

**Texas Tech University  
Academic Council**

**Meeting of July 21, 2020  
1:30 PM, Skype**

**Attendance**

**Present:** Cindy Akers, Dennis Arnett, Kathy Austin, Andrea Bilkey, Cristina Bradatan, Bobbie Brown, Jenn Burns, Todd Chambers, Hyojung Cho, John Dascanio, Mayukh Dass, Jeff Day, David Doerfert, Cathy Duran, Dottie Durband, Genevieve Durham DeCesaro, Dora Epstein, Kristi Gaines, Michael Giesselmann, Greg Glaus, Lindsay Hallowell, Jamie Hansard, Kaelene Hansen, Melanie Hart, Stephanie Hart, Hunter Heck, Bret Hendricks, Sheila Hoover, Patrick Hughes, Jorge Iber, Darryl James, Eileen Johnson, Michelle Kiser, Amy Koerber, Mitzi Lauderdale, Justin Louder, Dave Louis, Brenda Martinez, Shirley Matteson, Pat McConnel, Sukant Misra, Alison Myhra, Reagan Ribordy, Brian Shannon, Jaeki Song, Brian Steele, Rob Stewart (Convener), Stacy Stockard, Carol Sumner, Suzanne Tapp, Annette Uddameri, Patricia Vitela, Janessa Walls, Mark Webb, and Vicki West.

**Action Items:**

1. Associate Deans are asked to encourage members in their areas to submit ePAFs by August 1<sup>st</sup>.
2. Associate Deans are asked to remind chairs and directors about New Faculty Orientation and distribute the information on that event that was attached to the AC agenda.
3. Associate Deans are to distribute to department chairs and school directors the COVID-19 related documents from this meeting (or preferably as linked with the President's message of July 22, 2020) and advise chairs to discuss them with their faculty. The Provost's Office welcomes feedback.

Stewart called the meeting to order by presenting the minutes from the June Council meeting. With no additional discussion, Chambers moved to accept the minutes, Louis seconded, and the minutes were approved as presented.

For the next item of business, Hughes gave an update on retention and re-enrollment rates. The one-year rate is 86.5% compared to last year's 86.04%. Hughes mentioned that there are some attrition points coming up this summer, specifically academic standing and drops for nonpayment, which can affect these numbers. The two-year rate is 72.9% compared to last year's 71.9%. Both of these numbers are encouraging. The overall enrollment of students expected to return is 77.39% compared to 76.2% this time last year. Hughes thanked the Council members for their participation in our re-enrollment process. Stewart also thanked the colleges and departments for aiding in these efforts and mentioned that these are strong numbers, especially considering the uncertainty of our current situation going into the fall semester. Stewart then echoed Hughes' point that colleges should be aware of the upcoming attrition hurdles and should be mindful that these are important points to be in contact with students.

The Council then moved on to course approvals. Hallowell clarified that item number 17 was submitted as a course deletion but is actually a curriculum change for GIST 3300 to be removed from the engineering curriculum. Stewart asked if we would correct the proposal in Curriculog, and Hallowell explained that we would delete the proposal in Curriculog and

handle it administratively. Durband added that many of the proposals are from Hospitality and Retail Management due to an overall update of the curriculum. Chambers moved to approve all voting items, except item 17. Lauderdale seconded, and the proposals were approved.

Durham DeCesaro introduced the program proposals, requesting that all the proposals related to the RHIM program be considered first as a group. Stewart agreed and asked for a representative to explain the changes in the tracks. Durband explained that the department has extensively reviewed its curriculum and is moving forward with the industry's use of tracks for specializations, namely Hospitality, Retail, and Tourism. The department anticipates these changes will aid in recruiting and generating both domestic and international student interest in the program.

Louder asked if the program would be offering more than four courses online other than research or dissertation hours. Durband did not know. Louder clarified that we are required to notify THECB if programs are offering more than four courses online. While the rules are more lax for the fall semester, Louder suggested sending THECB a notification in the spring and summer if the program is offering more than four courses online. Durband offered to confer with the department about that issue.

Stewart called for a motion for items 1, 2, 4, & 8. Doerfert moved to accept the items, Akers seconded, and the proposals were approved.

Durham DeCesaro moved on to item 5, which concerned a department name change from the Department of Personal Financial Planning to the School of Personal Financial Planning. Lauderdale explained that as the department has continued to grow, it has explored possibilities for naming opportunities. Stewart asked if the department is following trends set by other institutions, and Lauderdale explained that TTU's Personal Financial Planning was one of the first programs of its kind, so in many ways, we are leading the trend. Lauderdale also highlighted some of the other professional schools at TTU, including the School of Accounting and the Schools in the College of Visual and Performing Arts. Stewart explained that this change would need to be presented to the Board in October if approved and then called for a motion. Bradatan moved to accept, Austin seconded, and the motion carried.

The final two items concerned a degree modality change and a graduate certificate title change. With no questions or comments about either proposal, Chambers moved to approve the proposals. Doerfert seconded, and the proposals were approved.

Durham DeCesaro then summarized the informational items. There were many curricular changes, and Durham DeCesaro urged for Council members to review these curricular changes as they may affect students within their areas. Durham DeCesaro then introduced the multiple changes in the Honors College. The Honors College overhauled its existing Bachelor of Arts degree earlier this year, and the proposed concentration changes are a follow-up step to that overhaul.

Durband pointed out that item 3 had been missed in the voting items. Durham DeCesaro introduced the proposal and explained that we were hoping to get additional information about the proposal before offering it for a vote. The proposal was for a new graduate certificate titled, "Tax Certificate for Personal Financial Planning Majors." Stewart explained that the confusion came from the use of the word "certificate" in the title. Stewart explained that there are not certificates within certificates and asked if a title revision to remove the

second instance of “certificate” would be acceptable. Durband asked for a RAWLS representative to give clarification. Dass explained that the concept of the certificate is good but that he will need to speak with John Masselli about the title. Stewart then called for a motion on the proposal. Doerfert moved to accept the proposal, Louis seconded, and with no opposition, the graduate certificate was approved. Stewart clarified that before anything is published, we will ask for confirmation to revise the title.

Stewart introduced the next item of business, concerning the new faculty orientation. Tapp explained that they have changed the format of the new faculty orientation, which will now include recorded sessions offered through HR’s Cornerstone system. The recorded trainings will open August 1<sup>st</sup>. The second component will be a webinar on August 19<sup>th</sup>. The webinar will represent various areas of importance, including Diversity, Equity & Inclusion, Student Affairs, Title IX, the Graduate School, and others. There is a face-to-face session planned for August 20<sup>th</sup> at the Museum, which will allow for safety considerations and social distancing. The decision to keep the face-to-face session or change it to a webinar will be made by August 7<sup>th</sup>. The traditional resource fair will not be held in person this year, but the TLPDC will distribute to new faculty members PDFs that represent the departments that typically participate in the resource fair.

Tapp asked for help from department chairs and departmental representatives to get ePAFs completed so we can get new faculty access to eRaider, Blackboard and other university resources as early as possible to help them get more comfortable with online instruction. Stewart agreed with Tapp and said that getting ePAFs for new faculty submitted earlier than normal is a priority this year. The goal is to get ePAFs submitted by August 1<sup>st</sup>. Durham DeCesaro requested that Council members share the information about the new faculty orientation dates and expectations with chairs and directors who may not have received this information previously.

Stewart then introduced the next item of business, regarding COVID-19 updates. Stewart asked Durham DeCesaro to follow up on the information for chairs and directors. The attachment contained common questions that had been asked as well as answers from the appropriate divisions. Durham DeCesaro asked for Council members to share the attachment with chairs and directors and to bring forward any areas that need clarification. Durham DeCesaro then explained that attached is a revision of the syllabus insert that was previously discussed. The revision includes language on the contingency of a transition to online instruction and the equipment or technology students would need to have should the course go online. Hart explained that if students are required to use specific software, hardware, or equipment if courses have to transition to online instruction, those items must be listed at the top of the syllabus with information about being prepared to go online.

Durham DeCesaro then responded to a question about propping open interior doors. Operations Division explained that this is not acceptable based on reasons detailed in the attachment. Another common question concerned faculty teaching in buildings they are not familiar with, meaning they may not be familiar with where sanitizing and mask stations might be. Operations will provide a master list of all buildings and where these stations will be located in each building. The list is forthcoming and will be distributed to all academic units when it is complete.

Chambers asked if there was a timeline for when various buildings would have sanitization stations installed, as move-in will occur earlier than usual. Durham DeCesaro offered to bring the question to Sean Childers. Mr. Childers has confirmed that signage will be installed in all

academic buildings by July 31<sup>st</sup>.

Stewart recommended for faculty members who will be teaching in buildings they are not familiar with to visit the building the week before the semester begins to scout out where their classrooms are and where sanitization stations are located in relation to their classrooms. Chambers asked if there would be stations installed in rooms, and Vitela explained that the sanitizing stations would be installed in hallways and not in specific rooms.

Stewart then asked Duran to explain the attached resource guide for TTU's face covering policy. Duran explained that there are resource guides specific for staff, faculty, and students in classrooms. The attached document speaks to the last point and is designed to provide faculty with tools to explain the need for students to wear masks. Duran further explained that the resource guide includes recommendations rather than policies, and that faculty members will need to develop unique approaches that are appropriate for their classes. The document contains a suggested syllabus insert that faculty members can use to explain the face covering policy to students. The bottom line is that all faculty, staff, and students are required to wear face coverings in university buildings, with few exceptions.

One exception includes faculty members or presenters who are observing social distancing while presenting in a classroom. In addition, students with documented medical disabilities that prevent them from wearing masks and who have registered with Student Disability Services are also exempt from wearing masks. The accommodation system has been modified to add students who are exempt from wearing masks so that faculty will know ahead of time which students will be wearing face shields rather than masks.

The resource guide also has suggestions for how to handle, in a de-escalating manner, situations in which students simply do not want to wear a mask. Students will not be put through the failure to comply process for not wearing masks unless they are disruptive or repeat offenders. We would like to avoid putting students through the conduct process for not wearing masks. Instead, the goal is to create a pledge to wear masks for the health and safety of everyone in our community because Red Raiders take care of one another. Duran also pointed out that if a student or visitor to a class is exhibiting symptoms, that person must leave the class rather than simply put on a mask.

Vitela asked about classrooms with students who are hearing impaired and rely heavily on lip reading for understanding. Duran explained that that is why faculty are allowed to wear face shields rather than masks. Duran also explained that there are clear masks, and some have been purchased for that reason. Sumner pointed out that if a faculty member is wearing a face shield but students are wearing masks, hearing impaired students may not be able to understand other students, such as in small group situations. Duran explained that the faculty member should step in and assist in those situations. Sumner expressed appreciation for the de-escalation techniques to try to prevent low-income students and other populations from being heavily represented in conduct situations due to inability to purchase masks. Sumner also pointed out that people should consider their policies for office hours to accommodate students but maintain safety protocols. Duran agreed and pointed out that virtual meetings should also be considered. Stewart added that the main point is that mask-wearing is a main mitigator of virus spread.

Stewart then asked Duran to discuss the attached resource guide for campus events. Duran explained that this document is also a resource guide and not policy. This document was not designed for classroom use, performances, or productions. Rather, this document is for people

who are organizing events that attract varying numbers of attendees. Duran explained that the university community needs to re-envision our goals for events and restructure as needed. This attached document is a list of best practices based on the CDC and American College Health Association (ACHA) guidelines and has been sent to all student organizations' advisors and presidents so they can reconfigure their events as necessary. Stewart pointed out that while the document is a compendium of best practices, there are policy statements in the document, such as how food and beverage services are prohibited for on-campus events at this time. Duran then added that large gatherings of over 100 people are prohibited on campus. The first grounds use meeting will be on July 27<sup>th</sup>, and Duran urged for Council members to review any planned events through the lens of these new guidelines and to be prepared to explain how these guidelines will be observed during the events before they will receive approval to proceed.

Chambers asked who would be administering temperature checks and where those stations would be located. Stewart clarified that each department has been advised to have an IR thermometer on hand and that people showing symptoms or feeling ill would be able to have their temperatures checked on a volunteer basis. Stewart added that the administration agreed that required temperature checking in entryways and hallways would be a hazard. Austin added that Noel Sloan and Joe Heppert have been working with David Edwards, our medical director, to develop a fever monitoring self-assessment application. In addition, all student contract tracing will go through Dr. Edward's office. Duran reiterated that these are best practices that will need to be adapted for each event. Sumner explained that it is necessary to consider all types of events, even events in the community, and that we need to find ways of preventing as many people from being exposed as possible.

Vitela explained that Planning and Administration can help distribute this information and that these forms and documents can be revised as necessary and distributed to different groups. Duran added that everyone should feel free to take this information and use any relevant pieces in their communications now and going forward.

The next item of business concerned the delivery modality handout, and Stewart asked Hart to discuss the attached document. Hart explained that the TLPDC and eLearning were asked to create a document detailing the differences between the types of hybrid courses. They then modified the document to show a student perspective, and it was this version of the document that was attached to the agenda. The document can be used when in contact with students and parents about courses. Hart mentioned that questions about delivery modality definitions can be forwarded to both eLearning and the TLPDC. Stewart thanked the Council members for their comments and noted that the document Hart described might be helpful in advising offices.

Stewart then mentioned a forthcoming flow chart for students to report positive cases and the notifications that will take place in those situations. This process will involve the Office of the Dean of Students notifying dean's offices and instructors of possible extended absences needed for their students.

Stewart asked for other questions related to COVID-19 updates. Hearing none, Stewart responded to a question in the chat about whether the flow chart will include information on student mental health. Stewart did not know but said that there would be resources made available to students and that the Office of the Dean of Students and Students of Concern would be involved as appropriate.

Stewart asked for other items of business to be entertained at the next meeting. With none brought forward, Stewart congratulated Durham DeCesaro on her upcoming transition as the Interim Dean for the College of Visual and Performing Arts. Stewart thanked Durham DeCesaro for all her work in the Office of the Provost and wished her well in her new appointment.

With no other business, Stewart adjourned the meeting.