1. Roll Call (3:01 pm) Members Present: Donna Woodford-Gormley, Cheryl Zebrowski, Jim Burns, Andrellita Chavez, Craig Conley, Cristina Duran, Andre Garcia-Nuthmann, John Jeffries, Emmanuel Nkwenti, Mary Shaw, Carmen Vidal-Lieberman, Warren Lail, Seonsook Park
Also in Attendance: Dick Greene, John Coca, Pete LeRoy
Absent:

2. Approval of the Agenda
The agenda was approved with the addition of SAT/ACT discussion to new business. (Conley/Lieberman)

3. Approval of the Minutes
Minutes of December 7, 2011 were approved. (Shaw/Vidal-Lieberman)

4. Report from VP, Academic Affairs
No Report

5. Report from Registrar
John Coca reports last day to register without approval is next Monday.

6. Report from Faculty Senate
Pete LeRoy gave a summary of the Faculty Senate meeting which has charged AAC to develop guidelines for the proposed ACT/SAT requirement for admissions. The Emergency Committee is trying to define snow delays and closures and the Clery Act. The full report is attached.

7. Reports from Subcommittees/Centers
   a. Centers: Rio Rancho Center has been updated with new carpet.
   b. Ballen Endowment: Reviewed a last minute application, but denied funding.
   c. Undergrad appeals: Handled one appeal.
   d. Graduate appeals: No appeals.

8. Old Business
   a. Letter requesting support staff. Donna requested comments be e-mailed to her.
   b. Revisions to AAC forms: Looking for an editable version. Pete may have a Word version.

9. New Business
   a. ENGR 115 to change from a 2-3 credit class to 1 credit. (Shaw/Lail) Approved unanimously.
   b. Appeals policies: Questions regarding time to make decision. Who’s version carries more weight, all sides being equal – the student or faculty member?
The purpose of an appeal is not to re-hear the entire case (Burns). We can request additional information. Majority rules.

c. ACT/SAT Scores for incoming students. Discussion regarding timeline and if it’s a good idea. Will request additional information from Dr. Hill and Dr. Rivera. Send questions to Donna by Jan. 25th so they can be answered by our next meeting on Feb. 1st. That meeting will be devoted to this topic so that a draft may be ready by our Feb. 15th meeting to get to Faculty Senate by Feb. 22nd.

10. Meeting adjourned at 4:28 p.m.