



TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER
EL PASO

Office of the Provost

Academic Council
2019 – 4th Quarter
Meeting Minutes
Wednesday, 16 October 2019
10:00 A.M. – 12:00 P.M.
GGHSON 107D

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., R.N.	Present
	GSBS	Rajkumar Lakshmanaswamy, Ph.D.	Present
		Huanyu Dou, Ph.D.	Present
	PLFSOM	Charmaine A. Martin, M.D.	Present
		Thwe Htay, M.D.	Present
	WLHSDM	Richard C. Black, D.D.S.	Absent
Wendy Woodall, D.D.S.		Absent	
SGA	Albert Romero	Present	
Ex-officio Members:	Faculty Senate	Gustavo J. Rodriguez, M.D.	Present
	Office of the Provost	Valerie Osland Paton, Ph.D.	Present
	Office of Student Services	Christopher Vejil	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
TTUHSC El Paso Libraries	Lisa A. Beinhoff, Ph.D.	Present	
Guests:	Information Technology	Jessica Klein	
	Office of the Registrar	Robin Dankovich, Ed.D.	
		Maria Dominguez	
WLHSDM	Andrea Ramirez <i>attendance requested by Dr. Richard Black in his absence</i>		
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.

Summary

Item	Discussion	Conclusion(s) and/or Action Item(s)
1. Call to Order	no discussion	Dr. Ogden called the meeting to order at 10:00 A.M. and confirmed quorum.
2. Review of Minutes from 3 July 2019 Meeting	Note: Minutes of the 3 July 2019 Academic Council Meeting (Exhibit A) were emailed to council members prior to this meeting for review. <ul style="list-style-type: none">Members had no additions or corrections to minutes of previous meeting.	Dr. Ogden requested a motion to approve minutes (Exhibit A). Dr. Lakshmanaswamy motioned. Dr. Dou seconded. Motion passed unanimously.
3. Review of HSCEP OP 56.XX, Bring Your Own Device [Draft]	Note: Proposed draft of HSCEP OP 56.XX (Exhibit B) modified based on discussion from 3 rd Quarter council meeting and emailed to council members prior to this meeting for review. <ul style="list-style-type: none">GME must participate.<ul style="list-style-type: none">Help desk will assist residents, ensuring required software is installed.Part of annual onboarding process.Military computers exempted.Discussion and recommended changes during meeting included:<ul style="list-style-type: none">§4d: Striking ability to access EMR on a personal device from passage due to needing proper firewall and VPN credentials. Any patient information stored on personal device must be de-identified; otherwise, it violates HIPAA.§5a: Reasonable accommodations are federal ADA requirement.§6 (final paragraph): Name of student affairs handbook updated. Internal IT policy 56.50 available with TTUHSC EP eRaider credentials.	Dr. Ogden called for a motion to approve updated draft of HSCEP OP 56.XX (Exhibit B) with recommended changes. This included permission from council to search for and correct typographical errors after meeting. Dr. Lakshmanaswamy motioned. Dr. Woods seconded. Motioned passed unanimously.

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4. Review of HSCEP OP 60.05, <i>Definition and Calculation of Credit Hours</i>	<ul style="list-style-type: none"> • Note: Proposed changes to HSCEP OP 60.05 (Exhibit C) emailed to council members prior to this meeting for review. <ul style="list-style-type: none"> ○ Changes updated to align with current SACSCOC policies. ○ Indicates federal → state hierarchy for codes. ○ Added language in §III indicates Academic Council's role in reviewing changes and additions to build course catalog. • Discussion and recommendations included: <ul style="list-style-type: none"> ○ Definition of role of school review in relation to institutional review (e.g., [PLFSOM] CEPC reviews and approves recommendation, then submits to Academic Council for institutional-level review). ○ §II.A.2: Need to define "Carnegie unit" within policy. ○ §II.A.3: Need to add hyperlink for Title 19 Texas Administrative Code §4.6 referenced in passage to define "semester." 	<ul style="list-style-type: none"> • Dr. Ogden called for a motion to approve proposed changes to HSCEP OP 60.05 (Exhibit C). Dr. Lakshmanaswamy motioned. Dr. Villanueva seconded. Motion passed unanimously. • Drs. Paton and Dankovich will make changes discussed in comments of redlined document (Exhibit C) and discussed during meeting.
5. Review of HSCEP OP 77.16, <i>Core Curriculum Policy</i>	<ul style="list-style-type: none"> • Note: Proposed changes to HSCEP OP 77.16 (Exhibit D) emailed to council members prior to this meeting for review. 	<ul style="list-style-type: none"> • Dr. Ogden called for a motion to approve updated draft of HSCEP OP 77.16 (Exhibit D) with recommended changes for review routing. This included permission from the council to ensure universal search and corrections to institution abbreviations for consistency after meeting. Dr. Lakshmanaswamy motioned. Dr. Dou seconded. Motioned passed unanimously. • Council agreed that all HSCEP OPs considered by council should have uniformity of review dates and be distributed evenly throughout year.

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6. Review of HSCEP OP 77.17, <i>Transfer of Credit</i>	<ul style="list-style-type: none"> • Note: Proposed changes to HSCEP OP 77.15 (Exhibit E) emailed to council members prior to this meeting for review. • This OP mainly for GGHSON and SACSCOC requirements. <ul style="list-style-type: none"> ○ PLFSOM accepts some transfer students, but very few. ○ GSBS does not accept transfer students, and WLHSDM has no plans to do so at this time. • Review section: Rewrite to match review statement for HSCEP OP 77.16 reviewed during this meeting. • §1: Council requested hyperlink be added to the Title 19 TAC §§4.21 - 4.27 reference to establish rules for transfer of lower-division credit among institutions of higher education in Texas. 	<ul style="list-style-type: none"> • Dr. Ogden called for a motion to approve updated draft of HSCEP OP 77.16 (Exhibit E) with recommended changes for review routing. Dr. Lakshmanaswamy motioned. Dr. Woods seconded. Motioned passed unanimously. • Ms. Andrade will make changes discussed in comments of redlined document (Exhibit E) and discussed during meeting.
7. Review of HSCEP OP 77.20, <i>Prioritization, Acceptance, Credentialing, and Monitoring of Visiting Students and Trainees</i>	<ul style="list-style-type: none"> • Note: Proposed changes to HSCEP OP 77.20 (Exhibit F) emailed to council members prior to this meeting for review. • “Sponsoring” and “credentialing” do not relate to GGHSON. • Policy is supposed to prevent faculty from working outside of school and/or institution to place students individually. • Discussion needed to be tabled until first meeting of 2020 for Drs. Woods and Lakshmanaswamy to meet with PLFSOM leadership on this matter. 	<ul style="list-style-type: none"> • Dr. Ogden called for a motion to table the vote on the proposed changes for HSCEP OP 77.20. Mr. Romero motioned. Dr. Villanueva seconded. Motion passed unanimously. • Dr. Paton will coordinate communication amongst the schools to complete proposed changes to HSCEP OP 77.20.
8. Review of MOU for the Office of the Registrar	<ul style="list-style-type: none"> • Note: MOU (Exhibit G) emailed to council members prior to this meeting for review. • Denotes separation of registrar-related services – transcription printing, diploma reprinting, and enrollment and degree verification services – between TTUHSC [Lubbock] and TTUHSC El Paso institutions. • Established for continuity of technical processes. • Funding codes will remain same as TTUHSC [Lubbock] for former students. 	<ul style="list-style-type: none"> • TTUHSC El Paso will perform services listed in MOU (Exhibit G) for students who were enrolled at or graduated from TTUHSC El Paso after 14 June 2018. • TTUHSC [Lubbock] will perform services listed in MOU (Exhibit G) for students who ceased attending or graduated

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		from TTUHSC El Paso on or before 14 June 2018.
9. Behavior Intervention Team Update	<ul style="list-style-type: none"> • Dr. Paton explained history and purpose of behavioral intervention team (BIT). <ul style="list-style-type: none"> ○ BIT primarily focuses on student threats. 	New BIT policy will be submitted to Academic Council for review soon.
10. Other Business	no discussion	Dr. Ogden asked council if any other business needed to be discussed. Attendees put forward neither old nor new business to discuss.
11. Announcements		
a. Next Meeting	<ul style="list-style-type: none"> • Council agreed to hold meetings bi-monthly instead of quarterly due to frequency and respective deadlines of agenda items throughout year. 	<ul style="list-style-type: none"> • Ms. Castro will coordinate with council members to set up bi-monthly meetings beginning January 2020.
b. Other Announcements.	<ul style="list-style-type: none"> i. Academic Council website coming soon. Will include information on members and meetings. ii. Academic SharePoint website coming soon. Will include pertinent meeting documents, calendar, announcements, etc. Will also include pilot program for secured online discussions moderated by Dr. Paton. iii. Academic Council members had no additional announcements. 	<ul style="list-style-type: none"> • Ms. Castro will notify Academic Council members when website and SharePoint site are live.
12. Adjournment	no discussion	Dr. Ogden adjourned the meeting at 11:22 A.M.

Attachments		
Exhibit	Title	Provided by
A	Minutes of 2019 – 3 rd Quarter Meeting Minutes of the Academic Council [Draft] (3 July 2019)	Office of the Provost
B	Proposed Draft HSCEP OP 56.XX, <i>Bring Your Own Device</i>	Information Technology
C	Proposed Revisions to HSCEP 60.05, <i>Definition and Calculation of Credit Hours</i>	Office of the Registrar
D	Proposed Revisions to HSCEP 77.16, <i>Core Curriculum Policy</i>	Office of the Provost
E	Proposed Revisions to HSCEP 77.17, <i>Transfer of Credit</i>	Office of the Registrar
F	Proposed Revisions to HSCEP 77.20, <i>Prioritization, Acceptance, Credentialing, and Monitoring of Visiting Students and Trainees</i>	Office of the Provost
G	Memorandum of Understanding (MOU) for Office of the Registrar Services Between TTUHSC [Lubbock] and TTUHSC El Paso	Office of the Registrar