

Attendees			
<b>Chaired by:</b>	Office of Academic Affairs	Wendy Woodall, D.D.S.	Present
<b>Voting Members:</b>	GGHSON	Jené Hurlbut, Ph.D., R.N., C.N.E.	Present
	GGHSON	Stephanie Woods, Ph.D., R.N.	
	FGSBS	Munmun Chattopadhyay, Ph.D.	Present
	FGSBS	Rajkumar Lakshmanaswamy, Ph.D.	Present
	PLFSOM	Dale Quest, Ph.D.	Present
	WLHSDM	Richard Black, D.D.S.	Present
	WLHSDM	Rhonda Everett, D.D.S., M.P.H.	Present
	SGA	Victor Vasquez, M.S.	
<b>Ex-officio</b>	Faculty Senate	Richard McCallum, M.D.	
<b>Members:</b>	Office of Academic Affairs	Michele Williams, Ed.D.	Present
	SSSE – Interim Senior Director	Hilda Alarcon, M.Ed.	Present
	SSSE – Registrar	Diana Andrade, M.Ed.	Present
	SSSE – Financial Aid	Ron Williams	Present
	SSSE- Wellness	Dorothy Stewart	Present
	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.	Present
	TTUHSC-El Paso Libraries	Lisa Beinhoff, Ph.D.	Present
	PLFSOM GME	Armando Meza, M.D.	
	PLFSOM OME	Maureen Francis, M.D.	Present
	PLFSOM OSA	Charmaine Martin, M.D.	Present
	IPE Curriculum Council	Scott Crawford, M.D., FACEP, FSSH, CHSOS	Present
	Interprofessional Education	Alyssa Cervantes Benavides, Ph.D., M.P.A.	Present
<b>Guests:</b>	Outreach and Community Engagement	J. Manuel de la Rosa M.D.	Present
<b>Recorded by:</b>	Office of Academic Affairs	Veronica Rodriguez	Present
	Office of Academic Affairs	Favi Godfrey	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 – W. Woodall</b></li> </ul>		Dr. Woodall called the meeting to order at 10:35 AM and confirmed quorum
<ul style="list-style-type: none"> <li>• <b>Review of the Minutes from the 11 May 2023 meeting – W. Woodall</b></li> </ul>	<p>Minutes of the 11 May 2023 Academic Council Meeting (Exhibit A) were emailed to council members prior to the meeting for review</p> <ul style="list-style-type: none"> <li>• Members had no additions or corrections to the minutes of previous meeting</li> </ul>	Dr. Woodall requested a motion to approve minutes. Dr. Black motioned. Dr. Everett seconded. Motion passed unanimously.
<ul style="list-style-type: none"> <li>• <b>Anticipated Action Items:</b></li> </ul>		
<ul style="list-style-type: none"> <li>○ Update on Social Justice – J.M. de la Rosa</li> </ul>	<p>TTUHSC El Paso developed a set of mission-centered social justice curriculum goals and objectives that shall apply to all schools and their degree programs. “<i>Social Justice Curriculum</i>” slides were presented (Exhibit B)</p> <ul style="list-style-type: none"> <li>• Institutional expectation is all TTUHSC El Paso degree programs to carefully review the social justice goals and objectives and map them to their existing curriculum <ul style="list-style-type: none"> <li>○ Consists of six (6) social justice curricular areas/domains</li> </ul> </li> <li>• ‘Mapping Status’ provided for the 4-schools <ol style="list-style-type: none"> <li>1) WLHSDM – presented a detailed excel spreadsheet</li> <li>2) GGHSON – presented excel spreadsheet; pending clarification of 3 objectives</li> <li>3) PLFSOM – challenges with Elentra</li> <li>4) FGSBS – mapping challenges exist</li> </ol> </li> <li>• Next steps is assessment of programmatic fulfillment <ul style="list-style-type: none"> <li>○ Deans will be asked to submit a plan on assessing compliance in the next 45 days</li> </ul> </li> <li>• Target completion by the end of the calendar year</li> </ul>	By end of August 2023, Deans will submit an assessment of programmatic fulfillment to Dr. de la Rosa
<ul style="list-style-type: none"> <li>○ PhD in Biomedical Sciences – R. Lakshmanaswamy</li> </ul>	<p>Supporting documents for PhD in Biomedical Sciences (Exhibit C) including program information, curriculum and syllabus were emailed to council members prior to the meeting for review</p> <ul style="list-style-type: none"> <li>• “<i>PhD in Biomedical Sciences</i>” (Exhibit D) presentation provided an overview of the proposed doctoral program <ul style="list-style-type: none"> <li>○ L. Frederick Francis Graduate School of Biomedical Sciences (FGSBS) proposes to offer a PhD program in the area of Biomedical Sciences <ul style="list-style-type: none"> <li>➤ PhD in Biomedical Sciences is mainly focused on human diseases prevalent in our community</li> </ul> </li> </ul> </li> </ul>	Dr. Woodall requested a motion to approve the new FGSBS program, PhD in Biomedical Sciences. Dr. Black motioned to approve. Dr. Hurlbut seconded. Motion passed unanimously.

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	<ul style="list-style-type: none"> <li>➤ Designed as a full time program (summers required) for graduate students to complete in 5-years (if student has Masters may complete in 4-years)</li> <li>➤ FGSBS will grant graduate students a research assistantship to cover financial costs</li> <li>○ Prepares graduate students as cutting-edge researchers</li> <li>○ Job market data demonstrates a need for graduates in the field of biomedical sciences in U.S., Texas, and El Paso</li> <li>• Next step is submission of application to THECB by Fall 2023</li> <li>• Target implementation is Fall semester 2024/25</li> </ul>	
<ul style="list-style-type: none"> <li>○ Guidelines for commencement and convocation awards – W. Woodall <ul style="list-style-type: none"> <li>➤ Approval Form commencement and convocation awards (DRAFT)</li> </ul> </li> </ul>	<p>Commencement and convocation awards guidelines (Exhibit E) and approval form DRAFT (Exhibit F) were emailed to council members prior to the meeting for review</p> <ul style="list-style-type: none"> <li>• Proposed guideline was revised to include an Approval Form for schools or programs to initiate request to add, reaffirm, or retire commencement or convocation awards</li> <li>• Effective January 2024, if adding a new award then submit the Approval Form and for established awards submit a list to the AVP of Student Services and Student Engagement and every 3 years thereafter</li> <li>• Recommended changes: <ul style="list-style-type: none"> <li>○ §Definitions, Commencement paragraph, add to end of sentence, “excluding residents”</li> <li>○ §Review and approval of non-course-credit based awards, honors, and recognitions to be bestowed at commencement, <ul style="list-style-type: none"> <li>➤ 1<sup>st</sup> bullet, delete end of paragraph, “and the president’s decision will be final.”</li> <li>➤ 2<sup>nd</sup> and 3<sup>rd</sup> bullets, delete last sentence of the paragraph, “The president’s decisions regarding the proposal, including any stipulations modifying the presentation or form of the award, are final.”</li> <li>➤ Add 4<sup>th</sup> bullet and sentence, “The president’s decisions regarding the proposal, including any stipulations modifying the presentation or form of the award, are final.”</li> </ul> </li> </ul> </li> </ul>	<p>Dr. Woodall requested a motion to table. Dr. Hurlbut motioned. Dr. Everett seconded. Motion passed unanimously.</p> <p>Conduct an electronic vote of the final draft of Guidelines for commencement and convocation awards.</p> <p>Revisit at the Academic Council meeting in September to report the outcome.</p>

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	<ul style="list-style-type: none"> <li>○ Change order and move sections “Awards bestowed...” to the first part of document and “Review of the approval...” to the end of the document</li> <li>● All changes will be incorporated and a final version of the guideline will be emailed to council members for review and asynchronous vote</li> </ul>	
<ul style="list-style-type: none"> <li>○ Commencement Protocol discussion – W. Woodall</li> </ul>	<p>Academic Council members were recruited to form a Task Force, a core committee to draft the institutionally relevant academic ceremonial protocols</p> <ul style="list-style-type: none"> <li>● Task force members: <ul style="list-style-type: none"> <li>○ Dr. Lisa Beinhoff</li> <li>○ Dr. Christiane Herber-Valdez</li> <li>○ Hilda Alarcon will represent SSSE</li> <li>○ New AVP for SSSE (upon his arrival in August)</li> </ul> </li> <li>● Next steps is for the Task Force to obtain broad input from Deans, Student Affairs Deans, Academic Deans</li> </ul>	<p>Task Force will obtain broad input from Deans, Student Affairs Deans, Academic Deans</p>
<ul style="list-style-type: none"> <li>● <b>Updates:</b></li> </ul>		
<ul style="list-style-type: none"> <li>○ Learning Assistance and Student Support Office (LASSO) in Student Services – W. Woodall</li> </ul>	<p>LASSO a newly formed institutional centralized unit offering academic support services for all TTUHSC El Paso students is moving forward</p> <ul style="list-style-type: none"> <li>● Glenn Yri will transition in to the Office of Student Services and Student Engagement by September 2023</li> <li>● Support services including tutors and learning specialist are available to the schools, at the school’s discretion</li> <li>● No timeline or pressure for the schools to invest in new positions, rather over time if schools have a staffing need they are aware of the support structure</li> <li>● No action needed from the Academic Council on this administrative reorganization</li> </ul>	
<ul style="list-style-type: none"> <li>○ Institutional calendar of accreditation events – W. Woodall <ul style="list-style-type: none"> <li>➤ Clarify process for updating of institutional calendar</li> </ul> </li> </ul>	<p>Dr. Alikaj-Fierro outlined the process for updating and reporting changes to the institutional calendar</p> <ul style="list-style-type: none"> <li>● Currently the institutional calendar is updated annually <ul style="list-style-type: none"> <li>○ Tony Figueroa, OIRE Chief Analyst reaches out to respective schools and departments for updates</li> <li>○ Calendar was updated on March 2023 <ul style="list-style-type: none"> <li>➤ Any changes will not reflect until March 2024</li> </ul> </li> </ul> </li> <li>● Suggestions for reporting changes to the calendar</li> </ul>	



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	AEC Library closes on July 15 <sup>th</sup> <ul style="list-style-type: none"> <li>• Available study space               <ul style="list-style-type: none"> <li>○ Diversity lounge located on 5310 El Paso Drive is available to students and can be accessed 24/7</li> </ul> </li> </ul>	
○ Next Meeting	Thursday, September 14, 2023 10:30 AM – 12:00 PM Location: MSBII, President’s Conference Room	
• Adjourn – W. Woodall		Dr. Woodall adjourned the meeting at 11:12 AM

Attachments		
Exhibit	Title	Provided by
A	Minutes of the 11 May 2023 Academic Council Meeting	Office of Academic Affairs
B	“Social Justice Curriculum” PowerPoint	Office of Outreach & Community Engagement
C	PhD in Biomedical Sciences - Supporting Documentation Packet	Frederick Francis Graduate School of Biomedical Sciences
D	“PhD in Biomedical Sciences” PowerPoint	Frederick Francis Graduate School of Biomedical Sciences
E	Guideline for Non-Course-Credit-Based Awards, Honors, and Recognitions to be Bestowed at Commencement or Convocation	Office of Academic Affairs
F	Approval Form Commencement and Convocation Awards (Draft)	Office of Academic Affairs