

**Texas Tech University
Academic Council**

**Meeting of October 16, 2018
1:30 PM, Library Room 309**

MINUTES

Present: Cindy Akers, Dennis Arnett, Stefanie Borst, Bobbie Brown, Todd Chambers, Lora Deahl, David Doerfert, Cathy Duran, Dottie Durband, Genevieve Durham DeCesaro, Krisit Gaines, Greg Glaus, Sheila Gray for Jamie Hansard, Birgit Green, Saif Haq, Sheila Hoover, Patrick Hughes, Jorge Iber, Darryl James, Amy Koerber, Mitzi Lauderdale, Mellinee Lesley, Sean Lewis, Robin Lock, Pat McConnel, Garrett McKinnon, Alison Myhra, David Roach, Kymberli Saldana for Jon Mark Bernal, Brian Shannon, Emily Skidmore, Brian Steele, Robert Stewart, Carol Sumner, Patricia Vitela, Janessa Walls, Vicki West

Guests: Brenda Martinez

Action Items:
<ol style="list-style-type: none">1. Associate Deans are asked to review the list of officially listed graduate minors (available in minutes) and to inform areas wishing to offer minors other than those listed to go through the official approval process via Curriculog.2. Associate deans are asked to discuss the optional academic calendars proposed for 2022 and 2023 with their college and department leadership in time to discuss them again at the November meeting of Academic Council.

Stewart called the meeting to order and introduced the minutes from the September meeting. Roach moved to approve the minutes as presented, Haq seconded, and the motion was approved.

Martinez presented a draft of an updated policy on administrative drops from courses.. It is proposed that the policy become a University Operating Policy. The new policy would follow guidelines similar to the university's administrative withdrawal policy. Martinez said that the most frequent types of requests made by college, department, or program administrators to drop a student involve administrative errors, student attendance in incorrect sections, the inability of a student to drop a class themselves (due to weather, illness, etc.), or a small class not making,. The revised policy would remove language allowing faculty to drop a student based on attendance requirements. Minor revisions were suggested regarding the review/vetting process outlined in the draft policy. Stewart noted that the revised policy, if approved by Academic Council, would also have to be approved by the Provost and Faculty Senate. Lauderdale moved to approve the policy as revised, Chambers seconded, and the motion was approved.

Martinez also presented a proposal to align the final drop date and withdrawal date. Based on a review of Big 12 and peer state institutions, a majority of which utilized the same date for final drops and withdrawals, she noted the Registrar's Office was proposing that a single date be

adopted, coinciding with the first day of open registration. In response to a question from Chambers, Martinez said that the revised date would not affect drop dates for refunds, and she reminded the Council that students were limited to six drops during their academic career. She also noted that the revised date would allow students to drop a class after viewing their mid-term grades. Doerfert moved to approve the revised policy as proposed, Iber seconded, and the motion was approved.

Brown discussed a proposal altering the effective dates for students to change majors, noting that under the new policy any change made before the 12th day of class would be effective in the same term, and that changes made after the 12th day of class would be effective the following term. Brown confirmed that academic advisers would be able to see a student's academic home when advising for the subsequent academic term. Haq moved to approve the policy as proposed, Lauderdale seconded, and the motion was approved.

McKinnon presented a summary of proposed academic calendars. The CY 2021 calendar was revised to allow for extra time between the end of the fall semester and the onset of holidays. Additionally, the calendar committee had proposed alternate calendars to allow for August commencement in both CY 2022 and CY 2023 to fall on a Saturday rather than a Sunday. After a brief discussion, Lock moved to approve CY 2021 as proposed, Deahl seconded, and the motion was approved. Stewart recommended tabling the proposed CY 2022 and 2023 calendars until departments and colleges could review the proposals, and the calendars were tabled.

McKinnon presented the summary of course approvals. A late addition (SPAN 2300) was added to the summary of courses so the course could be added to the core and multicultural course revisions being considered later in the month. After a brief discussion, Deahl moved to approve the courses as presented, Arnett seconded, and the motion was approved.

Durham DeCesaro presented the programs under proposal:

- A new undergraduate certificate in Agricultural Water Management.
- Online delivery modality for the B.A. in English, B.S. in Multidisciplinary Studies, and B.A. in Technical Communication degrees.
- A change to the SCH requirements for the Essentials of Business graduate certificate, to 15 from 12.
- The addition of a Land Arts of the American West graduate certificate; Haq noted that all classes required for the certificate were already being taught.
- A proposal to phase out the graduate certificate in Teacher Leadership; Lock said the certificate had received little interest, with students opting to pursue principal or superintendent certifications instead.

Doerfert moved to approve the proposals as presented, Akers seconded, and the motion was approved.

Durham DeCesaro also noted a number of informational-only items:

- The addition of a Bilingual/ESL concentration to the M.Ed. in Curriculum and Instruction.
- The addition of Forensic Chemistry and Forensic Investigation concentrations to the existing M.S. in Forensic Science.

- A proposal to move the existing Language and Literacy concentration to the M.Ed. in Curriculum and Instruction.
- The addition of an undergraduate minor in Special Populations by the Department of Teacher Education.

Durham DeCesaro provided some information addressing redundancy in assessment and reporting. She said the Provost's Office was attempting to integrate state and federal reporting requirements into a single platform that would make it easier for chairs and directors to remain abreast of assessment and reporting requirements and would also potentially make such reporting more efficient. She also noted that the Provost's Office had undertaken a similar effort with regard to Communication Literacy (CL) requirements, and would be following up with chairs and directors during the upcoming month to receive feedback on CL assessment reporting.

The Council heard updates on recent THECB decisions, including:

- Approval of the Department of Professional Communication within the College of Media & Communication.
- Approval of a transfer of the B.A. in Digital Media and Professional Communication to the new Department of Professional Communication.
- Approval of an increase in the SCH requirements for the M.Arch. degree.
- Approval of the School of Veterinary Medicine.
- Approval of a name change for the Area of Energy Commerce and Business Economics.

Durham DeCesaro provided an update on gainful employment requirements that were under review by the Department of Education. She recommended that departments and colleges refrain from expanding the number of undergraduate certificates offered until the Department of Education regulations regarding gainful employment were finalized.

Martinez distributed the Registrar's Office annual report, which detailed achievements by the office.

Brown noted that a technical issue that allowed students to bypass the financial agreement when registering on iOS devices meant that holds were being placed on these students' registrations. She noted that the Registrar's Office was investigating a method to require students to electronically sign the financial agreement even if using an iOS device to register.

In other business:

- Arnett noted that the Rawls College of Business was adjusting its transfer rules. Previously, both internal and external transfers were required to have a 3.0 GPA and 18 hours of institutional credit. The new rules would require a 2.75 GPA and 15 hours of institutional credit.

(*N.B.* In follow-up to this informational item, Associate Vice President for Enrollment Management, Ethan Logan, reminded us that any changes to admission requirements require review by that office and the Provost's office as another recommendation to the Provost. The proposed change in the Rawls College transfer rules were thus reviewed and recommended for approval by the Provost. It is also noted that a Curriculog process is built for proposed changes to program-specific admission requirements. Programs interested in making such a change should use process 7.1.)

- Doerfert discussed graduate minors, noting that only four graduate minors officially existed (Biotechnology, Cross-Cultural Studies, Ethnic Studies, and Latin American and Iberian Studies). Colleges wishing to offer minors other than those were reminded that the minor would need to go through the official approval process via Curriculog.
- Martinez informed the Council that the summer scholar program would be offered again in 2019.
- Brown reminded those in attendance that midterm grading was open.
- Stewart noted that a record number of faculty had applied for faculty development leaves, but that the number of awards available is capped at 40.
- Durham DeCesaro announced that the Library had produced a 3D-printed copy of the TTU mace that weighed substantially less than the wooden version, which tipped the scales at some 40 pounds. She said this would allow faculty who were physically unable to carry the previous version to bear the mace during commencement ceremonies.

With no other business raised, Stewart adjourned the meeting.