

**Texas Tech University
Academic Council**

**Meeting of July 23, 2019
1:30 PM, Provost Conference Room**

Attendance

Present: Cindy Akers, Andrea Bilkey, Bobbie Brown, Todd Chambers, Lora Deahl, Miranda Davis (for David Rivero), Cathy Duran, Greg Glaus, Lindsay Hallowell (for Garrett McKinnon), Jamie Hansard, Saif Haq, Melanie Hart, Sheila Hoover, Jorge Iber, Michelle Kiser, Amy Koerber, Mitzi Lauderdale, Mellinee Lesley, Pat McConnel, Allison Myhra, David Roach, Dana Weiser, Carol Sumner, Patricia Vitela, Janessa Walls, Vicki West, and Aliza Wong

Guests: Jack Nowlin and Stephen Ekwaro-Osire

Action Items:

1. Associate Deans are asked to compile a list of their colleges' programs ending in licensure or certificates and send that list to Dr. Melanie Hart and Dr. Justin Louder as soon as possible. Additional information pertaining to this Action Item is on page three of these minutes.
2. Associate Deans are asked to share the recommended procedures related to probated students registering for intersession courses (procedures follow these minutes) with area advising staff.

In Dr. Rob Stewart's absence, Durham DeCesaro called the meeting to order and welcomed Dana Weiser, the new Faculty Senate representative for the coming academic year, and guests Jack Nowlin of the Law School and Stephen Ekwaro-Osire from Engineering.

Durham DeCesaro introduced the minutes from the June meeting. Kiser requested that SOAR be added to the Faculty Orientation and pointed out a typographical error on page 2. With no further revisions to the June minutes, Haq moved to approve the minutes, Chambers seconded, and the motion was approved.

Durham DeCesaro introduced the summary of course proposals, explaining that the yellow highlights on the course proposals contained minor typographical errors and that the text in green indicated a correction in implementation date. Roach inquired regarding item 47 whether University Studies had communicated with Psychology about the addition of WS 2307. Weiser said she believed the course already exists as a Psychology course that will be cross-listed with Women's and Gender Studies. Durham DeCesaro clarified that Women's and Gender Studies must add the course in order for it to be cross-listed with an existing course. Additionally, Durham DeCesaro asked representatives of the tabled VPA course for an update. Chambers explained that they want to keep the course tabled but they have big plans for the course. With no further items for discussion, Chambers moved to approve, Akers seconded, and the motion was approved.

Durham DeCesaro then presented the program proposals requiring a vote. Items 1, 2, 5, and 7 were looked at first. Items 1, 2, and 7 were degree program title changes in light of the House Bill that is now allowing universities to use the word “education” in degree program titles. Three programs leading to teacher certification immediately moved to add the word “education” to their titles. The proposed titles are Family and Consumer Sciences Education, Early Childhood Education, and Agricultural Education. With no additional information provided regarding those changes, Durham DeCesaro called for a vote on those three proposals. Wong motioned, Deahl seconded, and the motion was approved.

The Council next heard other program items needing votes, which were items 5 and 11, which were graduate certificate proposals in Collaborative Piano and Woodwind Specialist, respectively. Durham DeCesaro asked Deahl for additional information on those proposals. Deahl explained that the Collaborative Piano certificate will provide coaching and training with regard to collaborating chamber music and accompaniment for ensembles. There are already students interested in pursuing the certificate starting in the fall. The second certificate will allow students to learn multiple woodwind instruments. The last items needing votes involved administrative unit changes. The first (item 8) was to move the existing PhD in Land Use Planning, Management, and Design program from Architecture to the Graduate School. Haq explained that the Graduate School wants to put it under the umbrella of Interdisciplinary Studies. The second was a change to the intra-institutional dual degree program M.B.A.+M.Arch. Haq clarified that they propose to change the course requirements. With no questions, Durham DeCesaro then called a vote. Wong moved, Lauderdale seconded, and the motion was approved.

Next, the Council heard informational items. The first concerned a new concentration in Energy for the M.S. in Interdisciplinary Studies. The second item was a curricular change in the graduate certificate in Book History and Digital Humanities. The third item was a new undergraduate minor in Human Sciences-Nursing. Lauderdale explained that this minor will lay the foundation for a forthcoming proposal for an inter-institutional dual degree program between Human Sciences and the School of Nursing. The minor will contain some Nursing prerequisites but will also allow for the back-transferring courses from the Nursing School, which makes it different from the minor in Health Professions offered in Arts & Sciences. Durham DeCesaro noted that the minor was proposed prior to the dual degree because the minor is referenced extensively in the proposal for the dual degree program. Durham DeCesaro went on to explain that this could be a template for future collaboration with TTUHSC at the undergraduate level and that if it passes, the council members could look into using it in their areas as well. Hart pointed out that the program has the potential to positively affect our retention and graduation rates. The last informational item was a new concentration in Historic Preservation for the M.S. in Architecture. Haq explained that Architecture wants to renew this program and host it in El Paso, to be effective Fall 2020 upon approval. They intend to hire a new professor to lead the program.

The Council then moved to the Academic Standing and Intersession Enrollment Policy. Durham DeCesaro explained the background of the policy, which is derived from the implementation of the new Academic Standing policy that states students on academic suspension cannot attend the university. Students on academic probation who enroll in intersession courses will not receive their grades for the term in which they were probated until about a third of the way through the

intersession course, leading to the possibility of an intersession student being suspended during the intersession. Per the Registrar's Office, there is no mechanism in place to place a hold on probated students to prevent them from enrolling in intersession courses, so Durham DeCesaro presented an advising preemptive solution. She proposed that the university provide guidance directly to students through the MyTech tab on Raiderlink, to include language of the consequences of enrolling in an intersession course and then being placed on academic suspension. In that case, students would be administratively withdrawn, and the withdrawal would be backdated so the students would receive a refund for the course(s). The second part of the proposal was to create an email campaign to reach out to the students on academic probation and explain the implications of registering for intersession courses. In terms of advisors, the Registrar's Office will directly contact advisors of their students who are on academic probation so they can begin the dialogue about the consequences of choosing to enroll in an intersession course. This proposal is not intended to prevent students from enrolling in intersession courses. The Council discussed the implications of this policy on scholarships as well as students using an intersession course to study abroad. Myrha proposed asking Study Abroad to add an acknowledgement for students to sign, acknowledging the financial implications and consequences of being placed on academic suspension and subsequently being withdrawn from the study abroad. Durham DeCesaro wants to put this policy into effect immediately to allow students currently on academic probation to self-drop from the intersession in August. Duran recommended specifying the language as academic suspension to distinguish from disciplinary suspension. With no further comments, Durham DeCesaro called for a vote to recommend this policy. Akers moved, Haq seconded, and the motion was approved.

As there was no other business, the Council turned to announcements. Durham DeCesaro indicated that items b-e on the agenda were items that would need to be decided in upcoming meetings.

Hart then gave an update on NC-SARA reporting requirements. For programs offering licensure or certification, Hart explained that, if there are students enrolled in our programs leading to licensure or certification who are residents of other states and plan to return to their states of residence, our programs must know the licensure requirements in those states and notify students of those requirements. Hart recommended that it be the duty of advisors to notify students the requirements of their resident state and to keep a record of that notification. For incoming students, Hansard explained that this communication should take place during RRO, but the responsibility will likely still fall to advisors. Hart clarified that we should let students know upon their first inquiry about a program at the university so students can decide at that point if they want to attend TTU. Hansard said that major changes will also be an opportunity for communication in this regard. eLearning is willing to do the research to determine the requirements for various states, but colleges need to let eLearning know which states and licenses are represented. Hart clarified that it is not enough to provide the information on a departmental or college website. The communication needs to be individualized for each affected student. Durham DeCesaro recommended developing standardized language for advising staff to use and suggested that STRIVE might be a good place to document those conversations. Durham DeCesaro then requested for members to provide any programs leading to licensure or certification to eLearning as soon as possible so they may begin developing the database. She

also requested for members to begin drafting language for their advisors to use in those meetings with students.

Durham DeCesaro then moved on to describe item f, which was a single THECB approval to offer the M.B.A in General Business at TTU Highland Lakes.

In final business Durham DeCesaro announced Garrett McKinnon's resignation and stated that the position of Director of Official Publications had been posted online. She requested that members notify any of their personnel who may be interested to review the position on the website.

Durham DeCesaro asked for announcements. She explained that the August commencements are smaller ceremonies and thus combine graduate and undergraduate students. She requested that council members and their faculty attend the ceremonies.

With no further business, Brown moved to adjourn the meeting, and everyone seconded.

Academic standing and intersession enrollment:

Problem:

1. According to current policy, students who are placed on Academic Suspension at the end of an academic term are ineligible to take courses in the subsequent term.
2. Students enrolled in intersession (May, August, December-January) courses begin those courses *prior* to the dates on which academic standing is determined.

Proposed solution:

1. Guidance for students:
 - a. During registration, students will see general guidance language in their MyTech Action Items. The language will read: "Students enrolled in Intersession courses who are placed on Academic Suspension following the academic term prior to the Intersession will be administratively dropped from their Intersession courses. This is because Texas Tech University does not permit students who are placed on Academic Suspension to attend during the term of suspension. More information on Academic Standing is available here: <https://www.depts.ttu.edu/registrar/academicstanding/>"
 - b. All students enrolled in Intersession courses will receive direct email notifications at the close of advanced registration and again on the first day of Intersession courses reminding them of the Academic Standing policy and the administrative drop procedure.
2. Guidance for academic advisors:
 - a. Academic advisors will receive direct email guidance prior to advanced registration reminding them of the Academic Standing policy and the administrative drop procedure related to Intersession courses. Advisors will be asked to review the policy with any students expressing an interest in registering for an Intersession course.
 - b. Academic advisors will be encouraged to review any Intersession courses in their areas and determine whether any enrolled students may be at risk of being placed on Academic Suspension.