

Attendees			
Chaired by:	Office of Academic Affairs	Wendy Woodall, D.D.S.	Present
Voting Members:	GGHSON	Jené Hurlbut, Ph.D., R.N., C.N.E.	
	GGHSON	Stephanie Woods, Ph.D., R.N.	Present
	FGSBS	Munmun Chattopadhyay, Ph.D.	Present
	FGSBS	Rajkumar Lakshmanaswamy, Ph.D.	Present
	PLFSOM	Dale Quest, Ph.D.	Present
	PLFSOM OME	Maureen Francis, M.D.	Present
	WLHSDM	Richard Black, D.D.S.	
	WLHSDM	Rhonda Everett, D.D.S., M.P.H.	Present
	SGA	Victor Vasquez, M.S.	Present
Ex-officio	Faculty Senate	Richard McCallum, M.D.	
Members:	Office of Academic Affairs	Michele Williams, Ed.D.	Present
	SSSE – AVP	John R. Harrell II, Ed.D.	Present via WebEx
	SSSE – Registrar	Diana Andrade, M.Ed.	Present
	SSSE – Financial Aid	Ron Williams	Present
	SSSE- Wellness	Dorothy Stewart	Present
	Student Business Services	Cynthia Flores	
	Office of Academic Affairs	Christiane Herber-Valdez, Ed.D.	Present
	Office of Institutional Research & Effectiveness	Oliana Alikaj-Fierro, Ph.D.	
	TTUHSC-El Paso Libraries	Lisa Beinhoff, Ph.D.	Present
	PLFSOM GME	Armando Meza, M.D.	
	PLFSOM OSA	Charmaine Martin, M.D.	Present
	IPE Curriculum Council	Scott Crawford, M.D., FACEP, FSSH, CHSOS	Present via WebEx
	Interprofessional Education	Alyssa Cervantes Benavides, Ph.D., M.P.A.	Present
Guests:	General Counsel	Frank Gonzales	Present
	General Counsel	Diana Flores	Present
	Student Business Services	Rosa Flores	Present
	Office of Academic Affairs	Andrea Thompson	Present
Recorded by:	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"> • Call to order Recognition of Proxies Confirmation of Quorum – W. Woodall 	<ul style="list-style-type: none"> • Dr. Jené Hurlbut was unable to attend and assigned her voting privileges to Dr. Stephanie Woods • Dr. Richard Black was unable to attend and assigned his voting privileges to Dr. Rhonda Everett • Cynthia Flores was unable to attend and designated Rosa Munoz as proxy in her absence 	Dr. Woodall called the meeting to order at 10:32 AM and confirmed quorum
<ul style="list-style-type: none"> • Review of the Minutes from the 14 September 2023 meeting – W. Woodall 	<p>Minutes of the 14 September 2023 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 	Dr. Woodall requested a motion to approve minutes. Dr. Quest motioned. Mr. Vasquez seconded. Motion passed unanimously
<ul style="list-style-type: none"> • Anticipated Action Items: <ul style="list-style-type: none"> ○ Introduce Concept of a Masters Program in Genomic Medicine for Medical Students – W. Woodall 	<p>Interest to pursue a NIH R25 grant opportunity to develop a new masters program in genomic medicine for our medical students</p> <ul style="list-style-type: none"> ○ Requested Academic Council’s preliminary approval to work towards developing a new masters program ○ Decision was made not to submit the grant proposal in January 2024 and to submit during next application cycle <ul style="list-style-type: none"> ➤ Informational only, no action needed at this time <hr/> <p>Policy under review to revise the workflow and list of items required to be presented to Academic Council as part of a proposal for a new program</p> <ul style="list-style-type: none"> • Proposed changes: <ul style="list-style-type: none"> ○ Implement an initial approval process including a brief outline/presentation of new program purpose and pertinent information to the Academic Council for preliminary approval ○ Revise steps and process requirement, internal/external ○ Post proposal process for a new program to OAA website <hr/>	

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	<ul style="list-style-type: none"> • Dr. Woods reported on SON’s intent to establish a doctorate in nursing program, full proposal is not ready but seeking a placeholder with THECB <ul style="list-style-type: none"> ○ Will require OAA to notify THECB of intent to establish a doctoral program (THECB requires 1-year notification); application process can take another year <ul style="list-style-type: none"> ➤ Notifications to THECB require Council’s approval ○ Dr. Herber-Valdez will send Dr. Woods the draft process for requesting a new program <ul style="list-style-type: none"> ➤ By January 2024, the outline of doctorate in nursing program (initial approval process) will be routed via email to voting members for asynchronous vote 	<p>Dr. Herber-Valdez will send Dr. Woods with the revised process for requesting a new program</p> <p>Route outline of new nursing doctoral program to voting members for review and preliminary approval via asynchronous vote</p>
<ul style="list-style-type: none"> • Updates: <ul style="list-style-type: none"> ○ SB 17 Update – Frank Gonzales <p>Frank J. Gonzales Executive Director for General Law</p> <p>Diana Flores Assistant General Counsel</p>	<p>Senate Bill 17 becomes law on January 1, 2024</p> <ul style="list-style-type: none"> • Office of General Counsel developed a Guidance Document to provide general guidance on questions related to SB 17 <ul style="list-style-type: none"> ○ Guidance Document, confidential attorney-client communication will be disseminated to Academic Council and asked the document not be shared ○ Will explore posting Guidance Document and FAQs on General Counsel webpage with eRaider authentication • Counsel is available on Friday afternoons to address DEI matters, contact Andrea Sierra, Legal Assistant to schedule a meeting • Counsel will assist with the review process in vetting new grant proposals at the outset, renewal of grants, drafting and updating definitions and statements <ul style="list-style-type: none"> ○ For documents prior to SB 17, update documents and curriculum to replace buzz words and submit updates to accrediting agencies (i.e., SACS) about the political update 	<p>Disseminate the Guidance Document, confidential attorney-client communication to Academic Council and not be shared with others beyond Council at this time</p>
<ul style="list-style-type: none"> ○ Guidelines for Managing Curricular Accommodations Related to Religious Practices – W. Woodall 	<p>Similarities identified in language between guideline vs. HSCEP OP 77.12 and sought legal guidance if guideline was necessary</p> <ul style="list-style-type: none"> • Legal recommendation <ul style="list-style-type: none"> ○ HSCEP OP 77.12 is the governing policy and compliant with state and federal law, it provides the necessary guidance on religious accommodations for students <ul style="list-style-type: none"> ➤ Guideline will be removed from the OAA webpage 	<p>Remove guideline from OAA webpage</p>

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<ul style="list-style-type: none"> ○ Commencement Protocol Update – J. Harrell <p>Commencement Taskforce members:</p> <ul style="list-style-type: none"> ▪ Dr. John Harrell, Chair ▪ Vanessa Solis, President’s Office Representative ▪ Dr. Lisa Beinhoff 	<p>Commencement Update (Exhibit B) slides provided an overview of items being considered, items in procurement, procured items, dates and venues for 2023 Fall and Spring 2024 Commencements</p> <ul style="list-style-type: none"> • Visual design mockups presented <ul style="list-style-type: none"> ○ Items in procurement i.e., bachelor robe, master robe, doctoral professional gown, president’s chain of office ○ Procured item i.e., institutional podium <ul style="list-style-type: none"> ➤ Marching Order software procured to orchestrate, guide, and add visual aspects to the ceremony ○ Next step is to start meeting with the school’s student affairs offices and subsequent meetings with the deans to consider what is realistic and feasible for all schools 	
<ul style="list-style-type: none"> ○ Academic Policies Reviewed – W. Woodall 	<p>3-HSCEP OPs have been reviewed through the Office of Academic Affairs and per review stipulations the policies are not subject to Academic Council’s review</p>	
<ul style="list-style-type: none"> ➤ HSCEP OP 10.32, Use and Secure Handling of the Presidential Seal – W. Woodall 	<p>HSCEP OP 10.32 policy review is complete and posted on the “Policy and Procedures” webpage</p>	
<ul style="list-style-type: none"> ➤ HSCEP OP 77.02, Textbook Information – W. Woodall 	<p>HSCEP OP 77.02, Textbook Information</p> <ul style="list-style-type: none"> • Dr. Beinhoff voiced concern that the revised policy did NOT address legislative requirements and not in compliance 	<p>Dr. Woodall will work with Dr. Beinhoff to incorporate her suggestions and submit revisions to legal for approval</p>
<ul style="list-style-type: none"> ➤ OP 77.18, Border County Waiver – W. Woodall <ul style="list-style-type: none"> ✓ Attachment A, New Mexico Border County Waiver Form ✓ Attachment B, Oklahoma Border County Waiver Form 	<p>HSCEP OP 77.18 policy and its attachments review is complete and posted on the “Policy and Procedures” webpage</p>	
<ul style="list-style-type: none"> ➤ HSCEP OP 77.14, Accessibility and Establishing Accommodations for Students with Disabilities – PENDING: Review of Attachments – J. Harrell 	<p>Redlined version was revised and resubmitted to legal for review</p> <ul style="list-style-type: none"> • Once legal approves the revised version an update on HSCEP OP 77.14 and outcome of the review of Attachments A – F will be presented to Academic Council 	<p>HSCEP OP 77.14 pending legal review</p>
<ul style="list-style-type: none"> • Round table/open discussion of potential new business – W. Woodall 	<p>Dr. Woods encountered issue with a non-DACA student who had been accepted for Spring cohort</p> <ul style="list-style-type: none"> • Working with legal on ways for the student to get into the program and will add helpful language in the student handbook 	

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	<p>Dr. Francis reported FSOM has technical standard policy at the school level and asked if there is anything on the institutional-level policy to consider</p> <ul style="list-style-type: none"> Recommendation was for compliance purposes to send the school-level policy to legal to review 	
<ul style="list-style-type: none"> Next Meeting 	<p>Thursday, January 11, 2024 10:30 AM – 12:00 PM Location: MSBII, President’s Conference Room</p>	
<ul style="list-style-type: none"> Adjourn – W. Woodall 		<p>Dr. Woodall adjourned the meeting at 11:47 AM</p>

Attachments		
Exhibit	Title	Provided by
A	Minutes of the 14 September 2023 Academic Council Meeting	Office of Academic Affairs
B	Commencement Update slides	Office of Student Services & Student Engagement