

<b>Attendees</b>			
<b>Chaired by:</b>	Office of Academic Affairs	Richard Brower, M.D.	Present
<b>Voting Members:</b>	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	Charmaine A. Martin, M.D.	
	WLHSDM	Richard C. Black, D.D.S.	Present
	WLHSDM	Wendy Woodall, D.D.S.	Present
<b>Ex-officio</b>	Faculty Senate	Clarissa Silva, Ph.D., R.N.	Present
<b>Members:</b>	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	
	Student Business Services	Cynthia Flores	Present
	Office of Academic Affairs	Christiane Herber-Valdez, Ed.D.	
	Office of Institutional Research & Effectiveness	Oliana Alikaj-Fierro, Ph.D.	
	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.	
	PLFSOM OSA	Linda S. Ellis, M.D.	Present
<b>Guests:</b>	Office of Academic Affairs	Alfonso Pacheco	Present
	SSSE – Academic Success and Accessibility Office	Hector Noriega	Present
	Internal Medicine / Clinical Genetics	Houriya Ayoubieh, MD, FACMG	Present
<b>Recorded by:</b>	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)
<ul style="list-style-type: none"> <li>• <b>Call to order   Recognition of Proxies   Confirmation of Quorum</b> – R. Brower</li> </ul>		Dr. Brower called the meeting to order at 11:00 AM and confirmed quorum.
<ul style="list-style-type: none"> <li>• <b>Review of the Minutes from the 9 September 2021 meeting</b> – R. Brower</li> </ul>	<p>Minutes of the 9 September 2021 Academic Council Meeting (Exhibit A) were emailed to council members prior to this meeting for review</p> <ul style="list-style-type: none"> <li>• Members had no additions or corrections to minutes of previous meeting</li> </ul>	Dr. Brower requested a motion to approve minutes Dr. Lakshmanaswamy motioned. Dr. Woods seconded. Motion passed unanimously.
<ul style="list-style-type: none"> <li>• <b>Anticipated Action Items:</b> <ul style="list-style-type: none"> <li>○ Distinction in Clinical Genetics – H. Ayoubieh</li> </ul> </li> </ul>	<p>The distinction proposal (Exhibit B) was emailed to council members prior to this meeting for review</p> <ul style="list-style-type: none"> <li>• Distinction program was previously presented during 13 May 2021 Academic Council meeting where suggestion was change in title from Distinction in "Genomics" to Distinction in Clinical "Genetics"</li> <li>• Reported that the CEPC approved proposal and title change to "PLFSOM Distinction in Clinical Genetics" program <ul style="list-style-type: none"> <li>○ Existing PLFSOM distinction programs: <ul style="list-style-type: none"> <li>➤ Distinction in Anatomy</li> <li>➤ Distinction in Research</li> </ul> </li> <li>○ Students can combine distinction programs with "research" (i.e., anatomy with research and genetics with research), but cannot combine anatomy and genetics because programs have too many requirements for students to do both</li> </ul> </li> <li>• Upon completion of the distinction program students will receive a notation on their diploma</li> <li>• Office of the Registrar will need an approved format for the distinction program and will contact Dr. Ayoubieh</li> <li>• Dr. Ayoubieh intends to initiate this program in the next AY</li> </ul>	Dr. Brower called for a motion to approve the proposal for the PLFSOM Distinction in Clinical Genetics program. Dr. Lakshmanaswamy motioned. Dr. Villanueva seconded. Motion passed unanimously.
<ul style="list-style-type: none"> <li>○ HSCEP OP, 77.08 Student Travel Policy – R. Dankovich</li> </ul>	<p>HSCEP OP, 77.08 'tracked changes' version (Exhibit C) was emailed to council members prior to this meeting for review. A 'clean' version (Exhibit D) was printed and circulated to attendees during the meeting</p> <ul style="list-style-type: none"> <li>• OP 77.08 was presented during 9 September 2021 Academic Council meeting and all recommendations were incorporated except the distance change <ul style="list-style-type: none"> <li>○ Travel distance will remain at 25 miles</li> </ul> </li> </ul>	<p>Dr. Black called for a motion to approve HSCEP OP, 77.08 Student Travel Policy. Dr. Lakshmanaswamy seconded. No objections. Motion passed unanimously</p> <hr/> <p>The policy is approved, and Dr. Dankovich will clarify, how is the</p>

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	<ul style="list-style-type: none"> <li>○ Change was not incorporated by general counsel as they prefer to align with TTUHSC or TTU policies where it is still set at 25 miles</li> <li>● Dr. Brower questioned the wording on the distance change which reads, “25 miles from the University”, how is the campus defined or how is the 25 miles range determined?               <ul style="list-style-type: none"> <li>○ Dr. Lakshmanaswamy recommended changing the wording to read “from main campus”</li> <li>○ Dr. Brower stated the policy may be fine but we need to define this operationally</li> </ul> </li> <li>● Dr. Dankovich reiterated the policy needs to be finalized as it is a requirement based on the Student service fee audit</li> </ul>	campus defined or how is the 25 miles range determined																														
<ul style="list-style-type: none"> <li>○ Management of CART (communication access real-time translation) services – R. Dankovich and H. Noriega</li> </ul>	<p>CART services is a ‘live’ real-time transcription service for hearing impaired students provides closed captioning services allowing students to participate in remote sessions through WebEx</p> <ul style="list-style-type: none"> <li>● \$18,000 budget funded by SSF (student services fees)</li> <li>● Hearing Impaired Accommodation in HSDM challenges:               <ul style="list-style-type: none"> <li>○ 15-20 hours/week cost averaging over \$5,600/month</li> <li>○ Cost does not include closed captioning for materials (i.e., presentations or videos) with voiceover or audio (99% accuracy ADA requirement)</li> <li>○ Logistics – vendor requires 2 weeks advanced notice</li> <li>○ Device cost is \$2,000 and FM transmitter only available in large lecture rooms</li> </ul> </li> </ul> <table border="1" data-bbox="877 1003 1425 1388"> <thead> <tr> <th colspan="3" style="background-color: #c00000; color: white;">TELEPERFORMANCE RAPIDTEXT</th> </tr> <tr> <th style="background-color: #c00000; color: white;"></th> <th style="background-color: #c00000; color: white;">SERVICE</th> <th style="background-color: #c00000; color: white;">RATE PER HOUR</th> </tr> </thead> <tbody> <tr> <td>Live</td> <td>Classroom Captioning</td> <td>\$70</td> </tr> <tr> <td>Live</td> <td>Event Captioning</td> <td>\$108</td> </tr> <tr> <td>Live</td> <td>Spanish to Spanish, Spanish to English Captioning</td> <td>\$180</td> </tr> <tr> <td>Live</td> <td>Commencement Captioning</td> <td>\$150</td> </tr> <tr> <td>Video</td> <td>Video Captioning</td> <td>\$4.75 per minute</td> </tr> <tr> <td>Video/ Audio</td> <td>Transcription</td> <td>\$2.75 per minute</td> </tr> <tr> <td>Video</td> <td>Subtitles</td> <td>Quoted per language</td> </tr> <tr> <td colspan="3" style="text-align: right; color: #c00000;">06/2021</td> </tr> </tbody> </table>	TELEPERFORMANCE RAPIDTEXT				SERVICE	RATE PER HOUR	Live	Classroom Captioning	\$70	Live	Event Captioning	\$108	Live	Spanish to Spanish, Spanish to English Captioning	\$180	Live	Commencement Captioning	\$150	Video	Video Captioning	\$4.75 per minute	Video/ Audio	Transcription	\$2.75 per minute	Video	Subtitles	Quoted per language	06/2021			Dr. Dankovich will explore funding opportunities through the state and engage with liaisons from TTU System Government Relations Office for assistance with funding challenges
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<b>Agenda Item</b>	<b>Discussion</b>	<b>Conclusion(s) and/or Action Item(s)</b>
	<ul style="list-style-type: none"> <li>• Informational topic to build insight as potential expense issue; how can we fund, to what extent, and moving forward how can we manage this?               <ul style="list-style-type: none"> <li>○ In time do we rely on online service or hire in-house</li> </ul> </li> <li>• Dr. Beinhoff commented there is state money available that can be tapped as a funding source</li> <li>• Dr. Brower also suggested engaging with liaisons from the TTU System Government Relations Office as they offered to assist with these types of funding challenges. Alfonso Pacheco can assist with facilitating</li> </ul>	
<ul style="list-style-type: none"> <li>○ Guidelines for Course Structure Specifications to Support Banner/Ellucian Intelligent Learning Platform (ILP) Integration – R. Dankovich</li> </ul>	<p>Guidelines (Exhibit E) were emailed to council members prior to this meeting for review.</p> <ul style="list-style-type: none"> <li>• The goal is to standardize how all programs set up and utilize the fields in Banner to allow reliable and seamless ‘live’ integration with Canvas and, by extension, related learning management systems               <ul style="list-style-type: none"> <li>○ Provides best practices for establishing course structures in Banner ILP</li> <li>○ Improves system integration so academic data flows effectively with integrity from one system to the next</li> <li>○ Will be an evolving working document</li> </ul> </li> <li>• Dr. Brower reported guideline is essential to management of data systems, reporting, and all enterprise functions</li> <li>• Dr. Black questioned reference to use of word ‘Canvas’. Dr. Villanueva suggested to remove the word ‘Canvas’ and replace with ‘LMS’ (Learning Management System)</li> <li>• Dr. Woods asked if the guideline was informational only or a voting item? Discussion ensued whether council members wanted a voting adoption or consider guideline as accepted</li> <li>• Dr. Brower recommended that council members authorize the Office of Academic Affairs to implement the guidelines, subject to revision, based on feedback from the schools and as authorized from the deans               <ul style="list-style-type: none"> <li>○ If any feedback about guidelines not working, causing problems or needing items resolved, the schools can bring concerns to Dr. Brower or Dr. Dankovich and they will moderate</li> </ul> </li> </ul>	<p>Dr. Brower called for a motion to approve the Guidelines for Course Structure Specifications. Dr. Lakshmanaswamy motioned. Dr. Villanueva seconded. Motioned passed unanimously.</p> <p>Replace word ‘Canvas’ with ‘LMS’ (Learning Management System)</p> <p>Office of Academic Affairs is authorized to implement the guidelines for courses that are subject to revision</p>

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<ul style="list-style-type: none"> <li>○ Banner Communication Tool – D. Andrade</li> </ul>	<p>Banner Communication Management (BCM) PowerPoint (Exhibit F) presented to members during the meeting.</p> <p>BCM application allows administrative users create, send, and manage communications to constituents. Features include:</p> <ul style="list-style-type: none"> <li>• Search the Banner database for populations, selected group of constituents, to send a communication</li> <li>• Define data fields that can be pulled from the Banner database and inserted into a message</li> <li>• Create personalized message templates that can include text, graphics, and data fields</li> <li>• Editing capabilities (i.e., copy, paste, search, and replace) to create the template for a communication</li> <li>• Generate PDF files and download for review</li> <li>• View/track sent messages and manually record interactions that occur outside of the application</li> <li>• Organize queries, templates, data fields, and interaction types into folders to enhance findability</li> <li>• Schedule recurrent communications for messages that need to be sent periodically</li> </ul>	
<ul style="list-style-type: none"> <li>• <b>Updates:</b></li> </ul>		
<ul style="list-style-type: none"> <li>○ Guidelines for Mass Emails and use of Distribution Lists – Verification of the outcome – R. Brower</li> </ul>	<p>Outcome: Guideline was approved and has been posted</p> <ul style="list-style-type: none"> <li>• Dr. Brower reminded council members that the OAA will continue to build new guidelines to serve as reference material and provide additional detail about our processes</li> </ul>	
<ul style="list-style-type: none"> <li>○ HSCEP OP, 77.12 Student Absences Related to Religious Holy Day Observance – Verification of the outcome – R. Brower</li> </ul>	<p>Outcome: OP 77.12 approved via online vote with no objections</p> <ul style="list-style-type: none"> <li>• Upon additional feedback from counsel, Dr. Brower sent follow up email to council members revising OP 77.12 to include an element indicating that the policy does not apply to any student absence for a religious holy day which may interfere with patient care. This provision is explicitly included in Texas Education Code § 51.911.</li> </ul>	
<ul style="list-style-type: none"> <li>○ Discussion of accommodations for Friday Muslim prayers – R. Brower</li> </ul>	<p>Dr. Brower will be meeting with Dr. Dankovich, representatives of the Muslim student association, and interested faculty to discuss curricular/instructional accommodations and support available in relation to Friday Muslim prayers</p>	<p>Schedule meeting between Muslim student association representatives, Dr. Brower, Dr. Dankovich, and interested faculty to discuss accommodations for Friday Muslim prayers</p>

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	<ul style="list-style-type: none"> <li>• Main issue is Friday is a curricular day and students have an obligation to attend the Friday Muslim prayers service               <ul style="list-style-type: none"> <li>○ OAA may develop guidelines about this particular obligation and include guidance for faculty                   <ul style="list-style-type: none"> <li>➤ Do not want a policy targeting a special group</li> </ul> </li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li>○ Policy on refusing vaccinations based upon medical or religious exemptions – S. Woods</li> </ul>	<p>Dr. Woods reported on findings:</p> <ul style="list-style-type: none"> <li>• No religious exemption for vaccinations</li> <li>• Hospitals will not grant vaccine exemptions</li> <li>• Codified in Texas Administrative Code that health care workers must be vaccinated</li> </ul> <p>Mr. Pacheco reported on policy context findings:</p> <ul style="list-style-type: none"> <li>• Vaccine requirement exists for students enrolled in health science courses that expose them to blood, bodily fluids, patients, cadavers, and animals               <ul style="list-style-type: none"> <li>○ Unvaccinated students may not complete the required coursework to graduate</li> </ul> </li> <li>• Each health care facility sets its own vaccine mandate               <ul style="list-style-type: none"> <li>○ Unvaccinated students may be barred from doing clinical rounds at most, if not all, health care facilities</li> </ul> </li> </ul> <p>Dr. Brower reported there is a policy related to students is linked to general policy, HSC OP 75.11 Health Surveillance Program for TTUHSC El Paso Institutional Health and Infection Control Program, controlled through Occupational Health</p> <ul style="list-style-type: none"> <li>• <u>Attachment A, Health Surveillance Program for Students</u> <ul style="list-style-type: none"> <li>○ Policy does not include a vaccine waiver</li> <li>○ Complexity is, Attachment A is part of a policy that covers all groups</li> </ul> </li> <li>• Policy will have to be updated with input from Occupational Health</li> </ul>	Ongoing Review
<ul style="list-style-type: none"> <li>○ Academic Council Meeting Schedule for 2022 – R. Brower</li> </ul>	<p>Discussed time commitment for meetings.</p> <ul style="list-style-type: none"> <li>• Extend to 90 mins and convene monthly</li> <li>• Meet from 11AM–1PM and provide lunch</li> </ul>	Dr. Black moved to meet more often and longer
<ul style="list-style-type: none"> <li>• <b>Status of deferred agenda items</b> <ul style="list-style-type: none"> <li>➤ HSCEP OP reviews – R. Brower               <ul style="list-style-type: none"> <li>➤ 77.03 (student publications)</li> </ul> </li> </ul> </li> </ul>	Discussed prioritization on deferred items.	<p>Add as agenda items for 13 January 2022 Academic Council meeting:</p> <ul style="list-style-type: none"> <li>• FERPA Breach Response Policy</li> </ul>

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<ul style="list-style-type: none"> <li>➤ 77.05 Suspension and Retention</li> <li>➤ 77.07 Credit by Examination</li> <li>➤ 77.15 Working with Affiliated Entities – Student Drug Screening)</li> <li>➤ 61.23 TTUHSC El Paso Classroom and Class Lab Scheduling Policy               <ul style="list-style-type: none"> <li>○ FERPA Breach Response Policy</li> </ul> </li> </ul>		<ul style="list-style-type: none"> <li>• 77.05 Suspension and Retention</li> <li>• 77.XX Mandatory Student Health Insurance Requirement</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Round table/open discussion of potential new business</b></li> </ul>		
Next Meeting		
<ul style="list-style-type: none"> <li>• <b>Adjourn – R. Brower</b></li> </ul>		Dr. Brower adjourned the meeting at 11:58 AM

Attachments		
Exhibit	Title	Provided by
A	Minutes of the 9 September 2021 Academic Council Meeting	Office of Academic Affairs
B	Distinction in Clinical Genetics	Houriya Ayoubieh, MD, FACMG
C	HSCEP OP, 77.08 Student Travel Policy ‘tracked changes’	Office of Academic Affairs
D	HSCEP OP, 77.08 Student Travel Policy ‘clean copy’	Office of Academic Affairs
E	Guidelines for Course Structure Specifications to Support Banner/Ellucian Intelligent Learning Platform (ILP) Integration	Office of Academic Affairs
F	Banner Communication Management (BCM)	