

Student Affairs Committee  
Meeting Minutes, February 1, 2019

-Present

Peter Buchanan  
Edward Harrington  
Emmanuel Nkwenti-Zamcho  
Juan Gallegos  
Thomasinia Ortiz-Gallegos  
Joseph Sabutis  
Kyle Rose  
Leon Bustos  
Jessica Hurtado

-Not present

Valerie Valles-Pedroza  
Jessica Jaramillo  
Susan Chavez  
Kimberly Blea  
Mario Gonzales

1. Call to order  
– 2:05 pm
2. Approve Agenda  
– all approved
3. Approve Minutes from previous meeting  
– approved w revisions
4. Chair Report
  - a. The following charge: “Determine the optimum number of days between the opening of dorms in the Fall term and the first day of classes,” has been updated by the Senate to include reporting on plans by the Dean of Students to create additional programming for students prior to classes beginning.
  - b. The Dean of Students has given us a summary of the proposed changes to the Title IX process put forward by the Department of Education. The public review period just ended (this Wednesday), and the DoE is currently reviewing comments.

- c. The revisions to the Undergraduate Advising Manual approved by SAC last year are currently under consideration by the general faculty, with a vote planned for the next general faculty meeting.

– changes will be addressed in next meeting, will try to have the final returned to Faculty Senate by April.

#### 5. Reports from *ex officio* members

- Thomasinia – April deadline for Catalog changes. Retro-drop/adds are significant workloads for the Registrar's office. Sabutis- Course changes process? Explained by Thomasinia. Emmanuel – NMHU Web does not list what courses are listed each semester, is anything being done to make courses be easily viewable outside of Banner? Thomasinia – New Web Developer is addressing several issues, but not this specifically. Catalog lists which semester courses will be offered. Emmanuel – Luna's website shows what courses are being offered, so why can't we have this feature? Thomasinia – course offerings are determined by faculty, and can't be predicted by the Registrar. I will work with the Web Developer to make viewing upcoming courses easier.

- Jessica Hurtado – no updates.

#### 6. Online Code of Conduct

- Juan – we spent a lot of time last semester on specific wording. We're seeking additional input. Peter – to avoid "nested" code of conduct in relation to the general campus code. Joseph – the instructor should have the final decision regarding conduct in their courses, which is not specified in the current code. Kyle – remain on camera requirement is not clear, possibly contradictory. Thomasinia – asynchronous rules will differ from synchronous. Peter – "may" language offers the instructor the ability to choose the rule.

Motion to Approve Online Code of Conduct revisions and forward to Faculty

#### 7. Report from Leon Bustos, Interim Director of Highlands Undergraduate Enrichment – Presentation by Leon.

- Leon – want to improve the FYE program.

- a. Proposed changes to the First Year Experience program and learning communities for the coming academic year
- b. Overview of data currently being collected by HUE on FYE.
- c. Discussion of questions about FYE to be added to Student Affairs Committee undergraduate survey

- Kyle- it's a struggle to teach new courses in FYE

Nkwenti - what assistance are you getting for retention efforts? Costs were high for that program (Noel-Levitz), and we don't see the results in higher retention. Or make more recruiting from 2-year schools?

8. Review of the remainder of the undergraduate survey.

– Peter, LC questions final edits? Leon volunteered to create a Survey Monkey for the questions.

9. Review of undergraduate advising manual and next steps for revisions.

- Joseph – recommends that Faculty Senate review the manual.

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

11. Adjournment

– Motion made, approved, 3:04

(Next meeting scheduled for Friday, March 1<sup>st</sup>, 2:00 in Douglas Hall #138)