

**Academic Affairs Meeting
December 5, 2007
Mortimer Hall-Room 130
3:00-5:00 p.m.**

1. **Members Attending:** Dr. David Sammeth, Ms. Winona Sorenson, Dr. Jill Baker, Dr. Ken Bentson, Ms. Leslie Broughton, Ms. Stephanie Butts, Secretary Student Senate, Dr. Joan Gallini, Dr. Jim Williams (Proxy for Dr. John Hayes), Dr. Jean Hill, Dr. Gil Gallegos, Dr. John Jeffries, Faculty Senate, Dr. Brandon Kempner, Dr. Carolyn Newman, Dr. Yongseek Kim, Dr. Mark Dyke, (Proxy for Dr. Mario Rodriguez), Dr. Lee Stauffer and Dr. Margaret Young.

Ex-Officio Members: Mr. John Coca.

Absent: Dr. Linda LaGrange.

Others Present: Dean Jenkins, School of Education, Drs. Alice Menzor, Chris Nelson and Jim Burns, School of Education.

2. **Approval of Agenda:** Dr. Jill Baker made a motion to approve the agenda. Dr. Jean Hill seconded the motion. Motion passed unanimously.
3. **Approval of Minutes:** Dr. Jill Baker made a motion to approve the November 7, 2007 minutes as amended. Dr. Brandon Kempner seconded the motion. Motion passed unanimously.

Announcement-Core Curriculum Presentation-Dr. David Sammeth

Dr. David Sammeth announced that at 4:15 p.m. a presentation on the State Mandated 35-credit Common Core Curriculum would be held in the Leveo Sanchez, Lecture Hall 135. He indicated that Dr. Brandon Kempner will provide data that he researched as part of the presentation. After the presentation, the Academic Affairs Committee can return to the Meeting of the Whole.

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

No report at this time.

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

Mr. John Coca reported Early Registration is still ongoing. Mr. Coca reported that as of last Friday, November 30, 2007, we were up 20 students on the main campus, and down 4 at the centers, overall we are up 16 students. In terms of Student Credit Hours (SCH), the University is up 2% from last year at this time.

Final exams are next week and grades are due Monday, December 17th. Mr. Coca encouraged faculty to process grades online. In addition, instructions and information for online grading were forwarded to the Deans, Department Chairs and the secretarial staff. Also an incomplete grade form is included for faculty that is issuing incompletes.

6. Report from Subcommittees & Ballen Endowment.

No report from Subcommittees at this time.

Dr. Brandon Kempner will be collecting applications on February 15, 2008 and if anyone wants to help, please contact Professor Winona Sorenson or Dr. Kempner.

7. Old Business: Working with Dr. Rivera to address the issues pertaining to the Centers.-Dr. Margaret Young.

Dr. Margaret Young said she sent out emails pertaining to the issues at the Centers. No feedback received to-date.

8. New Business

8.1. New Course Request: School of Education-Dr. Jim Burns

Dr. Jim Burns indicated that the EDLD, SPED, GNED 611: Action Research course has been taught as a Selected Topic course. This course is a 3-credit hour graduate level course which can be offered during the Spring, Summer or Fall semester. This course addresses both educational research and school improvement. Dr. Burns indicated that no courses would be discontinued. This course is an option for the Master's candidates that provide hands-on research for candidates in EDLD or C & I advanced programs. **(Attachment 1)**

After discussion of the pros and cons, Dr. Ken Bentson made a motion to approve. Dr. Margaret Young seconded the motion. At this point a discussion was held and Dr. Jean Hill suggested that the document not be approved until the appropriate paperwork is distributed and signatures are noted. Also, Dr. Hill indicated that the document be defined more narrowly and give another definition to the word "action." Committee concurred. At this point, Dr. Jean Hill offered a modification to the motion to approve the class contingent upon proper paperwork being submitted and reviewed at the next Academic Affairs meeting. Furthermore, approval be granted and no further presentation be necessary. Dr. Margaret Young seconded the motion. Prior to voting, Mr. John Coca asked if the course would be processed in Special Education, Educational Leadership and General Education. Dr. Burns affirmed that it would.

At this point, Dr. Sammeth requested that Dr. Ken Bentson restate the motion. Dr. Bentson made a motion to approve CRN 611 in Special Education, Special Education and General Education. Dr. Young seconded. Dr. Jean Hill restated that the motion to approve the class contingent upon proper paperwork being submitted at the next Academic Affairs meeting. Furthermore, approval be granted and no further presentation be necessary. A vote was taken, the committee approved unanimously.

8.2. Report on the status of using Comprehensive Exams in the School of Education Graduate Program-Dr. Chris Nelson, Presenter.

Dr. Chris Nelson presented a Summary of Comprehensive Exams for the MA degree in Special Education, Curriculum and Instruction, and Educational Leadership since the Fall

of 2006. Dr. Nelson indicated that students have the option to complete a Written Comprehensive Exam in place of a thesis or field project. (**Attachment 2**)

Dr. Kathy Jenkins informed the committee that approval for using Comprehensive Exams was granted for only one year and approval was once again being requested to continue using the exams. Dr. Jenkins indicated that the exams are working well. She indicated that there are specific rules and is a 2-hour exam.

After review of the pros and cons, Dr. Jean Hill made a motion to approve the use of Comprehensive Exams in Educational Leadership, Curriculum & Instruction, and Special Education. Dr. Jill Baker seconded the motion. A vote was taken, there were 15 in favor, 2 abstentions, 0 opposed. Motion passed.

8.3. Request for Special Course Numbering to be used for Professional Development courses in the School of Education-Dr. Kathy Jenkins, Dean.

Dr. Kathy Jenkins reported that this item is an informational item, no action requested. Dr. Jenkins indicated that when she assumed the role of Interim Dean, one of the first things she noticed in the schedule the number of Selected Topics that were coming through from the Centers and Special Education. Dr. Jenkins stated that there are school districts that expect for the School of Education to offer professional development courses. Dr. Jenkins asked for solutions to the professional development courses. Dr. Kathy Jenkins offered the following solutions, but requested help from the Academic Affairs Committee. Solutions and concerns involved:

- Renumber the Professional Development courses;
- Create a new prefix.
- Apply the solution across the University.
- Affects the financial aspect to the University; HED does not provide credit.
- How much oversight from the Academic Affairs Committee?

8.4. New Concentration request from the School of Business: Accounting within the MBA program-Dr. Margaret Young.

Dr. Margaret Young presented a new concentration is in the School of Business, Accounting within the MBA program. (**Attachment 3**)

Dr. Jim Williams made a motion to approve the Accounting Concentration in the MBA Program. Dr. Jill Baker seconded the motion. Motion passed unanimously.

8.5. Review of Undergraduate Programs-Dr. Jean Hill.

Dr. Jean Hill reported that NCA would like to see an ongoing institutional program review process at NMHU.

Dr. David Sammeth suggested that the committee adopt the Graduate Studies template to begin reviewing undergraduate programs during the spring term. Dr. Jean Hill also requested that these types of reviews be archived electronically. Dr. Sammeth indicated that he would speak with Dr. Ruben Aragon and Max Baca.

9. **Meeting of the Whole-NMHU to adopt 35-credit State mandated Common Core.**
Dr. Sammeth requested a motion to adjourn the meeting to the Committee of the Whole and go to the Leveo Sanchez Lecture Hall 135 for a meeting. Dr. Jill Baker made a motion to go into the Committee of the Whole. Dr. Brandon Kempner seconded the motion.

10. **Adjournment** –Jill Baker made a motion to adjourn. Dr. Lee Stauffer seconded the motion. Motion passed unanimously. The meeting adjourned at 5:00 p.m.