

Academic Affairs Meeting
September 16, 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: Dr. Linda LaGrange and Mr. John Coca

Absent: Ms. Leslie Broughton and Dr. Veronica Saunero-Ward

Others Present: Dr. Susan Williams, Nursing Department and Charlene Ortiz-Cordova, EOS.

2. **Approval of the Agenda:** Dr. Mary Shaw made a motion to approve the September 16th agenda. Dr. Jill Baker seconded the motion. Motion passed unanimously.

3. **Approval of Meeting Minutes**

Dr. Ken Bentson made a motion to approve the September 2nd minutes. Dr. Mary Shaw seconded the motion. Motion approved unanimously.

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

Dr. Linda LaGrange stated that the Steering Committee's final draft of the Strategic Plan has been sent out for review by the University Community. The draft should be returned back to the committee, by October 16th. The committee will review them and include them in a similar format. Dr. LaGrange indicated that the Board of Regents has reviewed the draft and have no major comments.

Dr. LaGrange reported that an Enrollment Meeting was held today in the President's Office. She indicated that an Enrollment Committee will be formed. Dr. Joan Gallini asked what the overall purpose of the committee was. Dr. LaGrange stated that the committee will identify areas of recruitment that will best serve the university. There appears to be a decline in high school enrollments. In addition, the committee will review the efficacy of scholarships. Dr. LaGrange said that the President will send an email, asking if there is anyone interested in joining the make-up of the committee.

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

No report at this time.

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

Undergraduate Subcommittee: Dr. Kristie Ross reported that the committee is caught up with petitions.

Graduate Subcommittee: Dr. Ken Bentson reported that the committee will meet after the meeting to review 2 appeals.

Ballen Endowment: Dr. Brandon Kempner reported that the Stock Market is still down, and until it goes up, no scholars will be invited to the University.

Centers: Dr. Hayes said that the Centers issue would be addressed in Item 8.3.

7. Old Business

7.1. Discussion - Academic Program Reviews

Dr. John Hayes asked the committee if they wanted to implement ideas presented by Vice President Rivera at the September 2nd meeting. Dr. Brandon Kempner indicated that the committee should change the Academic Program Review process and make it more efficient. He said that due to the timeframe, it was best to review policies and procedures during the Spring 2010 semester. Dr. John Jeffries inquired about the rationale of Program Reviews. He went on to provide a brief history as to why Program Reviews were previously done, but felt that the purpose had since, changed. Dr. LaGrange recommended that Assessment Director Dr. Bill Sayre, be invited to present the rationale behind Program Reviews. Dr. LaGrange indicated that Dr. Sayre will be doing the reviews.

The committee discussed the following, regarding Program Reviews:

- What is the purpose of Program Reviews?
- Past purpose was to submit to the Commission of Higher Education (CHE).
- Program Reviews should not externally driven it's for self-evaluation of programs.
- Discuss with Dr. Sayre the focus of the reviews.
- As a matter of co-governance, Program Reviews are administrative driven and there is not an opportunity for the faculty's input. Faculty need to define and provide advice Dr. Sayre.
- Faculty should define the purpose of the Program Reviews and come up for the purpose of doing them.
- Program Reviews not for NCA purposes.
- Recommendation made to form a sub-committee and outline how to define what is required in the reviews. In addition, find out how the Administration and Dr. Sayre will use the reviews.
- Recommend that Dr. Bill Sayre be invited to meet with the subcommittee.

Dr. Mary Shaw made a motion to form a Subcommittee of the Academic Affairs to investigate and write out what the multiple uses of a Program Review and define the needs. Dr. Kempner seconded the motion. Before the committee voted, Dr. Ken Bentson amended the motion to form a Subcommittee today, complete acceptable policies and procedures no later than May, 2010. After further discussion of the timeline, Dr. Ken Bentson retracted and restated the amended motion. Dr. Mary Shaw restated the amended motion as follows, "to form a subcommittee today that is going to work on revising the Program Reviews, with a purpose, a new document, and report back to the Academic Affairs Committee, five weeks from today. Dr. Ken Bentson seconded the motion. A vote was taken, there were 12 in favor, 0 opposed, 0 abstentions. Motion passes.

Dr. Hayes asked for volunteers to form the subcommittee to review the Program Reviews Policies & Procedures Manual. Drs. Mary Shaw, Erica Derkas and Ken Bentson will serve.

7.2. Discussion – First Year Programs

Dr. John Hayes asked the committee how they wanted to proceed with the First Year Programs.

Dr. Brandon Kempner said there is a committee currently working on a plan in place. This year is considered a transition year and what is currently taking is not necessarily permanent. The committee consists of approximately 8-9 members from across the University. The plan being implemented by the committee is in its preliminary planning stages. Dr. Hayes recalled that Jill Baskerville had brought FYE to the committee for a vote and was still pending. Dr. Kempner stated that First Year Experience (FYE) is not gone it is still in the books. Dr. Kempner indicated that Dr. Rivera assigned Dr. Risch to spear-head the committee. Dr. Ken Bentson indicated that a program review should be done. He said that there isn't clarity, no goals in place and where is the line of command? Who is in charge? Dr. Kempner said that Dr. Risch is in charge. Dr. Shaw indicated that the change was never approved by the Academic Affairs Committee.

Dr. Ken Bentson made a motion that the First Year Programs Committee submits an abbreviated program review that documents where this request originated, what its current status is, including management and the Strategic Plan, due back to Academic Affairs Committee in five weeks. Dr. Erica Derkas seconded the motion. A vote was taken, there were 12 in favor, 0 opposed and 0 abstentions.

Dr. Hayes will inform Dr. Risch of the motion.

8. New Business

8.1. Request Course Change: Minor Women's Studies - Erica Derkas

Dr. Erica Derkas requested that courses in the Women's Studies Minor be cross-listed in the Schedule of Classes in History, Art and English. Dr. Ken Bentson request to table this request until the committee reviewed the request.

8.2. Charge from Faculty Senate regarding Distance Education(DE) and the Policies & Procedures Manual

Dr. John Hayes said that Faculty Senate has charged the Academic Affairs with forming a subcommittee to review the Distance Education and the Policies & Procedures Manual. He read from the Faculty Handbook, Section V. Committees of NMHU, Item 6. Subcommittee on Distance Education, "a. Membership. Members include one faculty member from each school and college, a representative from the Educational Outreach Services (ex-officio), a student accounts representative from the business office and Registrar, or his/her designee (ex-officio). The committee chair shall be a member of faculty elected by the committee. Election of a faculty member to the committee shall be held within the school or college among the voting members of that faculty and the name of elected member reported by the school or college dean and to the Secretary of the Faculty Senate." Dr. Hayes expressed concern over the fact that the, "meetings are held at least once per semester or as need arises."

Discussion included:

- The language in the handbook needs to be reviewed.
- The policies handbook is outdated and technology has changed.
- Contact deans from respective schools/college
- Dr. Hayes send an email to the Deans to select their respective member.
- The Distance Education to review the Policies & Procedures Handbook.
- Should other members other than the Distance Education committee assist in reviewing the handbook?
- Can the Academic Affairs Committee charge to the subcommittee how to proceed?
- Do the Centers have representation?
- Purpose of the current policy, to serve as an advisory committee.
- Center Directors should provide input.

Dr. Susan Williams, Director of Nursing, said that some departments have critical needs, technology has changed. Dr. Williams said that she attended a Senate Memorial Committee meeting, and a topic of concern was how to address nursing and faculty shortages. The number one recommendation was to offer distance education core courses in Nursing around the State. She indicated that the University has a wealth of faculty that could assist in reviewing the language in the handbook.

Dr. Brandon Kempner made a motion to include Dr. Susan Williams, Nursing Director, in an advisory capacity and as ex-officio member of the Distance Education Committee. Dr. Jill Baker seconded the motion. Motion passed unanimously.

Ms. Charlene Ortiz-Cordova requested that someone be included from Educational Outreach Services.

8.3. Discussion: Representatives from the Centers

Tabled until the next meeting.

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