

Student Affairs Meeting  
New Mexico Highlands University  
Minutes

Date: 27 April 2018  
Location: 123 Sininger Hall  
Meeting called to order: 3:06 pm  
Meeting adjourned: 4:09 pm  
Members present: Dr. J Gallegos (Chair), Dr. E Nkwenti-Zamcho (via Zoom),  
Dr. J Chen, Dr. P Buchanan, Dr. J Snow, Dr. J Sabutis

1) Minutes: Chair Gallegos distributed copies of the minutes for the SAC meeting on 23 April 2018. Some typos were corrected and the parenthetical statement in item (2) was removed. A motion was made by Dr. Buchanan and seconded by Dr. Snow to accept the minutes with the discussed corrections. The motion carried.

2) Chair Gallegos referred the committee to the two documents that need to be presented to the Faculty Senate:

- Drs. Snow and Buchanan answered committee question on the final draft of the Undergraduate Student Advising Manual. Dr. Buchanan indicated that the placement criteria need to be updated for Accuplacer placement tool taken by some first-year students and used for placement in Math and English classes, and will be done once he received this information from the Administration. Some typos and the New Mexico Common Core Number for PHYS 105 were corrected. A motion was made by Dr. Buchanan and seconded by Dr. Snow to accept the Undergraduate Student Advising Manual with the discussed corrections. The motion carried. Chair Gallegos will forward the final document to the Faculty Senate to complete this charge.
  
- Chair Gallegos answered question on the final draft of the Student Handbook policy for off-campus student code of conduct/disruptive student policy that he and Dr. Munguia-Wellman authored. Some redundancies and typos were corrected, and the suggestion to include the person responsible for determining classroom 'distractions' was to be added. A motion was made by Dr. Snow and seconded by Dr. Chen to accept the Student Handbook policy for off-campus student code of conduct/disruptive student policy with the discussed corrections and addition. The motion carried. Chair Gallegos will forward the final document to the Faculty Senate to complete this charge.

3) Chair Gallegos initiated a discussion on an upcoming appeals hearing scheduled during finals week. The following were agreed on:

- Both the complainant and respondent have the right to appeal the findings of a Title IX complaint even before any disciplinary action is finalized.
  
- If both the complainant and respondent appeal the findings of a title IX complaint, the appeals hearing may be combined and separate times be scheduled so that there is no interaction between the complainant and respondent.

- Conducting an appeal hearing over Zoom will be investigated; in particular whether this method assures confidentiality for the appealing student.

A motion was made by Dr. Sabutis and seconded by Dr. Buchanan to adjourn the meeting. The motion carried and the SAC meeting was adjourned at 4:09 pm.

Respectfully submitted,  
Joseph Sabutis