

**Texas Tech University  
Academic Council**

**Meeting of October 17, 2023  
1:30 PM, TLPDC, Room 151 and via Zoom**

**Attendance**

**Present:** Nurcan Bac, Andrea Bilkey, Bobbie Brown, Deedee Brown-Campbell, Chad Cain, Todd Chambers, Christiana Christofides, Robert Cox, Jon Dascanio, Debbie Davis, Mayukh Dass, Dottie Durband, 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, Pat McConnel, Lissa Munoz, Kuhn Park, Narissra Punyanunt-Carter, Joel Rivero, Pradip Sahu, Kymberli Saldaña, Sarah Schwintz, Amelia Talley, Elizabeth Trejos-Castillo, Ivy Walz, and Stephanie West.

**Action Items:**

None.

James called the meeting to order by introducing the minutes from the September meeting. Hearing no discussion, James called for a motion. Cox moved, Davis seconded, and the minutes were approved.

For the next item of business, Hallowell introduced the summary of course proposals, beginning with the voting items. Bilkey requested to table item 1, EDTP 2302, pending further discussions between Education and Visual and Performing Arts. In addition, it was decided to table item 9, CONE 4220, pending clarification of the contact and credit hours. Further, item 12, NS 4301, was requested to be tabled pending Graduate Council review of the proposed tandem course NS 5301 (N.B. Further review determined the proposed tandem course number should be NS 5310). With no further discussion of the voting items, James called for a motion. Greenhalgh-Spencer moved, Bilkey seconded, and the courses were approved with items 1, 9, and 12 being tabled. After the vote, Hallowell highlighted the informational items.

Hallowell then introduced a list of new DVM courses, which were being proposed for a special vote for the upcoming spring term. After a discussion of the course numbers and proposed credit hours, James called for a motion. Hendricks moved, Cox seconded, and the courses were approved. James reminded Council members that it is important for proposals to be submitted in Curriculog with enough time to complete the proper routing prior to being brought to Academic Council.

Next, Hallowell introduced the program proposals, beginning with an explanation that items 1 through 7 were to remain tabled. The remaining two voting items, items 8 and 9, were a proposed title change for the B.A. in Technical Communication to Writing, Design, and Technical Communication as well as the addition of hybrid and online modalities to the B.A. in Anthropology. James called for a motion. Talley moved, Koerber seconded, and items 8 and 9 of the program proposals were approved. Hallowell then mentioned the informational items, which were curricular changes with fall 2024 effective dates. James reminded Council members that modality changes need to be submitted through the THECB portal after going through all the appropriate councils.

For the next item of business, having lost internet service, Lauderdale introduced the proposed FERPA OP on Martinez' behalf. Previous attempts at creating a FERPA OP have led to this point. With the increase in FERPA violations, the Office of the Registrar decided it was time to get this policy on the books. Lauderdale encouraged Council members to review information on the FERPA policy on the Registrar's Office website. With no further discussion, Greenhalgh-Spencer moved to approve the policy, Saldaña seconded, and the motion carried.

James asked for items of other business. Lauderdale reminded Council members that there is a freeze on special instruction fees and that a memo with further information will be going out to college administrators. Lauderdale explained that we cannot add or increase special instruction fees on existing courses; however, we can add a comparable fee to new courses. In contrast, we can add or increase a current field trip fee on an existing course as long as the fee only covers the actual cost of the field trip.

In another item of other business, Gregory mentioned proposed edits to OP 34.12 to add a 30-day deadline by which a faculty member must report academic integrity infractions upon learning of them.

Chambers then mentioned that the Advising Council is working with Human Resources to create a career ladder for the advising community. The goal is to come to the January Academic Council meeting with recommendations. Chambers also added that they have hired a director for the advising training center.

In another item of other business, Sahu explained that the deadline has been extended for faculty instructional activity submissions. As the application is being modified, requests will be sent to department administrators regarding whether research staff were involved in instructional activity.

James then mentioned that as of June 1, all new degree programs require notification to the THECB for a Texas Workforce analysis, which should be completed within 60 days. The workforce analyses are done on broad-based CIP codes, and the Provost wants to review those analyses before we vote on the intended programs at Academic Council. James reminded Council members that notification should be submitted before proposals are submitted in Curriculog. Additionally, those workforce analysis results should be included in the justification box in the new program proposal in Curriculog.

Sahu then added that there is difficulty tracking students in internships, and the THECB said that internship fees can be based on the location of the instructor rather than the location of the student.

James added that the conversation regarding gainful employment has begun again. This affects certificates not connected to particular degree programs. Additional information is forthcoming.

Hallowell mentioned we are working on the 2028-29 academic planning calendar that she hopes to send out to Council members in a few weeks for a vote at the November meeting. James added that we are waiting on confirmation from the President's Office before we can bring it to the Council.

With no further business or announcements, James called for a motion to adjourn the meeting. Several Council members motioned, and the meeting was adjourned.