



TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER
EL PASO

Office of the Provost

Academic Council
Inaugural Meeting Minutes

Tuesday, 13 November 2018

10:00 A.M. – 12:00 P.M.

MEB 3200A

Attendees			
Chaired by:	Office of the Provost	Paul E. Ogden, M.D.	Present
Voting Members:	GGHSON	Stephanie L. Woods, Ph.D., R.N.	Present
		Lizette Villanueva, Ph.D.	Present
	GSBS	Rajkumar Lakshmanaswamy, Ph.D.	Present
		Huanyu Dou, Ph.D.	Present
	PLFSOM	Charmaine A. Martin, M.D. <i>Delegate for Richard A. Lange, M.D. – Dean, PLFSOM</i>	Present
		Thwe Htay, M.D.	Present
	WLHSDM	Richard C. Black, D.D.S.	Absent
Wendy Woodall, D.D.S.		Present	
SGA	Sajid Leelani	Present	
Ex-officio Members:	Faculty Senate	Heidi Lyn, M.D.	Absent
	Office of the Provost	Valerie Osland Paton, Ph.D.	Present
	Student Services	Alex Garcia	Present
	Office of the Registrar	Diana Andrade	Present
	Office of Financial Aid	Ron Williams	Present
	Student Business Services	Cynthia Flores	Present
	Office of Institutional Research & Effectiveness	Christiane Herber-Valdez, Ed.D.	Present
Guests:	TTUHSC El Paso Libraries	Lisa A. Beinhoff, Ph.D.	
Recorded by:	Office of the Provost	Michelle Castro	

Objective

The purpose of these meetings is to consider requests from TTUHSC El Paso schools and leadership needed for degree and certificate programs; recommended course additions, changes, and deletions; institutional academic catalog content and revisions; academic calendar concerns; and academic policies, publications, and matters with institutional impact.

The Academic Council reviewed, voted on, and approved these minutes at their 15 February 2019 meeting.

Summary		
Item	Discussion	Conclusion(s) and/or Action Item(s)
1. Welcome and Introductions of Academic Council Members and <i>Ex-officio</i> Representatives	Each member present introduced herself/himself.	<p>Dr. Ogden called the meeting to order at 10:04 A.M., summarized the purpose of the council, and asked all attendees to introduce themselves.</p> <ul style="list-style-type: none"> • Each school has its dean and an appointed faculty member as voting members on the council. <ul style="list-style-type: none"> ○ The exception is PLFSOM since the dean is also the TTUHSC EP president and cannot vote. Thus, this school's voting members are two appointed faculty members.
2. Review of HSCEP OP 10.06, <i>Academic Council</i>	<ul style="list-style-type: none"> • Dr. Paton provided some background regarding the formation of this council. <ul style="list-style-type: none"> ○ TTUHSC El Paso became a separate university on 14 June 2018. ○ No institutional-level governing body for academic policies, procedures, and priorities existed prior to this at TTUHSC El Paso. • Council reviewed and broadly discussed HSCEP OP 10.06, <i>Academic Council</i> (Exhibit A). • Council suggested some minor grammatical/formatting edits to OP. 	<ul style="list-style-type: none"> • The charge of the academic council is to serve in an advisory capacity only. • Any changes to course changes must come through this council. <ul style="list-style-type: none"> ○ Send requests to Ms. Castro for review by council. ○ Office of the Provost will provide course proposal format. ○ Dr. Thwe will inform PLFSOM Office of Medical Education of this change. • Robin Dankovich, Ed.D. will be invited to future meetings due to her interim role in the Office of the Registrar. • "Librarian" will be added to the policy as an <i>ex-officio</i> member as (s)he is required to attend all Academic Council meetings per SACSCOC requirements. The minor grammatical/formatting edits

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		suggested by the council will also be submitted with the OP revision request.
3. Consideration of Proposed HSCEP OP 70.xx – <i>Grading Procedures and Academic Regulations</i>	<ul style="list-style-type: none"> • The council reviewed and discussed a draft of HSCEP OP 70.xx, <i>Grading Procedures and Academic Regulations</i> (Exhibit B). • The council recommended the following changes to the draft of the OP (Exhibit C). <ul style="list-style-type: none"> ○ §I.1.d (pg. 2): Add “(determined by school)” to the end of the description for “HO”. ○ §I.1.e (p. 3): For grade “RP”, replace “a grade of D, F or FA” with “the original grade of C, D, F or FA (0.0 grade points)”. ○ §I.1.e (p. 3): For notation “*NA”, replace “Not counted in GPA” with “Not applicable. Not included in GPA.” ○ §I.5.b (p. 4): Strike “near the end of the semester” ○ §I.6.b (p. 5): Replace “The original grade and original cumulative GPA will remain” with “The original grade will be changed to an RP with 0.0 grade points”. Strike “The cumulative GPA (not the adjusted GPA) will be used for honors designation.” 	<ul style="list-style-type: none"> • Regulatory and statutory language, which cannot be changed, will be denoted for future review requests. • Grade changes are at the discretion of the instructor. Deans cannot change grades. • What is printed on a student transcript is important for Title IV compliance. Mr. Williams will include Title IV language in the draft of the proposed TTUHSC El Paso student transcripts. • The possibility of a standard for institution-level awarding of honors can be discussed at a later date if the council wishes. • Dr. Paton called for a motion to approve the suggested changes to the draft of the OP (Exhibit C) from the voting members of the council present. Dr. Lakshmanaswamy motioned. Dr. Villanueva seconded. Motioned passed 8 – 0 – 0.
4. Other Business	The council has many OPs to review, including revisions to the criminal background check policy.	Dr. Paton called for a motion to expand HSCEP OP 10.06, <i>Academic Council</i> (Exhibit A), to include the possibility of

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		electronic voting between council meetings when there is a significant academic issue that cannot wait until the next meeting. Dr. Woodall motioned. Dr. Woods seconded. Motion passed 8 – 0 – 0.
5. Announcements	<ul style="list-style-type: none"> The Paso del Norte region is one of the most underserved for dental care. 	<ul style="list-style-type: none"> WLHSDM, which will offer a D.M.D. degree, is anticipated to open as scheduled. Next meeting will be scheduled around the 3rd or 4th week of January 2019.
6. Adjournment	None	Dr. Ogden had to leave before the meeting ended. Dr. Paton adjourned the meeting at 11:28 A.M.

Attachments		
Exhibit	Title	Provided by
A	HSCEP OP 10.06, <i>Academic Council</i> , (created 26 September 2018)	Dr. Paton
B	Draft of OP 70.xx, <i>Grading Procedures and Academic Regulations</i> (before council discussion)	Dr. Paton
C	Draft of OP 70.xx, <i>Grading Procedures and Academic Regulations</i> (red-lined version after council discussion)	Dr. Paton