

**Texas Tech University
Academic Council**

**Meeting of June 19, 2018
1:30 PM, Provost Conference Room**

MINUTES

Present: Cindy Akers, Dennis Arnett, Wendy Arnett substituting for Adrienne Carnes, Coy Callison for Amy Koerber, Walker Carson for Sean Lewis, Todd Chambers, Mayukh Dass, Lora Deahl, David Doerfert, Genevieve Durham DeCesaro, Kristi Gaines, Maggie Gilchrest, Greg Glaus, Sheila Gray for Jamie Hansard, Matt Gregory for Cathy Duran, Birgit Green, Lindsay Hallowell for Garrett McKinnon, Saif Haq, Melanie Hart, Annette Hernandez, Sheila Hoover, Lynn Huffman, Jorge Iber, Darryl James, Michelle Kiser, Mitzi Lauderdale, Andrew Martin, Brenda Martinez substituting for Bobbie Brown, Pat McConnel, David Roach, Reagan Ribordy for Sukant Misra, Brian Steele, Robert Stewart, Susan Tomlinson for Aliza Wong, Janessa Walls, Vicki West

Guests: Michael Giesselmann, Lisa Gittner

Action Items:

1. Associate deans are asked to provide Dr. Stewart, by the end of June, a list of advisors in each college who are working RRO sessions and how their efforts with RRO and other advising responsibilities is distributed.
2. Associate deans are asked to provide Vice Provost Durham DeCesaro and/or Registrar Bobbie Brown with names of individuals who would be interested in reconsidering the proposal concerning timeline for major changes.

Stewart called the meeting to order and introduced the minutes from the May Academic Council meeting. In the absence of any proposed corrections or revisions, Huffman motioned to approve the minutes, Chambers seconded, and the minutes were considered approved by affirmation.

The Council heard a trio of program proposals:

Roach introduced Lisa Gittner, who described that the proposed TTU/TTUHSC inter-institutional dual degree program would be the first of its kind in Texas with both degrees being accredited. As a dual degree and not a joint degree, students would be required to meet the standards of both programs. Each program requires two years on its own, and this program would allow students to finish both degrees in three years by sharing hours. They anticipate five students per semester in the program for the first few years with potential for enrollment to a capacity of 25 students. There have been students pursuing both degrees outside the MOU, and their enrollment has helped summer courses make in both programs, so the anticipation is that students pursuing this program would continue to aid in the enrollment of summer courses. The program would be 60 hours as opposed to 84 to do both programs separately. Without further

discussion, Chambers moved to approve the program as submitted, Akers seconded, and the motion was approved.

Roach discussed a change to the existing minor in Athletic Coaching. They have reduced the requirements for the minor to be open to any interested students.

Finally, Walls discussed the phasing out of the Health Law concentration due to departure of a faculty member who supervised the concentration and subsequent lack of interest in retaining it. Durham DeCesaro pointed out that these two items were informational items only.

Durham DeCesaro introduced the summary of course proposals. It was suggested that ECE 1105 be untabled to have a further discussion. Doerfert moved to untable, and Chambers seconded. There was one opposition, due to Hughes' absence, but the motion carried. The course requirements and expectations for ECE 1105 were discussed. The course would be expected to be a recovery course and would not be intended to replace IS 1100, as originally thought. The course would serve a similar role to the PADR course for ECE majors. The course would cover the tools students would need to master ECE curriculum with a heavy emphasis on math and physics. A new course description has been requested to be put in Curriculog. Doerfert motioned to put course back on table to revisit at July Academic Council meeting, Akers seconded, and the motion carried.

Durham DeCesaro noted that ECE 4369 would remain tabled while waiting on the tandem graduate course. With no further discussion about course proposals, Chambers moved to approve the summary, Doerfert seconded, and the course proposals were approved.

The Council heard a new department proposal:

Chambers discussed the background and justification for creating the new department of Professional Communication within the College of Media & Communication (CoMC). This department would house the new B.A. in Digital Media and Professional Communication, previously approved by Academic Council. The college recognized that students in that program would have a better identity within a department rather than at the college level, and the department structure would provide for more direct and complete program assessment. In a relationship with Rawls College of Business, CoMC would now teach BCOM 3373, which would be housed in the new department. Faculty members associated with that course would move from the Rawls College to CoMC and be housed in the proposed department. The search for a new department chair is near completion. As requested by Council members, Chambers discussed the difference between Professional Communication and Communication Studies. Chambers explained that Professional Communication would emphasize more the mediated and presentational modes of communication in the business and professional context, whereas Communication Studies would emphasize more the human communicator in interaction, as well as the history and traditions of rhetoric. Dass motioned to approve establishing the department, Huffman seconded, and the department proposal was approved.

Martinez discussed the online Incomplete grade process. The online Incomplete grade process would be modified so that students who do not reply to the notification of the Incomplete grade within two weeks of the notification being sent will have her/his grade revert to the default grade

provided by the instructor. Students who reject the terms of the Incomplete grade from the instructor will have the request returned to the instructor to modify or assign the grade as a standard grade change request. Advising language to the instructor will be added to the process to ensure clarity when assigning the default grade. Durham DeCesaro pointed out that the purpose of the system would be to protect professors from being penalized for missing grades when students fail to respond.

Durham DeCesaro discussed the update on timeline for changes to majors. Durham DeCesaro announced that Bobbie Brown led a working group to consider revising deadlines for changing of majors. Feedback and concerns had been received, and Durham DeCesaro requested that associate deans encourage staff and faculty in their areas who had questions and/or concerns with the proposal to serve on a second working group to continue discussion of the proposal.

Stewart acknowledged the enthusiastic work of advisors and RRO staff and asked associate deans to forward that appreciation to their advisors. Stewart then discussed reports from RRO students and parents that advisors had been overheard expressing their concerns and frustrations with RRO and its workload. The Council discussed at length specific concerns that advisors have expressed and possible solutions that could be looked at going forward. Stewart requested that associate deans provide him with a list of all advisors who lead RRO in the summer and their schedules so that a further discussion could be had regarding advisor responsibilities with RRO. Stewart noted that the August associate deans meeting will be devoted to further discussion of this topic.

Stewart gave an update on textbook orders for summer II and fall. Stewart shared that textbook orders are at 97% for summer II and 88% for fall and requested that the associate deans encourage their faculty to complete their orders ASAP.

Stewart also discussed that the Office of the Provost would be hosting an orientation for new chairs and associate deans in July. Roach requested that existing chairs and associate deans be able to attend the meeting as well so that everyone could be on the same page. If not, he asked if current associate deans and chairs could receive the minutes from the orientation and chairs council meetings. Stewart indicated that minutes of the chairs council meetings had not been formalized yet but that plans are to have more formal structure of the meetings in the fall, including minutes, and that minutes would be shared with deans and associate deans as well as the chairs. For now, the anticipated orientation session for new chairs and associate deans will be just that, although the agenda will be distributed to deans and associate deans.

In other business:

- Stewart explained that the Space Utilization Efficiency audit of classroom use has shown discrepancies between stated capacity and inventory of chairs. Stewart explained that sometimes chairs are moved from one room to the other, so when the audit is done, there is a deficit or overage in certain rooms. Stewart encouraged for departments to keep track of chairs that may be moved out of a room for an event and that Operations would be contacting the departments to discuss the discrepancies. In response to a question from Haq, Stewart also explained that the capacity survey did not necessarily include recommendations or provisions for AV upgrades. He

also mentioned that the President's classroom update initiative continues. Martinez further noted that an AV survey was very positive and that discussion is taking place about making AV improvements to make rooms more pleasing to faculty and students.

- Stewart updated the Council on the Tenure and Promotion planning session held on Wednesday, June 16th. Once some questions from that meeting are addressed, the slide deck and related information will be distributed.

- Stewart stated that there is increasing interest on campus to find and provide opportunities for open educational resources (OER) as well as more readily accessible commercial educational resources through Blackboard and other online platforms. The Library is leading an effort toward OER, and the bookstore is aiming to pilot a commercial approach. Both would provide less costly options to students while retaining faculty control of material and selection. A presentation by the Library and Bookstore is planned for either the August or September Associate Deans meeting.

With no additional business raised, Stewart adjourned meeting.