Academic Affairs Committee Minutes  
January 15, 2014  
(Approved February 5, 2014)

1. Roll Call (3:05 pm) Members Present: Todd Christensen, Craig Conley, Patricia Cruz, Margot Geagon, John Jeffries, Warren Lail, Kerry Loewen, Seonsook Park, Jesus Rivas, Donna Woodford-Gormley, Cheryl Zebrowski  
Also in Attendance: Michael Raine, Teresita Aguilar  
Absent: Cristina Duran, Carmen Vidal-Lieberman, Ruthy Watson

2. Approval of the Agenda  
The agenda was approved. (Loewen/Rivas)

3. Approval of the Minutes  
Minutes of December 4th were approved. (Lail/Conley)

4. Communication from the Administration  
a. Dr. Teresita Aguilar introduced herself as the new VPAA/Provost.

5. Communication from the Chair  
a. Dr. Woodford-Gormley received an e-mail from Dr. Rivera who wished to convey his appreciation of the committee.  
b. Dr. Lail will clean-up dropbox files.

6. Communication from the Registrar  
a. 3,408 students have registered for spring semester which is just about equal to last spring.  
b. Transfer students are increasing, but new Freshmen are declining.  
c. Some discussion regarding recruitment. How can faculty become more involved?  
d. 2/3 of the new catalog is now online. Let Michael know of any corrections.

7. Communication from the Faculty Senate  
a. Professor Loewen gave a brief summary of the Faculty Senate meeting, with discussion about the process of hiring Deans going into arbitration.

8. Communication from Subcommittees  
a. Undergrad appeals: 3 new appeals to be reviewed next Wednesday.  
b. Graduate appeals: No appeals yet.  

9. Program Deletion – Public Affairs, Concentration in Historical & Cross-Cultural Perspectives  
a. This was proposed last meeting, but the committee wanted to obtain Anthropology input. Dr. Lail reported that there were no concerns from the department.  
b. Motion made to approve the deletion of the MA in Public Affairs, Concentration in Historical & Cross-Cultural Perspectives. (Lail/Conley) Motion carried with 1 abstention.

10. Dual Degree programs  
a. Dr. Sammeth had a student who wanted to get a BS and a BA in the sciences. Currently a note is put on transcript saying student also met the requirements for the
other degree. Since there are no clear guidelines, we may receive a charge from Faculty Senate.

11. Program Review schedule and procedures
   a. Discussion regarding how the process works, and how to make it a positive experience.
   b. A sub-committee may bring concerns to the whole AAC.
   c. The review should contain a summary or abstract before Part 1.
   d. The NM Higher Learning Education Committee requires regular review of programs. Language from their policy, “Criteria for accreditation, criteria 4.a.1” should be included in the first paragraph of our procedure.
   e. Approval of the new procedure needs to be obtained from Faculty Senate and the VPAA before it can be implemented.
   f. Dr. Aguilar recommended that external evaluations be done for non-accredited programs. Money for such reviews may be paid by the Academic Affairs budget. Add to the end of paragraph 2: “When feasible, an outside reviewer is recommended for non-accredited programs.”
   g. Motion made to approve the Program Review process as amended. (Lail/Christensen) Motion carried unanimously.

12. Discussion of and minor revisions to AAC forms
   a. No suggestions for revisions.
   b. A motion was made to recommend to Faculty Senate that ITS purchase an institutional license for an electronic signature program. (Loewen/Geagon)
   c. Dr. Woodford Gormley will look into creating a Sharepoint site for archiving AAC documents which would be available to the registrar’s and VPAA offices.

13. Computer Proficiency Requirement
   a. Dr. Jeffries will discuss with the CS department.

14. Late Arrivals: None

15. Meeting adjourned at 4:46.