

Attendees			
Chaired by:	Office of Academic Affairs	Richard Brower, M.D.	Present
Voting Members:	GGHSON	Jené Hurlbut, Ph.D., R.N., C.N.E.	Present
	GGHSON	Stephanie Woods, Ph.D., R.N.	Present
	FGSBS	Munmun Chattopadhyay, Ph.D.	Present
	FGSBS	Rajkumar Lakshmanaswamy, Ph.D.	Present
	PLFSOM	Dale Quest, Ph.D.	Present
	WLHSDM	Richard Black, D.D.S.	
	WLHSDM	Rhonda Everett, D.D.S., M.P.H.	Present
	SGA	Victor Vasquez, M.S.	Present
Ex-officio	Faculty Senate	Richard McCallum, M.D.	Present
Members:	Office of Academic Affairs	Michele Williams, Ed.D.	Present (via WebEx)
	SSSE – Assistant Vice President	Robin Dankovich, Ed.D.	Present
	SSSE – Registrar	Diana Andrade, M.Ed.	Present
	SSSE – Financial Aid	Ron Williams	Present
	SSSE- Wellness	Dorothy Stewart	
	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
	PLFSOM GME	Armando Meza, M.D.	
	PLFSOM OME	Maureen Francis, M.D.	Present
	PLFSOM OSA	Charmaine Martin, M.D.	
	WLHSDM	Wendy Woodall, D.D.S.	Present
Guests:	PLFSOM	Thwe Htay, M.D	Present
	GGHSON – Office of Student Affairs	Jackeline Biddle-Richard, JD, DNP, RN, CNE	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"> • Richard Black, M.D. was unable to attend and designated Wendy Woodall, D.D.S. as proxy in his absence • Charmaine Martin, M.D. was unable to attend and designated Thwe Htay, M.D. as proxy in her absence 	Dr. Brower called the meeting to order at 10:35 AM and confirmed quorum
<ul style="list-style-type: none"> • Review of the Minutes from the 10 November 2022 meeting – R. Brower 	<p>Minutes of the 10 November 2022 Academic Council Meeting (Exhibit A) were emailed to council members prior to this meeting for review</p> <ul style="list-style-type: none"> • Members had no additions or corrections to minutes of previous meeting 	Dr. Brower requested a motion to approve minutes. Dr. Francis motioned. Mr. Vasquez seconded. Motion passed unanimously.
<ul style="list-style-type: none"> • Anticipated Action Items: 		
<ul style="list-style-type: none"> ○ Directions for the Academic Council review on HSCEP OP 59.06 Prioritization, Acceptance, Credentialing, and Monitoring of Visiting Students and Trainees – R. Brower 	<p>With new membership appointments, 4-Faculty-At-Large Representatives with the Academic Council, Dr. Brower explained the approaches and flow of work; for this meeting some of the work will happen asynchronously via email after the meeting</p> <ul style="list-style-type: none"> • All HSCEP OPs have a §Review section that stipulates who is to review them, how the information is circulated and molded into a revised policy that goes through a routing process, and culminating with in Dr. Lange’s sign off <p>HSCEP OP 59.06 current policy (Exhibit B) was printed and circulated to attendees during the meeting</p> <ul style="list-style-type: none"> • Deans of each school will be asked to review OP 59.06 and provide feedback to update and improve the policy to ensure it is up-to-date and as clear and concise as possible. • After the dean’s feedback is received and processed, a proposed updated version will be circulated for the council’s final review and asynchronous vote 	Circulate the proposed updated version for council’s final review and asynchronous vote.
<ul style="list-style-type: none"> ○ OP 77.19 Campus Assessment, Response and Evaluation Team (CARE Team) for Students 	<p>HSCEP OP 77.19 is under review by Chief Stoltz and Dr. Dankovich</p> <ul style="list-style-type: none"> • Revised version will be sent to council members to review and provide comments/feedback on basic issues of content accuracy and coherence • After the council’s feedback is received and compiled, a proposed updated document will be recirculated for vote to complete the council’s review 	Circulate the proposed updated version for council’s final review and asynchronous vote
<ul style="list-style-type: none"> • Updates: 		

Summary		
Agenda Item	Discussion	Conclusion(s) and/or Action Item(s)
<ul style="list-style-type: none"> ○ Notification: Minor correction and clarification of the student grievance section of the Institutional Student Handbook (Section IV. Subsection 3, starting on page 34) – R. Dankovich 	<p>The council was notified about a non-substantial correction made to the Institutional Student Handbook, §Section IV. Subsection 3, Formal Grievance Resolution Process</p> <ul style="list-style-type: none"> • Change involves two scenarios that were separated to provide more clarity on which pathway to follow <ul style="list-style-type: none"> a. Nonacademic Grievance within school b. Nonacademic Grievance involving broader TTUHSC El Paso community ○ Notation was added to the new page added at the end of handbook, which lists revisions made to the document • OSSSE is currently editing the institutional student handbook in preparation for the upcoming BOR meeting in March 2023 	
<ul style="list-style-type: none"> ○ New Faculty-at- Large Representatives (Term: 2023-2025) – R. Brower <ul style="list-style-type: none"> ➤ HSON – Dr. Jené Hurlbut ➤ FGSBS – Dr. Munmun Chattopadhyay ➤ FSOM – Dr. Dale Quest ➤ HSDM – Dr. Rhonda Everett 	<p>Dr. Brower welcomed the new Faculty-At-Large representatives from the 4-schools appointed to serve on the Academic Council for a 2-year term starting 1 January 2023 and each provided a brief introduction:</p> <ul style="list-style-type: none"> ➤ HSON – Dr. Jené Hurlbut ➤ FGSBS – Dr. Munmun Chattopadhyay ➤ FSOM – Dr. Dale Quest ➤ HSDM – Dr. Rhonda Everett <ul style="list-style-type: none"> • Problem encountered with outgoing Faculty-At-Large representatives who all started and ended their terms concurrently due to policy term-limits (all served two-consecutive/two-year terms=total of four years) <ul style="list-style-type: none"> ➤ Recommendation will be made to stagger participation via the re-appointment process; when it comes time for term renewal; 2 representatives will continue participation and 2 representative will term 	<p>Dr. Brower will make recommendation to his successor to stagger the term renewal for the Faculty-At-Large Representatives</p>
<ul style="list-style-type: none"> • Round table/open discussion of potential new business – R. Brower 	<ul style="list-style-type: none"> • FSOM request to establish medical Spanish course <ul style="list-style-type: none"> ○ Request from the FSOM for a curricular change which involves splitting the medical Spanish course or curriculum from the SCI course and establish its own medical Spanish course <ul style="list-style-type: none"> ➤ Administrative and regulatory preparation needs to be addressed and the fully elaborated plan will then 	

Summary		
Agenda Item	Discussion	Conclusion(s) and/or Action Item(s)
	<p>be presented to the Academic Council for review and approval</p> <ul style="list-style-type: none"> • OMFS surgery residency program <ul style="list-style-type: none"> ○ In process, proposal for the creation of an OMFS surgery residency program, between the dental school and the medical school, at incorporates the potential for students to progress in their academic credential acquisition from the DMD-to-DMD MD and conceptually from a MD-to-MD DMD and then complete specialty training as an OMFS • Post- baccalaureate Certificate Program in Clinical Research <ul style="list-style-type: none"> ○ Dr. Lakshmanaswamy is working with Dr. Herber-Valdez and Dr. Alikaj-Fierro to look into the new application process. Update to be provided at the next AC meeting <p><u>Announcement:</u> TECHS accreditation with the Society for Simulation in Healthcare (SSG) was completed January 2023 and passed with “flying colors.”</p> <ul style="list-style-type: none"> • SACSCOC Update <ul style="list-style-type: none"> ○ Dr. Herber-Valdez announced the 4 – 5 January 2023 SACSCOC VP Advisory visit was cancelled. • Master Calendar of Accreditation Events <ul style="list-style-type: none"> ○ Discussion ensued regarding the need for the creation of a dashboard or calendar for the campus including <ul style="list-style-type: none"> ➤ Accreditation deadlines for all the degree programs for all the schools ➤ All accreditation events ➤ Dates for accreditation visits 	<p>Dr. Lakshmanaswamy will provide an update at the 9 March 2023 Academic Council Meeting</p> <p>Discussion item for next or subsequent meetings, “Creation of institutional calendar of accreditation events”</p>
○ Next Meeting	<p>Thursday, March 9, 2023 10:30 AM – 12:00 PM Location: MSBII, President’s Conference Room</p>	

Summary		
Agenda Item	Discussion	Conclusion(s) and/or Action Item(s)
<ul style="list-style-type: none"> Adjourn – R. Brower 		Dr. Brower adjourned the meeting at 11:44 AM

Attachments		
Exhibit	Title	Provided by
A	Minutes of the 10 November 2022 Academic Council Meeting	Office of Academic Affairs
B	HSCEP OP 59.06 Prioritization, Acceptance, Credentialing, and Monitoring of Visiting Students and Trainees	Office of Academic Affairs