

Academic Affairs Committee Minutes
October 17, 2012 (Approved November 7, 2012)

- 1. Roll Call (3:00 pm) Members Present:** Donna Woodford-Gormley, Cheryl Zebrowski, Andrellita Chavez, Craig Conley, Cristina Duran, Andre Garcia-Nuthmann, John Jeffries, Carmen Vidal-Lieberman, Warren Lail, Seonsook Park, Jesus Rivas

Also in Attendance: Pete LeRoy, John Coca

Absent: Margot Geagon, Linda LaGrange

2. Approval of the Agenda

The agenda was approved with the addition of discussion of procedural issues and appeals procedures. (Chavez/Conley)

3. Approval of the Minutes

Minutes of October 3rd were approved with clarification of the status of the MACS program in 8a. (Jeffries/Vidal-Lieberman)

4. Report from Registrar

John Coca reports that mid-term grades had been posted. Carmen asked about double majors and the order in which they are listed. The order is usually based on the submitted form by the student. Specific questions should be addressed to the registrar's office.

5. Report from Faculty Senate

Pete LeRoy gave a brief summary of the Faculty Senate meeting. There was some discussion of the need for a valid instructor evaluation. Term for AAC will remain at 2 years, with a two term limit. The full report was e-mailed to committee members.

6. Reports from Subcommittees/Centers

- a. Ballen Endowment. The call for proposals will be sent out by next week.
- b. Undergrad appeals has resolved the complicated appeal from last year. There is one new appeal.
- c. Graduate appeals: 6 approvals, 1 denial and 1 new one
- d. Social Work Program Review: will try to meet soon.

7. Procedural Issues

- a. Donna would like to implement more of Robert's Rules of Order, especially in regards to motions. The motion should be written down by the secretary and read back to the committee. Discussion follows and then the Call for the Question for the vote. Donna will send out an abbreviated version of the Robert's Rules of Order.
- b. We will continue to use paper ballots for non-administrative issues.
- c. We will generally limit discussion to 10 minutes.

8. Education Proposals

- a. EDLD Licensure Certificate is a post-masters study which will qualify students for the NM Educational Administration license. It has previously been a licensure program but with new state funding formula, it is being proposed as a certificate program.
- b. Internship Course Revision
 - i. Changes which are being proposed are based on the current Rio Rancho Syllabus.
 - ii. Changes of meetings from 3-6 per semester to weekly.
 - iii. The course grade will be A-F.
- c. Motion made to approve the Educational Leadership Certificate as proposed. (Conley/Chavez) Motion carried unanimously
- d. Motion made to approve the Educational Leadership 698, Internship Course revision (Conley/Rivas) Motion carried unanimously.

9. MFA Program – Media Arts

- a. Motion made to approve the MFA Program in Media Arts and Cultural Technology as proposed. (Lail/Conley). Motion carried unanimously.

10. Art 591 and 595

- a. Motion made to approve the chair's signing of these previously approved courses. (Rivas/Lail) Motion carried unanimously

11. Appeals Procedure

- a. Faculty Senate wants a specific timeframe. The committee felt that a response, not necessarily an answer, should be given within two weeks of the committee's receipt of the appeal. There was some discussion regarding appeals received at the end of a semester or over the summer break. It was generally felt that they should be taken up by the second meeting of the next semester's AAC meeting . Motion made to table until next meeting. (Vidal-Lieberman/Conley) Motion carried unanimously.

12. AAC forms and instructions

- a. Discussion regarding minor/major course revisions and instructions. Addition of certificate programs. Send any other suggestions to Donna.

13. Charges from Faculty Senate

- a. Discussion of Scheduling Blocks – no feedback from faculty.
- b. Discussion of NG policy. 37 NGs last year.
- c. ACT Scores – Discussion of Policies
- d. Further discussion of these issues was tabled until next meeting.

14. Meeting adjourned at 4:53