

Attendees				
Chaired by:	Office of Academic Affairs	Wendy Woodall, D.D.S.	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	
	PLFSOM OME	Maureen Francis, M.D.		
	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.	
	Members:	Office of Academic Affairs	Michele Williams, Ed.D.	Present
		SSSE – AVP	John R. Harrell II, Ed.D.	Present
		SSSE – Registrar	Diana Andrade, M.Ed.	
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 OSA		Charmaine Martin, M.D.	Present	
IPE Curriculum Council		Scott Crawford, M.D., FACEP, FSSH, CHSOS	Present	
Interprofessional Education		Alyssa Cervantes Benavides, Ph.D., M.P.A.		
Guests:	Office of Academic Affairs	Richard Brower, M.D.	Present	
Recorded by:	Office of Academic Affairs	Veronica Rodriguez	Present	
	Office of Academic Affairs	Favi Godfrey	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 – W. Woodall 	<ul style="list-style-type: none"> • Dr. Richard Black was unable to attend and designated Dr. Rhonda Everett as proxy in his absence • Dr. Maureen Francis was unable to attend and designated Dr. Richard Brower as proxy in her absence 	Dr. Woodall called the meeting to order at 10:33 AM and confirmed quorum
<ul style="list-style-type: none"> • Review of the Minutes from the 13 July 2023 meeting – W. Woodall 	<p>Minutes of the 13 July 2023 Academic Council Meeting (Exhibit A) were emailed to council members prior to this meeting for review</p> <ul style="list-style-type: none"> • Grammatical correction requested under agenda item, PhD in Biomedical Sciences, change “focus” to “focused” • No other additions or corrections were requested 	Dr. Woodall requested a motion to approve minutes with correction. Dr. Lakshmanaswamy motioned. Dr. Everett seconded. Motion passed unanimously.
<ul style="list-style-type: none"> • Anticipated Action Items: 		
<ul style="list-style-type: none"> ○ HSCEP OP 59.00 Course Archival and Restoration Policies – W. Woodall <ul style="list-style-type: none"> ➢ Attachment A, Canvas or Other LMS Course Restore Request 	<p>HSCEP OP 59.00 (Exhibit B) and OP 59.01 Attachment A were emailed to council members prior to the meeting. Error identified in that OP 59.01 Attachment A belonging to a different policy was inadvertently emailed to council members. Copies of OP 59.00 and correct version of OP 59.00 Attachment A (Exhibit B-1) were circulated to attendees during the meeting.</p> <ul style="list-style-type: none"> • Recommended changes: <ul style="list-style-type: none"> ○ Attachment A, add revision date stamp on the footer ○ No other requests for changes to policy or attachment 	Dr. Woodall motioned to approve OP 59.00 with changes. Dr. Hurlbut motioned. Dr. Chattopadhyay seconded. Motion passed unanimously.
<ul style="list-style-type: none"> • Updates: 		
<ul style="list-style-type: none"> ○ Commencement Protocol Discussion <ul style="list-style-type: none"> ➢ Next steps – Task Force Members <p>Task force members:</p> <ul style="list-style-type: none"> ▪ Dr. Lisa Beinhoff ▪ Dr. Christiane Herber-Valdez ▪ Dr. John Harrell ▪ Hilda Alarcon ▪ Vanessa Solis, invited to join the committee as representative from the President’s Office 	<p>The Task force core committee convened to begin discussions to develop institutional protocol for an integrated commencement ceremony to include all schools</p> <ul style="list-style-type: none"> • Larger discussions will be held with school leadership concerning off cycle school/program graduations to consider what is realistic and feasible for all schools • Timeline for implementation is May 2024 • Items to be addressed include: <ul style="list-style-type: none"> ○ Standardizing procedures for commencement ceremony ○ Developing rules and standards of conduct ○ Ceremonial items ○ Venues – optional venues (i.e., size, cost, location, etc.) ○ Mace Bearer - University Marshall ○ Under consideration is ‘commencement week’ activities <ul style="list-style-type: none"> ➢ Develop a framework for a week of celebration of commencement 	

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<ul style="list-style-type: none"> ● Guidelines for commencement and convocation awards – W. Woodall <ul style="list-style-type: none"> ➤ Approval Form commencement and convocation awards 	<p>Outcome: Guideline was approved via asynchronous vote</p> <ul style="list-style-type: none"> ● Guidelines for Non-Course-Credit-Based Awards, Honors, and Recognitions to be Bestowed at Commencement or Convocation and Convocation and Commencement Awards Approval Form posted on the Office of Academic Affairs homepage, navigation tab labeled ‘Operating Guidelines’ 	<p>Approved unanimously</p>
<ul style="list-style-type: none"> ○ HSCEP OP 77.12 Observation of Religious Holy Day and Requests for Religious Accommodation – Revised August 24, 2023 – W. Woodall <ul style="list-style-type: none"> ➤ (Former title: <i>HSCEP OP 77.12 Student Absences Related to Religious Holy Day Observance</i>) 	<p>Due to a recent change in the law regarding religious accommodations and religious practices/beliefs, the TTU System revised operating policies affected by this change to align with current law and consistency across all the campuses</p> <ul style="list-style-type: none"> ● Change to the policy title, HSCEP OP 77.12, “<i>Observation of Religious Holy Day and Requests for Religious Accommodation</i>” ● Revisions not subject to Academic Council’s review 	
<ul style="list-style-type: none"> ○ HSCEP OP 10.20 Criminal Background Checks for Students and Trainees – W. Woodall <ul style="list-style-type: none"> ➤ Attachment A, Notice to Students, Residents, and Trainees 	<p>HSCEP OP 10.20, Criminal Background Checks for Students and Trainees policy was previously revised, but its Attachment A was not updated; this revision to Attachment A will now align with the policy</p> <ul style="list-style-type: none"> ● Revision to Attachment A, Notice to Students, Residents, and Trainees removes the reference to “residents” in the title and edits to awkwardly worded and/or overly verbose statements ● No other changes made to the policy or its Attachment B ● Revision not subject to Academic Council’s review 	
<ul style="list-style-type: none"> ○ Academic Policies Reviewed – W. Woodall <ul style="list-style-type: none"> ➤ HSCEP OP 77.14 Accessibility and Establishing Accommodations for Students with Disabilities - PENDING ➤ HSCEP OP 77.21 FERPA Breach Policy 	<p>2-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</p> <ol style="list-style-type: none"> 1. HSCEP OP 77.21 FERPA Breach Policy review is complete and posted on the “Policy and Procedures” webpage 2. HSCEP OP 77.14 Accessibility and Establishing Accommodations for Students with Disabilities pending review of revisions to attachments with legal counsel 	<p>Update on HSCEP OP 77.14 at the 09 November 2023 Academic Council meeting</p>
<ul style="list-style-type: none"> ● Round table/open discussion of potential new business – W. Woodall 	<ul style="list-style-type: none"> ● Dr. Lakshmanaswamy reported notice of intent to establish PhD in Biomedical Sciences program was submitted to THECB. Application will be submitted by August 2024 (THECB requires 1-year notification). Anticipates 1st class of PhD students by Fall 2025 	

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	<ul style="list-style-type: none"> • Congratulations to Dr. Chattopadhyay she received a gold standard NIH-R01 grant • Dr. Beinhoff approached by ProQuest Dissertations & Theses about depositing of thesis and dissertation with the library, but no standard exists. Dr. Lakshmanaswamy confirmed graduate council in place • Congratulations to Dr. Woods, Herber-Valdez, Dr. Benavides for success of Hispanic-Serving Institution (HSI) week <ul style="list-style-type: none"> ○ Dr. Herber-Valdez highlighted ongoing present-day's HSI event, High School Outreach Day, first time all our programs are hosting an outreach day, with high school students from 6-districts, 20 schools – all involved in health profession programs at their schools ○ Dr. Woods highlighted present-day's afternoon HSI event, virtual presentation <i>Puentes Hacia El Exito: Toward a Nursing Degree</i> – picked up by Hispanic Association of Colleges and Universities (HACU), is the only nursing presentation on HACU agenda • Dr. Woods met with EPCC to discuss establishing an advisory committee for dual credit early college high school programs that are nursing focused • Welcome to Dr. John Harrell, new AVP for Student Services and Student Engagement • Congratulations to Dr. Crawford and Dr. Benavides on IPE launch. Dr. Crawford reported IPE Curriculum Council had its first meeting and added new members Dr. Meza, GME and Margie Padillo, UTEP • Dr. Woods will meet with HR to discuss expanding level of advisors 	<p>Develop institutional digital dissertations standard once approved</p>

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	<ul style="list-style-type: none"> • Dr. Herber-Valdez asked if SB 17 informational sessions could be provided for faculty and staff <ul style="list-style-type: none"> ○ Dr. Woods asked about faculty development in the same context <ul style="list-style-type: none"> ➤ Dr. Woodall acknowledged that we are awaiting a report from legal counsel regarding SB 17 and can anticipate a presidential presentation or directives • Discussion ensued concerning general issue of institutional coordination of pipeline program and K-12 engagement <ul style="list-style-type: none"> ○ Dr. Brower suggested forming an institutional admissions school council ○ Dr. Woods reported funding opportunities possible through the next HSI grant 	Develop an institutional admissions school council to coordinate pipeline programs
○ Next Meeting	Thursday, November 09, 2023 10:30 AM – 12:00 PM Location: MSBII, President’s Conference Room	
• Adjourn – W. Woodall		Dr. Woodall adjourned the meeting at 11:26 AM

Attachments		
Exhibit	Title	Provided by
A	Minutes of the 13 July 2023 Academic Council Meeting	Office of Academic Affairs
B	HSCEP OP 59.00 Course Archival and Restoration Policies	Office of Academic Affairs
B-1	Attachment A, Canvas or Other LMS Course Restore Request	Office of Academic Affairs