

Student Affairs Committee
New Mexico Highlands University
Minutes draft

Date: Friday, May 3rd, 2019
Location: Douglas Hall #138
Time: 2:00 pm – 3:00 pm

Present

Peter Buchanan
Edward Harrington
Emmanuel Nkwenti-Zamcho
Juan Gallegos
Joseph Sabutis
Leon Bustos
Jessica Hurtado
Kristen Olds
Kyle Rose
Inca (Registrar's office)

1. Call to order

-- 2:04

2. Approve Agenda

-- unanimously approved

3. Approve Minutes April Meeting

-- present Hurtado & Jaramillo. Leave off not-present list. Add 2:25 adjournment. Approved with

4. Chair Report

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5. Reports from *ex officio* members

-- Kimberly: Student Employment Handbook creation, asking for standards, policies, etc. input. To encourage consistent employment policies across the University. Will require BOR approval. Joseph: To be reviewed by this committee? Kimberly: Employees are “at-will temporary” employees according to NM state laws. Inca: Will Senates review? Kimberly: yes. Emmanuel: Are there pending appeals? (no). And are Title IX trainings planned? (only on-campus,

previously planned events, the previously funded grants are gone.) Peter: Policies for Title IX changes coming? (So far, no, there may be policy changes with campus approval required.)

Jessica & Kristen Olds: new recruiting effort toward transfer students. Kristen: office is at CNM, recruiting from CNM, UNM Taos, Luna, & Southwest Policy Institute. Emmanuel: Transfer days event that faculty can attend? Kristen: Still Transfer Days, and would like to involve faculty, which isn't a current practice. Foot traffic not high for the events. So including transfer days as an in-class event would be welcome. Jessica: would like to create partnerships that would help clarify the degree offerings and prevent miscommunication that lead students to the wrong programs. Then, a new process regarding a requirement for Degree Audit, student login information, email, contact information for faculty advisors. Advisees will need to assign upper-division classes according to the needs of the student. Sabitus: Course substitution forms. Inca: Sometimes students fill out the forms then ask faculty to sign. Sabitus: If the Registrar wants a particular format, then there's a need to clarify. There's also a gap sometimes in transfer student understanding that lower level courses cannot be substituted for upper division. Kristen: We developed a roadmap from application to the first day of class. This is a clickable Web page that walks the student through the transfer process. Harrington: How does the "Registrar" space become filled in Degree Audit for transfer student? (not sure, Inca.)

6. Action item: Prepare a study that investigates student advisement from the student perspective. (Peter Buchanan, Valerie Valles-Pedroza, Juan Gallegos)

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7. Action item: Revisions to Advising Manual

-- Peter: added instructions on advising, contacting advisors. More people on satellite campus for advising will lighten the load on some individuals.

8. Action item: Prepare a study that investigates impact of student learning communities. (Kyle Rose with Leon Bustos)

-- Leon: A significant number of students don't know who their advisor is.

-- Harrington: SUNY schools require students to enroll in a zero credit course, Advising.

9. Action item: Investigate the length of winter break and its impact on student retention, i.e., does a shorter break result in better retention? (Joe Sabutis, Emmanuel Nkwenti-Zamcho)

-- Sabitus: the zero dollars balance may be contributing to the retention problem. Sabitus: Motion to send draft to Faculty Senate (for Questions 6, 8, & 9), and then return to the questions in the fall. Second: Emmanuel. Vote to approve unanimous. Peter: Motion seconded and approved to Communicate with the Senate that faculty advising over the summer needs to be addressed.

10. Additional business (as added at the beginning of the meeting)

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11. Adjournment

(Next meeting in Fall 2019)

-- 3:31 adjournment