

**Academic Affairs Committee Meeting
September 21, 2005
Donnelly Library, Room 327**

- 1. Members Attending:** Dr. Jill Baker, Dr. Donna Woodford, Dr. Alice Menzor, Dr. Ken Bentson, Dr. Dan Houtchens, Dr. Lee Stauffer, Dr. Margaret Young, Mr. Allen Schwartz and Dr. Joseph Sabutis, Faculty Senate.

Members Absent: Dr. David Sammeth, Mr. Jesse Lopez, Dr. James Leger and Dr. Rey Martinez.

Ex-Officio Members Attending: Mr. John Coca.

- 2 Approval of Agenda:** Dr. Jill Baker, proxy for Dr. Sammeth, added Election of a Secretary to the agenda. Dr. Donna Woodford requested to add the Master of Arts in English Teaching Apprenticeship Program for review under Item 8.

Dr. Menzor moved to approve the September 21st agenda. Dr. Houtchens seconded the motion. Motion passed unanimously.

- 3. Approval of September 7, 2005 minutes.** After review and discussion of the September 7th minutes, the following changes were noted:

Dr. Sabutis requested a minor change to the September 7th minutes. Under Item 6 – the Regents Academic Affairs Subcommittee has 2, not four faculty vacancies.

Dr. Lee Stauffer moved to approve the September 7th minutes with the noted changes, Professor Mishler seconded the motion. Motion passed unanimously.

- 4. Vice President's Report** – No report at this time.
- 5. Registrar's Report** – Mr. Coca distributed an enrollment report, includes part-time and full-time student information on the main campus and the Centers. Mr. Coca reported that in regards to the main campus we are slightly up and the Centers are slightly down per student credit hours due to the developmental courses offered by Luna Community College.

Dr. Bentson asked what is meant by Off-Campus students.

Mr. Coca stated that Off-Campus students take classes at various locations like Taos or Raton. These classes are not directly tied to any of the Centers.

Mr. Coca also reported that students were disenrolled as of Census Day. He indicated that if students make arrangements with the Business Office prior to October 1st, students will not be disenrolled. After October 1st, students will be required to fill out an academic petition and have their instructor provide a statement that they are attending classes.

6. Faculty Senate Report – No report at this time.

Undergraduate and Graduate Committees Membership – Dr. Baker asked for volunteers to serve on the undergraduate and graduate academic affairs committees. Following are the committee memberships:

Undergraduate Subcommittee

Jill Baker, Chair
Allen Schwartz
Lee Stauffer
Donna Woodford
Carolyn Newman
David Sammeth

Graduate Committee

Margaret Young, Chair
Dan Houtchens
Ken Bentson
Alice Menzor
Bob Mishler
Rey Martinez

(Dr. Sabutis is willing to serve on either committee if appropriate.)

- 7. Election of Secretary** – Dr. Baker asked for nominations to elect a Secretary for the Academic Affairs Committee. After discussion, Dr. Margaret Young was elected by a vote of acclamation.
- 8. New Business** – Dr. Woodford distributed a Master of Arts in English Teaching Apprenticeship Program memorandum for committee members to review and act on at the October 5th meeting.
- 9. Adjournment** – The meeting was adjourned at 3:32 p.m. by acclamation.