

**Academic Affairs Meeting  
April 18, 2007  
Kennedy Hall-Back Room  
3:00 p.m.**

- 1. Members Attending:** Dr. David Sammeth, Professor Bob Mishler, Dr. Jill Baker, Dr. Ken Bentson, Dr. Helen Blythe, Ms. Leslie Broughton, Dr. Gil Gallegos, Dr. John Jeffries, Faculty Senate, Dr. Yongseek Kim, Professor James Leger, Dr. Carolyn Newman, and Dr. James Peters

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

**Absent:** Jesse Lopez, Student Senate President, Dr. Nicole Montague, Dr. Margaret Young, and Dr. Mario Rodriguez.

- 2. Approval of Agenda:** Dr. Jill Baker made a motion to approve the agenda. Dr. James Peters seconded the motion. Motion passed unanimously.
- 3. Approval of Minutes:** Dr. Jill Baker made a motion to approve the April 4, 2007 minutes with the deletion of Item 8.3 and note that Dr. James Peters was present. Dr. James Peters seconded the motion. Motion passed unanimously.
- 4. Report from the Dean of Graduate Studies-Dr. Linda LaGrange**  
Dr. David Sammeth reported that Vice President Rivera, Dr. LaGrange and himself met to discuss ownership of the Freshman Year Experience, its oversight, and future location. Dr. Jean Hill, Director of Institutional Effectiveness will oversee First Year Experience. Also, discussed Distance Education Policy, Dr. Sammeth said that Dr. Rivera will implement a Task Force Committee to review the Distance Education Policy and have them present their findings to the Academic Affairs Committee. In addition, Dr. Rivera will assist with having Academic Affairs documents online in a timely fashion on the NMHU Web page,
- 5. Report from Registrar –** Mr. John Coca stated that the Graduation list will be emailed and discussed at the May 2<sup>nd</sup> meeting. Mr. Coca reported that Commencement will be held, May 12, 2007. The Commencement Speaker this year, is the Honorable Lt. Governor Diane Denish, the Faculty Marshall's are Professor Bob Mishler, Dr. Carmen Vidal-Liebermann, Dr. Merryl Kravitz, and Dr. Jose Hurtado.

Mr. Coca also provided a breakdown of students eligible to participate in this year's Commencement Ceremony. The list includes a total of 781 students as well as fall 2006 students, plus students that are being cleared for spring and summer semesters. Of those, 397 are graduate students and 384 are undergraduates. Forty-nine percent of the students are receiving undergraduates degrees versus fifty-one percent are graduate students. Fifty-seven percent are main campus students, whereas 43% are coded as being from the Centers. **(Attachment 1)**

Dr. Sammeth asked if there were a large number of freshmen expected in the fall 2007 semester. Mr. Coca responded that the Registrar's office has admitted approximately 121% above first-time freshmen, which translates to 1,043 freshmen admitted last year.

Dr. Sammeth also asked what NMHU's acceptance rate was? Mr. Coca responded by saying about 44% yield rate. On the main campus, there are approximately 400 freshmen expected.

A question was raised about having Fall Commencement? Mr. Coca responded that there is a possibility of bringing it back again. Fall Commencement would help out with Spring Commencement as the numbers are growing. In addition, a suggestion was made to possibly look into Graduate and Undergraduate Commencements in the future.

**6. Report from Subcommittees- no report at this time.**

**7. Old Business**

**7.1. Review and Recommendations concerning the First Year Experience Program (FYE)-Professor Linder. (Attachment 2)**

Dr. Sammeth reported that this item will be tabled until the next Academic Affairs Committee meeting.

**7.2. Conflict between the Dual Master's Program (MSW & MBA) and the University Catalog-Dr. Jill Baker.**

Dr. Jill Baker reported on the existing language as noted on page 28 of the Graduate Catalog as follows: "A total of at least 32 semester credits of 500 or 600 level courses of which at least 15 credits are at the 600 level. None of the course work may have been used for another degree, nor may a 500 level course be used for credit if the 400 level counterpart has been used for a bachelor's degree." The proposed language would read: "None of the course work may have been used for another degree except with prior approval of the Academic Affairs Committee and discipline, nor may a 500 level..."

Dr. Jill Baker made a motion to approve discussion of the language as noted above. Dr. Ken Bentson seconded. Motion passed unanimously.

After discussion of the pros and cons, Dr. Jill Baker proposed an amended motion to read as follows: "None of the course work may have been used for another degree except for Dual Master's Programs." A vote was taken, there were 10 in favor, 2 abstentions, 0 opposed. Motion passed unanimously.

**7.3. 20 hrs/week work limit for Graduate Students-Dr. Helen Blythe.**

Dr. Helen Blythe reported that the Graduate Catalog on pp. 29-30 reads: "A full-time graduate student is advised against employment for more than 20 hours per

week, including graduate assistantship service requirements.” Dr. Blythe stated that adding the following will be helpful: “Overloads will be allowed only in exceptional cases of demonstrated superior performance and must be approved by the advisor or dean and by the chief academic officer.” The Graduate Student Catalog reads as follows: “A graduate assistant may hold more than one work assignment, but the combined hourly commitment may not exceed 20 hours (full-time) per week, e.g., 10 hours. Work-Study employment: 10 hours, GA employment.” Dr. Blythe requested this change: “A graduate assistant may hold more than one work assignment, but the combined hourly commitment may not exceed 20 hours (full-time) per week, e.g., 10 hours. Work-Study employment: 10 hours, GA employment. Adding: “Overloads will be allowed only in exceptional cases of demonstrated superior performance and must be approved by the advisor or dean and by the chief academic officer.””

After discussion of the requested changes, Dr. Lee Stauffer made a motion to approve the changes as follows: “Overloads will be allowed only in exceptional cases of demonstrated superior performance and must be approved by the advisor and dean.” Professor Bob Mishler seconded the motion. Dr. Jill Baker made a motion to table this item until Dr. LaGrange can meet with Ms. Donna Castro to review the matter further. Dr. Lee Stauffer seconded the motion. Motion passed.

## **8. New Business**

### **8.1. Catalog: English & Math placements based upon ACT scores-Dr. Helen Blythe**

Dr. Helen Blythe reported that in the past students needed an ACT score of 18; however, the score has now changed to 17.

Dr. Kenneth Bentson made a motion to approve the ACT score to 17 and have it be reflected in the catalog. Dr. Jill Baker seconded the motion. Motion passed unanimously.

### **8.2. Course change in History-Dr. David Sammeth**

Dr. David Sammeth presented a revision to two History courses as requested by the Humanities department. The change in the catalog will reflect the 200 level courses, United States History to 1865 and United States History from 1865. **(Attachment 3)**

Dr. Jill Baker made a motion to approve the catalog changes to the 200 level courses in History. Dr. Carolyn Newman seconded the motion. Motion passed unanimously.

### **8.3. Tiffany Yeitakis Petition-To be discussed at the Academic Affairs Graduate Committee**

### **8.4. Requirements for participating in Graduation Ceremony-Dr. Carolyn Newman**

Dr. Carolyn Newman presented the current wording in the Graduate and Undergraduate Catalog, pg. 34: “Commencement is held once a year at the end of the spring semester. **To attend commencement, a student must complete all degree requirements by the end of the** spring semester or summer session.” Mr. Coca added further saying that a student must complete their requirements by the end of the spring semester or the summer semester in order to be eligible to graduate; the catalog does not provide the total number of hours.

Dr. Carolyn Newman presented new language to include in the catalog: “**To participate in the commencement ceremony a student must complete all degree requirements by the end of term.**” (Attachment 4)

After discussion, Dr. Newman made a motion to approve the new language for Commencement requirements as noted above. Dr. James Peter seconded the motion. A vote was taken, there were 10 in favor, 0 abstentions, 0 opposed. Motion passed unanimously.

**8.5. Student Advisement Policy-To be reviewed at the May 2<sup>nd</sup> meeting.**

**8.6. Allowing the use of +/- grades-Dr. David Sammeth.**

Dr. David Sammeth presented the use of the +/- grades. After discussion of the pros and cons, Professor Mishler made a motion to act on the use of +/- grade system and forward it on to the Faculty Senate Committee for their review and action. Dr. John Jeffries seconded the motion. A vote was taken, there were 11 in favor, 0 abstentions, 0 opposed. Motion passed unanimously. (Attachment 5)

**9. Adjournment** –Dr. Jill Baker made a motion to adjourn. Dr. James Peters seconded the motion. The meeting adjourned at 4:21 p.m.