

Academic Affairs Meeting
March 5, 2008
Mortimer Hall-Room 130
3:00-5:00 p.m.

1. **Members Attending:** Dr. David Sammeth, Dr. Jill Baker, Ms. Leslie Broughton, Ms. Stephanie Butts, Student Senate Secretary, Dr. Joan Gallini, Dr. Jean Hill, Dr. Gil Gallegos, Dr. John Jeffries, Faculty Senate, Dr. Brandon Kempner, Dr. Jennifer Lindline, Dr. Yongseek Kim, Dr. Mario Rodriguez, Ms. Gerri Saavedra (Proxy for Mr. John Coca) Dr. Lee Stauffer and Dr. Margaret Young.

Ex-Officio Members: Dr. Linda LaGrange

Absent: Mr. John Coca, John Hayes, and Dr. Carolyn Newman

Others Present: Dr. Miriam Langer, and Ms. Thomasinia Ortiz-Gallegos

2. **Approval of Agenda:** Dr. Jill Baker made a motion to approve the agenda. Dr. Brandon Kempner seconded the motion. Motion passed unanimously.
3. **Approval of Minutes for November 7, 2007 and December 12, 2007:** Dr. Margaret Young made a motion to approve the November 7, 2007 minutes as amended. Dr. Lee Stauffer seconded the motion. A vote was taken. There were 12 in favor, 2 abstentions, and 0 opposed. Dr. Brandon Kempner made a motion to approve the minutes of December 5, 2007. Dr. Jean Hill seconded the motion. A vote was taken. There were 13 in favor, 1 abstention, and 0 opposed.

Dr. David Sammeth announced that the School of Education will participate in the Undergraduate Program Review along with Computational Engineering, Forensics, School of Business and the Native American Hispano program.

4. **Report from Dr. Linda LaGrange, Graduate Studies & Research.**
Dr. Linda LaGrange shared the table of contents of Dr. Rivera's report to the Board of Regents: Changes in the Grading System, Academic Program Reviews, Spanish Program & Spanish Immersion RPSP Projects. Dr. LaGrange indicated that the Spanish Immersion projects include: Trujillo Spain, Nicaragua, Oaxaca, Borderlands, Mexico, Spain and Chihuahua. Dr. Sammeth inquired as to how much each paid. Dr. LaGrange responded that each one was paid different amounts. Dr. Sammeth asked that Linda provide the criteria. Dr. Margaret Young indicated that Spain solicited NMHU because UNM wasn't using their time every year.

Dr. LaGrange reported that there are discussions taking place on reorganizing the College of Arts and Sciences.

Dr. LaGrange reported that there is an MOU with West Las Vegas. It's a Title II Educational Assistance grant in the amount of \$70,000, however; NMHU can request more funding if needed.

5. Report from Registrar – Ms. Gerri Saavedra
Academic Calendar discussed Item 8.3

6. Report from Subcommittees & Ballen Endowment.

Dr. Margaret Young stated that she has two petitions that she will pass out to the subcommittee after the meeting for their review.

Regarding the Centers and Distance Education meeting, Dr. Young indicated that they had their first meeting and several people were in attendance: Center Directors, Dr. Meryll Kravitz, Dr. Julius Harrington and Dr. Susan Williams, Nursing Director. Dr. Young indicated that they are reviewing the possibility of splitting the Centers Policy and the Distance Education Policy. A meeting is scheduled the 3rd or 4th week of March on Wednesday, Sininger Hall 130.

7. Old Business

7.1. First Year Experience Course (FYE)-Dr. Jean Hill

Dr. Jean Hill reported that First Year (FYE) programs are effective nationwide. One of the main goals at the University is to increase retention and graduation rates. Dr. Hill indicated that the FYE program needs to be improved; there is a need for more academic content. Dr. Hill indicated that a suggestion is to drop some of the non-academic components. It hasn't been decided which ones are being dropped. As of today, there are 12 Learning Communities set up. Out of the 16 sections of First Year Experience, twelve of them will be associated with Learning Communities. Several disciplines will participate. All first-time freshmen have to take the First Year Experience courses; they will have an option to choose from a Learning Community course. There will be around 25 students enrolled per course. Dr. Hill stated that tying FYE course and Learning Communities would also be effective as well as have more faculty involvement, right now there are only four faculty members teaching FYE. There are several faculty members that want to teach, but time is limited for them. Dr. Hill requested that the Academic Affairs Committee take action and make this a permanent offering. In addition, Dr. Hill stated that FYE will be dropped to 2-credits. Also, the 1-week course was dropped all together. **(Attachment 1)**

7.2. Policy: Students Listed on Graduation Program-Dr. Jean Hill

Dr. Jean Hill reported that out of the students that did not receive a degree through December, 2006, there were 133 of them or 15.8%. There were 85 graduate students, 34 were undergraduates and 14 were undecided. The majority were graduate students. Students that had their degrees awarded by the end of the summer total 667 students which is 79.2%. Students that graduated in December, total 42 students which is 5%. The

Academic Affairs Committee suggested submitting the data to the Administration for their review and recommendation.

8. New Business

8.1. Revised Course Credit: Digital Photography-Dr. Miriam Langer (Attachment 2)

Dr. Miriam Langer proposed the incorporation of 3 new courses into the curriculum. The courses to be incorporated are Advanced Digital Photography, Graduate level Digital Photography and Advanced Graduate Digital Photography. The three courses differ in terms of assignment.

After discussion of the proposed language, Dr. Margaret Young made a motion to approve MART 445, Advanced Digital Photography, MART 545, Advanced Digital Photography and MART 543, Digital Photography. Professor David Lobdell seconded the motion. A vote was taken. There were 12 in favor, 1 abstention, 0 opposed. **(Attachment 2)**

8.2. Student Advisement-Dr. David Sammeth

Dr. David Sammeth asked the committee if they wanted to review Student Advisement by addressing the needs, barriers and then seeking solutions. Suggestions made included:

- More faculty involvement.
- Have the interest of the student in mind when advising.
- Have faculty work more closely with the Academic Support office.
- Develop a clear policy on advisement.
- Encourage faculty participation in the Advisement Training Sessions held in the summer.
- Once a student declares a major; assign students to a faculty advisor.

Dr. Sammeth, Thomasinia Ortiz-Gallegos. Dr. Brandon Kempner and Dr. Linda LaGrange agreed to work out a plan to bring about a better advisement plan between faculty and academic advisors.

8.3. Academic Calendar-Dr. David Sammeth

Dr. David Sammeth indicated that Vice President Rivera suggested that the Academic Calendar be reviewed by the Academic Affairs Committee. The proposed calendar would be revised during the 2009-2010 year and dates would be moved a week later. The proposed calendar would allow administrative offices more time to prepare for the spring semester. Dr. Sammeth stated that Vice President Rivera requested a recommendation from this committee. After reviewing the calendar, a recommendation was made to first share the proposed changes with their respective disciplines and then report back to the committee. **(Attachment 3)**

8.4. Ballen Endowment-Dr. Brandon Kempner

Dr. Brandon Kempner reported that there is \$20,000 to spend on the Endowment; however it is very difficult to bring a visiting scholar for a two-week period. Therefore,

Linda LaGrange will seek NMHU Legal Counsel to see what can be done about breaking it down to 1-week visits.

9. **Adjournment** –Dr. Jill Baker made a motion to adjourn. Dr. Lee Stauffer seconded the motion. Motion passed unanimously. The meeting adjourned at 5:00 p.m.