

**Texas Tech University
Academic Council**

**Meeting of November 19, 2019
1:30 PM, Library Room 309**

Attendance

Present: Cindy Akers, Andrea Bilkey, Bobbie Brown, Todd Chambers, David Doerfert, Cathy Duran, Greg Glaus, Sheila Gray (for Jamie Hansard), Lindsay Hallowell, Sheila Hoover, Patrick Hughes, Darryl James, Michelle Kiser, Mitzi Lauderdale, Andrew Martin (for Brian Steele), Brenda Martinez, Pat McConnel, Allison Myhra, David Rivero, David Roach, Kymberli Saldaña, Sarah Schwintz, Rob Stewart, Carol Sumner, Patricia Vitela, Janessa Walls, Dana Weiser, Vickie West, Aliza Wong.

Guests: Chiquito Crasto

Action Items:

1. Associate Deans are asked to bring the question of pre- and co-requisite review (see page 3 of the Minutes) to their areas. This issue will be discussed again at the December Associate Deans meeting in anticipation of a vote at the December Academic Council meeting.
2. Associate Deans are asked to encourage faculty members in their areas to remind students to complete course evaluations.

Stewart called the meeting to order and introduced the minutes from the October Council meeting. With no additional discussion, Myhra moved to approve the minutes, Doerfert seconded, and the minutes were approved as presented.

Stewart then introduced the summary of course proposals and asked for clarification on item 16 regarding the title and description changes for MKT 5376. Stewart pointed out that the titles and descriptions do not match. Hallowell explained that she made an error in organizing the information. Wong inquired as to why items 20 and 21, RHIM 4352 and RTL 4352, were the same. Lauderdale explained that RHIM and RTL courses are usually cross-listed. With no further discussion, Akers moved to approve the course changes, Lauderdale seconded, and the course changes were approved.

The Council then heard the list of program proposals. Durham DeCesaro first introduced the items requiring a vote. The first item was a CIP code change for the B.S. in Agricultural Education. Akers explained that the incorrect CIP code had been proposed and subsequently approved and that the department was taking steps to correct that error.

Durham DeCesaro then introduced proposals for two new graduate certificates, the first of which was Teaching and Learning and is below the threshold for THECB approval. With no questions regarding the certificate, Durham DeCesaro introduced the second certificate in Strategic

Leadership. Coglisier explained that the original certificate in Leadership was a component of the MBA program and did not bring in new students. This new proposal will include four courses that are already established and is designed to be a standalone certificate in external organizations. Since the courses are applicable to the MBA program, the hope is to encourage students to transfer into the MBA program after completing the certificate to increase graduate enrollment.

The Council then heard the proposal to change the title of the existing B.A. in Honors Arts and Letters to Honors Sciences and the Humanities. Wong explained that this change will modernize the Honors curriculum, as the majority of Honors College students are STEM majors with many of them being pre-med. The goal is to propose a B.S. in Sciences and the Humanities to pave the way to introduce additional programs in various fields, some of which are inspired by Ivy League programs. Revising the title of the program and the curriculum will better represent what the Honors College offers its students. Durham DeCesaro mentioned that this change will bring TTU in line with our peer institutions that have programs in medical humanities.

Durham DeCesaro introduced delivery modality change proposals for the M.S. in Agribusiness and the MS in Petroleum Engineering, both to be offered online. Doerfert explained that both programs already offer sufficient courses for students to complete more than 50% of their coursework online. These proposals will await THECB approval.

The last program proposal concerned the tabled proposal for the semester credit hour change for the B.S. in Multidisciplinary Studies. The Council will hear this proposal at a future time when a representative from the College of Education can provide additional information. With no further discussion regarding the program proposals, Doerfert moved to approve, Akers seconded, and the proposals were approved as presented.

Durham DeCesaro then brought the Council's attention to the informational items on the summary of program proposals. The first item proposed was a new undergraduate minor in Computing Applications. Durham DeCesaro explained that University Programs has been in contact with the department of Computer Science regarding this program. Crasto explained that the minor is proposed to ensure that the new generation of job opportunities is met. Since standard computer science programs do not always serve students from various fields, this minor will fill that gap. The program will have three tiers: foundations of computer science, field specific courses, and computing applications specific courses.

The next two informational items consisted of a new concentration for the Fashion Merchandising degree and a curricular change for the Global Bridge program. With no questions, the Council moved to the next item of business.

Stewart introduced the updated 2025 calendar proposal for the Council's review. Hallowell explained the revisions made, including beginning the fall 2025 semester on a Monday to allow for students to engage in pre-semester activities after moving into the dorms as well as allowing for a full week after commencement for necessary grade processing and Blackboard maintenance. Chambers inquired whether the new faculty orientation will be two days going forward. Durham DeCesaro explained that for now, the plan is to have the orientation on two

days but that it could change going forward. Stewart mentioned that colleges are able to request that faculty begin sooner than the official Faculty on Duty date but that doing so could affect payroll. With no additional concerns from Council members, Chambers moved to adopt the calendar, Doerfert seconded, and the 2025 calendar was approved. Stewart explained that the next step to approval will be to present the proposal to the Faculty Senate and then to the President. Hallowell then presented a working template for calendars going forward, which is being created through collaboration with the Office of the Registrar in an attempt to standardize the calendar process.

Stewart then reminded the Council that the Carol of Lights will be on the Tuesday following the Thanksgiving holiday, bringing special attention to the implications of the affected buildings being without power. Stewart informed the Council that University Student Housing had notified all affected departments and buildings of the event so they could plan accordingly.

In other business, Durham DeCesaro reminded the Council of the new RSVP system being implemented for faculty attendance at commencement. Unlike originally projected, the RSVP system will be used only for full-time faculty. Durham DeCesaro explained that full-time faculty members will receive up to four emails, one for each ceremony. Duran asked how the commencement team will handle faculty members who do not respond but choose to attend. Durham DeCesaro explained that the commencement team will treat the lack of a response as a potential yes; however, a response of no will be treated as such. Wong inquired whether deans will receive RSVP emails, and Durham DeCesaro confirmed that deans will not receive the emails, as they are designated stage parties.

Durham DeCesaro then brought the Council's attention to the prerequisite and corequisite change proposals that pass through Curriculog but are not presented at Academic Council. Durham DeCesaro explained that some concerns have been voiced that changing prerequisites and corequisites can potentially delay students' ability to take certain courses if those changes have not been communicated across the university. In an effort to prevent these situations, Durham DeCesaro proposed two possible solutions. The first option would be to allow the prerequisite and corequisite changes to appear on the Academic Council agenda as non-voting, informational items. Choosing this option would move the implementation date to after the next Council meeting. The second option would be to continue using the current process for approval, implement the changes immediately, and then run a report of implemented changes to present at Academic Council as a report. Choosing this option would not delay the approval and implementation process. Durham DeCesaro requested that associate deans discuss the options with their areas and decide which option is most preferable. Stewart urged the associate deans not to let the possible delay of implementation to be the primary determinant. With no further discussion, the Council heard the next item of other business.

Stewart explained that the Smart Evals course evaluations had opened on Monday and requested that associate deans remind their instructors to encourage students to complete the evaluations.

Martinez then brought the Council's attention to the Office of the Registrar annual report provided on the tables. Martinez highlighted the number of sections and courses as well as

number of transcripts produced, which all serves as a reminder of how many students they assist on a daily basis.

In other business, Hallowell mentioned a change in the Curriculog processes for program changes that now require departments to specify the change being proposed and whether or not the curriculum table will need revising. She explained that these additional required fields will streamline the process of adding program changes to the online catalog.

Hallowell also informed the Council that she had begun sending emails regarding the 2020-21 catalog. She reminded the associate deans that any changes to programs and curriculum tables would need to be processed through Curriculog. Roach inquired about the Curriculog process for proposing courses at regional campuses. Durham DeCesaro explained that there is not currently a separate proposal to add a fully online modality or to propose offering a program at a regional site campus but that Justin Louder is working on creating such a process with the intention of it being finished during the spring term.

Brown reminded the Council that final grading opens on December 2 and that reminder cards will be arriving soon.

Hallowell then reminded the Council that TTU is now required to publish recommended sequences for certificate programs in the catalog. Durham DeCesaro explained that the requirement stems from Senate Bill 25 and that Hallowell will reach out to departments that have created new certificate programs but have not provided those sequences. Stewart asked whether the requirement is retroactive to programs already in the catalog, and Durham DeCesaro clarified that it is. Doerfert asked the easiest way for departments to add that sequence to the catalog, and Hallowell offered that departments can email her the required courses and sequences.

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