

**Texas Tech University
Academic Council**

**Meeting of January 17, 2023
1:30 PM, TLPDC 151 and via Zoom
Attendance**

Present: Cindy Akers, Kathy Austin, Nurcan Bac, Andrea Bilkey, Stefanie Borst, Bobbie Brown, Deedee Brown-Campbell, Todd Chambers, Robert Cox, Debbie Davis, Dottie Durband, Genevieve Durham DeCesaro, Stephen Ekwaro-Osire, Kristi Gaines, Heather Greenhalgh-Spencer, Matt Gregory, Kaelene Hansen (for Lindsay Hallowell), Bret Hendricks, Wendy-Adele Humphrey, Darryl James (Chair), Amy Koerber, Rodney Lackey, Mitzi Lauderdale, Ryan Litsey, Brenda Martinez, Pat McConnel, Kuhn Park, Austin Phillips, Pradip Sahu, Sarah Schwintz, Brian Shannon, Jaeki Song, Carol Sumner, Amelia Talley, Clay Taylor, Elizabeth Trejos-Castillo, Dino Villegas, and Janessa Walls.

Guest: Chad Cain.

Action Items:

1. None.

James called the meeting to order by presenting the December minutes. With no discussion, Greenhalgh-Spencer moved to approve the minutes, Cox seconded, and the minutes were approved.

Hansen introduced the summary of course proposals, beginning with the voting items. There were no items of note or discussion. James called for a motion. Koerber moved to approve all the voting items, Hendricks seconded, and the courses were approved. Hansen then gave an overview of the informational items, which were mostly prerequisite, corequisite, and restriction changes.

Next, Hansen introduced the one program proposal, which was an informational curricular change for the undergraduate minor in Human Sciences.

For the next item of business, Brown proposed that the modality for online courses be changed from ONLIN to SYNC or ASYNC to help students know whether a course is synchronous or asynchronous when they are scheduling their courses. Currently, students do not know that until they attend the course or read the syllabus. Austin asked how this would be handled for reporting, including for NC-SARA. Brown said that, according to Institutional Research, we do not need to report this, nor does the THECB dictate modality codes. Walls asked when this would be effective, and Brown said Fall 2023. Brown also emphasized that it would require additional communication between the instructor and scheduler to ensure the correct modality is used. With no other discussion, James called for a motion. Brown moved, Durband seconded, and the motion carried.

Next, Lauderdale shared the [College Administration](#) webpage and asked members to review the information for accuracy. She pointed out the new “Submit Update” button, which should be used to update a change in leadership going forward. That process will notify relevant areas so that the website, calendar invites for meetings, etc. can be updated as well. Lauderdale asked that members communicate any suggestions for improvement as well. James asked who can submit updates.

Lauderdale said anyone can submit changes and Akers will confirm the submissions. Sahu reminded the Council that this information also affects state reporting.

James asked for items of other business. Lauderdale announced that the go-live date for Raider Success Hub is February 13. Existing systems will go dark and only be read-only during February 10-12. Email notification will be sent out, and trainings for Raider Success Hub are available.

Hansen shared that catalog edits were due January 17 and asked that edits be sent to Hallowell as soon as possible.

Brown announced that there are zero outstanding grades for winter intersession. James asked how many sections do not have instructors of record credentialed. Brown said as of Friday morning, it went from 398 to 147. Sahu later said the most recent number is 105. James emphasized the importance of credentialing instructors, especially as the SACSCOC reaffirmation gets closer. An instructor that is not credentialed is an immediate noncompliance issue. Brown and James reminded the Council that teaching or research assistants that are instructors of record need to be submitted as graduate part-time instructors in their ePAFs. James also shared that the app for credentialing is in progress and will be released possibly next fall. Department chairs, associate deans, and deans will receive increasingly frequent emails for any course that does not have a credentialed instructor.

James also shared that the process to assign access in Blackboard has been confirmed. Once a TA is affiliated with the class, they will automatically be granted access as a TA; instructors of record will be assigned instructor access.

Chambers announced that the Texas Tech University South Plains College Transfer Summit has been scheduled for March 31. Additional information will be forthcoming.

Lauderdale shared that the small course portal is closing. There were 40 small courses that were not addressed, so she will be sending emails to work through those courses. The State of Texas requires that small courses be justified. Sometimes it is difficult to determine if a small course should be maintained or converted to an independent study. She suggested that if a course is continuing to meet as a regularly scheduled course, it should be maintained as a small course because of workload calculations. If it converts to an independent study, it should operate like an independent study.

Sahu shared that Institutional Research is close to rolling out a new app for tracking faculty workload. The app will also track research staff that are informally involved in instructional activity. James clarified that TTU needs to be able to document research staff's instructional work as it affects the student-to-faculty ratio that is submitted to IPEDS. Greenhalgh-Spencer asked if this documentation would affect faculty workloads. James said it does not; it just captures the work that the researchers are doing.

Next, Schwintz asked if there is a way to share open courses that are willing to take students during the late add period. Lauderdale and Chambers said they would start a thread in the CARS Team.

Ekwaro-Osire asked how departments handle compensation for part-time instructional faculty that handle incompletes since they are usually paid per class. The Council discussed various ways that departments handle incompletes, including assigning them to a different faculty member. Lauderdale emphasized we want to avoid situations where instructors deny an incomplete because

they will not be available the next semester to take care of it. James determined that further discussion is needed at the Associate Deans meeting.

Hearing no other items of other business or announcements, James called for a motion to adjourn. Brown moved, Greenhalgh-Spencer seconded, and the meeting was adjourned.