

**ACADEMIC COUNCIL**  
Texas Tech University

**Meeting of December 19, 2017**  
**1:30 PM, Library Room 309**

**MINUTES**

**Present:** Adrienne Carnes, Savanah Chambers for Cindy Akers, Todd Chambers, Lora Deahl, David Doerfert, Cathy Duran, Genevieve Durham DeCesaro, Paul Frazier, Kristi Gaines, Maggie Gilchrest, Jamie Hansard, Saif Haq, Sheila Hoover, Lynn Huffman, Patrick Hughes, Darryl James, Michelle Kiser, Amy Koerber, Mitzi Lauderdale, Mellinee Lesley, Ryan Litsey, Robin Lock, Andrew Martin, Pat McConnel, Garrett McKinnon, Alison Myhra, Bill Pasewark, David Roach, Brian Shannon, Brian Steele, Rob Stewart chair, Patricia Vitela, Janessa Walls, Vicki West

**Guests:** Fanni Coward, Brenda Martinez, Rob Peaslee

**Action Items:**

1. Associate Deans from Law and Arts & Sciences are asked to facilitate a meeting concerning review of the proposed course SPMT5346.
2. Associate Deans are asked to inform the Provost's office if additional workflows in Curriculog are needed or if inaccuracies in existing workflows need to be corrected.

Stewart called the meeting to order and introduced the minutes. A correction to those listed in attendance was noted. Chambers moved that the minutes be approved as corrected, Roach seconded, and the motion as approved.

Durham DeCesaro announced a plan to expand distribution of Academic Council minutes. She noted that because minutes were not posted to the Provost website until after they had been approved, college schedulers and others who might need information contained in the minutes did not have access to the information in a timely fashion.

Martinez discussed a proposed Operating Policy/Procedure (OP) regarding administrative withdrawal. The OP was crafted in an attempt to codify the process already in effect. Haq moved to approve the OP as drafted, Lauderdale seconded, and the motion was approved. The proposal will now move to Faculty Senate for review.

McKinnon presented the summary of course approvals submitted through the Curriculog curriculum management platform. Martin inquired about the use of the term "creative media" in certain course name changes proposed by the Department of Electronic Media and Communication. Under the proposal, the term "electronic media and communication" was being changed to "creative media industries." Peaslee noted that there were no changes to the content in the courses, but that the name change was being made to better coincide with terminology being used by industry. Chambers added that "media" did not solely encompass radio and television any longer, explaining that ad agencies now have "creative directors" instead of "art

directors.” Chambers also noted that the Department of Electronic Media and Communication (which had already submitted a request for a name change to the Department of Creative Media Industries) was developing a certificate program in conjunction with the College of Visual & Performing Arts that should benefit both colleges. Steele noted that one of the proposed courses (Item 50) omitted the term “industries” from the revised title. Peaslee indicated the course name would be corrected to include the term. Durham DeCesaro made a note to modify the title of the course on the corresponding Curriculog course proposal.

In other discussion regarding course changes, Myhra questioned Item 24 (SPMT 5346, Law in the Sport Industry), noting that the School of Law already had a similar course on the books. She moved to table the course addition pending discussions with the Department of Kinesiology and Sport Management. Lauderdale seconded the motion, and the course was tabled. With no additional discussion regarding course proposals, Frazier moved to approve the courses as corrected (with regard to Item 50), Huffman seconded, and the motion was approved.

Carnes discussed the proposed Rawls Summer Business Institute undergraduate certificate. She noted that the new certificate was designed for non-business students, and would be earned by taking four to five hours of courses each day during the eight weeks of a summer term, for a total of nine to twelve credit hours earned. She noted the certificate was an opportunity for students who did not meet the GPA requirements for a minor in business to earn a certificate. Huffman moved to approve the certificate as proposed, Chambers seconded, and the motion was approved.

Lock discussed a proposal to reduce the semester credit hour requirements for the Ed.D. in Higher Education Administration to 90 hours from 96 hours. She said a review of the program had identified six hours of courses that were essentially duplicated. Haq moved to approve the credit hour reduction as proposed, Doerfert seconded, and the motion was approved.

Huffman discussed a proposal to add a B.A.A.S. degree in Human Sciences. She noted that the new degree would be a mirror image of the existing B.S. degree in Human Sciences, but allow people who had earned an A.A.S. (Associates of Arts and Sciences) degree in Human Sciences from a community college to transfer hours earned toward that degree to the B.A.A.S. degree. She added that students entering the degree would be exclusively transfer students, and that they would have to finalize core courses and finish concentrations required for the degree once enrolled at TTU, explaining that many hours earned toward an A.A.S. degree would be used to satisfy concentrations. Huffman also added that students with culinary arts degrees would be directed toward the existing B.A.A.S. in Restaurant, Hotel and Institutional Management program instead of the Human Sciences program. Chambers moved to approve the degree as proposed, Gaines seconded, and the motion was approved.

McKinnon discussed a proposal to change the university’s academic calendar, to be effective with the 2020-2021 academic year. Specifically, he noted that under current conventions the fall semester at Texas Tech University started on a Monday. Under a proposal developed by the calendar committee, the fall semester would start mid-week, typically on a Thursday. He noted that the proposal had been vetted and approved by numerous groups, including the Student Government Association, Dean of Students, Housing, Registrar’s Office, Admissions, etc. Benefits of the proposal would include an extra day between the end of finals and

commencement in order for administrative units to vet grades and approve awarding of degrees. He also added that major peer institutions within the state of Texas also utilized the mid-week fall semester start date, and that Texas Tech University currently utilized a mid-week start date for the spring semester. Stewart proposed that the proposal be heard at upcoming Faculty Senate and Staff Senate meetings, and that if approved by those bodies the revised calendar could be submitted for approval by Academic Council.

Durham DeCesaro discussed updates to the Curriculog curriculum management platform. She noted that a number of proposal workflows had been added to the system to account for additions of and changes to minors, concentrations, and tracks. Additional workflows had been added to account for core curriculum approvals, as well as administrative unit proposals (i.e., changes to departmental names, transferring a degree program from one department to another, etc.).

Durham DeCesaro also discussed a proposal to allow exceptions to the policy governing enrollment in the semester of graduation. She noted that the current policy requires students to be enrolled in at least one credit hour during the semester in which they intend to graduate. Under the proposed exception, however, students completing a course for which a previous grade of I had been assigned could satisfy the requirement of that course without enrolling in additional hours. Lauderdale noted the exception was a good idea, since students assigned a grade of I (or Incomplete) were often dealing with outside circumstances of which they were not in control, and shouldn't be punished by being required to enroll in additional courses in order to graduate. Martin inquired whether a mechanism existed for students to be enrolled in a zero-hour course, and Martinez responded that one did not, adding that the Registrar's Office typically handled such incidents on a case-by-case basis.

Durham DeCesaro provided an update on approvals from the Texas Higher Education Coordinating Board (THECB):

- A proposal for a Ph.D. in Exercise Physiology was moving to full Board review.
- A site visit had been scheduled for a proposed Ph.D. in Music Education.
- A proposed Ph.D. in Addictive Disorder and Recovery Studies had completed desk review.
- The THECB had approved the title change for the Master of Education in Higher Education Administration.
- The THECB had approved a plan to add a Master's of Information and Library Sciences.

The Council also heard a debrief on the December commencement ceremony. Durham DeCesaro noted that the ceremony held at 1:30 on Saturday, December 16 had more than 800 students, and represented the largest-ever December commencement ceremony. She said the same ceremony in May was expected to include more than 1,200 students.

In other business:

- Durham DeCesaro advised Council members that the Provost's Office would be releasing a memo announcing changes to commencement procedures. After considering feedback from proposed changes, the Provost and President had opted to retain August commencement ceremonies, and decided to postpone the creation of an RSVP ticket allotment system until such time as it was absolutely warranted.

- Stewart conducted a poll of associate deans in attendance as to whether they would like to meet on the regularly scheduled date of January 2. Hearing no desire to do so, Stewart said the scheduled Associate Deans meeting on that date would be postponed.

Hearing no additional business, Stewart adjourned the meeting.