

Academic Affairs Committee Minutes

October 5, 2011

1. Roll Call (3:10 pm) In Attendance: Donna Woodford-Gormley, Cheryl Zebrowski, Jim Burns, Andrellita Chavez, John Coca, Craig Conley, Cristina Duran, Pete LeRoy, Joan Gallini, Andre Garcia-Nuthmann, John Jeffries, Emmanuel Nkwenti, Mary Shaw, Carmen Vidal-Lieberman, Ian Williamson

2. Approval of the Agenda

The agenda was approved. (Chavez, Shaw)

3. Approval of the Minutes

Minutes of September 21st were approved with correction to item 3, to add the date of September 7, and to delete the last sentence in 7b. (Williamson/Burns)

4. Report from VP, Academic Affairs

No report from VPAA.

5. Report from Registrar

John Coca reports that as of census, enrollment is up by 1%, with increases in undergraduates at both main and centers, but decreases in graduate enrollment. Degree Works, an advising software will be implemented by registration for Spring, with training to be scheduled. There will be no hard copy of the class schedule. Discussed need to have the link prominent on the website.

6. Reports from Subcommittees/Centers

- a. Cristina Duran from Albuquerque reports that they are working on the self-study for Social Work accreditation, with visit in spring.
- b. Pete LeRoy reported that Faculty Senate is discussing voting privileges for non-tenure track faculty.

7. Old Business

- a. Ballen Endowment: Brandon Kempner couldn't meet today, but willing to meet with sub-committee. Maureen reports that there is sufficient funds and the committee should have three members. Craig Conley, Carmen Vidal-Lieberman, and Ian Williamson volunteered to be on the committee.

8. New Business

- a. Attendance Policy for students attending field trips. Instructor should set policy. Most instructors require students to notify them of absences, or potential absences beforehand, and it is up to students to find out what they missed.
- b. Policy for students kept late from prior class and then late for next class. AAC should send out e-mail to department chairs to remind faculty of time issues.

- c. Staff support issue. Faculty unable to participate if taking minutes. We should continue this discussion with recommendation to Faculty Senate.
- d. Committee members not showing up. A formal enforcement policy would be a change to the faculty handbook and must be voted upon by entire faculty. We could develop our own policy about attendance, such as adding those not in attendance to the minutes. The person should be contacted about their attendance, and then the 3rd notice should go to the department chair or dean. This item should be added to the next meeting's agenda for a vote.

9. Adjourned at 4:28