

**Texas Tech University  
Academic Council**

**Meeting of July 17, 2018  
1:30 PM, Provost Conference Room**

**MINUTES**

**Present:** Dennis Arnett, Nurcan Bac, Carson Walker, Savannah Chambers for Cindy Akers, Mayukh Dass, Lora Deahl, David Doerfert, Cathy Duran, Genevieve Durham DeCesaro, Maggie Gilchrest, Greg Glaus, Birgit Green, Saif Haq, Melanie Hart, Sheila Hoover (via teleconference), Lynn Huffman, Patrick Hughes, Jorge Iber, Darryl James, Michelle Kiser, Amy Koerber, Mitzi Lauderdale, Sean Lewis, Kat Livingston for Bobbie Brown, Robin Lock, Justin Louder, Pat McConnel, Garrett McKinnon, Brian Shannon, Robert Stewart, Carol Sumner, Susan Tomlinson for Aliza Wong, Patricia Vitela, Janessa Walls, Vicki West

Action Items:
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| <ol style="list-style-type: none"><li>1. Associate Deans are asked to discuss the new NC-SARA requirements presented by Dr. Louder with their chairs and directors and provide feedback to Dr. Louder.</li><li>2. Associate Deans are asked to encourage faculty in their colleges to attend their respective commencement ceremony this August.</li><li>3. Associate Deans are asked to continue to stress the importance of timely textbook submission to their area faculties so to complete all fall orders by July 27.</li></ol> |
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Stewart called the meeting to order and introduced guests. With Carol Sumner, the university's new Vice President of Diversity, Equity & Inclusion, in attendance, Stewart called for everyone in the room to introduce themselves.

Stewart next introduced the minutes from the June Academic Council meeting. With no calls for correction or revision made, Stewart said the minutes would be considered approved by acclamation.

Louder discussed pending requirements from the National Council for State Authorization Reciprocity Agreements (NC-SARA), which oversees out-of-state placements for such activities as internships, externships, student teaching, etc. Louder said that beginning with the 2019-2020 academic year, Texas Tech University would need to report the physical location of out-of-state students participating in certain academic activities, by CIP code, information that was not being collected by the university. He said the Provost's Office was in the process of developing a method to meet the reporting requirement, and the process would likely be form-based with information solicited from individual departments. Stewart asked the associate deans to discuss this new requirement with their chairs and directors and to provide feedback on preferred procedures to Dr. Louder.

McKinnon presented the summary of course proposals. With no calls for correction or clarification, Huffman moved to approve the course proposals as presented, Doerfert seconded, and the motion was approved.

The Council also heard a proposal to delete concentrations for the B.S. in Multidisciplinary Studies. Lock said the College of Education was moving away from concentrations so every student who graduated with the degree would be qualified to apply for a position as a generalist, ESL, or special education educator. Doerfert moved to approve the proposal, Koerber seconded, and the motion was approved.

Durham DeCesaro provided an update on approvals by THECB. She noted that the Coordinating Board had approved the M.S. in Marketing Research Analytics, the B.A.A.S. in Human Sciences, and the M.S. in Library and Information Science. She reminded departments that while the programs could be promoted with inclusion of a provision that programs are pending SACSCOC approval, students could not be enrolled in the programs until each had been approved by SACSCOC.

Hart notified Council members of a new MOU with Galveston College. She also noted the Provost's Office was creating a global MOU for each institution that would allow the degree programs to create transfer pathways with via addenda

Durham DeCesaro discussed Communication Literacy assessment. She said that since the CL requirement had been launched, 100 percent of undergraduate programs had adopted the requirement. For the forthcoming 2018-2019 academic year, she said that the Provost's Office would be visiting with department and/or program heads to develop plans for CL assessment. She noted that academic units would have a high degree of autonomy in assessing their own CL plans and also that the Provost's office was developing a detailed letter designed to introduce the topic of CL plan assessment to program heads. The letter will likely be distributed in late July or early August with copies to Associate Deans.

Durham DeCesaro also discussed the Global Challenge modules developed as part of the university's QEP. She said six of seven modules were completed and ready for use, and the Colleges of Arts & Sciences and Human Sciences, in addition to RaiderReady, had already adopted certain modules for use in existing courses. She encouraged departments to continue to adopt modules for use in lower-division courses, noting that the modules were ideal for college- or departmental-level foundational courses in which all students must enroll. She said the modules could be previewed via the university's Global Communication QEP website (<http://www.depts.ttu.edu/globalcommunications/faculty-resources/>), and that the Provost's Office would like to see modules that had not been utilized to date (Economies, Resources, Technology) be adopted. Finally, she noted that the module on global conflict was still under development and called for volunteers to assist with the creation of that module.

The Council heard an update on the forthcoming August commencement ceremony, in which more than 1,600 participants are expected at the two ceremonies. Durham DeCesaro reminded those in attendance to consider diversity when nominating college readers, and to also consider physical requirements when nominating banner bearers and mace bearers.

Durham DeCesaro announced that new interactive academic calendars regarding course inventory deadlines, academic meetings, Curriculog deadlines, etc. would soon be released by the Registrar's Office.

Stewart discussed textbook orders for the Fall 2018 semester, noting that as of the preceding Friday all but 8 percent of courses had placed textbook orders. He encouraged departments to finalize textbook orders by the July 27 deadline, noting that some students, such as student-athletes, needed to complete textbook orders prior to the beginning of the semester for financial disbursement reasons.

Stewart announced pending Blackboard integration with the campus bookstore for textbook orders, noting that material for TTU courses offered on Blackboard would be available for purchase through the bookstore via a form on Blackboard.

The Council heard an update on small course reporting. Stewart noted that with the exception of a few courses, small course reporting for Summer II was complete, and that an annual update on small course reporting would be presented at the August Academic Council meeting. He noted that the university system is looking at how to use the small course reporting system in relation to a Board rule calling for annual reports on small courses.. He also noted that in small course reporting, courses which were tardy with their reporting appear as not managed. In response to questions about instructor funding and small courses, Stewart reminded the room that any small course may be converted to an independent study rather than be cancelled.

Stewart also discussed faculty awards, noting the deadlines for the Chancellor's distinguished teaching and research awards is much earlier this year, and the call for nominations has already been distributed. He said that work was underway in the Provost's office on updating the call for publicizing the President's teaching and research professorships. He said the aim is to distribute the call for nominations in short order.

Duran provided an update on Red Raider Orientation (RRO). With just more than half of all RRO sessions complete, she said that, on average, 98.7 percent of students who had attended the RRO sessions to date had enrolled in courses. She said the university anticipated that overall enrollment through RRO would be well above 90 percent. In all, she said 4,614 new students had been registered to date, and she gave credit to the institution's commitment to RRO. Stewart noted that preliminary institutional enrollment for the Fall 2018 semester was up more than 2 percent year to date. He also noted that the discussion regarding advisor responsibilities at RRO first raised at the June Academic Council meeting g will be continued at the August associate deans meeting, and he reminded colleges that hadn't already done so to please send him statements of how the college's advisors' work with RROs is distributed.

In other business:

- Durham DeCesaro announced that THECB was calling for nominees for reviewers of the Coordinating Board's Open Educational Resources Grant and urged interested parties to self-nominate.

With no other business raised, Stewart adjourned the meeting.