

Academic Affairs Committee Minutes

September 17, 2014

Approved October 1, 2014

1. **Roll Call (3:02 pm) Members Present:** Judy Barnstone, Todd Christensen, Craig Conley, Patricia Cruz, Margot Geagon, Gerry Glover, Aline Harrison, Laura Heflin, John Jeffries, April Kent, Kerry Loewen, Seonsook Park, Jesus Rivas, P.J. Sedillo, Ruthy Watson, Donna Woodford-Gormley.

Also in Attendance: Michael Raine, Linda LaGrange

Absent: Carmen Vidal-Lieberman

2. Approval of the Agenda

The agenda was approved.

3. Approval of the Minutes

Minutes of September 3rd, 2014 were approved with changes.

4. Communication from the Administration

- a. The university was awarded two grants which will begin October 1.
- b. PPOHA Project Award (Title V, Part B) – CONECTADO
 - i. Amount \$2,497,550
 - ii. Create three online master degree programs
 1. Curriculum and Instruction
 2. Rehabilitation Counseling
 3. Special Education
 - iii. 3 new faculty positions; 4 new staff positions
- c. Title V Cooperative Award (Title V, Part A) -- UNIDOS
 - i. Estimated amount - \$936,250
 - ii. Integrate Technology into Curriculum
 1. RN to BSN Program
 2. Core Courses, get Core Courses online.
 3. Three staff members will help with developing online classes.
- d. Evonne Roybal-Tafoya wrote the successful grant proposals.

5. Communication from the Chair

- a. With new members from Social Behavioral Sciences and Education departments, the committee is only lacking a representative from nursing.
- b. There are additional revisions to the program review revisions.
- c. Request to have Math delayed until the spring for review. Need to know if minors need to be reviewed.
- d. Tentative review schedule is posted to Dropbox for review. Need to settle minors review and associate degrees review issue.

6. Communication from the Registrar

- a. Independent Study documentation
 - i. The catalog requires for 4 hours per week per credit hour, and this needs to be documented. The syllabus does this for directed study.

- ii. How can this be documented for independent study which is an individual plan with a student?
- iii. There is an independent study form.
- b. Asked if there is interest in forming an ad hoc subcommittee to develop criteria for submitting a new catalog. The purpose of the committee is to improve the process for catalog submission and production. Faculty endorsement for the process is needed. Dr. Conley and Dr. Rivas volunteered.

7. Communication from the Faculty Senate

- a. Communication from the Administration. A rationale for the new numbers for classes will be provided.
- b. Center for Teaching Excellence will be discussed at general faculty meeting.
- c. The +/- grading system was tabled for more departmental feedback.
- d. International Education Committee is concerned with liability issues.
- e. Degree plans were requested by the administrations.
- f. There have been visits to Diné College. Faculty exchanges possible.
- g. Dr. Romine requested that faculty responded to the surveys sent out.
- h. Graduate coordinators discussed the website.
- i. Handbook revisions: Chair resignations will be addressed.
- j. Dr. Fidel Trujillo is working on the no trespass policy.

8. Program Revision: SSD

- a. Material made available via Dropbox and by handouts presented. The revisions line up the grad program with undergrad program.
- b. Questions and comments about revisions include fees, credit hours, teaching loads, faculty impact, and course numbers.
- c. Background on SSD's move to Media Arts presented. This allows for crossover work for students.
- d. Discussion of program's projects with Santa Fe symphony, National Park Monuments, and other partners.
- e. SSD would like the changes to go into effect for spring graduation.
- f. Motion to
 - Approve the proposed program revision with the corrections (Conley/Christensen)
 - Motion passed (14 in favor, 0 opposed, 1 abstentions)

9. Program Review – (more) Revisions to Pilot Process

- a. Changes from last meeting and additional revision reviewed.
- b. Motion to
 - Add new line F to section 4 (Christensen/Loewen)
 - Motion passed (15 in favor, 0 opposed, 0 abstentions)
- c. Suggestion to talk to Outcomes Assessment Committee about program review.
- d. Discussion of outsider reviewers, including funding and selection of reviewers.

- e. Revised process will be sent off to programs up for review.

10. Program Review – Schedule of Reviews

- a. 2014-2015
 - i. Media Arts, Business Administration, Biology, Psychology, and Geology will be reviewed.
 - ii. Math is moved to the spring.
 - iii. Political Science maybe put on the schedule.
- b. Registrar can post list of all programs, including certificates and minors, to Dropbox.
- c. Discussion of review process included: possible pre-review screening process, possible checklist streamlining process, different processes for different kinds of programs, the involvement of deans, time constraints, role of Academic Affairs Committee and program reviews, need for planning, accreditation, concern about duplication, purpose of reviews, possible need for separate committee for program review, need to identify and present common themes/problems across programs, and program review as a useful exercise.
- d. Dividing the review schedule by semester rather than by year suggested. Reports would be submitted by the end of the semester and then reviewed at the beginning of the following semester for a rolling review schedule.
- e. English and Forestry subcommittees from last year reviewed. Future steps discussed.
- f. Minors with major programs are covered by those reviews. Standalone minors would need separate review. Standalone associate degree programs will probably also need review.

11. Retroactive Withdrawals

- a. Tabled.

12. Calculating Graduation Honors

- a. Tabled.

13. Late Additions to the Agenda (minor items only)

- a. Tabled.

14. Adjournment Meeting adjourned at 4:55