

**Texas Tech University  
Academic Council**

**Meeting of September 17, 2019  
1:30 PM, Library Room 309**

**Attendance**

**Present:** Andrea Bilkey, Mayukh Dass, David Doerfert, Matt Gregory (for Cathy Duran), Dottie Durband, Genevieve Durham DeCesaro, Greg Glaus, Sheila Gray, Lindsay Hallowell, Melanie Hart, Bret Hendricks, Sheila Hoover, Patrick Hughes, Darryl James, Michelle Kiser, Amy Koerber, Andrew Martin, Brenda Martinez (for Bobbie Brown), Pat McConnel, Allison Myhra, Macie Reese (for Cindy Akers), David Rivero, David Roach, Brian Shannon, Rob Stewart, Carol Sumner, Annette Uddameri, Janessa Walls, Dana Weiser.

**Guests:** Jeffrey Belnap, Dee Nguyen for Staff Senate

Action Items:

1. Associate Deans are reminded that the October Council meeting is the last Council meeting to approve course changes for the Spring 2020 term. Courses may still be *added* to the spring offerings after the October Council meeting, but courses already on the Spring 2020 schedule cannot be changed after the October Council meeting.
2. Associate Deans are asked to distribute the Senate Bill 25 flowcharts (attached to the Council agenda) as follows: advisors and analysts will need the flowcharts because of new rules on filing degree plans; chairs and directors will need the flowcharts because of new rules related to publishing curricular maps and also to transfer evaluation practices.
3. Associate Deans are asked to share the new [Campus Climate website](#) with their areas.
4. Associate Deans are notified of the updated forms for new [undergraduate and master's](#), and [doctoral](#) degree program proposals as required by THECB.
5. Associate Deans are asked to nominate someone from their colleges to serve on the Coordinated Care Team, or to affirm that the current person serving will continue in the role, by this Friday. Nominations and affirmations should go to [Vice Provost Patrick Hughes](#).

Stewart called the meeting to order and introduced guests from Staff Senate and Student Government Association as well as Dean Belnap of TTU-Costa Rica before introducing the minutes from the August meeting. Hearing no calls for corrections or clarifications, Durband motioned to approve the minutes. Doerfert seconded, and the minutes were approved.

The Council heard a report that retention is up and that the university has set some records in some retention categories, which indicates the progress and success of our students. Hughes explained that the university retention rate is based on the college retention rates. The FTIC retention is attributed to a student's first college attended, but the Enrollment Campaign Dashboard will allow users to see attrition by college and department. Hughes clarified that

graduation rate is also attributed to a student's first college. Roach commented that retention in Arts & Sciences is affected by PPHC students who have no intention of graduating from TTU. Hughes explained that the retention of PPHC students is felt by several colleges and is reflected more deeply by second- and third-year retention rates compared to first-year retention rates.

Hughes then discussed the retention and re-enrollment meeting anticipated to occur next month after Academic Council, with official invitations forthcoming. Stewart asked Hughes to expound on third-year retention rates. Hughes explained that third-year retention is nearly 70% and is up five points from last year. There is a trend in students graduating sooner, which bodes well for six-year graduation rates. Hughes then thanked everyone for their efforts in first- and subsequent-year retention rates. James commented that SACSCOC is requiring TTU to have a plan to increase completion rates by gender, race, and socioeconomic status at fifth-year interim report and then show results of that plan at the 10-year report.

Stewart introduced the summary of course approvals, and Hallowell clarified that effective dates in green had been changed. With no questions or comments, Doerfert moved to approve the course proposals, Dass seconded, and the courses were approved as presented.

The Council then heard the list of program proposals, which were informational items containing curricular changes. The one item requiring a vote was the new graduate certificate in Commercial Banking proposed by the Rawls College of Business. Dass explained that the Rawls had been given an endowment to start a banking school, and that the certificate, which will be comprised of four courses, will be part of that endowment. The Rawls plans to attract anyone working in both small and large banks to pursue the certificate. With no questions, Doerfert motioned to approve the certificate, Roach seconded, and the certificate was approved.

Durham DeCesaro then introduced three informational items with timeline flow charts related to Senate Bill 25 legislation. The first item concerned the timeline in which undergraduate students are required to file a degree plan. As Early College High School and Dual Credit students, have a special timeline, Durham DeCesaro urged the associate deans to have their advisors refer students in the ECHS program to Levi Johnson, who handles ECHS program advising.

The next item concerned a new statute, which requires certificate programs to have curricular sequences published in the catalog. Durham DeCesaro encouraged the associate deans to gather those certificate curricular sequences to send to Hallowell to update in the online catalog.

The third item concerned the transferability of courses included in the [Academic Course Guide Manual](#) (ACGM) and how to report which courses in the ACGM TTU does not accept toward a student's degree plan. Durham DeCesaro explained that the ACGM can be viewed online and is a collection of courses that community colleges in state are allowed to offer, including learning objectives for every course. Many of these courses will be familiar as they appear as TCCNS courses. Institutional Research and the Office of the Registrar are working to determine a standard process for academic units to use in reporting the reason for a course's rejection. Associate deans were asked to share with department chairs and school directors the need to have in place a process for evaluating transfer course syllabi, and, if they do not, to reach out to

Shelly Bowman in TEO for guidance. Martinez commented that the Registrar's Office is in the process of contacting departments to confirm that TCCNS course information is correct.

The next item of business was the 2019-2020 Resource Guide for department chairs, school directors, and area heads, and Durham DeCesaro requested that the associate deans notify the Office of the Provost of any needed updates or corrections.

The Council was then notified of five shared calendars, which are the Provost Office Calendar, Curricular Proposals calendar, Student Enrollment calendar, Course and section inventory calendar, and Academic Centers for Engagement and Support calendar. These are all importable to Outlook. Durham DeCesaro invited deans to share these calendars with their college staff and faculty.

The Council was then introduced to the Campus Climate Website. An ad hoc group of faculty and staff members convened in January regarding the 2017 administration of the COACHE survey, which revealed that campus climate could be improved. The group developed a website that consolidates and makes more accessible information about TTU's campus climate resources. This website is currently on the Provost Office website and contains a definition of campus climate as well as a list of trainings that deal specifically with campus climate. There is also a list of FAQs separated by categories, including a section for administrators. While the ad hoc group tried to be inclusive and all-encompassing, they want to continue improving this information with the help of council members, faculty, and staff. After a question from Weiser about inclusive language, Sumner clarified that there is a list of inclusive terminology on the Diversity, Equity & Inclusion website.

Durham DeCesaro also gave a brief update on commencement, noting that, henceforth, faculty members will be asked to RSVP for commencement. This is in response to the full May ceremonies and is designed to allow for extra seats for guests. Faculty members who respond "yes" or who do not respond will be reserved a seat, but faculty members who respond "no" will not be reserved a seat, identical to how the RSVP system works for students. The goal is to beat the student response rate, which is currently around 90%, to maximize the RSVP system. This policy will be put in motion beginning in the December 2019 ceremony as preparation for the May 2020 ceremony.

The final item concerned the Global Techsan program, which pairs honors students in their third and fourth years with incoming international undergraduate students to foster a cross-cultural exchange and make those international students feel welcome and included in the university community. Durham DeCesaro requested that any council members who have faculty or staff who work with international undergraduate students to urge those students to check their emails regarding this program.

In other business:

- Durham DeCesaro introduced Hallowell as the new Director of Official Publications.
- Hughes described the Student Success strategy called the Coordinating Care Team. Associate deans were asked to nominate someone from their colleges to serve in this role, or to affirm that the current person will continue in the role, by this Friday.

- The Council heard an announcement regarding the updated versions of the THECB forms for new undergraduate and master's, and doctoral degree program proposals. The updated forms appear on the curricular proposals website. The hope is that the proposals currently in Curriculog will be allowed to move forward by THECB. If additional information is needed on those proposals, it will be handled as an addendum to those proposals rather than a replacement.

With no other business or announcements, Myhra moved to adjourn the meeting, and with everyone in agreement, the meeting was adjourned.