

**Academic Affairs Meeting
January 20, 2010
Sininger Hall Room 130-A
3:00 p.m.**

1. **Members Attending:** Dr. Jill Baker, Dr. Ken Bentson, Ms. Leslie Broughton, Dr. Jim Burns, Dr. Andre Garcia-Nuthmann, Dr. John Jeffries, Dr. Brandon Kempner, Dr. Pete LeRoy, Dr. Luis Ortiz, Dr. Mario Rodriguez, and Dr. Kristie Ross Dr. Arlie Tagayuna, and Dr. Mary Shaw.

Dr. Tagayuna announced that he will be replacing Dr. Erica Derkas for the semester.

Ex-Officio Members: Dr. Gilbert D. Rivera

Absent: Dr. Joan Gallini, Dr. Linda LaGrange and Mr. John Coca

Others Present: Dr. Michael Petronis

2. **Approval of the Agenda:** Dr. Brandon Kempner made a motion to approve the January 20th agenda. Dr. Jill Baker seconded the motion. Motion passed unanimously.
3. **Approval of Meeting Minutes**
The December 2nd minutes, tabled until the next meeting.
4. **Report from Vice President for Academic Affairs**
Vice President Rivera reported that the university is being asked by the Higher Education Department (HED) to reaffirm or to appoint NMHU representatives to the Articulation and Transfer Agreements. Dr. Rivera requested that those interested in volunteering and/or representing the university, contact their respective Dean.

Dr. Rivera also stated that the deadline for submission of additions to the State-wide General Education requirement is February 25th.

Dr. Ken Bentson asked what were the responsibilities of people in these groups? Dr. Rivera indicated that these groups are organized by the Higher Education Department (HED) to discuss articulation of courses and programs. The intent is to develop a matrix of courses that will identify courses that are transferable to any institution. This matrix is intended for use by students, advisors, faculty, etc.

Dr. Rivera announced that there is a Board of Regents meeting scheduled next Wednesday, January 27th. The Board of Regents Academic Affairs Subcommittee meeting, scheduled on Monday has been cancelled.

Dr. Rivera reported that he responded to the Flagging Study, of the 20 programs flagged, 10 have been eliminated, 3 are new and 7 are active and are currently being reviewed. HED had five other programs on their CIP Code list that the University no longer offers: Master's

Program in History, undergraduate programs in Electrical Engineering, Parks, Recreation and Research Studies, Technology Teacher Education, and Visual and Performing Arts. In all, fifteen programs have been eliminated. Dr. Rivera indicated that this data was important to report, given the economy and our interest in establishing a Master's program in Athletic Training.

Dr. Rivera also reported that enrollment is stable compared to last year at this time. Dr. Rivera indicated next Friday, January 29th, is Census. He indicated that the remainder of this week and next week are left to make sure that those students attending classes, and are not registered, nor appear on the rosters, be sent to the Business Office and the Registrar's Office to register.

Relative to enrollment, Dr. Rivera reported that at this time 29% of the students on the main campus are graduate students. There are 183 new students on campus, 33 freshmen, 90 transfers and 16 new graduate students. Overall, there is a 1% increase on the main campus.

5. Report from Registrar – John Coca, Registrar

No report at this time.

6. Report from Subcommittees & Ballen Endowment

Undergraduate Subcommittee: Dr. Ross reported that the committee has one new appeal and two from last semester.

Graduate Subcommittee: No report.

Centers: No report.

7. Old Business

7.1. Program Reviews: Status

Dr. Bentson reported that last semester he provided a list of departments that submitted Program Reviews. Since that meeting, approximately 3 new reports have been received. Some of the program reviews are the same ones that are being flagged. Dr. Bentson requested to discuss during Item 8.1.

7.2. DegreeWorks Advising Software Presentation, January 22, 2010

Dr. Bentson announced that DegreeWorks will make a presentation on Friday, January 22nd at 11:00 a.m. Dr. Bentson indicated that this program will help improve advising.

Dr. Bentson requested to move Item 8.2. up.

8.2. Geology Electives Courses: Dr. Jennifer Lindline

Dr. Michael Petronis reported that they are proposing to add graduate level sections, Environmental Geophysics 524 and Environmental Geochemistry 532. Dr. Petronis indicated that graduate students would be required to conduct an independent research project and write a term paper. **(Attachment 1)**

Dr. Brandon Kempner indicated that extra assignments have not been integrated into the graduating scale. The graduate syllabus does not reflect the assignments.

After discussion, Dr. Mary Shaw made a motion to approve revisions to Environmental Geophysics 524 and Environmental Geochemistry 532, to changes to the syllabi. Dr. Jim Burns seconded the motion. The motion passed unanimously.

8. New Business

8.1. Review of Flagged Programs: Procedures Proposal

Dr. Ken Bentson provided a draft of the Flagged Programs (2005-2007). He requested that committee members review the document and if possible, finalize it today. Dr. Bentson asked for comments and/or questions. (**Attachment 2**)

Dr. Mary Shaw indicated that General Science, Interdisciplinary, Department of Biology, was submitted by Dr. Sabutis, but wasn't sure to whom. Dr. Shaw indicated that she received a copy. Dr. Brandon Kempner stated that he requested that Dr. Lujan forward the Languages and Culture report. Dr. Bentson indicated that he is still missing the Mathematics and Computer and Science. Dr. Kempner asked if the committee is going to discuss the flagged programs or have an individual look at them first. Dr. Bentson indicated that responses would be sent to the committee prior to the meeting, the response to the questions. Programs that haven't submitted a review the program review would be submitted to the committee. Each presentation would be timed, about a half-hour. Dr. Bentson stated that at the meeting following the presentation, a vote would be taken. This would ensure confidentiality.

Dr. Bentson indicated that the committee could follow the Higher of Education's (HED) procedure or add to it. Dr. Bentson stated that there is also the Program Review. The various disciplines will provide a response to the eight questions, plus the program review. Dr. Bentson asked the committee what would happen they didn't receive program reviews. Dr. Bentson indicated that suspended programs are kept in a global listing.

Dr. Rivera indicated that a suspended program does not allow Freshmen to enroll in that major. He also indicated that instead of complete elimination of a major, an option would be to change a major to a minor.

Also discussed the following:

- Would the committee be allowed suggestions?
- Do the decisions by the committee require majority vote of those present?
- Make a recommendation to Vice President for Academic Affairs.
- Committee agreed to use a secret ballot.
- Emphasize that discontinuation, is highly likely if Program Reviews are not submitted.
- Dr. Bentson will submit a copy of the Flagged Programs document, notify Chairs that programs have been flagged and when they will present before the Academic Affairs Committee.

- Dean Anderson is addressing the General Science, Interdisciplinary, Department of Biology.
- Revise number 7, Strategic Plan.
- Change the dates of presentations.

Dr. Rivera indicated that at a meeting where flagging criteria was discussed, HED will ask the Chief Academic Officers from four-institutions to suggest alternate criteria to the current criteria. The current criteria raised several questions among the four-institutions across the State. Also discussed at the Academic Council was should they be more involved in graduate and undergraduate programs.

Dr. Jill Baker made a motion to approve the Flagged Programs document and add, to continue with revisions. Ms. Leslie Broughton seconded the motion. A vote was taken, there 12 in favor, 0 opposed, 0 abstentions. Motion passed.

8.2. Business Management Courses: Dr. Margaret Young

Dr. Luis Ortiz presented the addition of two elective courses in the Management Curriculum: Management 400/500 Entrepreneurial Forum and Management 425/535 Casino Management. Dr. Ortiz requested that these courses be added as electives to the undergraduate and graduate concentrations. **(Attachment 3)**

After discussion, Dr. Mary Shaw made a motion to approve the two electives, indicating a clear distinction between the undergraduate and graduate level syllabi. Dr. Arlie Tagayuna seconded the motion. The motion passed unanimously.

8.3. Program Reviewer Guidance: Draft

Dr. Bentson reported that he drafted the Program Review document to have a guide to follow. **(Attachment 4)**

After discussion, Dr. Jill Baker made a motion to approve the Undergraduate Program Reviewers – Suggested Review Guide. Ms. Leslie Broughton seconded the motion. A vote was taken, there were 12 in favor, 0 opposed, 0 abstentions. Motion passed.

8.4. Course and Program Proposal Guidance Document

Dr. Bentson indicated that this document is a guide to program revisions and syllabi guidance that would be placed on the Web. Discussion included:

- Questions raised about specific syllabi.
- What is required in the syllabus?
- Catalog statements are vague.
- No oversight by the Academic Affairs committee.
- Syllabi should include a statement on safety practices.
- Provide generalized and specific examples of syllabi.
- Format not important, content is.
- The procedures will go into effect once document is approved.

- Have Academic Affairs Committee page on the Web.
- Includes guidance for Course Change Proposals.
- Discussed Major/Minor Change Proposals.
- Use of Independent Study and Directed Study forms.

After discussion, it was agreed that the document will be mailed out the Deans for their review.

9. **Adjournment** – Dr. Jill Baker made a motion to adjourn. Dr. Jim Burns seconded the motion. The meeting adjourned at 4:43 p.m.