

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.	
	GSBS	Huanyu Dou, Ph.D.	Present
	GSBS	Rajkumar Lakshmanaswamy, Ph.D.	Present
	PLFSOM	Thwe Htay, M.D.	
	PLFSOM	Charmaine A. Martin, M.D.	
	WLHSDM	Richard C. Black, D.D.S.	Present
	WLHSDM	Wendy Woodall, D.D.S.	Present
Ex-officio	Faculty Senate	Clarissa Silva, Ph.D., R.N.	Present (via WebEx)
Members:	Office of Academic Affairs	Michele C. Williams, Ed.D.	Present
	SSSA – Assistant Vice President	Robin Dankovich, Ed.D.	Present (via WebEx)
	SSSA – Registrar	Diana Andrade	Present
	SSSA – Financial Aid	Ron Williams	Present
	Student Business Services	Cynthia Flores	
	Office of Institutional Research & Effectiveness	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
	GGHSON OSA	Josh Moreno-Espinoza, M.Ed.	
	PLFSOM OME	Irene Alexandraki, M.D.	
	PLFSOM GME	Armando D. Meza, M.D.	Present (via WebEx)
	PLFSOM OSA	Linda S. Ellis, M.D.	Present (via WebEx)
Guests:	PLFSOM OME	Tanis Hogg, Ph.D.	Present (via WebEx)
	GGHSON	Gloria Loera	Present
	Business Affairs	Jessica Fisher	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		
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<ul style="list-style-type: none"> • Call to order Recognition of Proxies Confirmation of Quorum – R. Brower 	<ul style="list-style-type: none"> • Thwe Htay, M.D. was unable to attend and designated Tanis Hogg, Ph.D. as proxy in her absence. • Stephanie Woods, Ph.D. was unable to attend and designated Gloria Loera, DNP as proxy in her absence. • Cynthia Flores was unable to attend and designated Jessica Fisher as proxy in her absence. 	<p>Dr. Brower called the meeting to order at 11:06 AM and confirmed quorum.</p>
<ul style="list-style-type: none"> • Review of the Minutes from the March and May meetings – R. Brower 	<ul style="list-style-type: none"> • Minutes of the 11 March 2021 (Exhibit A) and 13 May 2021 (Exhibit B) Academic Council Meetings were emailed to council members prior to this meeting for review. • Members were asked for comments or concerns to the minutes of the March and May meetings. Ex-officio member, Dr. Alikaj-Fierro was omitted from the roster so her attendance was not recorded. She confirmed she was present at both meetings. • No other additions or corrections were requested 	<p>Dr. Brower called for a motion to approve minutes. Dr. Lakshmanaswamy motioned. Dr. Woodall seconded. Motion passed unanimously.</p> <p>Dr. Alikaj-Fierro will be added as an attendee to minutes for 11 March 2021 and 13 May 2021 Academic Council meetings.</p>
<ul style="list-style-type: none"> • Anticipated Action Items: 		
<ul style="list-style-type: none"> ○ Proposed HSCEP OP 10.XX on the use and secure handling of the presidential seal – R. Brower 	<ul style="list-style-type: none"> • This is a new OP. Draft of HSCEP OP 10.XX was emailed to council members prior to the meeting for their review. • Only to be used within the following administrative areas: <ul style="list-style-type: none"> ○ Office of the President, TTUHSC El Paso ○ Office of the Registrar, TTUHSC El Paso <ul style="list-style-type: none"> - As specifically designated by the President • Governs all uses of the presidential seal embosser, use and secure handling, violation, and loss, damage, or destruction of the presidential seal embosser 	<p>Dr. Brower called for a motion to approve draft of HSCEP OP 10.XX (Exhibit A). Dr. Black motioned. Dr. Lakshmanaswamy seconded. Motion passed unanimously.</p>
<ul style="list-style-type: none"> ○ PLFSOM MD-MBA pathway and associated MOU – R. Brower 	<ul style="list-style-type: none"> • Articulation agreement was emailed to council members prior to the meeting for their review. • Creates a pathway through 2- independently administered degree programs, designed for students to complete both degrees in 5 years with minor shared credit elements • Under SACSCOC rules only notification is required, but policy recently revised so Dr. Herber-Valdez will verify if any changes made to existing requirements <ul style="list-style-type: none"> ○ No approvals required to TTUS BOR nor THECB 	<p>Dr. Brower called for a motion to approve the Articulation Agreement (Exhibit B). Dr. Lakshmanaswamy motioned. Dr. Valenzuela seconded. Motion passed unanimously.</p> <p>Will route for approval and sign-offs</p> <p>Dr. Herber-Valdez will verify with SACSCOC if any changes to notification requirements</p>

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	<ul style="list-style-type: none"> • Dr. Alexandraki is designated program director to provide student guidance and oversight • Document is school-specific 	
<ul style="list-style-type: none"> ○ Guidelines for Mass Emails and use of Distribution Lists – R. Brower 	<ul style="list-style-type: none"> • Guidelines were emailed “late” to council members prior to the meeting for review. (Guidelines was an agenda item deferred from 13 May 2021 AC meeting due to time constraints. • Proposed guidelines include: <ul style="list-style-type: none"> ○ Use of forms of communication for types of messaging to large student groups (e.g., classes or schools) ○ Discretion of when the distribution list can be used and what is potentially subject to penalty if misused • Email to council members for review and ask to respond via e-mail vote within 2-weeks. If there is unanimously approval, guidelines will be considered approved as an asynchronous voting item 	<p>Guidelines (Exhibit C) will be emailed and AC council members asked to review and respond within 2-weeks. E-mail vote on the mass email guidelines.</p> <p>Update on guidelines approval will be presented as agenda item at next AC meeting (9 September 2021)</p>
<ul style="list-style-type: none"> • Updates: 		
<ul style="list-style-type: none"> ○ Notification of THECB regarding a change in SCH for the MSN program (change approved by AC in March) – C. Herber-Valdez 	<p>During March AC meeting, Dr. Loera presented a change to the master’s program in nursing, decrease in total semester credit hours from 39 to 33. Any time there is a change to a degree plan we have to submit information to the THECB; in cases where hours are reduced only notification is required; review and approval not required. The THECB has been notified so we can move forward in making all relevant changes in publications and documentation.</p>	<p>MSN program change is effective Fall 2021</p>
<ul style="list-style-type: none"> ○ DIGARC ACALOG academic catalog solution – C. Herber-Valdez 	<p>TTUHSC El Paso purchased an electronic-catalog management software, ACALOG. Creates efficient electronic updates to academic catalogs and handbooks on our website. More modern web presence and easier for students to navigate publications, and will integrate Banner, so updates will be much more efficient.</p> <ul style="list-style-type: none"> • Vendor will do the transition, they will take all PDF documents and they will move them into the software. • Important to get AC members’ catalogs and handbooks ASAP. • Vendor will offer training on how to use the system starting September 2021 	<p>GOAL: By April 2022 all AY2022-23 catalogs and handbooks are published</p>

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<ul style="list-style-type: none"> ○ Briefing on federal law and related NC-SARA requirements regarding educational programs and state licensure disclosures – C. Herber-Valdez 	<ul style="list-style-type: none"> ● Higher Education Act (HEA) amended sections on State Authorization. Purpose is increased transparency and access to institutional/program information for current and prospective students. Law already in effect. <ul style="list-style-type: none"> ○ Every institution is required to be authorized by the State where it is located. Complicated when you offer-distance education programs because students are in different states. ○ Organization, NC-SARA acts as consortium, regulates rules to make it easier for institutions to have students from states across the country. ● Disclose to students if program’s curriculum meets States educational requirements for licensure/certification <ul style="list-style-type: none"> ○ By State; in all states, (not just in Texas) ○ Regardless of program modality (f2f, online, hybrid) ○ Eligible for state licensure/certification? <ul style="list-style-type: none"> ➤ Yes”, “No”, or “Determination cannot be made” ● Develop a Professional L Licensure page on OAA website for each program leading to licensure <ul style="list-style-type: none"> ➤ Include eligibility requirements, board contact information, link to the state boards site 	<p>A template will be sent to AC members to complete and include a link to the state boards</p>
<ul style="list-style-type: none"> ○ Status of QEP planning – C. Herber-Valdez 	<ul style="list-style-type: none"> ● Quality enhancement plan is a major requirement for SACSCOC reaffirmation. Currently in Phase I which is the Topic Selection. ● In process of reviewing our institutional data including institutional surveys (e.g., satisfaction survey, wellness survey, school’s exit surveys). Looking for recurring themes, students are telling us about any gaps, areas we can improve. 	<p>Convene a meeting for mid-late August with Deans/VPs to present findings and gather feedback. Narrow to 2-3 topics.</p>
<ul style="list-style-type: none"> ○ WLHSDM Post-Bacc Certificate Program – R. Lakshmanaswamy 	<ul style="list-style-type: none"> ● TTHUSC El Paso has a post-bacc certificate program in Biomedical Sciences currently geared towards the medical school and have accepted only MCAT scores. ● Announced the dental school leadership would like to have the biomedical program also be a pipeline to the program for the dental school. 	

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	<ul style="list-style-type: none"> No changes to the program, except accepting DAT scores along with MCAT scores. One post-bacc certificate program (18 credit hours), curriculum is identical but a different track 	
<ul style="list-style-type: none"> Responsible Conduct of Research Training Program – R. Lakshmanaswamy 	<p>Will offer a Responsible Conduct of Research 8-hour in-person training; non-credit course. Training required by NIH and will be offered FREE to faculty, staff, and students involved in research field and training grants. Upon completion will be issued a completion certificate. Starts in Summer 2021.</p>	
<ul style="list-style-type: none"> Update on the Organization of the TTUHSC El Paso Office of Academic Affairs – R. Brower 	<ul style="list-style-type: none"> Overview of the ORG Chart (Exhibit D) re-organization of the Office of Academic Affairs updates effective July 1, 2021. <ul style="list-style-type: none"> Change the Office of the Provost now referred to as “Office of Academic Affairs” Dr. Richard Brower’s title is Vice President for Academic Affairs and Chief Academic Officer with oversight of education and program administration Dr. Christiane Herber-Valdez official title change to the Assistant Vice President of Academic Affairs In addition to Institutional office Dr. Brower has a role that includes direct reports from <ol style="list-style-type: none"> Libraries TECHS Student Services – Student Engagement Graduate Medical Education PLFSOM: OME, OSA, OA <p>Dr. Black asked about Dr. Brower’s role as institutional and now relationship with PLFSOM and compliance. The schools find themselves wondering what do you, do?</p> <p>Dr. Brower responded it relates to institutional compliance in a more directly administrative and policy-based regard, he will take those questions. If more high-level, more political, and more strategic; then as a Dean, Dr. Black has a line to the President. For the folks in the medical school related to the academic affairs cluster, Dr. Lange wants Dr. Brower to be their direct report and take those issues up to him.</p>	

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	<p>In Dr. Brower’s role as designated by Dr. Lange as CAO, overall but specifically in regards to the med school, he has designated that student affairs, med ed, admissions office, medical school report to Dr. Brower for these main purposes.</p> <p>Dr. Black also asked about his own student affairs department and how that interacts, they are on their own; as far as compliance and academic issues. He understood they are trying to collaborate on some larger and wellness issues.</p> <p>Dr. Brower responded there is institutional office of student services and student engagement. There are overarching institutional programs that are being put in place for wellness and general academic support as opposed to discipline-specific academic support. Those are things that have to be navigated, you have to look at what level you are at. But your student affairs people should be reporting to Dr. Black as the Dean of the school. If there are problems interfacing with institutional student services – student engagement feel free to talk to Dr. Dankovich directly or Dr. Brower if he is not getting what you needs.</p> <p>Dr. Black commented that currently the nursing school and dental school are not part of this ORG chart, except in an institutional way. Dr. Brower agreed except that the ORG chart applies to all schools for institutional-level functions or concerns, specifically including institutional data management and reporting requirements involving Dr. Herber-Valdez’s roles and OIRE.</p> <p>Dr. Brower also reported that the Office of Academic Affairs has established a new financial org in our budget system, which is the Office of Interprofessional Education (IPE). The plan is to designate an IPE Faculty Director (or co-directors). Dr. Francis’ name appears on the ORG chart because she has been most involved in leading our current informal IPE processes, but she is just a proxy for whoever is eventually designated to this role. We</p>	

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	are hiring new person who will have a part-time role in coordinating IPE activities, and we will be formalizing an IPE Committee at the institutional level to try to advance this program.	
<ul style="list-style-type: none"> ○ Introduction of Veronica Rodriguez (Executive Associate - primary administrative support for Academic Council) – R. Brower 	Veronica Rodriguez introduced as new Executive Associate	
<ul style="list-style-type: none"> • Status of deferred agenda items 	<ul style="list-style-type: none"> • Variety of deferred agenda items remain and will be addressed in future AC meetings. 	AC Members asked to send any agenda items they wanted added to Dr. Brower
<ul style="list-style-type: none"> ○ Mandatory Student Health Insurance (Hard Waiver Process) 	<ul style="list-style-type: none"> • Dr. Dankovich, Student Services requested a new policy or guideline or codified document <ul style="list-style-type: none"> ○ Involves student having to pay for the school-offered student health insurance program up-front as part of their student fees. Subsequently, they can submit documentation that they are otherwise covered and the charge will be released. We have had a lot of trouble with students not signing up for any kind of insurance even though it is required under policy or purchasing it and dis-enrolling after the first initial charge, going uncovered, and ending-up in difficult circumstances. ○ Way of improving compliance. Texas Tech just recently implemented policy in Lubbock 	Add a Mandatory Student Health Insurance (Hard Waiver Process) as a new policy or guideline
<ul style="list-style-type: none"> ○ PLFSOM Distinction in Clinical Genetics/Genomics program 		Pending update from program sponsor
<ul style="list-style-type: none"> ○ Interprofessional education (IPE) 		
<ul style="list-style-type: none"> ○ HSCEP OP reviews, and discussion of OPs vs. guidelines: 	HSCEP OPs are documents that go directly to broad institutional philosophy and/or that link directly to state or federal rules and regulations related to higher education. As needed, the Office of Academic Affairs will also create guidelines that provide more granular and adaptable operational guidance that are subsidiary to the HSCEP OPs (e.g. as for Mass Emails and use of Distribution Lists, Closed Captioning, etc.).The Office Academic Affairs guidelines will be labeled as such and made available via the Office of Academic Affairs webpage. Guidelines shall be reviewed	

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	and approved by the AC initially and then every 2-3 years, or otherwise whenever updated by the Office of Academic Affairs.	
➤ 77.03 (student publications)		.
➤ 77.05 (suspension and retention)		
➤ 77.07 (credit by exam)		
➤ 77.12 (religious holidays and related student absences)		
➤ 77.15 (working with affiliated entities, student drug screening)		
➤ Others to be determined		
• Round table/open discussion of potential new business		
Next Meeting	Thursday, September 9, 2021 11:00 AM – 12:00 PM Location: MSBII, President’s Conference Room	
• Adjourn – R. Brower		Dr. Brower adjourned the meeting at 12:06 PM

Attachments		
Exhibit	Title	Provided by
A	Minutes of 11 March 2021 Academic Council Meeting	Office of Academic Affairs
B	Minutes of 13 May 2021 Academic Council Meeting	Office of Academic Affairs
C	HSCEP OP 10.XX, Use and secure handling of the presidential seal	Office of Academic Affairs
D	Articulation Agreement: Texas Tech System Interinstitutional Doctor of Medicine (MD) – Master of Business Administration (MBA) Degree Pathway	Office of Academic Affairs
E	Guidelines for Mass Email and Distribution Lists	Office of Academic Affairs
F	TTUHSCEP Office of Academic Affairs Organizational Chart	Office of Academic Affairs