

Approved Academic Affairs Committee Minutes

September 5, 2012

- 1. Roll Call (3:10 pm) Members Present:** Donna Woodford-Gormley, Cheryl Zebrowski, Jim Burns, Andrellita Chavez, Craig Conley, Cristina Duran, Margot Geagon, John Jeffries, Seonsook Park, Jesus Rivas, Carmen Vidal-Lieberman
Also in Attendance: Pete LeRoy, John Coca
Excused Absent: Andre Garcia-Nuthmann, Warren Lail

2. Approval of the Agenda

The agenda was approved with the addition of approval of the May 2nd minutes. (Conley, Vidal Lieberman)

3. Approval of the Minutes

Minutes of May 2, 2012 were approved. (Chavez, Vidal-Lieberman). Item 4 (policy regarding returning graduate students) should be discussed this year.

4. Election of Officers (Vice Chair and Secretary)

- a. Election of Vice-Chair was tabled.
- b. Cheryl Zebrowski was nominated for secretary (Rivas, Chavez) and elected by proclamation.

5. Election of Subcommittees and Subcommittee Chairs

- a. Undergrad Appeals: Cheryl Zebrowski, Andrellita Chavez, Seonsook Park, John Jeffries, Warren Lail, Craig Conley (chair)
- b. Grad Appeals: Dr. LeRoy suggested that members should be faculty members who teach graduate courses: Margo Geagon, Cristina Duran, Jim Burns, Jesus Rivas, Andre Garcia-Nuthmann, Carmen Vidal-Lieberman (chair)
- c. Ballen: Craig Conley, Jesus Rivas, Andrellita Chavez

6. Report from VP, Academic Affairs

Linda LaGrange was unable to attend.

7. Report from Registrar

- John Coca reports that overall enrollment is down <1% from last year. 80 more degrees were awarded last May over 2011.
- The Spring schedule call went out this week.
- Make sure students are registered, as many were dropped for non-payment.
- The catalog will be reprinted this year and John will bring the timeline next meeting.
- Discussion on the policy on double majors. NMHU does not have a dual degree program, so a student can't have 2 different degrees. The two majors must be in the same degree. Students can share courses between the majors.

- Discussion on the problem of students registering for a class without the prerequisites. John reports that if students are currently registered for the prerequisite, they can register for the next class.

8. Report from Faculty Senate

Pete LeRoy gave a brief summary of the Faculty Senate meeting & Emergency Response Team. The full report was e-mailed to all committee members.

9. AAC forms and instructions

- a. Donna met with Dr. Rivera to create an Approval form for Graduate programs. The changed course and program proposals will be approved and put on the website.
- b. Instructions should be broken into several documents and Donna is working on that. She will also post her Faculty Development Week presentation on the AAC website.

10. Program Review – Social Work

- a. We still need to review the Social Work program, as their accreditation report was not complete last spring. Carmen, Andre, and Andrellita will follow-through on the report.
- b. Also need to revise the program review process.

11. Meeting adjourned at 4:35 p.m.