

Attendees			
Chaired by:	Office of Academic Affairs	Richard Brower, M.D.	Present
Voting Members:	GGHSON	Lizette Villanueva, Ph.D., R.N.	Present
	GGHSON	Stephanie Woods, Ph.D., R.N.	Present (via WebEx)
	GSBS	Huanyu Dou, Ph.D.	Present
	GSBS	Rajkumar Lakshmanaswamy, Ph.D.	Present (via WebEx)
	PLFSOM	Thwe Htay, M.D.	Present
	PLFSOM	Charmaine A. Martin, M.D.	
	WLHSDM	Richard C. Black, D.D.S.	Present
	WLHSDM	Wendy Woodall, D.D.S.	
Ex-officio	Faculty Senate	Clarissa Silva, Ph.D., R.N.	Present
Members:	Office of Academic Affairs	Michele C. Williams, Ed.D.	Present
	SSSA – Assistant Vice President	Robin Dankovich, Ed.D.	Present
	SSSA – Registrar	Diana Andrade	
	SSSA – Financial Aid	Ron Williams	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 (via WebEx)
	GGHSON OSA	Josh Moreno-Espinoza, M.Ed.	
	PLFSOM OME	Irene Alexandraki, M.D.	Present
	PLFSOM GME	Armando D. Meza, M.D.	Present (via WebEx)
	PLFSOM OSA	Linda S. Ellis, M.D.	
Guests:	Office of Academic Affairs	Alfonso Pacheco	Present
	SSSA – Registrar	Maria Dominguez	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 – R. Brower 	<ul style="list-style-type: none"> • Diana Andrade was unable to attend and designated Maria Dominguez as proxy in her absence. 	Dr. Brower called the meeting to order at 11:06 AM and confirmed quorum.
<ul style="list-style-type: none"> • Review of the Minutes from the 8 July 2021 meeting – R. Brower 	<p>Minutes of the 8 July 2021 Academic Council Meeting (Exhibit A) were emailed to council members prior to this meeting for review</p> <ul style="list-style-type: none"> • Members were asked for comments or concerns to the minutes of the July 8 meeting • Typographical errors identified and will be sent to Dr. Brower • No content issues identified nor other corrections requested 	Dr. Brower requested a motion to approve minutes. Dr. Villanueva motioned. Dr. Lakshmanaswamy seconded. Motion passed unanimously.
<ul style="list-style-type: none"> • Anticipated Action Items: 		
<ul style="list-style-type: none"> ○ Guidelines for Mass Emails and use of Distribution Lists – R. Brower 	<p>Guidelines were emailed to council members prior to this meeting for review, ‘tracked changes’ version (Exhibit B) and ‘clean’ (Exhibit C) version.</p> <ul style="list-style-type: none"> • Proposed revisions: <ul style="list-style-type: none"> ➤ Add a definition of mass email (suggested by Dr. Woods) ➤ Remove statements that extended beyond the titled scope of the guidelines ➤ Some of the content was reorganized to improve the document's clarity and render it more concise • Both versions will be resent to council members for review and conduct an electronic vote of the final draft 	Conduct an electronic vote of the final draft of the Guidelines for Mass Emails and use of Distribution Lists.
<ul style="list-style-type: none"> ○ HSCEP OP, 77.12 Student Absences Related to Religious Holy Day Observance – R. Brower 	<p>HSCEP OP 77.12 changes were emailed to council members prior to this meeting for review (Exhibit D)</p> <ul style="list-style-type: none"> • Proposed changes include: <ul style="list-style-type: none"> ➤ §6: Remove entire statement as there is no basis for including exception for patient care, per legal counsel ➤ §REVIEW: Replace “Director of Student Services” with “assistant vice president for student services”. Change title to lower case for “senior associate general counsel” ➤ §3(2): Replace Director of Student Services with “the senior designated officer for student affairs” ➤ §3: Last sentence replace “Director of Student Services” with “senior designated officer for student affairs” • All changes will be incorporated and a final version of OP 77.12 will be sent to council members for electronic vote 	<p>Dr. Brower requested a motion to approve minutes. Dr. Htay motioned. Dr. Villanueva seconded. Motion passed unanimously.</p> <p>Final draft of OP 77.12 will be emailed and AC council members to review and submit electronic vote within 2-weeks.</p>

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<ul style="list-style-type: none"> ○ HSCEP OP, 77.08 Student Travel Policy – R. Dankovich 	<p>HSCEP OP 77.08 draft was emailed to council members prior to this meeting for review (Exhibit E)</p> <p>NOTE: An updated copy was printed in error to include ‘track changes’ and circulated to attendees during the meeting, resulting in confusion during review and discussion (Exhibit F)</p> <ul style="list-style-type: none"> • OP 77.08 has not been evaluated since March 2015. This policy review is a requirement based on the Student service fee audit that was conducted this past spring • Revisions suggested by the council members include: <ul style="list-style-type: none"> ➤ Insert Cleary Act requirements related to student travel ➤ Insert language, if indicated/recommended by legal counsel, regarding student travel in the context of ‘ride-alongs’ (such as with EMS, police, clinical outreach trips, Home Health Providers, etc.) that may occur in fulfillment of curricular requirements or as part of school/university sanctioned activities. ➤ Potentially increase the policy-referenced travel distance from 25 to 50 (or 75 miles) • Dr. Brower will prepare a ‘cleaned up’ draft including revisions suggested by the council members and will send it to Dr. Dankovich 	<p>Dr. Dankovich will add language on the Cleary Act language and send revised draft to Dr. Brower for review.</p>
• Updates:		
<ul style="list-style-type: none"> ○ NC-SARA – C. Herber-Valdez 	<ul style="list-style-type: none"> • Higher Education Act (HEA) requires institutions to publish information related to graduate’s eligibility to sit for licensure exams in all states in US and its territories • Law is effecting our institution since we are a member of NC-SARA which regulates standards for distance education • Template developed to facilitate in collecting information: <ul style="list-style-type: none"> ➤ Eligibility requirements, board contact information, link to the state licensure board • Professional licensure pages for PLFSOM, GGHSON, WLHDSM will be posted on OAA webpage with intention to increase access and transparency for potential/current students 	<p>Received template from WLHDSM. Have not received template from PLFSOM and GGHSON.</p> <p>Information due by Nov 1st</p>
<ul style="list-style-type: none"> ○ QEP (Quality Enhancement Plan) – C. Herber-Valdez 	<ul style="list-style-type: none"> • 3- main themes were identified as a result of the review of institutional data related to: <ol style="list-style-type: none"> 1. Inter-Professional Education 	

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	<ul style="list-style-type: none"> 2. Student Wellness 3. Academic Support • Findings presented to QEP Committee (Deans/VPs) and feedback was to contact administrators from Texas health-related institutions with IPE-based QEPs to learn about their experiences and lessons learned • Meetings held with Associate Provost from TTUHSC in Lubbock, QEP Directors from UTMB and UT Southwestern • Next steps: <ul style="list-style-type: none"> ➤ Follow up meeting with QEP Committee ➤ Final topic selection Fall 2021 ➤ Add faculty/staff representatives to QEP Committee 	
<ul style="list-style-type: none"> ○ Fall Enrollment – C. Herber-Valdez 	<p>Update on the institution’s preliminary enrollment numbers and the challenges related to accurate reporting</p> <ul style="list-style-type: none"> • Policy will be drafted that will implement a set registration period for the institution with a purpose to ensure our institutional processes follow a certain schedule and set internal business process expectations 	Draft enrollment policy to implement a set registration period.
<ul style="list-style-type: none"> ○ HSCEP OP, 77.05 Suspension and Retention – R. Brower 	<p>A new policy has been drafted to more clearly define suspensions, who can issue them, how to communicate it, how students check out/in at the institutional level, what are the terms, and happens with their financial aid</p> <ul style="list-style-type: none"> • Intended to address institutional challenges that have arisen in the management of both student-initiated and program-initiated suspensions in enrollment, and leave of absence, relating to any and all causes • Dr. Brower and Dr. Dankovich will collaborate to draft the suspension and enrollment policy • Proposed draft of suspension and enrollment policy will be emailed to council members for review and feedback 	Suspension of Enrollment draft will be emailed to AC council members for preliminary input.
<ul style="list-style-type: none"> ○ Introduction of Alfonso Pacheco, Program Manager – R. Brower 	Alfonso Pacheco introduced as new Program Manager to assist the Office of Academic Affairs Assisting with the development and maintenance of academically-related institutional policies and other Office of Academic Affairs duties as assigned	
<ul style="list-style-type: none"> ○ FERPA Breach Response Policy – R. Brower 	<ul style="list-style-type: none"> • Federal mandates requires institutions to have a FERPA Breach Response policy, which relates to confidentially of 	Develop a FERPA breach response policy for TTUHSCPEP.

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	<p>students records, to define and address the response plan to FERPA breaches</p> <ul style="list-style-type: none"> OAA policy team will research and develop a draft of the federally mandated FERPA breach response policy for TTUHSCEP based on the requirements and send to council members 	
<ul style="list-style-type: none"> Status of deferred agenda items <ul style="list-style-type: none"> HSCEP OP reviews – R. Brower <ul style="list-style-type: none"> ➤ 77.07 (credit by exam) ➤ 77.15 (working with affiliated entities, student drug screening) ➤ 61.23 TTUHSC El Paso Classroom and Class Lab Scheduling Policy 		Deferred items
<ul style="list-style-type: none"> Round table/open discussion of potential new business 		
Next Meeting	<p>Thursday, November 11, 2021 11:00 AM – 12:00 PM Location: MSBII, President’s Conference Room</p>	
<ul style="list-style-type: none"> Adjourn – R. Brower 		Dr. Brower adjourned the meeting at 12:06 PM.

Attachments		
Exhibit	Title	Provided by
A	Minutes of the 8 July 2021 Academic Council Meeting	Office of Academic Affairs
B	Guidelines for Mass Emails and use of Distribution Lists ‘tracked changes’	Office of Academic Affairs
C	Guidelines for Mass Emails and use of Distribution Lists ‘clean copy’	Office of Academic Affairs
D	HSCEP OP 77.12 Religious Holy Day Observance and Need for Student Absence	Office of Academic Affairs
E	HSCEP OP, 77.08 Student Travel Policy	Office of Academic Affairs