

ACADEMIC COUNCIL
Texas Tech University

Meeting of August 15, 2017
1:30 PM, Library Room 309

MINUTES

Present: Cindy Akers, Dennis Arnett, Bobbie Brown, Adrienne Carnes, Todd Chambers, Claudia Coglisier, Lora Deahl, David Doerfert, Genevieve Durham DeCesaro, Paul Frazier, Maggie Gilchrest, Greg Glaus, Birgit Green, Jamie Hansard, Saif Haq, Annette Hernandez, Lynn Huffman, Patrick Hughes, Jorge Iber, Darryl James, Amy Koerber, Mitzi Lauderdale, Mellinee Lesley, Robin Lock, Pat McConnel, Garrett McKinnon, Elizabeth Massengale for Cathy Duran, Robbie Meyer, David Roach, Brian Shannon, Rob Stewart, Janessa Walls, Vicki West, Aliza Wong, Michelle Kiser

Guests: Shannon Crossland, Heather Eaton

Action Items:

1. A list of institutional centers and institutes will be sent to the deans for distribution to departments in the coming weeks. Deans' offices are asked to review the list for accuracy and report any changes to Rob Stewart.
2. Associate Deans should contact Genevieve Durham DeCesaro to provide any feedback about the current catalog expiration term of seven years as applicable to undergraduate students.
3. Associate Deans are asked to provide feedback on the distributed Endorsements and Majors Flyer to Patrick Hughes.
4. Associate Deans interested in serving on a working group to discuss dates associated with student major changes should contact Genevieve Durham DeCesaro.

Stewart called the meeting to order and introduced the guests in attendance. He next introduced the minutes from the July meeting and asked for clarifications or corrections. Hearing no suggested corrections, Stewart declared the minutes approved by acclamation.

With no course approvals to vote on, Stewart introduced a pair of program changes on the Curriculum agenda. Carnes noted that the proposed semester credit hour change to the International Business undergraduate certificate would reduce the certificate to 9 hours, but require a Study Abroad experience. Carnes also noted that the reduction in the semester credit hour requirements for the undergraduate certificate in Leadership (to 12 hours from 15) was a correction. Chambers moved to accept the semester credit hour reductions as proposed, Doerfert seconded, and the motion was approved.

Carnes also spoke regarding a proposal to phase out the Bachelor of Business Administration degree in International Business. She noted that the Rawls College of Business had effectively stopped offering the degree some semesters earlier due to lack of demand. She also noted that

job placement for the degree had been low during the program's existence. Huffman moved to approve the degree phase out as proposed, Chambers seconded, and the motion was approved.

Durham DeCesaro provided a debriefing on the previous weekend's commencement ceremony. She indicated that the ceremony had progressed in smooth fashion, and she said another large commencement ceremony was predicted for December. Roach noted that the band had been phenomenal during the ceremony. Durham DeCesaro added that discussions regarding a single commencement ceremony were still ongoing, and that surveys and focus groups to study the issue in more detail were in development.

Eaton discussed the policy on deleting untaught courses. She noted that according to university policy courses that had not been taught for five years should be deleted from course inventory, and indicated that the Office of the Registrar would be reaching out to colleges and departments regarding courses not taught during the preceding three years so the courses could be verified as necessary or not.

Hughes introduced a draft flyer on endorsements and majors designed to allow incoming students to see how various majors offered by Texas Tech University intersected with their general interests and the "endorsements" in effect at Texas public high schools (per HB 5). He indicated the flyers would be distributed to advising staff, admissions staff, faculty, etc., and would provide a starting point for conversations regarding various majors. He asked for feedback regarding the flyer so that a finalized version could be distributed.

Brown discussed the ongoing proposal to create a single summer term. Among topics discussed during the conversation were student payment plans, faculty reimbursement, and the status of students who drop a course during the proposed summer term. Brown said the main advantage for students to the single summer session would be to help students and advisors with scheduling, because they would be able to see the entire summer term, including intersessions, and plan schedules accordingly. The proposed single summer term would also help with graduate assistantships, Coglisier noted. Shannon inquired about coordination with the Athletics department, and Brown indicated that such coordination existed. A question about terminology was also raised, and Brown said no terminology would change, but that the existence of the single summer term would be a coding change. Stewart asked for a recommendation moving forward with regard to the proposal. Coglisier moved to approve the single summer term as proposed, Huffman seconded, and the motion was approved.

Durham DeCesaro launched a discussion on the university's catalog expiration policy. She indicated that Doerfert planned to raise the issue with the Graduate Council, particularly with regard to revising the policy or adopting separate undergraduate and graduate policies. Coglisier noted that operationally most graduate programs utilized the number of years required from start to finish for a graduate degree rather than on an actual catalog date. Durham DeCesaro noted any changes to the policy were not intended to disenfranchise students but rather to ensure the creation of a uniform policy that accommodated the needs of students. She said the existing seven-year policy could be expanded, if necessary, in order to assist students who required greater flexibility in finishing a graduate degree program.

Durham DeCesaro also introduced a draft list of institutionally required statements. She noted that per OP 32.06, syllabi are required to include university-approved statements regarding ADA, academic integrity, and religious holy days. Further, she noted the draft list also included institutionally recommended statements that covered topics such as discrimination, harassment, and sexual violence; civility in the classroom; and support for LGBTQIA students. She further added that links to the academic calendar, student services, and other helpful items were recommended for inclusion on syllabi. Huffman noted that some departments provided a comprehensive syllabus addendum that included all such statements, and inquired whether such a document would suffice; she was told that it would. Shannon noted that the Law School had a unique academic integrity statement. Durham DeCesaro called for Council members to proofread the document, and noted that a final version would be posted on the Faculty Resources section of the Office of the Provost website.

In other business:

- Stewart provided an update on the SmartEval system. He noted that recent institutional studies had shown an overall 58% response rate for courses utilizing the SmartEval electronic course evaluation system, compared to 52% for courses utilizing traditional paper forms and/or Qualtrics. He also indicated that data showed a significant participation uptick for summer terms.
- Stewart reminded Council members that independent study courses should have a syllabus that specifies learning outcomes and methods of assessment.
- Stewart also provided an update on fall semester textbook orders, noting that 96% of scheduled course textbooks had been ordered as of August 14, a 25-percentage-point increase compared to the same time period in 2016—despite the addition of 141 more courses. He indicated a current list of “courses without books” would be generated and sent out within the week.
- Stewart noted that the colleges’ HEAF requests are currently under review, with recommendations to the Provost anticipated shortly.
- Massengale noted that postcards announcing the university’s convocation ceremony had been sent out to faculty and staff. The ceremony is scheduled for August 27 at 5:30 p.m. at Urbanovsky Park, and is now being held as part of the overall Raider Welcome events.
- Stewart noted that the Board of Regents had requested a list of extant centers and institutes, and that a list of known centers and institutes would be distributed for affirmation and/or correction. He called for reply to the list within a week of its being sent.
- Brown requested the formation of a working group to research and benchmark deadlines for changing of majors. She noted that questions had been raised about financial aid awards being disbursed based on degree progress, and that some awards would have to be repaid if students changed degrees.
- Durham DeCesaro presented a summary of a MOU between Texas Tech University and Texas Tech University Health Sciences Center that was executed to accommodate dual-degree programs across institutions. The MoU specifies policies related to student coding, financial aid, tuition and fees, program withdrawal, and faculty privileges. The MoU is intended to guide academic programs in proposing dual degree arrangements. Academic programs interested in proposing dual degrees between TTU and TTUHSC should reference the MoU and then follow the template Articulation Agreement to complete information concerning program admission and curricular requirements. Both

documents will be available on the Curricular Proposals page of the Office of the Provost's website. Walls inquired about existing dual-degree programs between TTUHSC and the School of Law, and Durham DeCesaro replied that the MOU only pertains to programs under development and approved henceforth. Stewart said the new MOU was more comprehensive than previous agreements, providing guidelines for admissions, expulsions, coding, traffic and parking, faculty, etc.

- Green briefly discussed Raiders Engaged reporting and called for updates to the program.
- Eaton noted that a memo regarding SUE scores for scheduling and space utilization was forthcoming.

With no other business raised, Stewart adjourned the meeting.