

**Academic Affairs Meeting  
September 2, 2009  
Sininger Hall Room 130-A  
3:00 p.m.**

- 1. Members Attending:** Dr. Jill Baker, Dr. Ken Bentson, Dr. Jim Burns, Dr. Erica Derkas, Dr. Joan Gallini, Dr. John Hayes, Dr. Andre Garcia-Nuthmann, Dr. John Jeffries, Dr. Brandon Kempner, Dr. Pete LeRoy, Dr. Emmanuel Nkwenti, Dr. Mario Rodriguez, and Dr. Kristie Ross Dr. Arlie Tagayuna, and Dr. Mary Shaw

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

**Absent:** Dr. Linda LaGrange

**Others Present:** Vice President Gilbert D. Rivera, Dr. Alice Menzor, and Dr. Stella Helvie

- 2. Approval of Agenda:** Dr. Ken Bentson made a motion to approve the September 2<sup>nd</sup> agenda, with the noted changes: Add Program Reviews under Old Business. Under Item 8.1. Add Form to Approve Motions, submitted by the Office of Academic Affairs. Item 8.3. Testing Procedures, instead of 8.1. Dr. Jim Burns seconded the motion. Motion passed.

- 3. Approval of May 6<sup>th</sup> and August 19<sup>th</sup>, 2009 Minutes**

Dr. Jill Baker made a motion to approve the May 6, 2009 minutes. Dr. Jim Burns seconded the motion. The motion passed with 1 abstention.

Dr. Jim Burns made a motion to approve the August 19, 2009 minutes, as amended. Dr. Jill Baker seconded the motion. Motion passed unanimously.

- 4. Report from Dr. Linda LaGrange, Associate Vice President for Academic Affairs**

Dr. LaGrange was not available. In her place, Vice President Gilbert D. Rivera provided a report to the committee.

Dr. Rivera reported that enrollment numbers are in. He indicated that a week before Census, the Business Office, disenrolls students due to lack of financial commitment. Disenrollment occurred Friday, August 28<sup>th</sup>. Dr. Rivera indicated that on the main campus, enrollment is up 4%, the Centers are up 13%, overall up 7%.

In reference to Student Credit Hours (SCH), main campus is equal to what it was last year and the Centers are up 14%. According to Dr. Rivera, these percentages are positive indicators, as the University is ahead compared to last year in Census and End-of-Term. If the enrollment numbers continue to hold through Friday, students that currently register will be counted in the Census report. Dr. Rivera requested that faculty ensure that students are attending classes, and are registered. He has been receiving petitions for students that never registered, but have been attending classes.

In terms of Retention, Dr. Rivera stated that the University reports retention rates for first-time full-time Freshmen on an annual basis. The report includes the Fall-to-Spring and Fall-to-Fall semesters. Fall 2007 to Fall 2008 and from Fall 2008 to Fall 2009 retention rates are approximately 45%. Dr. Rivera requested that the IR&E Office report on Freshmen retention from Fall 2006 to Fall 2008 and from Fall 2007 to Fall 2009. The 2006 to 2008 retention rate was 27% while the 2007-2009 rate increased by 5% to 32%.

Dr. Rivera reported that the University's request to the Higher Learning Commission (HLC), for approval to offer on-line degree programs has been withdrawn. He also reported that a member of the HLC team would be available to respond to questions regarding the requirements for approval and encouraged Faculty with synchronous and asynchronous programs to take advantage of the visit. Both types of delivery systems will require HLC approval in the future. The Distance Education Subcommittee of Academic Affairs will be asked to revisit the Policies & Procedures.

Dr. Rivera said that he received an email from Student Support Services that contained a workshop that will assist entering students. He encouraged faculty and their colleagues to download the email containing these workshops and share them with those students, which include: Time Management, Feeling Homesick, Procrastinating, Note Taking, topics that will assist students entering the University setting.

Dr. Rivera also reported on the FYE course.

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

No report at this time.

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

**Undergraduate Subcommittee:** Dr. Brandon Kempner indicated that the Undergraduate Subcommittee is going to review 5 petitions later in the afternoon.

**Graduate Subcommittee:** Dr. Ken Bentson reported that there are no appeals.

**Ballen Endowment:** Dr. Kempner said there is nothing to add from his previous report.

**Centers:** Dr. Joan Gallini reported that 29 student teachers have been placed in teaching positions. The process is now in place for student teaching applications for the Spring 2010. Dr. Gallini announced that the Center is going to use an electronic portfolio system for all field courses. This process will be most useful for accreditation purposes.

Dr. Ken Bentson indicated that under presentation of, "Centers" the committee needs to discuss adding representation from the others Centers. At this time, only Rio Rancho is submitting updates. Concern was expressed over who qualified to submit the updates.

## **7. Old Business**

### **7.1. First Year Programs – Discussion**

Dr. Brandon Kempner made a motion to move this item to the Meeting of the Whole Committee. Dr. Jill Baker seconded the motion. Motion passed unanimously.

## **7.2. Academic Program Reviews**

The committee approved to move this item and discuss during the Meeting as a Whole.

## **8. New Business**

### **8.1. Vote on Form to Approve Motions**

A form, generated in the Office of Academic Affairs was presented to the Academic Affairs Committee that will enable both, the Office of Academic Affairs and the Academic Affairs Committee, keep track of motions and/or recommendations made by the committee.

Dr. Jim Burns made a motion to approve the Form for Motions. This form excludes motions made on the agenda and adjournment. Dr. Baker seconded. Motion passed unanimously.

### **8.2. Request Course Change: Reading Education & Special Education – Dr. Stella Helvie**

Dr. Stella Helvie, School of Education, requested that Special Education 430/530 be double listed under Special Education and Reading Education prefixes.

After discussion, Dr. Ken Bentson made a motion to approve the Request Course Change, double listing Reading Education and Special Education. Dr. Baker seconded the motion. Motion passed unanimously.

### **8.3. Testing Procedures – Academic Support**

Dr. John Hayes expressed concern the way that Academic Support is conducting tests for the students. He indicated that students have to test out in the hall area of the Engineering building. He encouraged faculty to assist the Academic Support Office with space for students to test without interruptions.

## **9. Adjournment**–Dr. Jill Baker made a motion to adjourn. Dr. Ken Bentson seconded the motion. The meeting adjourned at 4:13 p.m.