### Objective

The Academic Council Meeting was held on Thursday, 09 November 2023, from 10:30 AM to 12:00 PM in MSBII, President’s Conference Room. The meeting was chaired by Wendy Woodall, D.D.S., and present voting members included:

- GGHSON: Jené Hurlbut, Ph.D., R.N., C.N.E.
- GGHSON: Stephanie Woods, Ph.D., R.N.
- FGGS: Munmun Chattopadhyay, Ph.D.
- FGGS: Rajkumar Lakshmanaswamy, Ph.D.
- PLFSOM: Dale Quest, Ph.D.
- PLFSOM OME: Maureen Francis, M.D.
- WLHSDM: Richard Black, D.D.S.
- WLHSDM: Rhonda Everett, D.D.S., M.P.H.
- SGA: Victor Vasquez, M.S.
- Ex-officio Faculty Senate: Richard McCallum, M.D.
- Members: Michele Williams, Ed.D.
- SSSE – AVP: John R. Harrell II, Ed.D.
- SSSE – Registrar: Diana Andrade, M.Ed.
- SSSE – Financial Aid: Ron Williams
- SSSE- Wellness: Dorothy Stewart
- Student Business Services: Cynthia Flores
- Office of Academic Affairs: Christiane Herber-Valdez, Ed.D.
- Office of Institutional Research & Effectiveness: Oliana Alikaj-Fierro, Ph.D.
- TTUHSC-El Paso Libraries: Lisa Beinhoff, Ph.D.
- PLFSOM GME: Armando Meza, M.D.
- PLFSOM OSA: Charmaine Martin, M.D.
- IPE Curriculum Council: Scott Crawford, M.D., FACEP, FSSH, CHSOS
- Interprofessional Education: Alyssa Cervantes Benavides, Ph.D., M.P.A.
- Guests: Frank Gonzales
- General Counsel: Diana Flores
- General Counsel: Rosa Flores
- Office of Academic Affairs: Andrea Thompson
- Recorded by: Veronica Rodriguez
- Office of Academic Affairs: Favi Godfrey

The attendees included representatives from various departments and offices, with all present or present via WebEx. The meeting was recorded by Veronica Rodriguez.
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

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| **Call to order | Recognition of Proxies | Confirmation of Quorum** – W. Woodall | 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 |
| **Review of the Minutes from the 14 September 2023 meeting** – W. Woodall | Minutes of the 14 September 2023 Academic Council Meeting (Exhibit A) were emailed to council members prior to this meeting for review  
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 |
| **Anticipated Action Items:** | Interest to pursue a NIH R25 grant opportunity to develop a new masters program in genomic medicine for our medical students  
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  
Informational only, no action needed at this time | **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**  
**Proposed changes:**  
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 |
## Summary

### Agenda Item

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| - 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  
  - Will require OAA to notify THECB of intent to establish a doctoral program (THECB requires 1-year notification); application process can take another year  
    - Notifications to THECB require Council’s approval  
  - Dr. Herber-Valdez will send Dr. Woods the draft process for requesting a new program  
    - By January 2024, the outline of doctorate in nursing program (initial approval process) will be routed via email to voting members for asynchronous vote | Dr. Herber-Valdez will send Dr. Woods with the revised process for requesting a new program  
Route outline of new nursing doctoral program to voting members for review and preliminary approval via asynchronous vote |

### Updates:

- SB 17 Update – Frank Gonzales
  
  Frank J. Gonzales  
  Executive Director for General Law  
  Diana Flores  
  Assistant General Counsel

  Senate Bill 17 becomes law on January 1, 2024  
  - Office of General Counsel developed a Guidance Document to provide general guidance on questions related to SB 17  
    - 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  
    - 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 | Disseminate the Guidance Document, confidential attorney-client communication to Academic Council and not be shared with others beyond Council at this time |


  Similarities identified in language between guideline vs. HSCEP OP 77.12 and sought legal guidance if guideline was necessary  
  - Legal recommendation  
    - 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  
      - Guideline will be removed from the OAA webpage | Remove guideline from OAA webpage |
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| Commencement Protocol Update – J. Harrell | 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  
• Visual design mockups presented  
  o Items in procurement i.e., bachelor robe, master robe, doctoral professional gown, president’s chain of office  
  o Procured item i.e., institutional podium  
    ➢ Marching Order software procured to orchestrate, guide, and add visual aspects to the ceremony  
  o 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 | |
| Academic Policies Reviewed – W. Woodall | 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 | |
| HSCEP OP 10.32, Use and Secure Handling of the Presidential Seal – W. Woodall | HSCEP OP 10.32 policy review is complete and posted on the “Policy and Procedures” webpage | |
| HSCEP OP 77.02, Textbook Information – W. Woodall | HSCEP OP 77.02, Textbook Information  
• Dr. Beinhoff voiced concern that the revised policy did NOT address legislative requirements and not in compliance | Dr. Woodall will work with Dr. Beinhoff to incorporate her suggestions and submit revisions to legal for approval |
| OP 77.18, Border County Waiver – W. Woodall  
✓ Attachment A, New Mexico Border County Waiver Form  
✓ Attachment B, Oklahoma Border County Waiver Form | HSCEP OP 77.18 policy and its attachments review is complete and posted on the “Policy and Procedures” webpage | |
| HSCEP OP 77.14, Accessibility and Establishing Accommodations for Students with Disabilities – PENDING: Review of Attachments – J. Harrell | Redlined version was revised and resubmitted to legal for review  
• 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 | HSCEP OP 77.14 pending legal review |
| Round table/open discussion of potential new business – W. Woodall | Dr. Woods encountered issue with a non-DACA student who had been accepted for Spring cohort  
• 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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<td>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</td>
<td>• Recommendation was for compliance purposes to send the school-level policy to legal to review</td>
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<td>o Next Meeting</td>
<td>Thursday, January 11, 2024 10:30 AM – 12:00 PM Location: MSBII, President’s Conference Room</td>
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<td>• Adjourn – W. Woodall</td>
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<td>Dr. Woodall adjourned the meeting at 11:47 AM</td>
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### Attachments

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<th>Exhibit</th>
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<tr>
<td>A</td>
<td>Minutes of the 14 September 2023 Academic Council Meeting</td>
<td>Office of Academic Affairs</td>
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<td>B</td>
<td>Commencement Update slides</td>
<td>Office of Student Services &amp; Student Engagement</td>
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