

<b>Attendees</b>			
<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	Rodolfo Olivares, DNP, RN, N EA-BC	
	FGSBS	Rajkumar Lakshmanaswamy, Ph.D.	Present
	FGSBS	Munmun Chattopadhyay, Ph.D	Present
	PLFSOM	Eric Rohren, M.D., Ph.D., FACR	Present
	PLFSOM	Mariela P. Lane, M.D.	Present
	WLHSDM	Richard Black, D.D.S.	Present
	WLHSDM	Rhonda Everett, D.D.S., M.P.H.	
	SGA	Victor Vasquez, M.S.	Present
<b>Ex-officio</b>	Office of Academic Affairs	Michele Williams-Burns, Ed.D., M.S., M.Ed.	Present
<b>Members:</b>	SSSE – AVP	John R. Harrell, Ed.D.	Present Via WebEx
	SSSE – Registrar	Diana Andrade, M.Ed.	Present
	SSSE – Financial Aid	Ron Williams	Present
	SSSE – Wellness	Dorothy Stewart, M.S.	
	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.	Present
	TTUHSC – El Paso Libraries	Lisa Beinhoff, Ph.D.	Present
	OIRE	Martin Garcia, M.S.	Present
	PLFSOM GME	Amanda Stokes, B.S., C-TAGME	
	PLFSOM OSA	Charmaine Martin, M.D.	Present
	PLFSOM OME	Maureen Francis, M.D., M.S.-H.P.Ed., MACP	
	IPE Curriculum Council	Scott Crawford, M.D., FACEP, FSSH, CHSOS	Present
	Interprofessional Education	Alyssa C. Benavides, Ph.D., M.P.A.	
<b>Guests:</b>	PLFSOM	Gilberto Garcia, Ph.D., M.Ed., M.A. M.B.A.	Present
	PLFSOM	Tanis Hogg, Dr. rer. nat.	Present
	WLHSDM	Lina Sharab, D.D.S., M.S., MSc	Present
	WLHSDM	Wilma Luquis-Aponte D.M.D., Ph.D.	Present
	WLHSDM	Rosemary McPharlin, D.D.S.	Present
	GME	Grace Chavarria	Present
<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>	<ul style="list-style-type: none"> <li>• Dr. Rhonda Everett was unable to attend and designated Dr. Rosemary McPharlin as proxy in her absence</li> <li>• Dr. Maureen Francis was unable to attend and designated Dr. Tanis Hogg as proxy in her absence</li> <li>• Amanda Stokes was unable to attend and designated Grace Chavarria as proxy in her absence</li> </ul>	Dr. Woodall called the meeting to order at 10:32 AM and confirmed quorum
<ul style="list-style-type: none"> <li>• <b>Review of the Minutes from the 08 January 2026 meeting</b> – W. Woodall</li> </ul>	<p>Minutes of the 08 January 2026 Academic Council Meeting (Exhibit A) were emailed to council members prior to this meeting for review</p> <ul style="list-style-type: none"> <li>• Grammatical edits requested <ul style="list-style-type: none"> <li>○ Agenda item, Round Table/Open Discussion <ul style="list-style-type: none"> <li>➤ Library, 2<sup>nd</sup> sentence change <i>“managed”</i> to read <i>“manage”</i></li> <li>➤ Audits related to Student Records Update, 2<sup>nd</sup> sentence add <i>“are”</i> to read <i>“Council members are asked to respond...”</i></li> </ul> </li> </ul> </li> </ul>	Dr. Woodall requested a motion to approve with changes. Dr. Black motioned. Dr. Hurlbut seconded. Motion passed unanimously
<ul style="list-style-type: none"> <li>• <b>Anticipated Action Items:</b> <ul style="list-style-type: none"> <li>○ Master of Science in Dentistry and Certificate in Orthodontics and Dentofacial Orthopedics – L. Sharab</li> </ul> </li> </ul> <p>Guest presenter:  <b>Lina Sharab, DDS, MS, MSc</b>  Diplomate, American Board of Orthodontics  Program Director &amp; Associate Professor,  Orthodontics  Woody L. Hunt School of Dental Medicine</p>	<p>Supporting documents for the Master of Science in Dentistry (MSD) and Certificate in Orthodontics and Dentofacial Orthopedics (ODO) were emailed to council members prior to the meeting for review (Exhibit B)</p> <ul style="list-style-type: none"> <li>• <i>“Curriculum of Advanced Education Program in Orthodontics”</i> (Exhibit C) presentation provided an overview of the proposed new degree and certificate program designed to strengthen collaboration across the institution, increase research output, improve patient care, expand postgraduate education for dentists seeking specialty training, and prepare clinicians interested in academic careers <ul style="list-style-type: none"> <li>○ Program Structure <ul style="list-style-type: none"> <li>➤ 34-month full-time MS degree/certificate program leading to specialization in Orthodontics</li> <li>➤ Three (3) students enrolled per year</li> <li>➤ Combined clinical certificate in Orthodontics and Master of Science in Dentistry (MSD)</li> <li>➤ By graduation of the 1<sup>st</sup> cohort, the program will have nine (9) students</li> </ul> </li> </ul> </li> <li>• Notification to THECB and SACSCOC is required <ul style="list-style-type: none"> <li>○ Dr. Herber-Valdez will check with THECB regarding the approval timeline for the master’s degree</li> </ul> </li> <li>• Next steps <ul style="list-style-type: none"> <li>○ May 2026: Submit program proposal and tuition structure to TTUS Board of Regents (BOR) for approval</li> </ul> </li> </ul>	Dr. Woodall requested a motion to approve the new degree program for the MSD and Certificate in ODO. Dr. Black motioned. Dr. Lakshmanaswamy seconded. Motion passed unanimously

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	<ul style="list-style-type: none"> <li>○ End of May 2026: Submit documentation to Dr. Herber-Valdez for review and submission to regulatory and accrediting bodies</li> <li>○ June 2027: Submit to CODA for accreditation review/approval</li> <li>○ Target implementation: Fall 2027</li> </ul>	
<ul style="list-style-type: none"> <li>○ Distinction in Special Needs Dentistry Program – W. Luquis-Aponte</li> </ul> <p><u>Guest presenter:</u>  <b>Wilma Luquis-Aponte, D.M.D., Ph.D.</b>  Associate Professor, General Dentistry  Special Needs Care Education Director  Woody L. Hunt School of Dental Medicine</p>	<p><i>Distinction in Special Needs Dentistry Program</i> (Exhibit D) slides introduced the program to develop expertise in managing medically compromised patients and individuals with special healthcare needs</p> <ul style="list-style-type: none"> <li>● El Paso and the border community lacks this specialized expertise, resulting in limited access to care for this population <ul style="list-style-type: none"> <li>○ WLHSDM is currently only site offering specialized care in region</li> </ul> </li> <li>● Primary goals <ul style="list-style-type: none"> <li>○ Prepare students to graduate as practitioners with the knowledge to incorporate this care into their practice; and</li> <li>○ Retain trained professionals in the region to help meet the anticipated increase in demand for services</li> </ul> </li> <li>● Admissions Eligibility &amp; Program Overview <ul style="list-style-type: none"> <li>○ Students with a special interest in advanced instruction in special needs dental care may apply and demonstrate good academic standing as a prerequisite to acceptance into the DSNP selective</li> <li>○ 5-Semester Elective Curriculum (Fall D3 through Spring D4) <ul style="list-style-type: none"> <li>➤ Embedded within the existing program length, with no change to the overall graduation timeline</li> </ul> </li> <li>○ Clinical and Academic Components</li> <li>○ Research Components</li> <li>○ Distinction designation on diploma upon successful completion</li> </ul> </li> </ul>	<p>Dr. Woodall requested a motion to approve the Distinction in Special Needs Dentistry Program. Dr. Black motioned. Dr. Chattopadhyay seconded. Motion passed unanimously</p>
<ul style="list-style-type: none"> <li>○ HSCEP OP 59.05 Grading Procedures and Academic Regulations – J. Harrell <ul style="list-style-type: none"> <li>➤ Attachment A, Audit Registration Form</li> </ul> </li> </ul>	<p>HSCEP OP 59.05 ‘tracked changes’ version (Exhibit E) and Attachment A ‘tracked changes’ (Exhibit F) were emailed to council members prior to the meeting for review. ‘Clean’ versions of the policy (Exhibit E-1) and attachment (Exhibit F-1) were circulated during the meeting</p> <ul style="list-style-type: none"> <li>● No substantive changes made; revisions were limited to wording <ul style="list-style-type: none"> <li>○ §III. Paragraph A., Classification of Students <ul style="list-style-type: none"> <li>➤ Added number of credit hours for each program’s year level for both medical and dental programs</li> <li>➤ Attachment A, Audit Registration Form, minor revisions were made to the form for auditing courses</li> </ul> </li> </ul> </li> <li>● §III. Paragraph B., Semester Credit Hours <ul style="list-style-type: none"> <li>○ Discussed enrollment status for medical, dental, and graduate programs, noting differences between professional (“1” credit</li> </ul> </li> </ul>	<p>Dr. Woodall requested a motion to approve. Dr. Lakshmanaswamy motioned. Dr. Black seconded. Motion passed unanimously</p> <p>Mr. Garcia will review consistency of enrollment status definitions across federal reporting</p> <p>Dr. Harrell will consider clearer grade notation (e.g., “1” vs. “INC”).</p>

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	<p>hour defined as full-time for financial aid [Title IV]) and graduate (“9” and “6” credit hours) classifications</p> <ul style="list-style-type: none"> <li>➤ <b>Concern.</b> Regarding consistency in federal reporting (e.g., IPEDS) and will be reviewed to ensure alignment</li> <li>• §I., Paragraph A. 6., Other grades <ul style="list-style-type: none"> <li>○ RP = Repeat course for grade replacement <ul style="list-style-type: none"> <li>➤ Addressed removal of the “RP” designation <ul style="list-style-type: none"> <li>✓ Repeated courses will retain the original grade with an exclusion indicator (“E”), while the repeated attempt will count toward GPA and degree requirements</li> </ul> </li> </ul> </li> <li>○ I = Incomplete – temporary grade only <ul style="list-style-type: none"> <li>➤ Clarified the use of “I” for incomplete grades versus inclusion indicators <ul style="list-style-type: none"> <li>✓ Potential adjustments to grading notation for clarity will be considered</li> </ul> </li> </ul> </li> </ul> </li> <li>• Attachment A, Audit Registration Form <ul style="list-style-type: none"> <li>○ Recommended changes <ul style="list-style-type: none"> <li>➤ Provision 1., delete “is required”</li> <li>➤ Provision 6., replace “course instructor’ with ‘course director’</li> <li>➤ “Course level”, replace with “Classification” and add drop down options</li> <li>➤ “CRN”, change to “Course Reference Number” (5 digits)</li> </ul> </li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li>○ HSCEP OP 59.01, TTUHSC El Paso Adding, Changing, and Deleting Courses and Changing Methods of Delivery – J. Harrell <ul style="list-style-type: none"> <li>➤ Course Approval/Change Form – New dynamic form</li> </ul> </li> </ul>	<p>HSCEP OP 59.01 ‘tracked changes’ version (Exhibit G) and Attachment A ‘tracked changes’ (Exhibit H) were emailed to council members prior to the meeting for review. ‘Clean’ versions of the policy (Exhibit G-1) and attachment (Exhibit H-1) were circulated during the meeting</p> <ul style="list-style-type: none"> <li>• Policy was revised to incorporate prior feedback and clarify the roles of key offices (e.g., VPAA, TTU BOR) throughout the approval process <ul style="list-style-type: none"> <li>○ §II. Paragraph B., “...must be fully approved by January 1...” <ul style="list-style-type: none"> <li>➤ Clarified that submission by January is necessary to align with the annual academic calendar development process beginning in March, and to allow for consideration at the March Academic Council meeting if needed</li> </ul> </li> </ul> </li> <li>• Course Approval/Change – new dynamic form <ul style="list-style-type: none"> <li>○ A significant revision to the policy includes updates to the routing process for approvals</li> </ul> </li> </ul>	<p>Dr. Woodall requested a motion to approve with changes. Dr. Black motioned. Mr. Vasquez seconded. Motion passed unanimously</p>

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	<ul style="list-style-type: none"> <li>➤ In accordance with new state law, the form will be routed through an electronic signature workflow, including the AVPAA/THECB Liaison and Chair, Academic Council/VPAA               <ul style="list-style-type: none"> <li>✓ These signatures serve as acknowledgement (notification), rather than approval, ensuring appropriate awareness of changes for reporting purposes</li> </ul> </li> <li>○ Recommended changes               <ul style="list-style-type: none"> <li>➤ “Purpose” down-drop replace “Inactive” with “Inactivate”</li> <li>➤ “CIP Code” add drop-down for the program (i.e., BSN, MSN)</li> <li>➤ Text boxes format to automatically adjust the width</li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li>○ HSECEP OP 77.12, Observation of Religious Holy Day and Requests for Religious Accommodation – J. Harrell               <ul style="list-style-type: none"> <li>➤ Request for Reasonable Religious Accommodations – New digital form</li> <li>➤ Absence Related to Religious Practices – New digital form</li> </ul> </li> </ul>	<p>HSECEP OP 77.12 ‘tracked changes’ version (Exhibit I) was emailed to council members prior to the meeting for review. ‘Clean’ version of the policy (Exhibit I-1) was circulated during the meeting</p> <ul style="list-style-type: none"> <li>• Policy was revised to clearly distinguish between religious absences and religious accommodations               <ul style="list-style-type: none"> <li>○ Clarifies that requests for absence due to religious holy days will continue through existing school processes                   <ul style="list-style-type: none"> <li>➤ <u>New</u>. It adds an additional procedural step only if a request is denied, introducing an independent review by OSSSE to ensure due process and compliance with state and federal law</li> </ul> </li> <li>○ In contrast, requests for religious accommodations (e.g., attire or equipment) are managed through OSSSE, which evaluates in coordination with the school to determine what is reasonable and compliant with the law</li> </ul> </li> <li>• Recommended changes               <ul style="list-style-type: none"> <li>○ §II., Religious Holy Day                   <ul style="list-style-type: none"> <li>➤ Paragraph A., reorganize content for clarity by moving the 3<sup>rd</sup> and 4<sup>th</sup> sentences into a new Paragraph B, which separates the appeals process from the absences request procedures</li> <li>➤ New Paragraph B, 1<sup>st</sup> sentence, change title on digital form and add hyperlink, “<i>Appeal Form for Denied Absence Request Related to Religious Practices</i>”</li> <li>➤ Paragraph B – relabel to read “<i>Paragraph C</i>”</li> </ul> </li> <li>○ §III., Religious Accommodation                   <ul style="list-style-type: none"> <li>➤ Paragraph A., 1<sup>st</sup> sentence, delete, “<i>or Absence Related to Religious Practices form</i>”</li> </ul> </li> <li>○ §V., Miscellaneous Provision, Paragraph C.                   <ul style="list-style-type: none"> <li>➤ Delete “<i>may interfere</i>” and replace with “<i>interferes</i>” to read, “<i>This policy does not apply to any student absence for a</i>”</li> </ul> </li> </ul> </li> </ul>	<p>Dr. Woodall requested a motion to approve with changes. Dr. Lakshmanaswamy motioned. Dr. Rohren seconded. Motion passed unanimously</p>

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	<p><i>religious holiday day which interferes with patient care responsibilities”</i></p> <ul style="list-style-type: none"> <li>○ Developed digitized forms related to religious practices (Exhibit I)               <ol style="list-style-type: none"> <li>1. <i>Request for Reasonable Religious Accommodation Form</i></li> <li>2. <i>Appeal Form for Denied Absence Request Related to Religious Practices</i></li> </ol> </li> </ul>	
<ul style="list-style-type: none"> <li>● <b>Updates:</b> <ul style="list-style-type: none"> <li>○ Medical Spanish Course – G. Garcia</li> </ul> </li> </ul> <p><u>Guest presenter:</u>  <b>Gilberto Garcia, Ph.D., M.Ed., M.A. &amp; M.B.A.</b>            Spanish Language Program Director   TTUHSC El Paso            Director Dental Spanish, DSPA   Hunt School of Dental Medicine            Director Medical Spanish, PSCI   Foster School of Medicine</p>	<p>Medical Spanish Course supporting documentation packet (Exhibit J) was emailed to council members prior to the meeting</p> <ul style="list-style-type: none"> <li>● <i>Spanish Language Program</i> (Exhibit K) presentation outlined the transition to separate Spanish from SCI to create a standalone, credit-bearing Spanish course at the PLFSOM           <ul style="list-style-type: none"> <li>○ Independent course rationale               <ul style="list-style-type: none"> <li>➢ Responds directly to student feedback from course evaluations requesting greater recognition, academic credit, and continuity in Medical Spanish training</li> <li>➢ Provides formal transcript recognition, reflecting completion of a 4-semester curriculum</li> <li>➢ Enhances recruitment efforts to attract students committed to serve bilingual and underserved communities</li> <li>➢ Enhance student competitiveness for residency applications by formally recognizing their Medical Spanish training</li> </ul> </li> <li>● Target Implementation: Fall 2026               <ul style="list-style-type: none"> <li>○ Rising second-year students who have already completed their first year of Spanish will receive formal academic credit reflected on their transcripts beginning in their second year                   <ul style="list-style-type: none"> <li>➢ Updated curriculum will apply to current students, not only incoming classes</li> </ul> </li> </ul> </li> </ul> </li> </ul>	<p>FSOM will update academic catalog and degree plan to reflect this curricular change</p> <p>Amendments may be applied to prior catalog years to ensure current students are accurately represented</p> <p>Registrar’s Office will create and code the new courses in Banner</p>
<ul style="list-style-type: none"> <li>○ Academic Policy Reviewed (1) – W. Woodall</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>	
<ol style="list-style-type: none"> <li>1. HSCEP OP 77.11, Permanent Student Record and Procedures for Safeguarding and Disposal of Student Records – W. Woodall</li> </ol>	<p>HSCEP OP 77.11 review has been completed and is now posted on the “Policy and Procedures” webpage</p>	
<ul style="list-style-type: none"> <li>● <b>Round table/open discussion of potential new business</b></li> </ul>	<ul style="list-style-type: none"> <li>● PhD in Biomedical Sciences: Approval Update – Dr. Lakshmanaswamy</li> </ul>	

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	<p>SACSCOC has approved the PhD in Biomedical Sciences program. Appreciation was extended to Dr. Herber-Valdez and members of the Academic Council for their support throughout the approval process</p> <ul style="list-style-type: none"> <li>• Accessibility Training – Dr. Williams-Burns Will contact deans to coordinate scheduling accessibility training sessions for faculty within each school. Sessions will focus on raising awareness of accessibility requirements, clarify faculty expectations, and provide practical resources to support implementation</li> </ul>	Deans will help identify appropriate timing and encourage faculty participation
○ Next Meeting	<p>Thursday, May 14, 2026 10:30 AM – 12:00 PM Location: MSBII, President’s Conference Room</p>	
• Adjourn – W. Woodall		Dr. Woodall adjourned the meeting at 11:49 AM

Attachments		
Exhibit	Title	Provided by
A	Minutes of the 08 January 2026 Academic Council Meeting	Office of Academic Affairs
B	Master of Science in Dentistry and Certificate in Orthodontics and Dentofacial Orthopedics supporting documents	Hunt School of Dental Medicine
C	PowerPoint: <i>Curriculum of Advanced Education Program in Orthodontics</i>	Hunt School of Dental Medicine
D	PowerPoint: <i>Distinction in Special Needs Dentistry Program</i>	Hunt School of Dental Medicine
E	HSCEP OP 59.05, Grading Procedures and Academic Regulations ‘tracked changes’ version	Office of Academic Affairs
E-1	HSCEP OP 59.05, Grading Procedures and Academic Regulations ‘clean’ version	Office of Academic Affairs
F	HSCEP OP 59.05 Attachment A, Audit Registration Form ‘tracked changes’ version	Office of Academic Affairs
F-1	Exhibit F-1, 59.05 Attachment A, Audit Registration Form ‘clean’ version	Office of Academic Affairs
G	HSCEP OP 59.01, Adding, Changing, and Deleting Courses and Changing Methods of Delivery ‘tracked changes’ version	Office of Academic Affairs
G-1	HSCEP OP 59.01, Adding, Changing, and Deleting Courses and Changing Methods of Delivery ‘clean’ version	Office of Academic Affairs
H	HSCEP OP 59.01, Attachment A, Course Approval/Change Form ‘tracked changes’ version	Office of Academic Affairs
H-1	HSCEP OP 59.01, Course Approval/Change Form - New dynamic form	Office of Student Services & Student Engagement
	HSCEP OP 77.12, Observation of Religious Holy Day and Requests for Religious Accommodation ‘tracked changes’ version	Office of Academic Affairs
H-1	HSCEP OP 77.12, Observation of Religious Holy Day and Requests for Religious Accommodation ‘clean’ version	Office of Academic Affairs
I	HSCEP OP 77.12, Digital forms: Request for Reasonable Religious Accommodation Form and Appeal Form for Denied Absence Request Related to Religious Practices	Office of Accessibility Services
J	Medical Spanish Course supporting documents	Foster School of Medicine
K	PowerPoint: <i>Spanish Language Program March 2026</i>	Foster School of Medicine