

**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
	PLFSOM OME	Maureen Francis, M.D., M.S.-H.P.Ed., MACP	Present
	WLHSDM	Richard Black, D.D.S.	Present
	WLHSDM	Rhonda Everett, D.D.S., M.P.H.	Present
	SGA	Victor Vasquez, M.S.	Present
<b>Ex-officio</b>	Faculty Senate	Abhizith Deoker, M.D.	
<b>Members:</b>	Office of Academic Affairs	Michele Williams-Burns, Ed.D., M.S., M.Ed.	Present
	SSSE – AVP	John R. Harrell, Ed.D.	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.	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 OSA	Charmaine Martin, M.D.	Present
	IPE Curriculum Council	Scott Crawford, M.D., FACEP, FSSH, CHSOS	Present
	Interprofessional Education	Alyssa C. Benavides, Ph.D., M.P.A.	Present
<b>Guests:</b>			
<b>Recorded by:</b>	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"> <li>• <b>Call to order   Recognition of Proxies   Confirmation of Quorum</b> – W. Woodall</li> </ul>	Dr. Stephanie Woods was unable to attend and designated Dr. Jené Hurlbut as proxy in her absence	Dr. Woodall called the meeting to order at 10:30 AM and confirmed quorum
<ul style="list-style-type: none"> <li>• <b>Review of the Minutes from the 11 July 2024 meeting</b> – W. Woodall</li> </ul>	<p>Minutes of the 11 July 2024 Academic Council Meeting (Exhibit A) were emailed to council members prior to this meeting for review</p> <ul style="list-style-type: none"> <li>○ Members had no additions or corrections to minutes of the previous meeting</li> </ul>	Dr. Woodall requested a motion to approve. Dr. Everett motioned. Mr. Vasquez 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>○ Specifications for course structures to support the Integrated Learning Platform (ILP) connections to TTUHSC Learning Management Systems (LMS) – J. Harrell <ul style="list-style-type: none"> <li>➤ Data Workflow (New Attachment)</li> </ul> </li> </ul>	<p>Operating guideline was revisited to present the final clean version of the guideline (Exhibit B) and flowchart</p> <ul style="list-style-type: none"> <li>• <u>New Addition:</u> Attachment A, Banner synchronization with LMS (Exhibit B-1) serves as a visual representation describing the data flow between systems, Integrated Learning Platform (ILP) connections to TTUHSC Learning Management Systems (LMS) through CANVAS</li> </ul>	Dr. Woodall requested a motion to approve revised guideline and attachment. Dr. Quest motioned. Dr. Hurlbut seconded. Motion passed unanimously
<ul style="list-style-type: none"> <li>○ HSCEP OP 59.08, New Degree and Certificate Program, Change in Delivery Format, and Degree and Certificate Program Termination – C. Herber-Valdez <ul style="list-style-type: none"> <li>➤ Attachment A, Request for New Degree or Certificate Program Academic Council Review (New Attachment)</li> <li>➤ Attachment B, Approval of New Degree and Certificate Programs Routing Sheet</li> </ul> </li> </ul>	<p>OP 59.08 ‘tracked changes’ version (Exhibit C) was emailed to council members prior to the meeting for review</p> <ul style="list-style-type: none"> <li>• Revised to formalize internal process for requesting a new program in alignment with THECB/SACSCOC requirements <ul style="list-style-type: none"> <li>○ <u>New Addition:</u> Attachment A, Request for New Degree or Certificate Program Academic Council Review (Exhibit C-1) <ul style="list-style-type: none"> <li>➤ Serves as abbreviated format to facilitate what information is submitted to Academic Council for review in seeking support of a new program (preliminary step) <ul style="list-style-type: none"> <li>✓ Once Academic Council approves to support a new program, next step is to develop full program proposal</li> </ul> </li> </ul> </li> <li>○ Attachment B, Approval of New Degree and Certificate Programs Routing Sheet (Exhibit C-2) revised to remove language already covered in other documents <ul style="list-style-type: none"> <li>➤ Serves as internal routing for sign-off by various areas of institution and the leadership in approving the full proposal</li> </ul> </li> </ul> </li> <li>• Recommended changes <ul style="list-style-type: none"> <li>○ §II. Proposing New Degree and Certificate Programs <ul style="list-style-type: none"> <li>➤ Paragraph E., change “Assistant Vice President of Academic Affairs (AVPAA)” to read “<i>THECB/SACSCOC Liaison</i>”</li> <li>➤ Paragraph G., change “VPAA” to read “<i>SACSCOC Liaison</i>”</li> </ul> </li> </ul> </li> </ul>	<p>Dr. Woodall requested a motion to approve the policy and attachments with changes. Dr. Lakshmanaswamy motioned. Dr. Francis seconded. Motion passed unanimously</p> <p>Review revisions at 14 November 2024 Academic Council meeting</p>

<b>Summary</b>		
<b>Agenda Item</b>	<b>Discussion</b>	<b>Conclusion(s) and/or Action Item(s)</b>
	<ul style="list-style-type: none"> <li>➤ Paragraph H, change “AVPAA” to read “<i>THECB/SACSCOC Liaison</i>”</li> <li>○ §IV. Termination or Merger of Existing Degree Programs, Paragraph C. change “VPAA” to read “<i>THECB/SACSCOC Liaison</i>”</li> <li>○ Attachment A, Academic Council Review, ‘Program Level’ section <ul style="list-style-type: none"> <li>➤ Add, <i>Undergraduate Certificate</i></li> <li>➤ Add, <i>Graduate Certificate</i></li> <li>➤ Add, <i>Post-Doctoral Certificate</i></li> </ul> </li> <li>○ Attachment B, Routing Sheet, revise Title to add “<i>Degree and Certificate Program Termination or Discontinuation</i>” <ul style="list-style-type: none"> <li>➤ Update needed to ‘Required Attachments’ section, when closing a program certain documentation involved <ul style="list-style-type: none"> <li>✓ Dr. Heber-Valdez will make revisions to Attachment B and present at next council meeting</li> </ul> </li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li>○ HSCEP OP 59.02, Online and Distance Education – C. Herber-Valdez</li> </ul>	<p>OP 59.02 ‘tracked changes’ version (Exhibit D) was emailed to council members prior to the meeting for review</p> <ul style="list-style-type: none"> <li>● Updates made to the definitions to align with Texas Administration Code, THECB, and SACSCOC definitions and requirements</li> <li>● Recommended changes <ul style="list-style-type: none"> <li>○ §I. Definitions, Paragraph A. 3., Face-to-face and other courses, change “less than 50% percent” to read “50% or less”</li> <li>○ §II. Procedures, Paragraph B., Coordination and Oversight, 2.d) TTUHSC El Paso School, add word “academic” to read “facilitation of academic support services for students...”</li> <li>○ <u>Concern</u>. In updating the definitions, OSSSE needs to verify that the institution’s fee statements and fee processes align with definitions for online programs <ul style="list-style-type: none"> <li>➤ Change in definition impacts how we are charging and needs to be examined for next academic year</li> </ul> </li> </ul> </li> </ul>	<p>Dr. Woodall requested a motion to approve with changes. Dr. Lakshmanaswamy motioned. Dr. Francis seconded. Motion passed unanimously</p> <p>OSSSE will verify alignment of fee statements and fee processes to new definitions for online programs</p>
<ul style="list-style-type: none"> <li>○ Faculty-at- Large Representatives (Term ends 01/01/2025) – W. Woodall <ul style="list-style-type: none"> <li>➤ HSON – Dr. Jené Hurlbut</li> <li>➤ FGSBS – Dr. Munmun Chattopadhyay</li> <li>➤ FSOM – Dr. Dale Quest</li> <li>➤ HSDM – Dr. Rhonda Everett</li> </ul> </li> </ul>	<p>Faculty-At-Large Representatives (voting members) from the 4-schools have completed their 2-year service with the Academic Council and will theoretically be rotating off by the end of the year. All are eligible for re-appointment for additional 2-year term, if so, appointed by their dean</p> <ul style="list-style-type: none"> <li>● Per HSCEP OP 10.06 Academic Council (Exhibit E), §III. Membership Paragraph B.2.a) “...will be for two years with opportunity to serve two consecutive terms for a total of four consecutive years”</li> </ul>	<p>Dr. Woodall requested a motion to approve with changes. Dr. Everett motioned. Dr. Francis seconded. Motion passed unanimously</p>

<b>Summary</b>		
<b>Agenda Item</b>	<b>Discussion</b>	<b>Conclusion(s) and/or Action Item(s)</b>
	<ul style="list-style-type: none"> <li>○ Recommended change               <ul style="list-style-type: none"> <li>➤ §III. Membership Paragraph B.2)a) add sentence to end of paragraph, <i>“For the year 2025-2026, two faculty-at-large representatives will extend their appointment to serve three years for that single term only.”</i></li> <li>✓ Staggering appointment results in the loss of 2 faculty-at-large members every year instead of all 4 members every four years all at once</li> </ul> </li> </ul>	Contact the dean of each school to address the reappointment of their faculty-at-large representative
<ul style="list-style-type: none"> <li>● <b>Updates:</b></li> </ul>		
<ul style="list-style-type: none"> <li>○ <i>TECH Ready</i> Institutional Interprofessional Education Initiative Year in Review: Quality Enhancement Plan for academic reaccreditation – A. Benavides</li> </ul>	<p>Annual Reporting to Academic Council Institutional Interprofessional Education Initiative [IPE] (Quality Enhancement Plan) [(Exhibit F)] presentation highlighted Office of IPE’s year in review in establishing IPE councils and committees, and efforts in developing and implementing IPE offerings, projects, events and activities at TTUHSC El Paso</p> <ul style="list-style-type: none"> <li>● Overview included               <ul style="list-style-type: none"> <li>○ Program                   <ul style="list-style-type: none"> <li>➤ IPE Organizational Support</li> <li>➤ Institutional IPE Student Shared Experience</li> </ul> </li> <li>○ IPE Curriculum Council</li> <li>○ IPE Student Committee</li> </ul> </li> <li>● Dr. Woodall recognized Dr. Benavides and Dr. Crawford for their hard work and contributions in getting our institutional IPE and QEP up and running</li> </ul> <hr style="width: 20%; margin-left: 0;"/> <p>Question about the uniformity in how we use TTUHSC and/or TTUHSC El Paso in documents (i.e., operating policies, school’s webpages, etc.) Council members are aware IA is using “Texas Tech Health El Paso” for marketing and that the institution is moving in that direction</p>	OAA will contact IA and bring clarity at 14 November 2024 Academic Council meeting
<ul style="list-style-type: none"> <li>○ HSCEP OP 59.01, Attachment A, Course Approval/Change Form – J. Harrell               <ul style="list-style-type: none"> <li>➤ Clarify state requirements and course approval process</li> </ul> </li> </ul>	<p>OP 59.01 Attachment A, Course Approval/Change Form final version was presented (Exhibit G)</p> <ul style="list-style-type: none"> <li>● Verified that approval process is compliant with state requirements               <ul style="list-style-type: none"> <li>○ Additional recommended changes                   <ul style="list-style-type: none"> <li>➤ §Mode of Instruction, change dropdown to mirror the updates to definitions established in HSCEP OP 59.02, Online and Distance Education (above)</li> </ul> </li> </ul> </li> </ul>	<p>Dr. Woodall requested a motion to approve with changes. Dr. Everett motioned. Dr. Hurlbut seconded. Motion passed unanimously</p> <p>OSSSE will meet with schools to review signature requirements</p>

Summary		
Agenda Item	Discussion	Conclusion(s) and/or Action Item(s)
	<ul style="list-style-type: none"> <li>✓ “Hybrid/Blended Course” to read “Hybrid Course”</li> <li>✓ “Fully Distance Education” to read “Online Program”</li> <li>○ §Signatures as Required remove first two signature lines               <ul style="list-style-type: none"> <li>➤ Delete, “Chair, Depart. Curriculum Committee”</li> <li>➤ Delete, “Dept. Chair”</li> </ul> </li> <li>• OSSE will meet with the schools and write another document that describes for each subsection of courses, that are within the schools, what signatures are needed</li> </ul>	
<ul style="list-style-type: none"> <li>○ Academic Policies Reviewed – W. Woodall               <ul style="list-style-type: none"> <li>➤ HSCEP OP 77.08, Student Travel Policy                   <ul style="list-style-type: none"> <li>✓ Attachment A - Student Liability Release Form (New form)</li> <li>✓ Attachment B - Authorization for Emergency Medical Treatment</li> </ul> </li> </ul> </li> </ul>	<p>1-HSCEP OP has been reviewed through the Office of Academic Affairs and per review stipulations the policy is not subject to Academic Council’s detailed review and approval</p> <ul style="list-style-type: none"> <li>• HSCEP OP 77.08 and its attachments review is completed and posted on the “Policy and Procedures” webpage</li> </ul>	
<ul style="list-style-type: none"> <li>• <b>Round table/open discussion of potential new business – W. Woodall</b></li> </ul>	<ul style="list-style-type: none"> <li>• New Degree Programs in Development by School 2024 (Exhibit G) was reviewed and changes were requested               <ul style="list-style-type: none"> <li>○ WLHSDM                   <ul style="list-style-type: none"> <li>➤ Column labeled “Notes on program status” change status to read “Awaiting commission’s approval”</li> </ul> </li> <li>○ FGSBS                   <ul style="list-style-type: none"> <li>➤ PhD Degree Program in Biomedical Sciences                       <ul style="list-style-type: none"> <li>✓ Column labeled “Approved by the school’s curriculum committee?” change to read “Yes”</li> <li>✓ Column labeled “Initial enrollment plan” change to read “5-students”</li> </ul> </li> <li>➤ Post-baccalaureate Certificate Program in Clinical Research                       <ul style="list-style-type: none"> <li>✓ Column labeled “Approved by the school’s curriculum committee?” change to read “Yes”</li> <li>✓ Column labeled “Goal for inaugural matriculation date” change to read “Aug 2026”</li> </ul> </li> </ul> </li> <li>○ GGHSO – no changes</li> <li>○ PLFSOM – no changes</li> </ul> </li> </ul>	

Summary		
Agenda Item	Discussion	Conclusion(s) and/or Action Item(s)
	<ul style="list-style-type: none"> <li>Hispanic Serving Institution (HSI) Week Dr. Herber-Valdez and Dr. Benavides reported our campus will celebrate HSI week on September 16 – 20, 2024. Council members encouraged to look at the lineup of daily activities and invited to attend the keynote on Friday, September 20<sup>th</sup> with Dr. Cristobal Rodriguez, White House Commissioner on the President’s Advisory Commission for advancing Hispanic student success. He is from El Paso and a HSI advocate</li> <li>Library Reminder from Dr. Beinhoff, if faculty are going to use a library book as a new required textbook, they need to provide a 2-month notification to the library to allow for purchase of additional copies</li> <li>Campus Connect Dr. Harrell announced the new campus student involvement and engagement system, Campus Connect is ‘live’. System will track engagement, event attendance, reports and year-end assessments. If school’s have student-facing events, contact Dorothy Stewart, OSSSE to train staff guiding events on how to use the system, check-in feature, and if contacted timely can also help to advertise events</li> </ul>	
○ Next Meeting	Thursday, November 14, 2024 10:30 AM – 12:00 PM Location: MSBII, President’s Conference Room	
• Adjourn – W. Woodall		Dr. Woodall adjourned the meeting at 11:57 AM

Attachments		
Exhibit	Title	Provided by
A	Minutes of the 11 July 2024 Academic Council Meeting	Office of Academic Affairs
B	Specifications for course structures to support the Integrated Learning Platform (ILP) connections to TTUHSC Learning Management Systems (LMS) ‘clean’ version	Office of Academic Affairs
B-1	Attachment A, Banner Synchronization with LMS Flowchart	Registrar’s Office and Academic IT
C	HSCEP OP 59.08, New Degree and Certificate Program, Change in Delivery Format, and Degree and Certificate Program Termination ‘tracked changes’ version	Office of Academic Affairs
C-1	Attachment A, Request for New Degree or Certificate Program Academic Council Review	Office of Academic Affairs

C-2	Attachment B, Approval of New Degree and Certificate Programs Routing Sheet 'tracked changes' version	Office of Academic Affairs
D	HSCEP OP HSCEP OP 59.02, Online and Distance Education 'tracked changes' version	Office of Academic Affairs
E	HSCEP OP 10.06 Academic Council	
F	Annual Reporting to Academic Council Institutional Interprofessional Education Initiative [IPE] (Quality Enhancement Plan)	Office of Interprofessional Education
G	HSCEP OP 59.01, Attachment A, Course Approval/Change Form	Student Services and Student Engagement
H	IE New Degree Programs in Development by School 2024	Office of Academic Affairs