

Academic Affairs Committee Minutes

January 15, 2014

(Approved February 5, 2014)

1. **Roll Call (3:05 pm) Members Present:** Todd Christensen, Craig Conley, Patricia Cruz, Margot Geagon, John Jeffries, Warren Lail, Kerry Loewen, Seonsook Park, Jesus Rivas, Donna Woodford-Gormley, Cheryl Zebrowski

Also in Attendance: Michael Raine, Teresita Aguilar

Absent: Cristina Duran, Carmen Vidal-Lieberman, Ruthy Watson

2. Approval of the Agenda

The agenda was approved. (Loewen/Rivas)

3. Approval of the Minutes

Minutes of December 4th were approved. (Lail/Conley)

4. Communication from the Administration

- a. Dr. Teresita Aguilar introduced herself as the new VPAA/Provost.

5. Communication from the Chair

- a. Dr. Woodford-Gormley received an e-mail from Dr. Rivera who wished to convey his appreciation of the committee.
- b. Dr. Lail will clean-up dropbox files.

6. Communication from the Registrar

- a. 3,408 students have registered for spring semester which is just about equal to last spring.
- b. Transfer students are increasing, but new Freshmen are declining.
- c. Some discussion regarding recruitment. How can faculty become more involved?
- d. 2/3 of the new catalog is now online. Let Michael know of any corrections.

7. Communication from the Faculty Senate

- a. Professor Loewen gave a brief summary of the Faculty Senate meeting, with discussion about the process of hiring Deans going into arbitration.

8. Communication from Subcommittees

- a. Undergrad appeals: 3 new appeals to be reviewed next Wednesday.
- b. Graduate appeals: No appeals yet.
- c. Ballen Endowment: Nothing to report.

9. Program Deletion – Public Affairs, Concentration in Historical & Cross-Cultural Perspectives

- a. This was proposed last meeting, but the committee wanted to obtain Anthropology input. Dr. Lail reported that there were no concerns from the department.
- b. Motion made to approve the deletion of the MA in Public Affairs, Concentration in Historical & Cross-Cultural Perspectives. (Lail/Conley) Motion carried with 1 abstention.

10. Dual Degree programs

- a. Dr. Sammeth had a student who wanted to get a BS and a BA in the sciences. Currently a note is put on transcript saying student also met the requirements for the

other degree. Since there are no clear guidelines, we may receive a charge from Faculty Senate.

11. Program Review schedule and procedures

- a. Discussion regarding how the process works, and how to make it a positive experience.
- b. A sub-committee may bring concerns to the whole AAC.
- c. The review should contain a summary or abstract before Part 1.
- d. The NM Higher Learning Education Committee requires regular review of programs. Language from their policy, "Criteria for accreditation, criteria 4.a.1" should be included in the first paragraph of our procedure.
- e. Approval of the new procedure needs to be obtained from Faculty Senate and the VPAA before it can be implemented.
- f. Dr. Aguilar recommended that external evaluations be done for non-accredited programs. Money for such reviews may be paid by the Academic Affairs budget. Add to the end of paragraph 2: "When feasible, an outside reviewer is recommended for non-accredited programs."
- g. Motion made to approve the Program Review process as amended.
(Lail/Christensen) Motion carried unanimously.

12. Discussion of and minor revisions to AAC forms

- a. No suggestions for revisions.
- b. A motion was made to recommend to Faculty Senate that ITS purchase an institutional license for an electronic signature program. (Loewen/Geagon)
- c. Dr. Woodford Gormley will look into creating a Sharepoint site for archiving AAC documents which would be available to the registrar's and VPAA offices.

13. Computer Proficiency Requirement

- a. Dr. Jeffries will discuss with the CS department.

14. Late Arrivals: None

15. Meeting adjourned at 4:46.