

Academic Affairs Committee Minutes

April 18, 2012 (Approved May 2, 2012)

- 1. Roll Call (3:10 pm) Members Present:** Donna Woodford-Gormley, Cheryl Zebrowski, Pete LeRoy (proxy for Andrellita Chavez), Craig Conley, Cristina Duran, Joan Gallini, Andre Garcia-Nuthmann, John Jeffries, Emmanuel Nkwenti, Mary Shaw, Seonsook Park

Also in Attendance: Pete LeRoy, John Coca

Absent: Jim Burns (excused), Carmen Vidal-Lieberman (excused), Warren Lail (excused)

2. Approval of the Agenda

The agenda was approved. (Shaw/LeRoy)

3. Approval of the Minutes

Minutes of April 4th were approved with typographical corrections. (Shaw/LeRoy)

4. Report from VP, Academic Affairs

No report

5. Report from Registrar

John Coca will send out graduation list before our next meeting. English 106 will be the new number to replace English 100.

6. Report from Faculty Senate

Pete LeRoy gave a brief summary of the Faculty Senate meeting. Clarification of Dean searches. Letter to Dr. Fries regarding the new website and need for full-time web master. Distance Ed synchronous/asynchronous requirements input from faculty. The full report was sent to committee members.

7. Reports from Subcommittees/Centers

- a. Centers: Site visit from counseling accreditors at both Albuquerque and Rio Rancho
- b. Ballen Endowment: Started this week. Needs more publicity.
- c. Undergrad appeals: 1 pending.
- d. Graduate appeals: no report.

8. Old Business

- a. Report on program review of Education
 - i. Comments were favorable. Why are Secondary education majors/minors low? Address problems & issues and how the university can help. Next step should include meeting with dean and then with Dr. Rivera.
- b. Report on program review of Social Work
 - i. Comments: Finishing accreditation and will send executive summary this Friday.
- c. Continued discussion of program review process:
 - i. Liked the linked supporting documentation.
 - ii. Liked the executive summary.
 - iii. Include question about challenges and how the university could assist.

- iv. Include a summary about faculty members
- v. Donna has started a list of questions.
- d. ACT/SAT requirement
 - i. How “recent” is a “recent high school graduate”? Exemptions for “non-traditional students” are set-up at some of our peer institutions. (24 years or older, military service, etc.)
 - ii. Since this is not taking effect until Fall 2013, we may be able to postpone until fall. But need to be ready for 2013 recruitment in fall.
 - iii. Motion: All new freshmen who graduate from high school in May 2013 would be required to submit the ACT/SAT score for admission in fall 2013 and the committee will work on a permanent policy to address other admissions categories. (Shaw/Conley). Amended to summer admissions. (Shaw/Conley) Motion carried unanimously
- e. Update on terms and election of officers
 - i. Dr. Romine was informed of our request regarding 3-year terms and election of officers.
 - ii. Dr. Woodford-Gormley proposed that we elect chair and secretary at next meeting.

9. New Business

- a. Program Changes – Counseling
 - i. Four Courses being changed from special topics to permanent courses. They are electives. Each type of counselor needs specialty courses in addition to the core. Courses will rotate each semester. Course title change. Dean has approved all changes, but Donna has not received the signed documents. Motion made to approve course changes. (LeRoy/Conley) Motion carried unanimously.
 - ii. Initiate three graduate level certificate programs so students can qualify for financial aid, as well as count for state funding. Motion made to approve the certificate programs. (Conley/LeRoy) Motion carried unanimously.
- b. Program Changes – Political Science
 - i. Thesis/Professional Paper requirement. Add a third option for a comprehensive exam. Change to professional paper requirement to 1 paper, and more specific coursework. Adding the Research Methods in Political Science course. This option will help with graduation rates for those not interested in pursuing a PhD. Motion made to approve the proposed graduation requirements and the program changes. (Conley/LeRoy) Motion carried unanimously.
 - ii. Addition of the Research Methods in Political Science course. Motion to approve course addition (LeRoy/Conley) Motion carried with 1 abstention.

10. Meeting adjourned at 4:50