



Academic Council Meeting Minutes

Thursday, 11 September 2025
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	Rodolfo Olivares, DNP, RN, N EA-BC	Present
	FGSBS	Rajkumar Lakshmanaswamy, Ph.D.	Present
	FGSBS	Munmun Chattopadhyay, Ph.D	Present
	PLFSOM	Maureen Francis, M.D., M.S.-H.P.Ed., MACP	Present
	PLFSOM	Mariela P. Lane, M.D.	Present
	WLHSDM	Richard Black, D.D.S.	
	WLHSDM	Rhonda Everett, D.D.S., M.P.H.	
	SGA	Victor Vasquez, M.S.	
Ex-officio	Faculty Senate	Abhizith Deoker, M.D.	
Members:	Office of Academic Affairs	Michele Williams-Burns, Ed.D., M.S., M.Ed.	
	SSSE – AVP	John R. Harrell, Ed.D.	Present
	SSSE – Registrar	Diana Andrade, M.Ed.	Present
	SSSE – Financial Aid	Ron Williams	Present
	SSSE – Wellness	Dorothy Stewart, M.S.	
	SSSE – Student Support Services	Glenn Yri, MSCP, LPC, NCC	Present
	Student Business Services	Cynthia Flores	Present
	Office of Academic Affairs	Christiane Herber-Valdez, Ed.D.	Present
	TTUHSC – El Paso Libraries	Lisa Beinhoff, Ph.D.	Present
	OIRE	Martin Garcia, M.S.	Present
	PLFSOM GME	Amanda Stokes, B.S., C-TAGME	Present
	PLFSOM OSA	Charmaine Martin, M.D.	
	IPE Curriculum Council	Scott Crawford, M.D., FACEP, FSSH, CHSOS	
	Interprofessional Education	Alyssa C. Benavides, Ph.D., M.P.A.	Present
Guests:	FGSBS	Ramadevi Subramani Reddy, Ph.D.	Present
	WLHSDM	Cyd Goldfarb, M.Ed.	Present
Recorded by:	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 Dr. Wendy Woodall as proxy in his absence - Dr. Munmun Chattopadhyay was unable to attend and designated Dr. Ramadevi Subramani Reddy as proxy in her absence - Dr. Rhonda Everett was unable to attend and designated Cyd Goldfarb as proxy in her absence <u>Announced membership changes:</u> Welcome to Dr. Rodolfo Olivares, Faculty-At-Large Representative for SON, voting member (replaces Dr. Arlene Martinez)	Dr. Woodall called the meeting to order at 10:38 AM and confirmed quorum
Review of the Minutes from the 10 July 2025 meeting – W. Woodall	Minutes of the 10 July 2025 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 the previous meeting	Dr. Woodall requested a motion to approve. Dr. Hurlbut motioned. Dr. Lane seconded. Motion passed unanimously
Anticipated Action Items:		
- Guidelines for Non-Course-Credit-Based Awards, Honors, and Recognitions to be Bestowed at Commencement or Convocation – J. Harrell ➤ Convocation and Commencement Approval Form	Guidelines ‘tracked changes’ version (Exhibit B) and approval form (Exhibit C) were emailed to council members prior to the meeting for review. A ‘clean’ version (Exhibit B-1) and approval form (Exhibit C-1) were circulated to attendees during the meeting. - Key changes made for clarity and to streamline the process ○ Applies to academic awards transcribed and documented in the student’s permanent academic record as defined by policy ○ Revamped language around the approval process to align with current state guidelines ○ Paper approval form will be converted to a digital workflow	Dr. Woodall requested a motion to approve. Dr. Hurlbut motioned. Dr. Lane seconded. Motion passed unanimously
- HSCEP OP 59.00, Course Archival and Restoration Policies – W. Woodall ➤ Attachment A, Canvas or Other LMS Course Restore/Exception Request Form (Re-Titled)	OP 59.00 ‘tracked changes’ version (Exhibit D) and Attachment A (Exhibit E) were emailed to council members prior to the meeting for review. A ‘clean’ version (Exhibit D-1) and Attachment A (Exhibit E-1) were circulated to attendees during the meeting - Minor revisions made to the policy to add and activate hyperlinks and refine verbiage with no significant changes - Attachment A, title changed to add “<i>exception</i>”, form is now a single, unified document to submit both restore and exception requests ○ OSSSE plans to digitize the request form (Attachment A)	Dr. Woodall requested a motion to approve. Dr. Hurlbut motioned. Dr. Woodall seconded as proxy for Dr. Black. Motion passed unanimously
Updates:		

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Academic Policies Reviewed (3) – W. Woodall	3-HSCEP OPs have been reviewed through the Office of Academic Affairs and per review stipulations the policies are not subject to Academic Council's detailed review and approval	
1. HSCEP OP 10.20, Criminal Background Checks for Students and Trainees ➤ Attachment A, Notice to Students and Trainees, Criminal Background Check ➤ Attachment B, Consent for Release of Information Hold Harmless Agreement for Students, Criminal History Record Information	HSCEP OP 10.20 and its attachments review is complete.	HSCEP OP 10.20 routing to reviewers for approval signatures
2. HSCEP OP 10.32, Use and secure handling of the presidential seal	HSCEP OP 10.32 review is complete and posted on the "Policy and Procedures" webpage • Policy was mispositioned with the OAA and transferred responsibility for managing this policy to the Office of the President	
3. HSCEP OP 77.02, Textbook Information	HSCEP OP 77.02 review is complete and posted on the "Policy and Procedures" webpage	
Round table/open discussion of potential new business	- New Degree Programs in Development by School 2025 (Exhibit F) – W. Woodall ○ WLHSDM ➤ Orthodontic Program/MS ✓ Exploring development but cannot proceed with an application until new director is hired; in process of hiring ○ FGSBS ➤ Post-baccalaureate Certificate Program in Clinical Research ✓ Confirm or modify dates to accurately report ○ GGHSON ➤ Doctor of Nursing Practice (DNP) in Leadership, when in this process do, we notify SACSCOC? ✓ Dr. Herber-Valdez needs to determine if it is a substantive change that requires only notification or review and approval from SACSCOC. She is working with Dr. Loera in developing the proposal for the THECB ○ PLFSOM – no changes	Contact Dr. Lakshmanaswamy to request that he further define.

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	• Campus/Parking Maps Update – Dr. Woodall IA released the final approved parking map (Parking Lots – Exhibit G) and campus map (Building – Exhibit H) • 365 for students – Dr. Woodall IT has potentially found a workaround for students to access their ‘edu’, and evaluating it through the end of this week. If possible, IT will publish clear directives about how install on a Mac or Windows. If unable to connect, IT will offer sessions at lunch during the week for students to attend, starting with medical next week and dental the week after. She will suggest rolling in GSBS with medical and nursing with dental to prevent longer delays. IT will begin sending emails on Monday • OP HSCEP OP 77.02, Textbook Information – Dr. Beinhoff Per Texas State law the institution needs to post a course schedule on a ‘public’ website listing each course, required textbooks including retail price, author, publisher, copyright date, ISBN, and if textbook is an open educational resources (OER). Compliance requires information be posted at least 30-days before the course starts ○ Since programs cannot easily post to their websites, the libraries will post textbook information to the libraries’ website ➤ Libraries will post lists within 24 hours of receiving them ○ Question, how to address if the program does not require students to purchase textbooks? (e.g., FSOM) ➤ If course textbooks are provided free of charge to students, all textbook information should still be posted along with the line in the course syllabus, “available on campus at no cost” • Course distinctions – Dr. Herber-Valdez and Dr. Benavides Question, does the institution offer a course distinction or designation identifying courses as having a component for service learning or community engagement and does it show up in the student’s transcript? ○ At the graduate level to serve the community is in our mission statement and embedded in almost all our courses ○ We have the 100-hour club recognized, but not on transcript ○ OSSSE has a separate student activity system, <i>CampusConnect</i> for non-academic awards and Dorothy Stewart manages that process and can provide more information	Textbook information must be posted at least 30-days before the course starts Send textbook list and applicable information to Dr. Beinhoff

Summary		
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○ Next Meeting	Thursday, November 13, 2025 10:30 AM – 12:00 PM Location: MSBII, President's Conference Room	
• Adjourn – W. Woodall		Dr. Woodall adjourned the meeting at 11:10 AM

Attachments		
Exhibit	Title	Provided by
A	Minutes of the 10 July 2025 Academic Council Meeting	Office of Academic Affairs
B	Guidelines for Non-Course-Credit-Based Awards, Honors, and Recognitions to be Bestowed at Commencement or Convocation 'tracked changes' version	Office of Academic Affairs
B-1	Guidelines for Non-Course-Credit-Based Awards, Honors, and Recognitions to be Bestowed at Commencement or Convocation 'clean' version	Office of Academic Affairs
C	Convocation and Commencement Approval Form 'tracked changes' version	Office of Academic Affairs
C-1	Convocation and Commencement Approval Form 'clean' version	
D	HSCEP OP 59.00, Course Archival and Restoration Policies 'tracked changes' version	Office of Academic Affairs
D-1	HSCEP OP 59.00, Course Archival and Restoration Policies 'clean' version	Office of Academic Affairs
E	Attachment A, Canvas or Other LMS Course Restore Request Form 'tracked changes' version	Office of Academic Affairs
E-1	Attachment A, Canvas or Other LMS Course Restore/Exception Request Form 'clean' version	Office of Academic Affairs
F	New Degree Programs in Development by School 2025	Office of Academic Affairs
G	Parking map (Parking Lots)	Office of Institutional Advancement
H	Campus map (Buildings)	Office of Institutional Advancement