### RECORDING: Connie Stephens MEETING TIME: 3:04 – 4:23

**PRESIDING:** J. Michael Mathis, Ph.D.. **MEETING LOCATION:** IREB 240

**PRESENT:** Berg, Borgmann, Cloe**,** Dossou, Fudala, Gregory, Handler, Hodge, Inman, Johnson, Jones, Kastellorizios, Lam, Mallet, Mathew, Menegaz, Meyer, Rickards, Smith, Stephens, Sumien, F. White

**ABSENT:** R. Cunningham**, T.** Cunningham, Fogelman, Goulopoulou, Griffith, Phillips, Simecka

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| **Topic/Agenda Item** | **Discussion/Conclusion** | **Action/ Recommendation** | **Responsible Person(s)** |
| **Minutes** | After Dr. Mathis requested some changes to the July minutes, Dr. Mallet motioned for the approval of the July Education Council Minutes, Dr. Smith second. Motion carried | Post minutes to website | C. Stephens |
| **Dean’s Update** | Dr. Mathis welcomed everyone for the first face-to-face meeting in a very long time. He also thanked Dr. Mallet and Dr. Simecka for their time on the Education Council as this was the end of their term. |  |  |
| **Education & Admissions** | OQE’s were completed with success and Dr. Berg is in the process of insuring all milestones are being met. The handbooks are available online and the duel degree handbook is with Admissions and will be available soon.  New student orientation’s begins next week with the Poster Session on Friday at the BRIT starting at 3:00pm.  Dr. Hodge still has a few applications to go through but as of now we show 201 students enrolled with Med Sci program. |  |  |
| **Library Update** | IBIS World – The library is getting a new database to help support market research/entrepreneurial  New NCBI logins through a 3rd party – Will be mandatory by June 2022 [https://ncbiinsights.ncbi.nlm.nih.gov/ncbi-login-retirement-faqs/](https://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Fncbiinsights.ncbi.nlm.nih.gov%2Fncbi-login-retirement-faqs%2F&data=04%7C01%7CConnie.Stephens%40unthsc.edu%7Cef944903de7f44ccba3508d95dc090d5%7C70de199207c6480fa318a1afcba03983%7C0%7C0%7C637643903919826026%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=zo9kbtaN8uWjboAhhIWZTqvRsQINEYHy0IoTjomehJk%3D&reserved=0)  BioRender – The library is investigating for an institutional license. |  |  |
| **Graduate Student Association Update** | 1. GSA offered three travel awards for September/ October events to GSBS students  * Two for research presentation ($600 each) * One for professional development ($400) * Two awardees are from the MIG department and one from the P&A department  1. GSA will be introduced to new traditional GSBS students at NSO on August 18th, 2021  * Sponsored lunch for students * Will also provide goody bags as well  1. HSC block party the MET lawn 4-6PM  * RSO fair * MET lawn 4-6PM  1. Social Mixer for GSBS students at World of Beer (next week)  * Thursday, August 19th, 2021, 6-8PM * Faculty is invited  1. GSA-wide meeting on August 30th, 2021 2. GIST is planned for September 2021 |  |  |
| **Center for Academic Performance Update** | They should be fully staff since a new person was hired. |
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| **Distance Education Committee** | 1. Meeting ADA required standards for lecture materials    1. PowerPoints must meet accessibility standards, including:       1. Alt-text for all images       2. Correct screen reading orders – some templates help with this (see the updated brand and communications template – Dr. Meyer indicated she has it and could replace the current template, which does not meet these standards)    2. PowerPoint has a built-in accessibility checker. This guide shows [how to check accessibility](mailto:https://support.microsoft.com/en-us/office/improve-accessibility-with-the-accessibility-checker-a16f6de0-2f39-4a2b-8bd8-5ad801426c7f) in PPT on PCs and Macs    3. This guide shows how to [make PPT presentations accessible](mailto:https://support.microsoft.com/en-us/office/make-your-powerpoint-presentations-accessible-to-people-with-disabilities-6f7772b2-2f33-4bd2-8ca7-dae3b2b3ef25).    4. When creating PDFs, the text must be able to be copied. Word docs work even better for screen readers and headings, subheadings, etc. can (and should) be labeled to delineate topic sections.    5. Canvas pages are already structured for screen readers to function correctly    6. These changes are not only for the online med sci faculty – every lecture for all schools needs to meet accessibility standards! The DAI (formerly CIL) is happy to assist faculty with the process of updating, but faculty must do many of the changes themselves (faculty know what alt-text for their images should be, the DAI cannot be expected to know how to label individual lecture images) 2. TA discussion    1. The standard remains 1:15 – 1 TA for every 15 students is recommended. Of course, this is not always possible, especially with the rapidly growing number of students we have.    2. As a result of the disparity between the number of students versus the number of TAs, the DEC recommends following Dr. Berg’s lead – faculty should identify if they need TAs at all, then consider how many total hours they anticipate TAs will need to work. Finally, faculty need to decide how many TAs are needed to fulfill the course needs. Dr. Berg has worked to provide faculty with all the TA support they will need and has been able to largely accommodate TA requests. |  |  |
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| **Graduate Faculty Nominations** | Mark Cunningham, PhD, nominated by Dr. Mallet and second by Dr. Smith. Motion carried.  Andras Lacko, PhD, nominated by Dr. Mallet and second by Dr. Smith. Motion carried.  Michelle Starr, MD, nominated by Dr. S. Mathew and second by Dr. Mallet. Motion carried.  Joanna Garcia, MPH, nominated by Dr. S. Mathew and second by Dr. Mallet. Motion carried. |  |  |
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| **Old Business** | Dr. Sumien presented the Interview questions for new applicants. Since not everyone had looked over the material in the folder, it will be emailed to the Education Council members to give their feedback to Dr. R. Cunningham or Dr. Sumien before August 25 in order to present at the next meeting.  Three-year affiliates will be nominated or termed by the Chair of each department at the next meeting. |  |  |
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| **New Business** | New courses for Upper Limb Anatomy, Head and Neck Anatomy and Lower Limb Anatomy were approved by Dr. Gregory and second by Dr. Hodge. Motion carried.  Modifying courses; PHAN 6340, PHAN 5330, PHAN 5332, PHAN 5334 were motioned by Dr. Fudala and second by Dr. Mallet. Motion carried.  Deleting PHAN 6307 was motioned by Dr. S. Mathew and second by Dr. Gregory. Motion carried. |  |  |
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| **Motion to adjourn** | Motion to adjourn by Dr. Mathis and Dr. Smith second. Motion carried. |  |  |