

Student Affairs Committee
New Mexico Highlands University
MINUTES (from agenda)

Date: Friday, March 1st, 2019

Location: Douglas Hall #138

Time: 2:00 pm – 3:00 pm

-Present

Peter Buchanan

Edward Harrington

Emmanuel Nkwenti-Zamcho

Juan Gallegos

Joseph Sabutis

Kyle Rose

Leon Bustos

Jessica Hurtado

Valerie Valles-Pedroza

Jessica Jaramillo

-Not present

Thomasinia Ortiz-Gallegos

Susan Chavez

Kimberly Blea

Mario Gonzales

1. Call to order - 2:03 pm by Peter
2. Approve Agenda - approved
3. Approve Minutes from previous meeting – will consider Feb minutes next meeting
4. Chair Report
 - a. General Faculty voted to approve the Undergraduate Advising Manual, moving to Administration approval. – comments, only FS has authority to approve SAC issues (except student rulings).
5. Reports from *ex officio* members – Jessica: phone bank events will continue to occur from lists of first-time fresh., transfer, and applicants who haven't completed applications. We have three Admissions Counselors on campus and at the Centers. Emmanuel: Freshmen tend to not be retained, so wider areas of students need to be considered for recruitment. Also new freshmen are required to stay in Las Vegas. Jessica: We're also recruiting non-traditional and graduate populations. Emmanuel: Business

classes are maxed out, so more faculty are needed. Jessica: Also expanding transfer agreements with places like CNM. Also Reverse Transfers policies will help both students and institutions. Do we need FYE experiences for transfer students? Peter: Advising issues with transfer students need to be considered. Joseph: Freshmen are required to purchase meal plans in order to keep food services available for the campus. Our school is near the bottom of freshmen retention rates in NM. Peter: HLC stats look mostly at 4 & 6 year graduation rates for students who entered as freshmen. Jessica: We have spaces in East & West schools and scheduled events at both.

6. Final approval and edits to undergraduate survey – Peter: Are Monkey Survey data saved? Seems to be questionable security for the site. Jessica: Define winter break before asking questions about it. Peter: (FS requested SAC investigate the effects of shorter or longer breaks between Fall & Spring semesters.) (Various minor edits made to questions during the meeting.) Who sets up lists for advising? (consensus answer is each department.) Incentives for completing the survey?

7. Review of undergraduate advising manual and next steps for revisions. – Comments? Joseph: table the manual for next meeting due to the course number changes? Jessica: We need an International Bachelors' degree policy. Leon: redundant language. p. 13. Jessica: transfer student definitions have changed (by number of cr. hours).

8. Creating sub-committees to draft reports for the following charges from Faculty Senate with feedback from undergraduate survey. (Committee members chosen for the areas below.)
 - a. Prepare a study that investigates impact of student learning communities.
 - b. Investigate the length of winter break and its impact on student retention, i.e., does a shorter break result in better retention?
 - c. Prepare a study that investigates student advisement from the student perspective. (Dr. Buchanan is happy to take the lead on this one)

9. Additional business (as added at the beginning of the meeting) – Peter: how to encourage and advertise the survey?

10. Adjournment – 3:08

(Next meeting scheduled for Friday, April 5th, 2:00 in Douglas Hall #138)