

**Texas Tech University
Academic Council**

**Meeting of May 15, 2018
1:30 PM, Library Room 309**

MINUTES

Present: Cindy Akers, Dennis Arnett, Kathy Austin, Stefanie Borst, Mayukh Dass, Lora Deahl, David Doerfert, Cathy Duran, Genevieve Durham DeCesaro, Kristi Gaines, Maggie Gilchrest, Greg Glaus, Jamie Hansard, Saif Haq, Melanie Hart, Annette Hernandez, Lynn Huffman, Patrick Hughes, Jorge Iber, Darryl James, Michelle Kiser, Amy Koerber, Mitzi Lauderdale, Mellinee Lesley, Ryan Litsey, Robin Lock, Pat McConnel, Garrett McKinnon, David Roach, Brian Steele, Robert Stewart, Patricia Vitela, Janessa Walls, Vicki West

Guests: Brenda Martinez,

Action Items: None

Stewart called the meeting to order and introduced the minutes from the April Academic Council meeting. In the absence of any proposed corrections or revisions, the minutes were considered approved by affirmation.

McKinnon introduced the summary of course approvals. Without a motion to remove the course from the table, item 18 (a proposal to add ECE 4369 to the course inventory) remained tabled. After a brief discussion regarding the proposed course description of item 17 (a proposal to add ECE 1105 to the course inventory), Huffman moved to table the course pending submission of a more specific description, Doerfert seconded, and the motion was approved. With no other discussion raised regarding any other course approvals, Haq moved to approve the non-tabled courses as submitted, Roach seconded, and the motion was approved.

The Council heard a trio of program proposals:

Huffman discussed a proposal to add a B.A.A.S. degree in Early Childhood. She noted that the degree would allow students who had earned an Associates of Arts and Science (A.A.S.) degree from community colleges to transfer a number of their courses to Texas Tech University. Huffman did add the caveat that the degree would not include teacher certification, but that students desiring to pursue teacher certification could do so once the baccalaureate had been earned. She also noted that the degree would be offered online, and that South Plains College had already been in touch with Texas Tech regarding a number of students desiring the B.A.A.S. degree. With no further discussion, Deahl moved to approve the degree as submitted, Akers seconded, and the motion was approved.

Hughes discussed a proposed name change to the Graduate Certificate in Women's Studies to the Graduate Certificate in Women's and Gender Studies, which reflected the recent renaming of the

Women's and Gender Studies program. He also noted the certificate would be reduced to 15 hours from 18 in order to attract more students. Koerber moved to approve the certificate program renaming as proposed, Doerfert seconded, and the motion was approved.

Finally, the council heard an informational item regarding the addition of an Introduction to Mexican American & Latina/o Studies minor. Hughes noted the minor had been introduced previously, but at the time the courses associated with the minor had not yet been approved. Slight revisions to the minor had been added in the interim, as well.

Durham DeCesaro reminded attendees of the recently signed MOU with TTUHSC regarding dual degrees. She noted that a process for proposing a dual TTU/TTUHSC degree had been built in the Curriculog platform (process 5.4), and that a template for creating dual-degree curricular proposals was available on the Provost website.

Durham DeCesaro provided an update to the forthcoming commencement ceremonies and reminded those in attendance that faculty wishing to park in the area north of United Supermarkets Arena would need to access and print the parking pass from the Faculty tab in Raiderlink. She also noted that the time for the second Saturday ceremony had been shifted to 2:00 p.m. from 1:30 p.m.

Finally, Durham DeCesaro noted that the TLPDC had offered a Teaching Foundation workshop for several years, but that in conjunction with New Faculty Orientation, the workshop would be mandatory for incoming faculty beginning with the Fall 2018 semester. She added that if departmental workshops interfered with the scheduled date of the Teaching Foundation workshop, new faculty could take the workshop in January. More information on the workshop would be forthcoming, she noted.

Stewart touched on offer letters for professorial appointments and clarified that before departments could send any offer letter to a candidate seeking a tenure-track professor, professor of practice, or research professor position, the letter should first be submitted to the Provost's Office for review. Stewart said the Provost's Office was seeking to achieve consistency in the content of offer letters, especially with regards to language calling for transcripts and dealing with annual reviews, third-year reviews, etc.

The Council was reminded that the third-year review OP that was approved by Faculty Senate in February had been reviewed by deans and their designees, and that any issues raised had been resolved. Stewart said the revised Operating Policy/Procedure would be published in short order for implementation during the 2018-2019 academic year.

Stewart also reminded those in attendance that the reporting period for small course approvals for courses being offered during the summer would begin after Memorial Day. He indicated that the Provost's Office would be paying particularly close attention to a course's history, and that any course with a history of not meeting the minimum number of students might not be approved. He also said no above-base funding would be approved for small courses. Huffman inquired about reporting small courses for Maymester courses, and Stewart said instructors

should notify the Provost's Office via email if student numbers in a particular Maymester course were low.

In other business:

- Roach noted that Arts & Sciences had long partnered with the Graduate school to offer a Teaching Assistant (TA) workshop in August, and that the workshop was a good opportunity for new TAs to learn tips to help them succeed as instructors. This year's orientation for new graduate teaching assistants is slated for Wednesday, August 22.
- The SmartEvals electronic evaluation portal had closed for the semester, it was announced, and as soon as all final grades had been posted the system would be opened up for instructors to review their evaluations. Stewart noted that the overall response rate had been in the mid 60 percentile range, similar to the response from testing periods but somewhat lower than the average response rate using the traditional pencil and paper forms. On that topic, Deahl inquired about the need to train instructors on the ethics of attempting to manipulate students into positive reviews. Stewart suggested that instructions to instructors could be made more definitive and clearer when announcing the availability of each semester's evaluation period.

With no additional business raised, Stewart adjourned the meeting.