

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.	
	FGSBS	Huanyu Dou, Ph.D.	Present
	FGSBS	Rajkumar Lakshmanaswamy, Ph.D.	
	PLFSOM	Thwe Htay, M.D.	Present
	WLHSDM	Richard Black, D.D.S.	Present
	WLHSDM	Wendy Woodall, D.D.S.	Present
	SGA	Victor Vasquez	Present
Ex-officio	Faculty Senate	Richard McCallum, M.D.	
Members:	Office of Academic Affairs	Michele Williams, Ed.D.	Present
	SSSE – Assistant Vice President	Robin Dankovich, Ed.D.	Present
	SSSE – Registrar	Diana Andrade	Present
	SSSE – Financial Aid	Ron Williams	Present
	SSSE- Wellness	Dorothy Stewart	
	Student Business Services	Cynthia Flores	Present
	Office of Academic Affairs	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
	PLFSOM GME	Armando Meza, M.D.	
	PLFSOM OME	Maureen Francis, M.D.	Present
	GGHSON	Jené Hurlbut, Ph.D., R.N.	Present
Guests:	GGHSON – Office of Student Affairs	Jackeline Biddle-Richard, JD, DNP, RN, CNE	Present
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		
Agenda Item	Discussion	Conclusion(s) and/or Action Item(s)
<ul style="list-style-type: none"> • Call to order Recognition of Proxies Confirmation of Quorum – R. Brower 		Dr. Brower called the meeting to order at 10:35 AM and confirmed quorum

Summary		
Agenda Item	Discussion	Conclusion(s) and/or Action Item(s)
<ul style="list-style-type: none"> Review of the Minutes from the 8 September 2022 meeting – R. Brower 	<p>Minutes of the 8 September 2022 Academic Council Meeting (Exhibit A) were emailed to council members prior to this meeting for review</p> <ul style="list-style-type: none"> Members had no additions or corrections to minutes of previous meeting 	<p>Dr. Brower requested a motion to approve minutes. Dr. Black motioned. Mr. Vasquez seconded. Motion passed unanimously.</p>
<ul style="list-style-type: none"> Anticipated Action Items: <ul style="list-style-type: none"> HSCEP OP 59.02, Online and Distance Education – M. Williams 	<p>HSCEP OP 59.02 ‘tracked changes’ version (Exhibit B) was emailed to council members prior to the meeting. A ‘clean’ version (Exhibit B-1) was printed and circulated to attendees during the meeting.</p> <ul style="list-style-type: none"> Existing policy outlines THECB “Principles of Good Practice” (PGP) requirement <ul style="list-style-type: none"> §II. Procedures, Paragraph D. Assessment, 3. <i>Instructors of record for courses classified by the THECB as “hybrid/blended” and “fully online” must sign the THECB “Principles of Good Practice” (PGP)</i> Recommendations for complying with THECB requirement: <ul style="list-style-type: none"> Develop a mechanism to identify, monitor, and track instructor of record for the term including method for instructor to sign the PGP electronically <ul style="list-style-type: none"> ➤ Collect one time signature, as long as instructor of record continues to teach the same course <ul style="list-style-type: none"> ✓ Exception, if changes to instructor of record ➤ If teaching additional online course(s) then signature required for each online course Dr. Brower, Dr. Herber-Valdez, Dr. Dankovich, and Dr. Williams will meet to clarify and send guidance to the schools <ul style="list-style-type: none"> ➤ Develop new guideline, possibly ➤ Administered by the e-Learning Committee, possibly ➤ Ask schools to properly label courses with instructional method in Banner <ul style="list-style-type: none"> ✓ Registrar’s office will create new codes, if needed 	<p>Dr. Brower requested a motion to approve. Dr. Black motioned. Dr. Dou seconded.</p> <p>Develop a mechanism to identify, monitor, and track instructor of record for the term including method for instructor to sign the PGP electronically</p> <p>Clarify and send guidance to the schools related to complying with THECB “Principles of Good Practice” (PGP)</p>
<ul style="list-style-type: none"> Status of Faculty-at- Large Representatives – R. Brower <ul style="list-style-type: none"> ➤ GGHSON ➤ GSBS 	<p>Dr. Brower acknowledged the Faculty-At-Large Representatives (voting members) from the 4-schools for their service with the Academic Council and announced the end of their term due to</p>	<p>New appointments for Faculty-At-Large Representatives from the 4-schools to serve on the Academic Council effective 01 January 2023</p>

Summary		
Agenda Item	Discussion	Conclusion(s) and/or Action Item(s)
<ul style="list-style-type: none"> ➤ PLFSOM ➤ WLHSDM 	<p>policy term-limits (served two-consecutive/two-year terms for a total participation of four years)</p> <ul style="list-style-type: none"> • Effective 31 December 2022 Faculty-At-Large Representatives ending their service: <ul style="list-style-type: none"> ○ Lizette Villanueva, Ph.D., R.N., GGHSON ○ Huanyu Dou, M.D., FGSBS ○ Thwe Htay, M.D., PLFSOM ○ Wendy Woodall, D.D.S., MAGD, WLHSDM ○ Charmaine Martin, M.D., PLFSOM Office of Student Affairs <ul style="list-style-type: none"> ➤ In her new role as Interim Associate Dean for PLFSOM Office of Student Affairs, Dr. Martin serve with the Academic Council as ex-officio member (non-voting) • New Faculty-At-Large Representatives from the 4-schools to serve on the Academic Council for a 2-year term beginning 01 January 2023 to be announced <ul style="list-style-type: none"> ○ Recommendation to stagger the new Faculty-At-Large appointment terms <ul style="list-style-type: none"> ➤ Appoint for a standard 2-year term and subsequently stagger participation via the re-appointment process 	<p>Recommendation to stagger the new Faculty-At-Large Representative appointment terms</p>
<ul style="list-style-type: none"> • Updates: 		
<ul style="list-style-type: none"> ○ THECB Update (Changes to Rules) <ul style="list-style-type: none"> – C. Herber-Valdez 	<p>THECB is making rule revisions related to academic program approvals to align with statute, existing practices, revised THECB strategic plan, and accrediting requirements by streamlining document submission, proposal tracking, and approval processes. Handout was circulated to council members during the meeting (Exhibit C).</p> <ul style="list-style-type: none"> • Proposed changes: <ul style="list-style-type: none"> ○ Institutions will not have to notify the THECB for new certificates regardless of number of credit hours ○ No Board approval needed for PhD programs in engineering or programs exceeding \$2 million in costs ○ Institutions will no longer be required to notify area institutions 30-day in advance of an application ○ Changes to criteria for graduate program review ○ Delivery of labor market information to institutions upon receipt of planning notification. 	<p>Provide Academic Council members with schedule for THECB Update training and webinars, once received</p>

Summary		
Agenda Item	Discussion	Conclusion(s) and/or Action Item(s)
	<ul style="list-style-type: none"> • Timeline <ul style="list-style-type: none"> ○ Fall 2022: Review and documentation of existing forms and processes ○ Spring 2023: Development of new forms and business processes ○ Spring/Summer 2023: Roll out of updated forms, institutional training & communications <ul style="list-style-type: none"> ➤ THECB training and webinars will be provided <p><u>Announcement</u></p> <ul style="list-style-type: none"> • Dr. Black announced that a student from the WLHSDM is currently serving with the THECB as the board's student of representative 	
<ul style="list-style-type: none"> ○ OP 59.01 TTUHSC El Paso Adding, Changing, and Deleting Courses and Changing Methods of Delivery – R. Dankovich/D. Andrade <ul style="list-style-type: none"> ➤ Attachment A, Course Approval/Change Form (REVISED) 	Attachment A, Course Approval/Change Form (Exhibit D) was updated as requested by Academic Council during the 08 September 2022 meeting and revised version was presented to the council members	
<ul style="list-style-type: none"> ○ OP 59.05 Grading Procedures and Academic Regulations – R. Dankovich/D. Andrade <ul style="list-style-type: none"> ➤ Attachment A, Audit form and global fee language 	Attachment A, Audit Registration Form (Exhibit E) was created per the policy and the new form was presented to the council members	
<ul style="list-style-type: none"> ○ Registered Student Organization (RSO) Leadership Roles - R. Dankovich <ul style="list-style-type: none"> ➤ Identify Institutional Student Handbook section where language as inserted 	Language related to RSO leadership roles has been added in the 2022-2023 Institutional Student Handbook in Section 5, E. and also the RSO guidebook found in TechEngage	
<ul style="list-style-type: none"> ○ Minutes from the 14 July 2022 meeting approved by email vote – R. Brower 	Minutes from the 14 July 2022 meeting were reviewed and unanimously approved asynchronously by email vote	
<ul style="list-style-type: none"> ○ SACSCOC Update – C. Herber-Valdez 	Handout was circulated to council members during the meeting (Exhibit C) <ul style="list-style-type: none"> • Timeline for SACSCOC Reaffirmation of Accreditation: <ul style="list-style-type: none"> ○ 8 September 2022 submitted Compliance Certification to SACSCOC ○ 1 – 4 November 2022 SACSCOC off-site committee review 	

Summary		
Agenda Item	Discussion	Conclusion(s) and/or Action Item(s)
	<ul style="list-style-type: none"> ○ 4 November 2022 received preliminary findings <ul style="list-style-type: none"> ➤ <u>FINDINGS</u>: “5” areas need to be address • Next steps: <ul style="list-style-type: none"> ○ Respond to findings with a Focus Report ○ Complete proposal for QEP ○ 4 – 5 January 2023 SACSCOC VP Advisory visit ○ <u>DUE</u>: 6 March 2023 Submit Focus Report and QEP ○ 17 – 20 April 2023 On-site review (SACSCOC On-Site Committee visit) 	
<ul style="list-style-type: none"> ○ QEP Update – C. Herber-Valdez 	<p>Handout was circulated to council members during the meeting (Exhibit C)</p> <ul style="list-style-type: none"> • QEP Senior Director position has been offered to the finalist • QEP Planning Committee is meeting regularly to draft the proposal <ul style="list-style-type: none"> ○ OIRE staff is drafting and writing and working in conjunction with the committee • QEP/IPE Planning Committee has developed: <ul style="list-style-type: none"> ○ Organizational structure including committees and roles ○ Recommendation for Core Student Learning Outcomes has been approved • Next steps: <ul style="list-style-type: none"> ○ Assessments/Activities for the QEP ○ <u>DUE</u>: 6 March 2023 Submit Focus Report and QEP 	
<ul style="list-style-type: none"> ○ Outcome of LCME Complaint Investigation – R. Brower 	<p>PLFSOM had a complaint submitted to LCME several months ago based on 2-elements:</p> <ol style="list-style-type: none"> 1. Student advancement and the appeal process, and 2. Personal counseling and well-being programs <ul style="list-style-type: none"> • LCME determination: PLFSOM is compliant. No further action is required 	
<ul style="list-style-type: none"> • Round table/open discussion of potential new business – R. Brower 		
<ul style="list-style-type: none"> ○ Next Meeting 	<p>Thursday, January 19, 2023 10:30 AM – 12:00 PM Location: MSBII, President’s Conference Room</p>	
<ul style="list-style-type: none"> • Adjourn – R. Brower 		Dr. Brower adjourned the meeting at 11:44 AM

Attachments		
Exhibit	Title	Provided by
A	Minutes of the 8 September 2022 Academic Council Meeting	Office of Academic Affairs
B	HSCEP OP 59.02, Online and Distance Education 'tracked changes' version	Office of Academic Affairs
B-1	HSCEP OP 59.02, Online and Distance Education 'clean' version	Office of Academic Affairs
C	Handout of the Updates for Academic Council 11.10.22	Office of Academic Affairs
D	HSCEP OP 59.01 Attachment A, Course Approval/Change Form	Office of Academic Affairs
E	HSCEP OP 59.05 Attachment A, Audit Registration Form	Office of Academic Affairs