

**Academic Affairs Committee Meeting**  
**February 1, 2006**  
**Donnelly Library, Room 327**  
**3:00 p.m.**

**Members Attending:** Dr. David Sammeth; Dr. Jill Baker; Dr. Ken Bentson (Proxy Dr. Mike Meyers); Dr. Lee Stauffer; Dr. Mario Rodriguez; Professor Bob Mishler; Dr. Margaret Young; Dr. James Leger; Dr. Hossein Tahani; Dr. Nicole Montague; Dr. Joseph Sabutis, Faculty Senate; and Jesse Lopez, Student Senate President.

**Members Absent:** Dr. Donna Woodford; Dr. Dan Houtchens; Dr. Luis Ortiz; Dr. Carolyn Newman; and Dr. Placido Gomez.

**Ex-Officio Members:** Mr. John Coca.

**Others Present:** Myrriah Gomez, Vice President, Student Senate

**Approval of Agenda:** Prior to approval of the agenda, Dr. Sammeth reported that the Academic Affairs committee has lost some of its members and that he would be in contact with the departments. Dr. Nicole Montague is the new member in the School of Education. Dr. Sabutis requested to amend the agenda so as to include a Faculty Senate Report.

Dr. Baker made a motion to approve the February 1, 2006 agenda with the addition of Dr. Sabutis' items. Dr. Stauffer seconded. Motion passed unanimously.

**Approval of December 7<sup>th</sup> and December 14<sup>th</sup> 2005 Minutes** – After review and discussion of the December 7, 2005 Minutes, Dr. Sabutis made a motion to approve. Dr. Baker seconded the motion. There were 11 in favor, 0 opposed, 0 abstentions. Motion passed unanimously.

December 14, 2005 Minutes – After review and discuss, Dr. Tahani made a motion to approve the minutes of December 14, 2005. Professor Mishler seconded the motion. There were 11 in favor, 0 opposed, 0 abstentions. Motion passed unanimously.

The Minutes of October 12, 2005 will be reviewed at the next meeting.

**Report from Vice President for Academic Affairs** – Dr. Placido Gomez was unable to attend the meeting.

**Report from Registrar** – Mr. Coca distributed the Spring Enrollment Counts by Class and Std Type YTD Comparisons-Spring 05 and Spring 06 report. (**Attachment 1**) Mr. Coca reported that in regards to Main Campus, undergraduate students, headcount up 7 students as of Friday, January 27<sup>th</sup>. Graduate students we were up 54 students, but when Student Credit Hours (SCH) was calculated, the University is down 180 student credit

hours. Luna Community College has 129 University students, but the 643 (SCH) are reflected at Luna not at Highlands.

Mr. Coca also said that in regards to the Centers, we are up by 36 students and in regards to Student Credit Hours (SCH) we are up 96. Grand Total: increase of 97 students, but down 84 in (SCH). In addition, Mr. Coca distributed a comparison Main Campus Enrollment report for Spring 2005 vs. 2006. (**Attachment 2**)

**Report from Subcommittees** – Dr. Baker reported that the Undergraduate Subcommittee has received 8 petitions, 3 requested a meeting. During the Fall 2005 semester there were a total of 13 petitions heard and 2 hearings.

Dr. Young reported that the Graduate Subcommittee thus far has received 2 petitions and has not had any meetings.

**Report from Faculty Senate** – Dr. Sabutis reported that he attend the New Mexico Council for Faculty Senate President's, January 10<sup>th</sup>. He shared some items with the committee that transpired at the January 10th meeting, all schools seem to have a department of Developmental Studies. The Higher Education Department (HED) will be funding developmental studies in the future. Moving our developmental studies to Luna Community College may have been a premature move. Dr. Sabutis also reported that he has invited Regent John Loehr to the next Faculty Senate meeting, February 8, 2006. On February 22, 2006, Dr. Sabutis announced that he will be meeting with Beverly McClure, Secretary of the Higher Education Department (HED).

Dr. Sabutis also reported that at the last Faculty Senate meeting there were charges specifically to the Academic Affairs Committee that FS would like to see quick action on. The first charge involves the English Program and what is happening over there. Dr. Sabutis stated that there were English 111 classes created that the English faculty did not approve of and staffed outside the faculty. The charge to Academic Affairs is that the committee determines if academic procedure was ignored in the creation of these classes. The second charge is that Academic Affairs develop a policy for Pilot Programs and make some recommendation.

After a discussion on these charges, it was agreed by the committee, to have the charges from Faculty Senate submitted in writing for their review.

At this point, Jesse Lopez addressed Dr. Sabutis regarding a letter that Regent John Loehr wrote to the *Las Vegas Daily Optic* speaking negatively about students who attend this University. Dr. Sabutis responded saying that he would schedule a meeting regarding this matter.

**Old Business-** No old business to report.

New Business

**9.1-Election of Secretary for Academic Affairs Committee** – Dr. Sammeth

commended Dr. Margaret Young for serving as the secretary for the committee last semester. Dr. Sammeth indicated that Dr. Woodford had expressed interest in being the secretary. At this point, Dr. Sammeth asked for nominations. Dr. Baker made a motion to nominate Dr. Donna Woodford to serve as the Secretary for the Academic Affairs Committee. Dr. Stauffer seconded the motion. The motion passed unanimously.

**9.2-Request for Academic Affairs representation on committee developing a proposal for a minor in Native American/Hispanic (non-voting)** – Dr. Sammeth reported that Dean Mendez worked with the chairs from the Behavioral Sciences department and the Humanities department in seeking a member from the Academic Affairs Committee to represent the committee as a non-voting member in developing a proposal for a minor in Native American/Hispanic. The member would provide feedback to the committee. Dr. Sammeth requested a nomination for a member to serve in this committee. Professor Mishler nominated Dr. James Leger to represent the Academic Affairs Committee on the committee putting together a Minorities Studies Program. Dr. Sabutis seconded the motion. The motion passed unanimously.

**9.3-Proposed procedure for Academic Affairs Committee to follow when presented with a request for a new or changed program/minor (proposal distributed last meeting.)** – Dr. Sammeth reported that this item involved the proposal that Dr. Ken Bentson had brought forth to the committee prior to the Holiday Break. Dr. Meyer (Proxy for Dr. Bentson) made a motion to approve the proposed procedure by Dr. Bentson. Dr. Baker seconded the motion.

After discussion of this item, Professor Mishler made a motion to table this item. Dr. Baker seconded the motion. Motion passed unanimously.

Prior to adjourning, Professor Mishler announced that he would be presenting a Forensic Science Proposal to Academic Affairs.

Dr. Sabutis announced that there would be a Board of Regents Retreat on February 3<sup>rd</sup> and 4<sup>th</sup>. He also announced that the regents at the January 28<sup>th</sup> Board of Regents Retreat voted not to renew the Lobbyists contract.

Vice President for Student Senate announced that Student Forum on Friday, February 3<sup>rd</sup> and that on February 8<sup>th</sup> is HU at the Legislature Day hosted by the Student Senate.

Dr. Sammeth reported on some of the items that he would like to see presented at the Academic Affairs Committee this semester: 1. Discussion on Freshmen Seminar, 2. the two-week drop/add no show policy and 3. Graduate applications from unaccredited institutions.

**Adjournment** – The meeting was adjourned at 4:05 p.m. by acclamation.