
	SSSE – Financial Aid	Ron Williams	Present
	SSSE- Wellness	Dorothy Stewart	Present
	Student Business Services	Cynthia Flores	
	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 Meza, M.D.	
	PLFSOM OME	Maureen Francis, M.D.	Present
	PLFSOM OSA	Charmaine Martin, M.D.	
	WLHSDM	Wendy Woodall, D.D.S.	Present
Guests:	PLFSOM OA	Cynthia Perry, Ph.D.	Present
	Oral & Maxillofacial Surgery	Vernon Burke DMD, MD, FACS	Present
	Student Business Services	Rosa Munoz	Present
	SGA Representative	Andre Prieto	Present
	GGHSON – Office of Student Affairs	Jackeline Biddle-Richard, JD, DNP, RN, CNE	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.

Agenda Item	Discussion	Conclusion(s) and/or Action Item(s)
• **Call to order | Recognition of Proxies | Confirmation of Quorum** – R. Brower	• Victor Vasquez was unable to attend and designated Andre Prieto as proxy in his absence • Cynthia Flores was unable to attend and designated Rosa Munoz as proxy in her absence	Dr. Brower called the meeting to order at 10:35 AM and confirmed quorum
• **Review of the Minutes from the 19 January 2023 meeting** – R. Brower	Minutes of the 19 January 2023 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	Dr. Brower requested a motion to approve minutes. Dr. Woods motioned. Dr. Everett seconded. Motion passed unanimously.
• **Anticipated Action Items**:		

○ MedFuture Joint Pathway Program UTEP & PLFSOM – C. Perry / C. Herber-Valdez	MedFuture agreement (Exhibit B) was emailed to council members prior to the meeting.
	• *MEDFUTURE UTEP + TTUHSC EL PASO* slides and handout (Exhibit C) circulated to members outlining eligibility, application requirements, admission process, maintain status
	• Proposed joint pathway agreement between UTEP and TTUHSC El Paso is designed to recruit local high school students for admission to PLFSOM
	  ○ Targets students committed to pursuing a medical career
	  ○ High School senior applies during fall semester (Dec) with selection process early spring semester (Feb)
	  ○ Students must show proof of acceptance to UTEP
	  ○ Program will admit 5-students per cohort
	• Recommended revisions will clarify language that students must meet the standard for the school as set for all candidates
	  ○ §4. Requirements for Maintaining Position in the MedFuture Program change title to read "Requirements for Completion of the MedFuture Program"
	  ○ §4. 1st sentence change to read "In order to successfully complete the MedFuture Program students must:"
	  ○ §4.f) add to end of sentence "within the criteria established by the PLFSOM admission application screening process to be invited for an interview"
	  ○ §4. g) add new sentence "Must participate in the PLFSOM admissions interview process and be scored as acceptable
		Dr. Brower requested a motion to approve subject to revisions. Dr. Raj motioned. Dr. Francis seconded. Motion passed unanimously.
		
		Incorporate the changes and proceed with the contract routing process

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	(or higher) based on the standard applied to all interview candidates" o §4. g) re-label to read "h)" o Last paragraph, change to read "Students who successfully complete the MedFuture program <u>with an eligible screening score</u> will be offered admission to PLFSOM with the cohort entering the PLFSOM in the fall semester, after they complete their undergraduate studies at UTEP or in the next cycle immediately thereafter."	

o OMFS Residency Program – WLHSDM – V. Burke
 	
<u>Guest presenter:</u>
Vernon Burke DMD, MD, FACS
Assistant Clinical Professor Texas Tech University Health Sciences Center El Paso
Medical Director, Oral & Maxillofacial Surgery, University Medical Center El Paso
Chair, Department of Oral and Maxillofacial Surgery, El Paso Children's Hospital
	OMFS Residency Program supporting documentation packet (Exhibit D) was emailed to council members prior to the meeting.
	• National shortage exists in oral & maxillofacial surgery (OMFS); local shortage is ≈ 12-15 OMFS based on population
	• OMFS residency program proposes a 4-year certificate program, after becoming a dentist
	  o Offers 2-degree pathways:
	    1. DMD to OMFS – 4 year program
	    2. MD to DMD to OMFS – 6 year program
	  o Program will be managed by the WLHSDM
	  o Target implementation is 2024
	  o Notification to SACSCOC or THECB is not required as there is no change to the DMD program
	  o Next step is submission to CODA for initial accreditation of OMFS residency certificate program
	• Question asked if curriculum management is available (i.e., Banner, GME curriculum platform, etc.) to manage the OMFS residency courses
	  o Registrar's Office will investigate
		Dr. Brower requested a motion to approve the OMFS Residency Program. Dr. Raj motioned. Dr. Everett seconded. Motion passed unanimously.
		
		Ms. Andrade will report on the curriculum management options available to manage the OMFS courses

o Change in SCH for each of WLHSDM DSPA courses – W. Woodall	Change in SCH for each of WLHSDM DSPA courses supporting documentation packet (Exhibit E) was emailed to council members prior to the meeting • Request to add one credit hour for each of the six courses in dental Spanish (DSPA) currently offered by the dental school o Any details regarding the administration of the forms will be worked out between WLHSDM and Registrar's Office	Dr. Brower requested a motion to approve the change in SCH for each of WLHSDM DSPA courses. Dr. Black motioned. Dr. Raj seconded. Motion passed unanimously.

Agenda Item	Discussion	Conclusion(s) and/or Action Item(s)
o Dental Distinction in Human Anatomy – W. Woodall	Dental Distinction in Human Anatomy supporting documentation packet (Exhibit F) was emailed to council members prior to the meeting • Request for the six courses in the currently approved Dental Distinction in Human Anatomy (DDHA) for the dental school be established as formal elective courses	Dr. Brower requested a motion to approve the Dental Distinction in Human Anatomy. Dr. Woods motioned. Dr. Black seconded. Motion passed unanimously

o HSCEP OP 59.02, Online and Distance Education – Revision – M. Williams	HSCEP OP 59.02 'tracked changes' version (Exhibit G) was emailed to council members prior to the meeting. A 'clean' version (Exhibit G-1) was circulated to attendees during the meeting.
	• Revision to OP 59.02 will improve the policy in accuracy by removing language that is not required
	  o §II. Procedures, Paragraph D. Assessment, 3. End of sentence Delete "and submit a signed PGP for each new course to the vice president for academic affairs and/or designee at the time of the course creation or substantial revision"
	    ➤ A signed PGP is not a THECB requirement
	  o §II. Procedures, Paragraph A. Educational Support 1st sentence change from "in a degree" to read "in an academic program or educational"
	  o §II. Procedures, Paragraph B. Coordination and Oversight 1. eLearning Committee. Last sentence, typographical error "electrically" should read "electronically"
		Dr. Brower requested a motion to approve OP 59.02 with the changes discussed. Dr. Raj motioned. Dr. Francis seconded. Motion passed unanimously
		
		Next policy review (September 2024) develop a training mechanism and potentially add language about a training requirement

o HSCEP OP 59.10 Submission and Coordination of Academic Program Calendars – D. Andrade
  ➤ Attachment A – Template for submitting academic program calendar
	HSCEP OP 59.10 'tracked changes' version (Exhibit H) and Attachment A (Exhibit I) were emailed to council members prior to the meeting. A 'clean' version (Exhibit H-1) and Attachment A (Exhibit I) was circulated to attendees during the meeting.
	• Recommended changes
	  o §II. Format, A. 2nd sentence, change "chief academic officer (CAO) to read "Registrar's Office"
	  o §II. Format, A. 2nd sentence, "(see Attachment A)" add hyperlink to Attachment A, Template for submitting academic program calendars
	  o §III. Timeliness, B. change "October" to read "January"
	• Dr. Woods questioned the 5-year period, her impression is the THECB requirement is for a 10-year academic calendar
	  o Ms. Andrade will verify the THECB requirement
	• Clarification on posting academic program calendars:
		Dr. Brower requested a motion to approve OP 59.10 with recommended changes. Dr. Woods motioned. Dr. Hurlbut seconded. Motion passed unanimously
		
		Ms. Andrade will report on findings of the THECB requirement for submission academic program calendars
		
		Submit 5-year academic program calendars via email to the Registrar's Office and copy the CAO (VPAA)

Summary		
Agenda Item	**Discussion**	**Conclusion(s) and/or Action Item(s)**
	o 5-year academic calendars are provided; but ONLY the preceding year academic calendar is posted on the Registrar's Office website o School-specific program academic calendars for additional important dates and deadlines are posted to the respective school's website • Process for review and approval, submit the 5-year academic program calendars via email to the Registrar's Office and copy the CAO (VPAA)	
o HSCEP OP 77.13 Student Education Records – D. Andrade ➢ Attachment A - Student Consent to Release Education Records ➢ Attachment B - Student Request to Access His/Her Education Record ➢ Attachment C - Student Request to Amend Education Records ➢ Attachment D - Confidentiality Agreement	HSCEP OP 77.13 'tracked changes' version (Exhibit J) and Attachments A-D (Exhibits K-N) were emailed to council members prior to the meeting. A 'clean' version (Exhibit J-1) and Attachments A-D (Exhibits K-N) were circulated to attendees during the meeting. • Recommended changes o §I. Definitions, a. Directory Information, paragraph (2), 1st sentence, delete "a spring semester, or a first quarter" replace with "semester" o §I. Definitions, f. <u>Student</u>, A. 2nd sentence, delete "but specifically <u>excluding</u> School of Medicine House staff" o §3. Disclosure of Education Records, a. "(Attachment A)" add hyperlink o §4. Review and Inspection of Education Records by Student, c.(1) "(Attachment B)" add hyperlink o §5. Student's Request to Amend Records b. "(Attachment C)" add hyperlink o §9. Student Information System for TTUHSC El Paso Employees, b. "(Attachment D)" add hyperlink	Dr. Brower requested a motion to approve OP 77.13 with changes. Dr. Black motioned. Dr. Raj seconded. Motion passed unanimously
o Outcome of HSCEP OP 77.19 Campus Assessment, Response and Evaluation Team (CARE Team) for Students – R. Brower	HSCEP OP 77.19 'tracked changes' version (Exhibit O) included council's comments/feedback that were received and integrated into the draft that was emailed to council for review prior to the meeting. A 'clean' version (Exhibit O-1) was circulated to attendees during the meeting. • Question about orientation of the CARE Team, whether it is centered around student affairs vs. institutional safety officer	Dr. Brower requested a motion to approve OP 77.19 with changes. Dr. Black motioned. Dr. Hurlbut seconded. Motion passed unanimously

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	o Recommendation is for the process to be centered around the campus safety infrastructure in consultation with the relevant student affairs dean
	   ➢ If the student affairs dean wants to report through that infrastructure they are welcomed to
	• Recommended change
	  o §V. Care Team Considerations. Paragraph C. Delete	

• **Updates:**		
o Update regarding the post- baccalaureate certificate program in clinical research – R. Lakshmanaswamy / C. Herber-Valdez	FGSBS New Programs (Exhibit P) presentation slides provided on program overview for Post-baccalaureate Certificate Program in Clinical Research and PhD in Biomedical Sciences • Dr. Herber-Valdez will check on regulatory requirements and will provide formal review at next council meeting	Add as agenda items for 11 May 2023 Academic Council Meeting
o Outcome of HSCEP OP 59.06 Prioritization, Acceptance, Credentialing, and Monitoring of Visiting Students and Trainees – APPROVED – R. Brower	Outcome of asynchronous online vote by voting members of academic council	Approved unanimously
o Announcement – R. Brower May BOR meeting submit agenda items to Vanessa Solis by Friday, March 24, 2023		
• **Round table/open discussion of potential new business** – R. Brower	Dr. Herber-Valdez reported Tony Figueroa, OIRE has contacted all the schools regarding updates to the academic catalogs and handbooks housed in ACALOG. • Allows current academic year content to be copied and set up for next academic year o Request for all schools to make edits by May 1	By May 1, 2023 edits in ACALOG due for AY2023-24 catalogs and handbooks
o Next Meeting	Thursday, May 11, 2023 10:30 AM – 12:00 PM Location: MSBII, President's Conference Room	
• **Adjourn** – R. Brower		Dr. Brower adjourned the meeting at 11:44 AM

Attachments		
Exhibit	**Title**	**Provided by**
A	Review of the Minutes of the 19 January 2023 Academic Council Meeting	Office of Academic Affairs
B	MedFuture Joint Pathway Program UTEP & PLFSOM	Office of Admissions

C	*MEDFUTURE UTEP + TTUHSC EL PASO* Slides and Handouts	Office of Admissions
D	OMFS Residency Program – Supporting Documentation Packet	Woody L Hunt School of Dental Medicine
E	Change in SCH for each of WLHSDM DSPA courses	Woody L Hunt School of Dental Medicine
F	Dental Distinction in Human Anatomy – Supporting Documentation Packet	Woody L Hunt School of Dental Medicine
G	HSCEP OP 59.02 Online and Distance Education 'tracked changes' version	Office of Academic Affairs
G-1	HSCEP OP 59.02 Online and Distance Education 'clean' version	Office of Academic Affairs
H	HSCEP OP 59.10 Submission and Coordination of Academic Program Calendars 'tracked changes' version	Office of Academic Affairs
H-1	HSCEP OP 59.10 Submission and Coordination of Academic Program Calendars 'clean' version	Office of Academic Affairs
I	HSCEP OP 59.10 Attachment A, Template for submitting academic program calendar	Student Services & Student Engagement
J	HSCEP OP 77.13 – Student Education Records - Attachments 'tracked changes' version	Office of Academic Affairs
J-1	HSCEP OP 77.13 – Student Education Records - Attachments 'clean' version	Office of Academic Affairs
K	HSCEP OP 77.13 Attachment A, Student Consent to Release Education Records	Office of Academic Affairs
L	HSCEP OP 77.13 Attachment B, Student Request to Access His/Her Education Record	Office of Academic Affairs
M	HSCEP OP 77.13 Attachment C, Student Request to Amend Education Records	Office of Academic Affairs
N	HSCEP OP 77.13 Attachment D, Confidentiality Agreement	Office of Academic Affairs
O	HSCEP OP 77.19 Campus Assessment, Response and Evaluation Team (CARE Team) For Students 'tracked changes' version	Office of Academic Affairs
O-1	HSCEP OP 77.19 Campus Assessment, Response and Evaluation Team (CARE Team) For Students 'clean' version	Office of Academic Affairs
P	New Programs: Post-baccalaureate Certificate Program in Clinical Research and PhD in Biomedical Sciences Slides	Francis Graduate School of Biomedical Sciences