

**Texas Tech University
Academic Council**

**Meeting of May 17, 2022
1:30 PM, Microsoft Teams**

Attendance

Present: Sandra Addo, Dennis Arnett, Kathy Austin, Nurcan Bac, Jeffrey Belnap, Andrea Bilkey, Stefanie Borst, Bobbie Brown, Dee Dee Brown-Campbell, Luciana Cavazos, Todd Chambers, Robert Cox, John Dascanio, Mayukh Dass, Dottie Durband, Genevieve Durham DeCesaro, Heather Greenhalgh-Spencer, Matt Gregory, Jamie Hansard, Kaelene Hansen, Melanie Hart, Raegan Higgins, Patrick Hughes, Catherine Jai, Darryl James (Chair), Michelle Kiser, Amy Koerber, Rodney Lackey, Mitzi Lauderdale, Ryan Litsey, Justin Louder, Brenda Martinez, Shirley Matteson, Pat McConnel, Kuhn Park, Pradip Sahu, Brian Shannon, Jyotsna Sharma, Rob Stewart, Carol Sumner, Clay Taylor, Elizabeth Trejos-Castillo, Patricia Vitela, Janessa Walls, and Brandon Weeks.

Guests: Dale Ganus, Jaeki Song, Dino Villegas.

Action Items:

1. Members are asked to work with their academic departments to adopt textbooks for summer courses that have not submitted materials for adoption.
2. Members are asked to work with academic departments to submit missing grades.

James presented the April Council minutes. With no discussion, James called for a motion. Chambers moved, Cox seconded, and the minutes were approved.

Martinez introduced changes to the start date and “Go Live” time for advance registration beginning with the spring and summer registration period. Results of a survey determined that all parties support switching to a Monday. Student Government Association is in favor of a 1:00 p.m. start time. In the survey results, the 1:00 p.m. start time received more votes than the 7:00 a.m. start time by less than 1%.

The Council then discussed the implications of starting registration at 7:00 a.m., including if staff would need to be available, the burden that would place on them, and the potential effects of students not having advising support for the first hour. Borst moved to consider a start date and time of Monday at 1:00 p.m. Bac seconded, and the motion carried. James said the recommendation will be made to the Provost. Martinez announced the Registrar’s Office would communicate this during the fall semester.

For the next item of business, Stewart shared the TTU Costa Rica academic calendar for Academic Council approval. Belnap explained the start and end dates align with the Lubbock calendar, but other dates vary because of national Costa Rican holidays. The number of instructional days should be the same. Belnap emphasized that when an online section is offered from the Lubbock campus solely for the Costa Rica campus, faculty follow the Costa Rica calendar. Students enrolled in Lubbock sections are responsible for following the Lubbock calendar.

Lauderdale asked if students have had any complaints or issues because of the varying calendars. Belnap said that students are accustomed to it and know they should follow the Lubbock calendar if they are taking a Lubbock section. Stewart said the Provost's Office has not heard complaints from faculty either. With no further discussion, James called for a motion. Greenhalgh-Spencer moved, Arnett seconded, and the Costa Rica academic calendar was approved.

James and Hansen introduced the summary of course proposals, starting with the new courses. Weeks asked to table item 16, Data Science for Renewable Energy, to discuss potential overlap in the Colleges of Engineering and Business. Bac moved to approve items 1-15 and table item 16. Chambers seconded, and the motion carried.

The Council discussed the rest of the courses up for vote. Bac asked to table items 37-44, which are modifying several Wind Energy courses for the new Renewable Energy degree, pending discussion between Arts & Sciences and Engineering. Bac moved to table items 37-44 and approve the remaining courses. Cox seconded, and the motion carried.

James then introduced the program proposals, beginning with the new programs. The new programs included an accelerated program in Agricultural Communications, a Bachelor of Science in Applied Personal Finance, an undergraduate concentration in Data Science, a Master of Veterinary Sciences, and an undergraduate certificate in Wine Business. James noted the effective term for the Master of Veterinary Sciences will be Fall 2023 instead of Fall 2022.

The next voting item was a semester credit hour reduction from 96 hours to 72. The SCH reduction will bring the degree plan in line with TTU policy after the dissolution of the Agricultural Education, Ed.D. joint program with TAMU.

James called for a motion for the voting items. Cox moved to approve the voting items as presented, Bac seconded, and the program proposals were approved.

The informational items included curricular changes for the undergraduate minor in Fashion Merchandising and graduate certificates in Women's and Gender Studies and Historic Preservation.

For the next item of business, Louder updated the Council on missing summer textbook adoptions and asked that members work with their departments to adopt textbooks for courses that are still missing books or indicate that no textbooks are required. The 30-day deadline to announce textbooks to students has already passed, so it is important to list as many books as possible for the summer. A separate email will be sent for fall textbooks.

James asked if it would be possible to send a reminder directly to faculty. Louder said he would work with Stewart to send them the memo that previously went out to associate deans, academic department chairs, school directors, and area coordinators.

Bilkey pointed out that several of the missing courses on the list were not active summer courses. Austin shared that she and Ganus were working with the bookstore's IT staff to correct that as soon as possible. Louder said he would work with Stewart to send the updated list as soon as it was available.

For the next item of business, Stewart opened the floor for any updates or comments on the recent commencement ceremonies. Hart said it was the largest graduation TTU has ever had with five ceremonies. There were no major problems with any of them, and most of them had enough

faculty present to line the aisle. Lastly, she commended Amiee Dixon, the Convocations Committee, and James for their work. James shared that the student speakers did an outstanding job, and he thought that addition to the program was unique. Higgins and Chambers agreed in the meeting chat that they liked the student speakers.

James then invited Stewart to discuss providing COVID-19 guidance in syllabi this summer and fall. Stewart said the current guidance might be replaced with a simple statement to the effect that the university will continue to monitor news and local conditions pertaining to COVID-19. Any necessary changes to instructional modalities or campus events will be announced in ample time.

James asked about including “pivot” language. Stewart said a pivot clause could be added as an example of a significant outcome, but it may not be necessary. Bac asked about including CDC guidelines, and Stewart agreed the syllabus guidance could refer to them, but the university will not impose any requirements. Stewart clarified that changes to schedules or seating plans are not anticipated at this time. The Provost’s Office will consider these comments and send out the language early this summer.

Stewart then highlighted Brown’s emails regarding missing grade reports and asked members to discuss them with applicable chairs or faculty. James asked how many grades were missing. Brown said there were 590 at lunchtime, and she would keep the college contacts updated.

James then asked for items of other business. James asked if the Council would like to forgo a formal meeting in July and carry out any business by email, and the Council agreed.

James then asked the Council to consider potential locations for Academic Council once face-to-face meetings resume in the fall. He suggested using the International Cultural Center to avoid using classroom space.

With no other business or announcements, James adjourned the meeting.