

## Meeting Minutes

Office of the Provost

Thursday, 14 January 2021

11:00 A.M. - 12:00 P.M.

WebEx

<b>Chaired by:</b>	Office of the Provost	Paul E. Ogden, M.D.	
<b>Voting Members:</b>	GGHSON	Lizette Villanueva, Ph.D., R.N.	Present
	GGHSON	Stephanie L. Woods, Ph.D., R.N.	Present
	GSBS	Huanyu Dou, Ph.D.	Present
	GSBS	Rajkumar Lakshmanaswamy, Ph.D.	Present
	PLFSOM	Thwe Htay, M.D.	Present
	PFLSOM	Charmaine A. Martin, M.D.	Absent
	WLHSDM	Richard C. Black, D.D.S.	Present
	WLHSDM	Wendy Woodall, D.D.S.	Present
	SGA	Jessica Tom	Present
<b>Ex Officio Members:</b>	Faculty Senate	Clarissa Silva, Ph.D., R.N.	Present
	Office of the Provost	Richard D. Brower, M.D.	Present
	Office of the Provost	Michele C. Williams, Ed.D.	Present
	SSSA – [Interim] Asst. Vice President	Robin Dankovich, Ed.D.	Present
	SSSA – Student Affairs and Wellness	Christopher Vejl	Present
	SSSA – Registrar	Diana Andrade	Present
	SSSA – Financial Aid	Ron Williams	Present
	Student Business Services	Cynthia Flores	Present
	OIRE	Christiane Herber-Valdez, Ed.D.	Present
	TTUHSC El Paso Libraries	Lisa A. Beinhoff, Ph.D.	Present
	GGHSON OSA	Josh Moreno-Espinoza, M.Ed.	Present
	PLFSOM OME	Tanis Hogg, Ph.D.	Absent
	PLFSOM GME	Armando D. Meza, M.D.	Present
	PLFSOM OSA	Linda S. Ellis, M.D.	Present
	<b>Guests:</b>	Office of the Registrar	Maria Dominguez
IT Assurance & Strategic Planning		Jessica Klein	
<b>Recorded by:</b>	Office of the Provost	Favi O. Godfrey	

### Objective:

The purpose of this meeting is to discuss updating the operating policies that are up for review.

WebEx recording available at:

<https://ttuscep.webex.com/recording/service/sites/ttuhsccep/recording/3ffa543ee0884b8aa773950b349d6779/playback>

- 1. Call to Order | Confirmation of Quorum.** Dr. Ogden called the meeting to order at 11:00 A.M. and confirmed quorum.
- 2. Review of Minutes from 23 September 2020 Meeting.** NOTE: Minutes of the 23 September 2020 Academic Council meeting were emailed to council members prior to this meeting for review. Members had no additions or corrections to the minutes.

Dr. Ogden requested a motion to approve the minutes. Dr. Lakshmanaswamy motioned. Dr. Woodall seconded. Motion to approve passed unanimously.

3. **Cyclical Review of HSCEP OP 10.09, Record Retention** NOTE: This policy, with proposed revisions (Exhibit A) was emailed to council members prior to this meeting for review. Dr. Beinhoff presented proposed changes to this policy.

**Discussion.**

- Attachment A of this policy was created by university system, proposed by Chancellor and approved by the Texas State Records Administrators. Attachment A must be updated periodically (<http://swco.ttu.edu/recordsmanagement/index.php>)
- Minor changes were recommended to the language on the OP itself. (remove: "prepared by us," and remove "20 years," don't put examples in there)
- Annually, every department should be reviewing and complying with schedules
- Retention times apply to record copies (original or master version of document), regardless of record format, i.e. electronic, paper or on bulletin board, follow rules.
- All records destroyed shall be listed on disposition log.
- Departments aren't reading Attachment; it's too long. Andrew Conkovich suggested all administrators annually sign a document for liability purposes and the institution's due diligence, indicating they understand.
- Dr. Ogden suggested a couple of pages of cliff notes on the things that should be archived, to increase the number of things sent to Dr. Beinhoff. Affirm policy, then work with Andy on the compliance piece. Administrators need to have a check box of things they should be archiving.

**Conclusion.** Dr. Ogden requested a motion to approve this policy (Exhibit A). Dr. Lakshmanaswamy motioned. Dr. Woodall seconded. Motion to approve passed unanimously.

**Action.** Dr. Beinhoff will incorporate changes as discussed above.

4. **Cyclical Review of HSCEP OP 60.12, Documentation of Academic Credentials for Faculty Teaching Assignments.** NOTE: This policy (Exhibit B) was emailed to council members prior to this meeting for review. Dr. Herber-Valdez presented this policy.

**Discussion.**

- Relevant to when a teaching assignment is made. Policy directly rooted with SACSCOC requirements for qualifications of faculty who are teaching in the role of instructor of record.
- Language was simplified to ensure it is understood that it is about instructors' record, i.e. someone who holds a faculty appointment, is qualified, has an assigned course, has overall responsibility, etc.
- All faculty appointments, part time or full time, regardless of rank; policy has to be followed in order to qualify that individual.
- Important to also review OP 60.01
- Form currently used by TTU, certifies to say the person has appropriate qualifications – hoping to use this form electronically.

**Conclusion.** Dr. Ogden requested a motion to approve proposed changes to this policy (Exhibit B). Dr. Lakshmanaswamy motioned. Dr. Woods seconded. Motion to approve passed unanimously.

5. **Review of HSCEP OP 77.14, Students with Disabilities + Attachments A&B.** NOTE: This policy (Exhibit C) was emailed to council members prior to this meeting for review. Dr. Dankovich presented proposed changes to this policy.

**Discussion.**

- Changes discussed in last meeting were incorporated and presented.
- Pending: incorporating language relevant to the background, technical standards associated with the nature of professional development programs.
- Dr. Brower suggested the above language with intention to make mention of the role of technical standards in this overall framework, otherwise it's not mentioned at all, that can lead to issues with interpretation. Technical standards that establish what constitutes and otherwise qualify individual under the ADA.

**Conclusion.** Dr. Ogden requested a motion to approve proposed change of this policy (Exhibit C). Dr. Lakshmanaswamy motioned. Dr. Woods seconded. Motion to approve passed unanimously

6. **Closed Captioning Guidelines** (*Exhibit D*) *the guidelines were emailed to council members prior to this meeting for review. Presented by Jessica Klein*

**Discussion.**

- Establish guidelines conducive for all the schools; giving them autonomy.
- What should be happening to audio and video content that gets posted – if delivered asynchronously needs to be close captioned.
- Anything used for curricula instruction needs to be closed captioned.
- Guidelines should sit under accessibility policy already discussed by Dr. Dankovich
- Must meet 99% accuracy.
- Each school will develop own editing process; the guidelines are flexible enough to meet the needs of the schools.
- Must follow closed captioning guidelines to avoid being fined by federal government.
- Intent is to have everything closed captioned by fall of 2021.
- If only PowerPoint given to students, i.e. without audio or video no need to close caption, but if audio or video are added to PowerPoint it must be closed caption.
- It was suggested that regulatory details be added to piece.
- Use the OSCQR rubric.

**Conclusion.** Dr. Ogden tabled for next meeting to vote on it then.

**Action.** Jessica will forward copy of action plan for council's review (1.5 yrs. or older, archive or close caption it). Submit all questions to Jessica – think about what you're going to post before posting.

7. **Announcements.** Upon her return, Michelle will send out a schedule for reviewing policies. It was suggested that the type of policy be identified before reviewing so that it applies to the body that is editing.
8. **Next Meeting.** The next Academic Council meeting will be held on Thursday, 11 March 2021, 11:00 A.M. - 12:00 P.M. via WebEx.
9. **Adjournment.** Dr. Ogden adjourned the meeting at 12:04 P.M.

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## Exhibits

- A. **Cyclical Review of HSCEP OP 10.09, Record Retention**  
 Provided by the office of TTUHSC EP Libraries

**B. Proposed Changes to HSCEP OP 60.12, *Documentation of Academic Credentials for Faculty Teaching Assignments***

Provided by the Office of Institutional Research and Effectiveness

**C. Proposed Changes to HSCEP OP 77.14, *Students with Disabilities + Attachments A&B***

Provided by the Office of Student Services and Student Affairs

**D. Closed Captioning Guidelines**

Provided by the Office of IT Assurance & Strategic Planning