

Academic Affairs Committee Minutes **December 7, 2011 – Approved 1-18-2012**

- 1. Roll Call (3:05 pm) Present:** Donna Woodford-Gormley, Cheryl Zebrowski, Andrellita Chavez, Craig Conley, Cristina Duran, Pete LeRoy, Joan Gallini, Andre Garcia-Nuthmann, John Jeffries, Emmanuel Nkwenti, Mary Shaw, Carmen Vidal-Lieberman, Ian Williamson
Also in Attendance: John Coca, Gilbert Rivera, Edward Harrington
Absent: Jim Burns

2. Approval of the Agenda

The agenda was approved with the addition of updates to old business. (Garcia-Nuthmann, Conley)

3. Approval of the Minutes

Minutes of November 16th were approved with a correction to the date of Pete LeRoy's attachment. (Vidal-Lieberman, Conley)

4. Report from VP, Academic Affairs

Gilbert Rivera apologized for no one attending this semester. Linda LaGrange will be attending future meetings. The formula for funding is being changed based on degrees awarded to minority students. He also gave a summary of retention and graduation rates based on different factors and which are available from Jean Hill's office.

- Several projects are in the planning stage. ACT/SAT scores will be required for admittance. Summer program to bring students up in math or English using learning communities. The ARMAS supplemental instruction to some courses increased retention, so they would like to expand it to other types of classes. Proposal to reintroduce a Freshman orientation course (not First Year Experience).
- The administration is working on articulation agreements with other community colleges so community colleges know what our requirements are. These would be within each discipline.
- Discussion has begun on a planned revision of catalog, but no specifics yet.

5. Report from Registrar

John Coca: Early registration is up from last year. Final exams are next week, and grades are due Mon. Dec. 19th. Incompletes require a form to be submitted.

6. Reports from Subcommittees/Centers

- a. Pete LeRoy reported that Faculty Senate has not met since our last meeting. He did provide a summary of the Emergency planning committee which has been discussing delivery of messages and university wide policy.
- b. Ballen Endowment received three applications, and selected David Lobdell's science & art proposal.
- c. Center Reports: Cristina Duran reported that Albuquerque had lots of snow this week. The School of Social Work self-study is complete. Joan Gallini at

- Rio Rancho reports that School of Education faculty and staff are tired, but thanked everyone for their effort with the NCATE visit.
- d. Graduate appeals: Resolved 1 petition.
 - e. Undergrad appeals: No petitions.

7. Old Business

- a. Updates on course release time: The Faculty Senate needs to meet with administration. Then the full faculty must approve handbook change and then will go to the board of regents. Probably go into effect in the fall.
- b. Staff support – Donna will draft a letter.

8. New Business

- a. Edward Harrington and Andre Garcia-Nuthmann gave a summary of the proposed music courses which includes: adding co-requisites and creating some new courses. Suggestions were to add the university traits to the syllabi. Since the dean has not signed the request forms, the committee could not vote on the proposals.
- b. Some revisions to the Course Proposal form were proposed.
 - i. Motion was made to add an “Other (please explain)” option to Total Contact Hours. (Williamson, Vidal-Lieberman). Motion passed unanimously.
 - ii. Motion was made to add to the “Additional Resource requirements” line a list of possible resources which might impact the budget, i.e., library, faculty, staff, budget, instructional materials, etc. (Vidal-Lieberman, Conley)

9. Meeting adjourned at 4:38 p.m.