

Academic Affairs Special Committee Meeting
March 14, 2007
Donnelly Library, Room 327
3:00 p.m.

1. **Members Attending:** Dr. David Sammeth, Professor Bob Mishler, Dr. Jill Baker, Dr. Ken Bentson, Dr. Helen Blythe, Dr. Gil Gallegos, Dr. John Jeffries, Faculty Senate, Dr. Yongseek Kim, Professor James Leger, Dr. Carolyn Newman, Dr. James Peters, Michael Salle (Proxy for Jesse Lopez, President, Student Senate), Dr. Lee Stauffer, and Dr. Margaret Young,

Ex-Officio Members: Dr. Linda LaGrange and Mr. John Coca.

Absent: Ms. Leslie Broughton, Dr. Nicole Montague, and Dr. Mario Rodriguez

Others Present: Ms. Thomasinia Ortiz-Gallegos, Elizabeth Ratzlaff and Dr. Ben Nelson.

2. **Approval of Agenda:** Dr. Jill Baker made a motion to approve the agenda. Professor Mishler seconded. Motion passed unanimously.
3. **Approval of Minutes:** Dr. Ken Bentson made a motion to approve the February 7, 2007 minutes with a change to Item 8.1. Dr. Margaret Young seconded the motion. Motion passed unanimously.
4. **Report from the Dean of Graduate Studies-Dr. Linda LaGrange**
Dr. Sammeth stated that Dr. LaGrange will attend meetings on behalf of Dr. Rivera.

Dr. LaGrange reported on the upcoming outcomes assessment. She indicated that the North Central Association (NCA) will be on campus in 2009.

5. **Report from Registrar** – No report at this time.
6. **Report from Subcommittees-**Dr. Baker reported that the Undergraduate Subcommittee has 5 petitions pending. Professor Leger reported that the Graduate Subcommittee reviewed 1 petition.
7. **Old Business-**
 - 7.1 **Biology Catalog Changes-Dr. Ben Nelson**
Dr. Ben Nelson presented his catalog changes as follows:
 - Eight new courses were added to the Biology department and 2 were added to the Forestry department.
 - There were eight courses revised in Biology and three in Forestry.
 - Deleted Biology 390-Ecology Laboratory (**For a complete listing of changes see Attachment 1**)

After discussion, Dr. Ken Bentson made a motion to approve the catalog changes to Biology and Forestry. Professor Bob Mishler seconded the motion. A vote was taken there were 13 in favor, 0 opposed, 0 abstentions. Motion passed unanimously.

8. **New Business**

8.1. Counseling Program-Dr. George Leone

Dr. Carolyn Newman presented the approval of Counseling 6210, Assessment and Treatment Counseling as a new class.

After discussion, Dr. Margaret Young made a motion to approve the new course. Dr. Jill Baker seconded the motion. A vote was taken, there were 13 in favor, 0 abstentions, 0 opposed. Motion passed unanimously.

8.2. School of Business Graduate Catalog and the Marketing Concentration Addition: Emphasis in Media Marketing-Dr. Margaret Young

Regarding the graduate catalog proposed changes, Dr. Ken Bentson raised a point of order indicated that catalog text wording is not reviewed by Academic Affairs.

Dr. Young moved on to present the Marketing Concentration Addition with an Emphasis in Media Marketing. The purpose of the emphasis is to allow students the opportunity to acquire skills in the development and web design side of marketing that will prepare them for jobs in advertising and internet marketing.

After discussion, Dr. Jill Baker made a motion to approve the Emphasis in Media Marketing. Dr. Yongseek Kim seconded the motion. There were 13 in favor, 0 opposed and 0 abstentions. Motion passed unanimously. (**Attachment 2**)

8.3. Chemistry Course-Dr. David Sammeth

Dr. Sammeth presented the request to add 1 hour of recitation credit to the current course, 321 Quantitative Analysis. There were 13 in favor, 0 opposed and 0 abstentions.

8.4. Student Advisement & Add/Drop Period-Ms. Thomasinia Ortiz-Gallegos, Student Services.

Ms. Ortiz-Gallegos reviewed the Academic Advisement Process with the committee. She requested that through this process, there would be faculty involvement from the very early stages (e.g. Freshmen) and that a faculty advisor signature must be obtained before a student is permitted to enroll each semester. No action taken at this time. (**Attachment 3**)

In addition to the Academic Advisement Process, Ms. Ortiz-Gallegos presented for action by the committee, the policy changes to the registration process. The changes would include changes to the registration period, the add/drop period and disenrollments.

After discussion, Dr. Margaret Young made a motion to approve the changes to the policies noted above. Dr. Jill Baker seconded the motion. There were 13 in favor, 0 opposed, 0 abstentions.

8.5. Dual Credit Program-Elizabeth Ratzlaff, Program Coordinator.

Elizabeth Ratzlaff presented a brief history of the Dual Credit at the University. Defined, Dual Credit is “a program that allows high school students to enroll in college courses in postsecondary institutions prior to high school graduation, giving them enrichment opportunities and first-hand experiences with the requirements of college level work. Dual Credit student receive both high school and college credit simultaneously pursuant to Article XII, Section 6 of the Constitution of New Mexico and the Public Education Department Act.” Ms. Ratzlaff stated that this program is for junior and senior students with a G.P.A. of 3.00 or above. There are currently 100 dual credit student at the University, about 30 of these students are from the Mora High School. (**Attachment 4**)

- 9. Adjournment** – Dr. Jill Baker made a motion to adjourn. Dr. Lee Stauffer seconded the motion. The meeting adjourned at 4:45 p.m.