

**Academic Affairs Meeting  
October 17, 2007  
Kennedy Hall-Back Room  
3:00 p.m.**

1. **Members Attending:** Dr. Jill Baker, Dr. Ken Bentson, Ms. Leslie Broughton, Dr. Joan Gallini, Dr. John Hayes, Dr. Jean Hill, Dr. John Jeffries, Faculty Senate, Dr. Brandon Kempner, Dr. Yongseek Kim, Dr. David Lobdell (Proxy for Ms. Winona Sorenson), Dr. Carolyn Newman, Dr. Lee Stauffer and Dr. Margaret Young.

**Ex-Officio Members:** Dr. Linda LaGrange and Mr. John Coca

**Absent:** Dr. Gil Gallegos, Dr. David Sammeth, Ms. Winona Sorenson, Dr. Mario Rodriguez, and Mike Sallee, Student Senate President.

**Others Present:** Dr. Bill Taylor and Dr. George Leone.

2. **Approval of Agenda:** Dr. John Hayes made a motion to approve the agenda. Dr. Brandon Kempner seconded the motion. Motion passed unanimously.

3. **Approval of Minutes:** Dr. John Hayes made a motion to approve the October 3, 2007 minutes. Dr. Jean Hill seconded the motion. Motion passed unanimously.

4. **Report from Dr. Linda LaGrange, Graduate Studies & Research**

Dr. Linda LaGrange reported that the Faculty Research Manual will be available online this week and because the manual contains a lot of information, links were created. There is table of contents for the whole manual as well as each chapter. Dr. LaGrange stated that three public forums will be held. After the public forums, the manual will presented to the Faculty Senate, the Administration and the Board of Regents for their review and approval.

Dr. LaGrange also reported that PNM donated a lawyer to the University for 4 months, fifty-percent release time. Ms. Annabelle Quintana specializes in Intellectual Property and will be available to discuss this issue.

5. **Report from Registrar – John Coca, Registrar**

Mr. John Coca reported that mid-terms grades were activated on October, 16<sup>th</sup>. He also said the Spring 2008 Schedule of Classes will be sent to the vendor on October 17<sup>th</sup>. Early Registration will begin on November 12<sup>th</sup>.

6. **Report from Subcommittees & Ballen Endowment**

No report at this time from the Subcommittees.

Dr. Brandon Kempner said that there is more money than was originally stated in the Ballen Endowment. There is approximately \$400,000 in capital and that will accrue approximately \$20,000 a year.

## **7. Old Business**

### **7.1. School of Business – Proposed Course Changes**

Dr. Bill Taylor presented the revised changes to the BUS 696, Business Case Study, ACCT 485/585 Financial Statement Analysis, ACCT 685, Reading Financial Statements and INTB 440 International Business. Dr. Taylor indicated that no issues exist where resources are concerned because the School of Business has the staff resources. The 585 course is being taught this semester and ACCT 485 will be taught next semester.

Dr. Taylor presented INTB 440/640, International Business. INTB 440 is an introductory course in International Business. At the graduate level, students use a graduate textbook and the work is much more extensive and rigorous.

After discussion of INTB 440/640, Dr. Jean Hill made a motion to approve the proposed revisions to INTB440/640. Dr. John Hayes seconded the motion. Motion passed unanimously.

Dr. Taylor also presented Accounting 485/685, Financial Statement Analysis. After a discussion, Dr. Lee Stauffer made a motion to table and have the School of Business restructure Accounting 685. Dr. Jean Hill seconded the motion. Motion passed unanimously. (**Attachment 1**)

## **8. New Business**

### **8.1. School of Education: New Course Proposals-Dr. George Leone**

Dr. George Leone presented the changes to three Special Topics Counseling courses into regular numbered courses. The courses are: COUN 616, An Overview of Art Therapy and the Creative Process, COUN 617, Grief, Loss and Expressive Arts Therapy and COUN 618, Art/Play Therapy Sandtray in Counseling. Dr. Leone stated that each of these courses are electives and have been filled to capacity. After discussion of the pros and cons, Dr. John Hayes made a motion to approve all three courses as regular numbered courses. Dr. Yongseek Kim seconded the motion. There were 12 in favor, 0 abstentions, 1 opposed. Motion passed. (**Attachment 2**)

### **8.2. Undergraduate Program Review**

Dr. Margaret Young provided a report on the School of Business' program review. She stated that auditors visited the School of Business and did their exit interview today. She said the school will be accredited with conditions that deal with assessment. Grades cannot be used as assessment data.

Dr. Jean Hill indicated that all academic programs need to be reviewed every 3-5 years. The Office of Graduate Studies handles the graduate programs. The undergraduate

programs reviews are handled by the Academic Affairs Committee. Dr. Hill suggested that the materials used for the last academic programs review were done need to be located in order to begin the process of reviewing programs.

**9. Meeting of the Whole**

Dr. Joan Gallini made a motion to move into a meeting of whole. Dr. Lee Stauffer seconded the motion. Motion passed unanimously. Topics of discussion included Items 9.1 and 9.2.

**9.1. Policy concerning the Use of Incompletes-Dr. Margaret Young**

Dr. Margaret Young indicated that as a former dean, faculty would use incompletes because students were assigned too much work and at the end of the semester they were unable to complete the class. Dr. Jean Hill asked if there was a policy regarding the use of incompletes. Mr. John Coca read from the undergraduate catalog as follows: "Given at the discretion of the course instructor only when circumstances beyond the students control prevent completion of course requirements within the established time." Dr. Hill asked what could be added to the policy to prevent the over usage of incompletes. Dr. Hill recommended that students should complete fifty or seventy five percent of their course work. Dr. Bentson recommended that a study be done to see if there is really a problem with incompletes.

**9.2. Disenrollment/Attendance Policy**

Dr. Jean Hill stated that faculty does not have the power to disenroll students that are not attending and have not been disenrolled. If students could be disenrolled before the third Friday of the semester it would help performance measures. Dr. Hill indicated that funding will be lost because of first-time freshmen retention rates. Dr. Ken Bentson said that the responsibility falls on the students to withdraw if they are not going to attend. Dr. Jean Hill made a request to table until the Retention Committee meets and have them make a recommendation.

**10. Adjournment** – Dr. Jean Hill made a motion to adjourn. Dr. Margaret Young seconded the motion. The meeting adjourned at 4:10 p.m.