

**Texas Tech University
Academic Council**

**Meeting of January 15, 2019
1:30 PM, Library Room 309**

MINUTES

Present: Cindy Akers, Dennis Arnett, Lora Deahl, David Doerfert, Cathy Duran, Dottie Durband, Genevieve Durham DeCesaro, Krisit Gaines, Greg Glaus, Sheila Gray for Jamie Hansard, Saif Haq, Annette Hernandez, Sheila Hoover, Patrick Hughes, Jorge Iber, Darryl James, Michelle Kiser, Amy Koerber, Mitzi Lauderdale, Mellinee Lesley, Sean Lewis, Pat McConnel, Garrett McKinnon, Alison Myhra, David Roach, Kymberli Saldana for Jon Mark Bernal, Brian Shannon, Emily Skidmore, Brian Steele, Robert Stewart, Patricia Vitela, Janessa Walls, Vicki West, Aliza Wong

Guests: Kevin Mulligan, Mark Wallace

ACTION ITEMS:

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| <ol style="list-style-type: none">1. Associate Deans are asked to inform department chairs and school directors about the transition from the Red Note to the Clinic Communication Card, as described in detail below. The Office of the Provost will send the information directly to chairs and directors no later than Thursday, January 17th.2. Associate Deans are asked to remind chairs and directors to address underenrolled courses using the Small Class Portal by Monday, January 21. |
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Stewart called the meeting to order and introduced the minutes from the December 2018 meeting. Akers moved to approve the minutes as presented, Doerfert seconded, and the motion was approved.

McKinnon introduced the summary of course proposals. Koerber moved to approve the course proposals as presented, Deahl seconded, and the motion was approved.

Durham DeCesaro discussed a proposal regarding the policy of counting graduate hours toward the undergraduate upper-division requirement. Undergraduates are required to complete 40 hours of 3000- and 4000-level courses, but she noted some undergraduates had requested permission to take graduate 5000-level courses in place of some of the 3000- and 4000-level courses. She noted that the current practice was to allow undergraduate students to enroll in 5000-level courses once they had completed 90 hours of undergraduate course work and been admitted to the Graduate School, and that most students who did so were enrolled in an accelerated bachelors-to-masters program that would allow them to share up to 9 hours between the undergraduate and graduate degrees. The point of SCH-related funding was raised, and it was noted that undergraduate students taking graduate-level courses would only generate undergraduate funding. It was also noted that any GPA requirements for enrolling in 5000-level graduate courses would be handled via the admission process to the Graduate School. Durham DeCesaro noted that the hypothetical use of 5000-level courses taken to satisfy undergraduate requirements and then also used at a later date to satisfy requirements toward a graduate degree

would necessitate development of a formal policy by the Graduate Council. After additional discussion, the Council decided by acclamation to approve the application of graduate hours toward the undergraduate upper division hour requirement and, subsequently, to review specific policy language clarifying all aspects of the decision.

Durham DeCesaro provided an update of approvals by THECB, noting that the Board had approved the phase out of the M.S. in Zoology and an increase in credit hours for the M.S. in Accounting.

Duran noted that the new Student Health Services Communication Card would be in place with the spring semester, replacing the previous “red note” that had proved problematic. She encouraged those present to please contact their department chairs and school directors to inform them of Student Health Services’ transition from the Red Note to the Clinic Communication Card. The Office of the Provost will send the following language directly to chairs and directors no later than Thursday, January 17th. Please note that a visual of the Clinic Communication Card accompanied the January 2019 Academic Council agenda and that the visual will be included in the message that the Office of the Provost sends to chairs and directors.

Student Health Services (SHS) at TTU is streamlining patient communication, which includes a new version of the “Red Note” used by our students for class absence notification and verification. Effective Spring 2019, SHS has updated their overall clinic communication system, and the previous appointment verification, or “Red Note,” will no longer be used. The new Clinic Communication Card replaces the “Red Note,” but can be used in the same manner to verify absences due to clinic appointments, and/or physician directed out-of-class (or off-work) time. The Clinic Communication Card is white, with a box outlined in red that provides the date and time of the appointment and restrictions prescribed by the health care provider. The card has been reviewed by the Dean of Students and the Registrar’s office (FERPA review), academic Deans and Associate Deans, and has also been cleared by TTUHSC Compliance (HIPPA review). Please note that the ID sticker box will contain an appointment specific patient label (R numbers and SSNs will not be used). It is hoped that this change will enhance readability and streamline patient communication at the SHS. Please direct any questions to Student Health Services(studenthealthservices@ttuhsc.edu; 743-2848) or the Office of the Dean of Students (deanofstudents@ttu.edu, 742-2984).

Please forward this message and the accompanying attachment to all faculty and graduate students who are designated Instructors of Record for courses offered in your department or school this spring term.

In other business:

- Kiser raised a question about financial holds on TSI courses, and was referred to Bradley Martin, the Assistant Vice President of Business Services, for assistance.
- McKinnon discussed plans for future catalogs. He noted that students attending Red Raider Orientation in summer 2019 would no longer receive printed catalogs, but that a number of catalogs would still be printed for the next several years (through the 2023-2024 academic year) in order to allow faculty and staff access to a printed copy. Beyond that, he noted that a printable PDF of the catalog would be made available to the Tech community so faculty and staff who so desired could print their own or have one printed via a print-on-demand service.

- Stewart issued a reminder about the small-class portal, noting that about 200 courses still needed to be processed in the system. He requested that faculty cancel or convert to independent study those courses that did not meet the full course threshold.
- Stewart also reminded those in attendance that faculty development leave letters had been mailed out. He noted that the Provost's Office had received nearly 60 applications, which was more than typical, so more were declined than in past years.
- Finally, Stewart noted that review of applications for the President's Excellence in Research Professorships and President's Excellence in Teaching Professorships was underway.

With no further business raised, Stewart adjourned the meeting.