

**Texas Tech University
Academic Council**

**Meeting of April 18, 2023
1:30 PM, TLPDC 151 and via Zoom
Attendance**

Present: Cindy Akers, Kathy Austin, Nurcan Bac, Andrea Bilkey, Shane Blum, Stefanie Borst, Ashlee Brown, Bobbie Brown, Chad Cain, Christiana Christofides, Robert Cox, John Dascanio, Genevieve Durham DeCesaro, Stephen Ekwaro-Osire, Kristi Gaines, Heather Greenhalgh-Spencer, Matt Gregory, Lindsay Hallowell, Kaelene Hansen, Bret Hendricks, Wendy-Adele Humphrey, Jorge Iber, Amy Koerber, Rodney Lackey, Mitzi Lauderdale (Chair), Ryan Litsey, Brenda Martinez, Pat McConnel, Lissa Munoz, Kuhn Park, Austin Phillips, Joel Rivero, Pradip Sahu, Sarah Schwintz, Brian Shannon, Jaeki Song, Amelia Talley, Carol Sumner, Elizabeth Trejos-Castillo, Dino Villegas, and Janessa Walls.

Guests: Corey Clem and Top Hat Leadership Team.

Action Items:

1. Associate deans will be asked to participate in an email vote for program proposal item 2, Sustainability Undergraduate Minor.
2. Associate deans are asked to encourage faculty to complete FERPA training before June 1.
3. Associate deans are asked to email Genevieve Durham DeCesaro (Genevieve.Durham@ttu.edu) if they would like to have vice provosts attend scheduled faculty meetings.

Lauderdale called the meeting to order by asking Council members and guests to introduce themselves. She then introduced the minutes from the March meeting. Hearing no discussion, Lauderdale called for a motion. Cox moved, Greenhalgh-Spencer seconded, and the minutes were approved.

Lauderdale then turned the floor over to Austin. Austin, in turn, introduced the Top Hat Leadership team and Dr. Corey Clem. Clem gave a presentation on her experience with authoring a textbook through Top Hat. Some benefits include quick updating capabilities, seamless Blackboard integration, affordable textbook costs, and generous royalty agreements. Villegas asked how this process related to the OP on faculty-authored textbooks ([OP 30.18](#)), and Lauderdale explained that authoring with Top Hat is still governed by that OP. Talley asked how long the whole process took, and Clem said it took roughly 9 months.

Lauderdale asked Austin to discuss how Top Hat integrates attendance with the Raider Success Hub. Austin said that IT has identified systems faculty are already using to directly integrate faculty's item-level attendance into Banner that will then be integrated into Raider Success Hub.

For the next item of business, Hallowell introduced the summary of course proposals, beginning with the voting items. The courses were voted on in batches. For items 1–17, Greenhalgh-Spencer moved to approve, Bilkey seconded, and the items were approved. Lauderdale asked for clarification of the course number changes for items 21–23. Greenhalgh-Spencer explained that the College of Education is changing those course numbers to differentiate between the doctoral and master's level courses. Lauderdale then called for a motion for items 18–24. Talley moved,

Iber seconded, and those items were approved. Then for items 25-35, Cox moved, Greenhalgh-Spencer seconded, and the remaining voting items were approved. The remaining items were informational and consisted of prerequisite, corequisite, and restriction changes.

Hallowell then introduced the program proposals, beginning with the voting items. New program proposals consisted of a B.A.A.S. in Renewable Energy and an undergraduate minor in Sustainability. Villegas expressed concern about the ENCO course included in the Sustainability minor and requested for the Area of Energy Commerce and Business Economics to have a chance to discuss that course and their own Sustainability concentration with the Davis College before the program is approved. Schwintz added that University Studies would also like a chance to discuss the interdisciplinary nature of the minor. Lauderdale called for a motion for item 1. Iber moved, Bilkey seconded, and the item was approved. Lauderdale then called for a motion for the Council to conduct an email vote for the Sustainability minor after those discussions take place. Greenhalgh-Spencer so moved, Villegas seconded, and the motion carried.

The next voting item was a SCH reduction for the Finance, B.B.A. / Finance, M.S.F. accelerated program to match the previously reduced independent M.S.F. program. The next voting item was a proposed deletion of the Healthcare Engineering concentration of the Master of Engineering degree. The last voting item consisted of multiple changes to the Sport Management, M.S. program. The department proposed to reduce the SCH and to add an online modality. Lauderdale called for a motion for items 3-5. Bilkey moved, Koerber seconded, and the remaining voting items were approved. Hallowell concluded the agenda item by introducing the informational items, which were curricular changes.

Next, Hallowell announced that GERM 3301 has received formal approval to be offered as a Multicultural course.

Hallowell then introduced the proposed Costa Rica calendar and explained that the main difference consists of national holidays in Costa Rica. Villegas asked what calendar Costa Rica students follow when enrolled in TTU courses. Lauderdale and Martinez both clarified that Costa Rica students taking TTU online courses are required to follow the TTU calendar, but Lauderdale encouraged faculty to be understanding of students wanting to celebrate their national holidays. Lauderdale called for a motion to approve the calendar. Villegas moved, Schwintz seconded, and the calendar was approved.

For the next item of business, B. Brown explained that 685 faculty members have not yet completed the mandatory FERPA training. The Office of the Registrar is working on communications to send to faculty to encourage them to complete the training. Beginning June 1, messaging will become more persistent. Durham DeCesaro suggested copying the associate deans and deans on communications for faculty still lacking the training. Lauderdale asked if it would be part of the onboarding for new faculty. Brown explained that it already is, but many faculty members lacking the training were previously hired. Walls asked if Brown would send her a list of Law faculty also lacking the training. Lauderdale mentioned that a similar list would be helpful for Vet School faculty.

In items of other business, Lauderdale brought the Council's attention to a memo sent earlier in the day regarding inviting vice provosts to scheduled faculty meetings. Interested associate deans are encouraged to reach out to Durham DeCesaro to coordinate those vice provost visits.

Lauderdale asked for other items of other business. Martinez mentioned that advance registration is complete, and it went very smoothly. The Office of the Registrar intends to continue the new

time ticket structure for fall registration. A. Brown asked about a second spike at 3 p.m. for students who did not realize registration opened at 1. Martinez said there was not enough of a spike to impact their system. The spike continues to be as soon as registration opens. B. Brown added that over 2,400 students registered in 11 minutes.

Schwintz asked what kind of messaging is going out for students who have not yet registered. Lauderdale said that student success specialists will collaborate with colleges on their reenrollment plans. There is also a push to encourage students to opt in to text messages, but for now, messaging is primarily via email in Raider Success Hub.

Hearing no other items of other business or announcements, Lauderdale called for a motion to adjourn the meeting. Cox moved, and the meeting was adjourned.