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

Academic Council Meeting
Minutes

Thursday, 11 January 2024
10:30 AM – 12:00 PM
MSBII, President's Conference Room

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	Stephanie Woods, Ph.D., R.N.	Present
	FGSBS	Munmun Chattopadhyay, Ph.D.	
	FGSBS	Rajkumar Lakshmanaswamy, Ph.D.	Present
	PLFSOM	Dale Quest, Ph.D.	Present
	PLFSOM OME	Maureen Francis, M.D.	Present
	WLHSDM	Richard Black, D.D.S.	
	WLHSDM	Rhonda Everett, D.D.S., M.P.H.	Present
	SGA	Victor Vasquez, M.S.	Present
Ex-officio	Faculty Senate	Richard McCallum, M.D.	
Members:	Office of Academic Affairs	Michele Williams, Ed.D.	Present
	SSSE – AVP	John R. Harrell II, Ed.D.	Present
	SSSE – Registrar	Diana Andrade, M.Ed.	Present
	SSSE – Financial Aid	Ron Williams	Present
	SSSE- Wellness	Dorothy Stewart	Present
	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 Meza, M.D.	
	PLFSOM OSA	Charmaine Martin, M.D.	Present
	IPE Curriculum Council	Scott Crawford, M.D., FACEP, FSSH, CHSOS	Present
	Interprofessional Education	Alyssa Cervantes Benavides, Ph.D., M.P.A.	Present
Guests:	WLHSDM	Cyd Goldfarb, M.Ed.	Present
	FGSBS	Ramadevi Subramani Reddy, Ph.D.	Present
	Faculty Senate	Geoffrey Guttmann, Ph.D.	Present
Recorded by:	Office of Academic Affairs	Veronica Rodriguez	Present
	Office of Academic Affairs	Favi Godfrey	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. Richard Black was unable to attend and designated Cyd Goldfarb as proxy in his absence • Dr. Munmun Chattopadhyay was unable to attend and designated Dr. Ramadevi Subramani Reddy as proxy in her absence Announced membership changes: • Ex-officio member: Geoffrey Guttmann, Ph.D., Faculty Senate (replaces Richard McCallum, M.D.)	Dr. Woodall called the meeting to order at 10:32 AM and confirmed quorum

• **Review of the Minutes from the 09 November 2023 meeting** – W. Woodall	Minutes of the 09 November 2023 Academic Council Meeting (Exhibit A) were emailed to council members prior to this meeting for review
	• Corrections requested
	  o Agenda item, Call to order | Recognition of Proxies | Confirmation of Quorum, 2nd bullet, grammatical correction, change "her" to read "his"
	  o Agenda item, Introduce Concept of a Masters Program in Genomic Medicine for Medical Students, 1st paragraph, delete "degree program"
		Dr. Woodall requested a motion to approve minutes. Dr. Quest motioned. Mr. Vasquez seconded. Motion passed unanimously

• **Anticipated Action Items**:		

o Hunt School of Nursing Plan to Create a DNP – S. Woods	Notification letter of HSON's intent to pursue a new doctoral program was emailed to council members prior to meeting for review (Exhibit B)
	• Abbreviated proposal serves as the preliminary step in seeking support from Council in consideration of a new Doctor of Nursing Practice (DNP) degree
	  o DNP program not currently offered in the El Paso market
	  o Most frequently sought by nurse practitioners who want to achieve a doctoral degree or by hospital healthcare executives
	  o Focus on performance/quality improvement; no research
	• If Academic Council grants approval, next steps
	  o Notify THECB of HSON's intent to establish a doctoral program
	  o Proceed with study to determine the need and viability in developing the full program proposal
		Dr. Woodall requested a motion to approve HSON's plan to create a DNP. Dr. Lakshmanaswamy motioned. Dr. Everett seconded. Motion passed unanimously

o Revisions to OAA Closed Captioning Guidelines – W. Woodall ➤ Attachment A, Accessibility Exception Request	Guidelines 'tracked changes' version (Exhibit C) and attachment (Exhibit D) were emailed to council members prior to the meeting for review. A 'clean' version (Exhibit C-1) was circulated to attendees during meeting. • Legal Counsel has approved revisions to guidelines to incorporate language allowing for exceptions to closed captioning requirement	Dr. Woodall requested a motion to approve the revisions to captioning guidelines. Dr. Francis motioned. Dr. Everett seconded. Motion passed unanimously

Agenda Item	Discussion	Conclusion(s) and/or Action Item(s)

	based on the justifications outlined in new form, EIR Accessibility Exception Request, Attachment A
	  o Revisions to guideline statement 10
	    ➢ Exception requests require president's approval
	    ➢ To request an exception, program directors should complete the form and route for required approvals
	    ➢ Shall only be considered for, content that is ephemeral (only available to students for less than one year), not public facing, not intended for students with disability-related accommodations requiring closed captioning
	• Recommended changes
	    ➢ Attachment A, Accessibility Exception Request form title, delete "and" to read " Electronic Information Resources"
	    ➢ Attachment A, Accessibility Exception Request form, Requester Information section, clarify who is eligible to be the requestor, add footnote "course director and above"
	• Per review stipulations changes to the guidelines for captioning shall also be forwarded to the eLearning Committee for review
		Route revisions to the captioning guidelines to eLearning Committee for review

o HSCEP OP 77.22, Mandatory Student Health Insurance Requirement – J. Harrell HSCEP	HSCEP OP 77.22 'tracked changes' version (Exhibit E) was emailed to council members prior to the meeting. A 'clean' version (Exhibit E-1) was circulated to attendees during the meeting.
	• Proposed changes
	  o §II. Responsibility of the Student, Paragraph B. 1), revised to read, "If a waiver is approved, the student will not be charged for coverage under the TTUHSC El Paso sponsored student health insurance plan."
	  o § II. Responsibility of the Student, Paragraph C., added language, "Students must notify SSSE anytime they have a lapse in coverage. SSSE will work with the student to identify options for coverage immediately under the university sponsored plan …"
	• Recommended changes
	  o §II. Responsibility of the Student, Paragraph C., clarify timeline
	    ➢ Will add language, "within 15-days of a lapse in coverage"
	  o §II. Responsibility of the Student, Paragraph C., add a form link to the policy that automatically submits notification to SSSE
	    ➢ Will add a form link
		Dr. Woodall requested a motion to approve the policy with changes. Dr. Lakshmanaswamy motioned. Dr. Woods seconded. Motion passed unanimously

Summary		
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	• Surveillance concern exists with current system-wide vendor's lack of vigilance and Dr. Harrell plans to address problem with TTU AVPs, SSSE, and leadership o Suggestions to explore immunization surveillance as well	

o HSCEP OP 59.01, TTUHSC El Paso Adding, Changing, and Deleting Courses and Changing Methods of Delivery – W. Woodall
    ➤ Attachment A, Course Approval/Change Form
	HSCEP OP 59.01 'tracked changes' version (Exhibit F) and attachment (Exhibit G) were emailed to council members prior to the meeting. A 'clean' version (Exhibit F-1) was circulated to attendees during meeting.
	• Proposed changes
	    o §II. Procedures, Paragraph A., 2nd Paragraph, 1st sentence, "Texas Higher Education Coordinating Board (THECB) Principles of Good Practice" added new functional hyperlink
	    o §II. Procedures, Paragraph A., 2nd Paragraph, paragraph re-ordered to clarify the role of the OAA and OIRE in relation to programs/courses notification requirements to THECB
	• Follow up on action item from 08 September 2022 Academic Council meeting to address during next policy review, "current policy does not include a validation process"
	    o Findings. Definitive language incorporated in the policy under §II. Procedures, Paragraph D., "Departments and schools should review courses periodically to ensure appropriateness of content and accuracy of description".
	        ➤ No action needed
	• Concern: Attachment A, Course Approval/Change Form, section: Instructional Method
	    o Suggestion to add a field in the form to indicate if the instructional method is 50% or more online (NOTE: 50% threshold is needed for reporting purposes; THECB and SACSCOC have different thresholds)
	        ➤ Dr. Harrell and Dr. Herber-Valdez will review how delivery method is coded in Banner and defined in policy
		Dr. Woodall requested a motion to approve changes. Dr. Lakshmanaswamy motioned. Mr. Vasquez seconded. Motion passed unanimously
		
		Address concern regarding instructional method

• **Updates:**		
o HSCEP OP 77.02, Textbook Information ➤ Updated to Add Definitions and Legislative Requirement (HB 33)	HSCEP OP 77.02, 'tracked changes' version (Exhibit H) was emailed to council members prior to the meeting. . A 'clean' version (Exhibit H-1) was circulated to attendees during meeting • Policy revised to add definitions and legislative requirements	HSCEP OP 77.02 revised policy is posted on the "Policy and Procedures" webpage

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o Commencement Protocol Update – J. Harrell	Progress made with commencement related to visual aspects (i.e., new stage and layout), working through challenges regarding ceremonial items (i.e., regalia) and all processes (i.e., days, times, venues,etc.)
	• Upcoming meeting scheduled with faculty affairs and IA to present feedback garnered from stakeholders (staff, faculty, students) and recommendations in effort to reach decisions on lingering items
	• Discussion ensued and suggestions by council members
	   o 2025 spring commencement. Solidify date for May 10, 2025
	     ➢ Tight timeline for the May 2024 graduation in sending emails to students (in January) so students can order their regalia and receive it on time
	   o Challenge with securing dates in advance. Venue: El Paso Live limited to starting the contract process 12 months prior to event date (i.e., initiate contract process May 10, 2024 to be able to reserve venue for May 10, 2025 commencement)
	   o Regalia. Black and red gown was most favored. Concern is, still having access to traditional gowns
	     ➢ Need for perspective of the gown to be impressive to students and convey professional identity as well as institutional identity
	     ➢ Encouraged student input. Focus is the ability to have conversations with students and in good faith explain how decisions were made and show their feedback was taken
		Outcome of meeting with faculty affairs and IA will be reported at 14 March 2024 Academic Council meeting

• Academic Policies Reviewed – W. Woodall	2-HSCEP OPs have been reviewed through the Office of Academic Affairs and per review stipulations the policies are not subject to Academic Council's review	

o HSCEP OP 77.11, Permanent Student Record and Procedures for Safeguarding and Disposal of Student Records – Revised January 2, 2024 *(formerly titled "Permanent Student Record")* – W. Woodall	HSCEP OP 77.11 'tracked changes' version (Exhibit I) was emailed to council members prior to the meeting. A 'clean' version (Exhibit I-1) was circulated to attendees during meeting.
	• Revisions made to the policy
	   o Title changed to "Permanent Student Record and Procedures for Safeguarding and Disposal of Student Records" (formerly titled "Permanent Student Record")
	   o §II. Policy, added "Paragraph B.", to list what the student records <u>do not</u> include and clarify the definition related to sole possession records
	   o §II. Policy, added "Paragraph C"., changed the retention time
		HSCEP OP 77.11 routed to Dr. Lange for final approval

Summary		
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	period to better align with the state
	    ○ §IV. Student's Rights Related to FERPA, added "Paragraphs B. – H." to clarify student's rights to records including the process of how students can review their record, obtaining copies
	• Follow up on action item from 14 July 2022 Academic Council meeting to be addressed for next policy review, "should this policy govern the content and retention of promotions committee meeting notes/minutes/deliberations and outcomes".
	    ○ Send specific records related to academic decisions or actions that were taken against a student to the Registrar's office to be stored electronically in Banner's document management
	        ➢ Future goal is to develop a standardized form, if an action is taken against a student
	           ✓ Form includes a memo that explains the action that was taken, reason(s) why the action was taken, saved in the primary record with all deliberatory notes destroyed
		Develop a standardized form to document academic decisions or actions taken against a student

○ HSCEP OP 77.14, Accessibility and Establishing Accommodations for Students with Disabilities – PENDING: Legal Review – J. Harrell	Legal counsel has approved the revisions made to the policy, but not in agreement with the changes made to its attachments (Attachment A-G)
	• Meeting was held with legal counsel to review the attachments
	    ○ SSSE's Office of Accessibility Services plans to implement new technology to manage the accommodations process which will include digitizing forms
	        ➢ Legal's review will be paused until the new digital forms are available in the new format
		OP 77.14 will remain a pending agenda item until legal approves the revisions to attachments

○ **Round table/open discussion of potential new business** – W. Woodall	Status on developing an institutional pipeline program • Dr. Woods reported the committee had its initial meeting but is not yet formalized SLATE • Dr. Harrell and Dr. Williams reported application setup in SLATE is going well. Once it is fully set up to do application processing, we will start looking at our outreach and engagement efforts. Meetings to follow with the schools to obtain program information to use for potential recruits and let them explore all the opportunities that we have to offer	

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	Updates to Office of Academic Affairs webpage
	• Dr. Herber-Valdez reported on new and upcoming updates
	  ○ Created a new tab, "Substantive Change" to provide institutional procedures on notification for substantive changes and procedures for any proposals for new academic programs
	  ○ Plans to create a new tab on THEBC requirements in terms of academic program changes, notification, and processes
	
	Global Health Elective – Migrant and Refugee Health Curriculum
	• Dr. de la Rosa will present information on elective at March 14th Academic Council meeting
	
	International students on-campus
	• Dr. Harrell has had a number of inquiries from programs that want opportunities to bring international students on-campus and engage in different academic experiences
	  ○ In early stages of gathering information from programs and understanding of processes needed to develop institutional proposal
	    ➢ Goal is to collect all information in a manner that each program can decide if they wish to pursue
	
	TeamSTEPPS Common Core annual event on 01FEB2024
	• OIPE is hosting event and looking for faculty to help guide students in sessions
		Dr. de la Rosa will present the Global Health Elective at 14 March 2024 Academic Council meeting

○ Next Meeting	Thursday, March 14, 2024 10:30 AM – 12:00 PM Location: MSBII, President's Conference Room	
• **Adjourn** – W. Woodall		Dr. Woodall adjourned the meeting at 11:41 AM

Attachments		
Exhibit	**Title**	**Provided by**
A	Minutes of the 09 November 2023 Academic Council Meeting	Office of Academic Affairs
B	Hunt School of Nursing Plan to Create a DNP – Letter to Academic Council	Gayle Greve Hunt School of Nursing (GGHSON)
C	Revisions to OAA Closed Captioning Guidelines 'tracked changes' version	Office of Academic Affairs
C-1	Revisions to OAA Closed Captioning Guidelines 'clean' version	Office of Academic Affairs

D	Attachment A, Accessibility Exception Request	Office of Academic Affairs
E	HSCEP OP 77.22, Mandatory Student Health Insurance Requirement 'tracked changes' version	Office of Academic Affairs
E-1	HSCEP OP 77.22, Mandatory Student Health Insurance Requirement 'clean' version	Office of Academic Affairs
F	HSCEP OP 59.01, TTUHSC El Paso Adding, Changing, and Deleting Courses and Changing Methods of Delivery 'tracked changes' version	Office of Academic Affairs
F-1	HSCEP OP 59.01, TTUHSC El Paso Adding, Changing, and Deleting Courses and Changing Methods of Delivery 'clean' version	Office of Academic Affairs
G	Attachment A, Course Approval/Change Form	Office of Academic Affairs
H	HSCEP OP 77.02, Textbook Information 'tracked changes' version	Office of Academic Affairs
H-1	HSCEP OP 77.02, Textbook Information 'clean' version	Office of Academic Affairs
I	HSCEP OP 77.11, Permanent Student Record and Procedures for Safeguarding and Disposal of Student Records 'tracked changes' version	Office of Academic Affairs
I-1	HSCEP OP 77.11, Permanent Student Record and Procedures for Safeguarding and Disposal of Student Records 'clean' version	Office of Academic Affairs