



Academic Council Meeting Minutes

Thursday, 06 March 2025
10:30 AM – 12:00 PM
MSBII, President's Conference Room

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.	Present
	GGHSON	Arlene Martinez DNP, BSB, APRN, FNP-C, RNC-TNP	
	FGSBS	Rajkumar Lakshmanaswamy, Ph.D.	Present
	FGSBS	Munmun Chattopadhyay, Ph.D.	Present
	PLFSOM	Maureen Francis, M.D., M.S.-H.P.Ed., MACP	Present
	PLFSOM	Mariela P. Lane, M.D.	Present
	WLHSDM	Richard Black, D.D.S.	Present
	WLHSDM	Rhonda Everett, D.D.S., M.P.H.	Present
	SGA	Victor Vasquez, M.S.	Via WebEx
Ex-officio	Faculty Senate	Abhizith Deoker, M.D.	
Members:	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.	
	SSSE – Financial Aid	Ron Williams	Present
	SSSE – Wellness	Dorothy Stewart, M.S.	Present
	SSSE – Student Support Services	Glenn Yri, MSCP, LPC, NCC	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	Amanda Stokes, B.S., C-TAGME	
	PLFSOM OSA	Charmaine Martin, M.D.	
	IPE Curriculum Council	Scott Crawford, M.D., FACEP, FSSH, CHSOS	
	Interprofessional Education	Alyssa C. Benavides, Ph.D., M.P.A.	
Guests:	PLFSOM GME	Grace Chavarria	Present
	SSSE – Registrar	Maria Dominguez, M.Ed.	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 – W. Woodall 	<ul style="list-style-type: none"> • Dr. Arlene Martinez was unable to attend and designated Dr. Jene Hurlbut as proxy in her absence • Amanda Stokes was unable to attend and designated Grace Chavarria as proxy in her absence 	Dr. Woodall called the meeting to order at 10:31 AM and confirmed quorum
<ul style="list-style-type: none"> • Review of the Minutes from the 09 January 2025 meeting – W. Woodall 	<p>Minutes of the 09 January 2025 Academic Council Meeting (Exhibit A) were emailed to council members prior to this meeting for review</p> <ul style="list-style-type: none"> • Typographical correction <ul style="list-style-type: none"> ○ Agenda item, Round Table/Open Discussion <ul style="list-style-type: none"> ➤ 6th bullet titled OIRE, change “<i>lplans</i>” to read “<i>IE plans</i>” 	Dr. Woodall requested a motion to approve with correction. Dr. Hurlbut. motioned. Dr. Chattopadhyay seconded. Motion passed unanimously
<ul style="list-style-type: none"> • Anticipated Action Items: <ul style="list-style-type: none"> ○ HSCEP OP 59.06, Prioritization, Acceptance, Credentialing, and Monitoring of Visiting Students and Trainees – W. Woodall 	<p>OP 59.06 ‘tracked changes’ version (Exhibit B) was emailed to council members prior to the meeting for review. A ‘clean’ version (Exhibit B-1) was circulated to attendees during the meeting</p> <ul style="list-style-type: none"> • Recommended changes <ul style="list-style-type: none"> ○ §DEFINITIONS <ul style="list-style-type: none"> ➤ Credentialing, add “<i>as defined below</i>” to read, “...is established by the institution <i>as defined below</i> based on...” ➤ Participation, add “<i>clinical</i>” to read, “...educational, instructional, research, <i>clinical</i>, and/or training program...” ○ §POLICY/PROCEDURE, V. Prioritization, acceptance, credentialing, and monitoring of visiting students and trainees <ul style="list-style-type: none"> ➤ Paragraph B. Prioritization, 2., add: “<i>in collaboration with the schools and programs</i>” to read, “Capacity of the institutional learning environment as a whole <i>in collaboration with the schools and programs</i> (per student...” ➤ Paragraph D, 7.a) Non-clinical <ul style="list-style-type: none"> ✓ Acceptance, 2nd sentence, add at the end ‘<i>with the specific program</i>” ✓ Credentialing, 1st paragraph, end of sentence, delete “<i>Department of Molecular and Translational Medicine</i>” ✓ Credentialing, 1st bullet, end of sentence, delete “<i>the Vice President for</i>” ✓ Credentialing, 4th bullet (last bullet), delete “<i>PLFSOM</i>” ➤ Paragraph D, 7.b) Clinical <ul style="list-style-type: none"> ✓ Acceptance, 3rd bullet delete “<i>referred to</i>” and replace with “<i>reviewed by</i>” ✓ Credentialing, 1st bullet delete, “<i>other than those specifically limited to dental practice</i>” 	Dr. Woodall requested a motion to approve with changes. Dr. Black motioned. Dr. Lakshmanaswamy seconded. Motion passed unanimously

Summary		
Agenda Item	Discussion	Conclusion(s) and/or Action Item(s)
<ul style="list-style-type: none"> ○ HSCEP OP 59.10, Submission and Coordination of Academic Program Calendars – J. Harrell <ul style="list-style-type: none"> ➤ Attachment A – Template for Submitting Program Calendars 	<p>OP 59.10 ‘tracked changes’ version (Exhibit C) and Attachment A (Exhibit D) were emailed to council members prior to the meeting for review. A ‘clean’ version (Exhibit C-1) and Attachment A (Exhibit D-1) were circulated to attendees during the meeting</p> <ul style="list-style-type: none"> • Minor revisions made to improve verbiage and adjust hyperlinks with no significant changes to the policy or structure of the calendar <ul style="list-style-type: none"> ○ Plans to digitize the template for submitting academic program calendars to more dynamic digital calendar and move away from the current PDF format, Attachment A • Emphasized the 5-year planning calendar is a template serving as an internal working document, not to be published, as dates are confirmed adjustments will be made to dates (i.e., graduation date) 	<p>Dr. Woodall requested a motion to approve. Dr. Lakshmanaswamy motioned. Dr. Everett seconded. Motion passed unanimously</p>
<ul style="list-style-type: none"> ○ Guidelines for Captioning – M. Williams <ul style="list-style-type: none"> ➤ Attachment A, Accessibility Exception Request 	<p>Guidelines ‘tracked changes’ version (Exhibit E) and Attachment A (Exhibit F) were emailed to council members prior to the meeting for review. A ‘clean’ version (Exhibit E-1) and Attachment A (Exhibit F-1) were circulated to attendees during the meeting.</p> <ul style="list-style-type: none"> • Refined the guideline to add and activate hyperlinks with no significant changes made to the document or its attachment 	<p>Dr. Woodall requested a motion to approve. Dr. Hurlbut motioned. Dr. Lakshmanaswamy seconded. Motion passed unanimously</p>
<ul style="list-style-type: none"> • Updates: 		
<ul style="list-style-type: none"> ○ Hunt SON Accelerated BSN and RN-BSN program modifications – W. Woodall on behalf of Dr. Herber-Valdez <ul style="list-style-type: none"> ➤ Notification to THECB – Not required 	<p>Verified with THCEB that notification to the Board is not required for modifications to the Accelerated BSN and RN-BSN programs</p>	<p>No further action needed</p>
<ul style="list-style-type: none"> ○ Academic Policies Reviewed – W. Woodall 	<p>3-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>	
<ol style="list-style-type: none"> 1. HSCEP OP 10.12, Emeritus Appointments 	<p>HSCEP OP 10.12 review is complete and posted on the “Policy and Procedures” webpage</p> <ul style="list-style-type: none"> • Policy is mispositioned with Academic Affairs and in the process of being moved to Faculty Affairs 	
<ol style="list-style-type: none"> 2. HSCEP OP 56.06, Bring Your Own Device (BYOD) 	<p>HSCEP OP 56.06 review is complete and posted on the “Policy and Procedures” webpage</p>	
<ol style="list-style-type: none"> 3. HSCEP OP 77.13, Student Education Records <ul style="list-style-type: none"> ✓ Attachment A, Student Consent to Release Education Records 	<p>HSCEP OP 77.13 legal counsel approved revisions to the policy and Attachments B-D; except Attachment A</p> <ul style="list-style-type: none"> • Revision to Attachment A proposes to replace current PDF form with a new online form 	<p>Revise Attachment A and resubmit to legal counsel for review</p>

Summary		
Agenda Item	Discussion	Conclusion(s) and/or Action Item(s)
<ul style="list-style-type: none"> ✓ Attachment B, Student Request to Access His/Her Education Records ✓ Attachment C, Student Request to Amend Education Records ✓ Attachment D, Confidentiality Agreement 	<ul style="list-style-type: none"> ○ Legal Counsel's concern is new online form is not as comprehensive as current PDF form 	
<ul style="list-style-type: none"> ○ HSCEP OP 10.09, Records Retention – L. Beinhoff <ul style="list-style-type: none"> ✓ Attachment A, Records Retention Schedule ➤ Attachment B, Records Retention Disposition Log – <u>NEW ATTACHMENT</u> 	<p>An agreement exists between the TTU System and the legislature with very strict state records management regulations including attachments, records retention schedule rules from TTU System about retention period for every kind of record and disposition log when discarding records</p> <ul style="list-style-type: none"> ○ HSCEP OP 10.09 review is complete and posted on the "Policy and Procedures" webpage 	Council members encouraged to review the policy for compliance
<ul style="list-style-type: none"> • Round table/open discussion of potential new business – W. Woodall 	<ul style="list-style-type: none"> • Campus map (Exhibit G) and Parking map (Exhibit H) – Dr. Woodall IA finalized new parking map (parking lots) and campus map (buildings) and addressed OAA's request to include building locations for Human Resources and Faculty Affairs • PhD in Biomedical Sciences – Dr. Lakshmanaswamy THECB has contacted FGSBS to request to schedule a site visit to review the program in the next couple of months or so. Individuals that will meeting with the THECB have been contacted. Expectation is to have approvals in place to present at the October THECB meeting for approval • Distinction in Global Health – Dr. Francis Department of Pediatrics in conjunction with Office of Global Health's proposal for a distinction in global health is being voted on by the CEPC now and expected to be approved. Anticipates starting a new Distinction in Global Health program for the upcoming year • Institutional Research Symposium – Dr. Lakshmanaswamy Will be held April 8-10, 2025 with presentations scheduled for SARP students on April 8th, graduate school on April 9th, and clinical faculty on Apr 10th. Abstracts submission deadline is March 14th • Oral and Maxillofacial Surgery – Dr. Black CODA has approved initial accreditation of the WLHSDM's residency certificate program in oral and maxillofacial surgery. 3-residents are starting in July 2025 	Council's feedback on campus and parking maps will be sent to IA for their consideration

Summary		
Agenda Item	Discussion	Conclusion(s) and/or Action Item(s)
○ Next Meeting	Thursday, May 8, 2025 10:30 AM – 12:00 PM Location: MSBII, President’s Conference Room	
• Adjourn – W. Woodall		Dr. Woodall adjourned the meeting at 11:05 AM

Attachments		
Exhibit	Title	Provided by
A	Minutes of the 09 January 2025 Academic Council Meeting	Office of Academic Affairs
B	HSCEP OP 59.06, Prioritization, Acceptance, Credentialing, and Monitoring of Visiting Students and Trainees ‘tracked changes’ version	Office of Academic Affairs
B-1	HSCEP OP 59.06, Prioritization, Acceptance, Credentialing, and Monitoring of Visiting Students and Trainees ‘clean’ version	Office of Academic Affairs
C	HSCEP OP 59.10, Submission and Coordination of Academic Program Calendars ‘tracked changes’ version ‘clean’ version	Office of Academic Affairs
C-1	HSCEP OP 59.10, Submission and Coordination of Academic Program Calendars ‘clean’ version	Office of Academic Affairs
D	Attachment A – Template for Submitting Program Calendars ‘tracked changes’ version	Office of Academic Affairs
D-1	Attachment A – Template for Submitting Program Calendars ‘clean’ version	Office of Academic Affairs
E	Guidelines for Captioning ‘tracked changes’ version	Office of Academic Affairs
E-1	Guidelines for Captioning ‘clean’ version	Office of Academic Affairs
F	Attachment A, Accessibility Exception Request ‘tracked changes’ version	Office of Academic Affairs
F-1	Attachment A, Accessibility Exception Request ‘clean’ version	Office of Academic Affairs
G	Campus map	Institutional Advancement
H	Parking map	Institutional Advancement