

Academic Affairs Committee Meeting
March 7, 2007
Donnelly Library, Room 327
3:00 p.m.

1. **Members Attending:** Dr. David Sammeth, Dr. James Peters, Dr. Jill Baker, Dr. Ken Bentson, Ms. Leslie Broughton, Dr. Gil Gallegos, Dr. John Jeffries, Faculty Senate, Dr. Yongseek Kim, Professor James Leger, Professor Bob Mishler Dr. Nicole Montague, Dr. Carolyn Newman, Dr. Lee Stauffer, Dr. Margaret Young,

Ex-Officio Members: Dr. Gilbert Rivera and Mr. John Coca.

Absent: Dr. Helen Blythe, Dr. Mario Rodriguez and Jesse Lopez, President, Student Senate,

Others Present: Dean Mendez, Ms. Thomasinia Ortiz-Gallegos and Dr. Ben Nelson.

2. **Approval of Agenda:** Dr. Sammeth stated that Item 8.3, Changes to the Business Program would be postponed until March 14th. Dr. Sammeth also stated that if there was time, Elizabeth Ratzlaff would be called in to present Item 8.6. Dr. Jill Baker made a motion to approve the agenda. Dr. Nicole Montague seconded. Motion passed unanimously.

3. **Approval of Minutes:** Dr. Ken Bentson made a motion to approve the February 21, 2007 minutes. Dr. Jill Baker seconded the motion. Motion passed.

Dr. Sammeth stated that the committee will need a new Secretary being that Dr. Bost is on medical leave. Professor Bob Mishler volunteered to help out.

4. **Report from Vice President for Academic Affairs** –Dr. Sammeth announced that the University hired a new Vice President, Dr. Gilbert Rivera. He welcomed Dr. Rivera to NMHU on behalf of the Academic Affairs Committee.

Dr. Rivera reported that the Board of Regents Academic Affairs Subcommittee had met earlier in the day and initially had two items on the agenda that were previously approved by the Faculty's Academic Affairs Committee. Dr. Rivera stated that he removed the proposals for the University Studies and the MSW/MBA Dual Degree until the Faculty Senate committee has a chance to review and act on both proposals.

Dr. Rivera stated that he has asked the Interim for Vice President for Graduate Studies, Dr. Linda LaGrange to serve on the Academic Affairs Committee as a representative from his office and to serve as an ex-officio member.

5. **Report from Registrar** – Mr. John Coca stated that changes to the catalog would be accepted through next week, provided they are not extensive. Mr. Coca reported

that Early Registration for Fall 2007 begins April 9th. Professor Bob Mishler requested the criteria and process for determining whether or not a student is eligible to participate in the Commencement Ceremony. Mr. Coca stated that he would provide information to the committee.

6. **Report from Subcommittees**-Dr. Baker reported that the Undergraduate Subcommittee reviewed 17 petitions, no appeals. Professor Leger reported that the Graduate Subcommittee reviewed a few petitions, no appeals.

7. **Old Business-No Old Business to Report.**

8. **New Business**

- 8.1 **Biology Catalog Changes-Dr. Ben Nelson**

Dr. Ben Nelson presented his catalog changes as follows:

-Biology 331/332: The Biology faculty does not want a student to be able to get all 12 required Biology electives from Biology 331 Human Anatomy & Physiology I, Biology 332 Human Anatomy & Physiology II and Vertebrate Physiology courses, but rather encourage students to take other electives. After discussion, Dr. Ken Bentson made a motion to approve this item. Dr. Jill Baker seconded the motion. A vote was taken, there were 13 in favor, 1 opposed, 1 abstention.

-Reinstate Biology 488 and Life Science 588, Pathogenic Microbiology in the undergraduate and graduate catalog. Dr. Margaret Young made a motion to approve the reinstatement. Dr. Jill Baker seconded the motion. A vote was taken, there were 12 in favor, 0 opposed, 0 abstentions. Motion passed.

-Reinstate Biology 488 and Life Science 588 Soil Ecology. After discussion, Dr. Ken Bentson made a motion to approve the reinstatement. Dr. Dr. Nicole Montague seconded the motion. A vote was taken, there were 12 in favor, 0 opposed, 1 abstention. Motion passed.

-Reinstate Biology 405 and Life Science 505. Dr. Ken Bentson made a motion to approve. Dr. Nicole Montague seconded. A vote was taken there were 14 in favor, 0 opposed, 0 abstentions. Motion passed.

-Add Chemistry 559 Fundamental Principles of Laboratory Safety as required in the Life Science MS degree in the graduate catalog. After discussion, Dr. Jill Baker made a motion to approve the Chemistry 559 course. Dr. Lee Stauffer seconded the motion. A vote was taken there were 14 in favor, 0 opposed, 0 abstentions. Motion passed. **(Attachment 1)**

- 8.2 **Course Changes on Math 153 and Math 158**

Dr. John Jeffries presented the following catalog requests:

-Math 153 Quantitative Methods for Business. This is a new course that will be cross-listed with Business 110.

-Math 158 Introduction to Business Statistics. This is a new course that will be cross-listed with Business 210. **(Attachment 2)**

After discussion, Dr. Lee Stauffer made a motion to approve the new courses. Dr. Ken Bentson seconded the motion. A vote was taken, there were 14 in favor, 0 abstentions, 0 opposed. Motion passed.

8.3. Changes to the Business Program-Item was postponed until next week.

8.4. Student Advisement-Ms. Thomasinia Ortiz-Gallegos, Student Services

Ms. Ortiz-Gallegos presented the following recommendations as informational and possible action item at some point in the future:

-All new first time freshmen will be academically advised by a Staff Academic Advisor housed in the Felix Martinez Building until the student has declared a major.

-All Staff Academic Advisors will encourage students to declare a major and to complete the necessary paperwork in the advisors office, then forwarded on to the Registrar's.

-Request that academic departments assign two faculty members to be responsible for academic advisement within their department.

-Once the student has declared a major, the Banner system will automatically create a trigger to automatically assign one of the faculty members previously assigned to advise the student.

-Create a timeline process for early registration.

-Have each department develop and implement their own early registration blitz.

Discussion followed, but no action was taken on this item.

8.5. Learning Communities-Ms. Jill Baskerville. Item was postponed.

8.6. Dual Credit Program-Elizabeth Ratzlaff, Program Coordinator. Item was postponed.

8.7. Motion: That both undergraduate and graduate subcommittees of the Faculty Academic Affairs Committee: 1) meet as a collective body to formally act on all academic petitions; 2) maintain written records of all action; 3) state reasons for denial of a petition; and 4) submit a written report of all subcommittee actions to the Faculty Affairs Committee at the end of each semester.

After discussion of the pros and cons, Professor Mishler made a motion to approve the motion. Dr. Margaret Young seconded. A vote was taken, there were 11 in favor, 2 abstentions, 0 opposed. The motion passed.

9. Adjournment – Dr. made a motion to adjourn. Dr. seconded the motion. The meeting adjourned at 5:03 p.m.