

Academic Affairs Committee Minutes

November 2, 2011

1. Roll Call (3:05 pm) In Attendance: Donna Woodford-Gormley, Cheryl Zebrowski, Jim Burns, Andrellita Chavez, Craig Conley, Cristina Duran, Pete LeRoy, Joan Gallini, John Jeffries, Emmanuel Nkwenti, Mary Shaw, Ian Williamson

Absent: Andre Garcia-Nuthmann, Gilbert Rivera, Carmen Vidal-Lieberman

2. Approval of the Agenda

The agenda was approved w/changes. (Williamson/Chavez)

3. Approval of the Minutes

Minutes of October 19th were approved w/changes. (Shaw/Williamson)

4. Report from VP, Academic Affairs

No report

5. Report from Registrar

No report

6. Report from Faculty Senate

- a. Approved $\frac{1}{4}$ time release for AAC chair. Attendance policy is in the faculty handbook, page 5-1, Section V, and applies to Academic Affairs. Complete report is attached.

7. Reports from Subcommittees/Centers

- a. Grad Appeals received 1 appeal and if there is no urgency, will be heard after the next Academic Affairs meeting on November 16th.
 - i. Procedures for appeals will be e-mailed to committee members.
- b. Reports from centers: NCATE visit will affect all centers.
- c. Undergraduate Appeals: none. Election of chair tabled.
- d. Ballen Endowment: Proposal went out.

8. Old Business

- a. Update on membership and attendance policy. 10 or fewer faculty means only 1 representative from School of Business and Social Work. Attendance policy is in the Faculty Handbook.

9. New Business

- a. Presentation by Southwest Studies Program
 - i. Per recommendation from Academic Affairs last year, Warren Lail has volunteered to co-ordinate the program. Release time was not granted by the administration.

- ii. The presentation showed steady increases in enrollment, graduates and jobs. There is a plan in place for revamping the program, recruitment, retention and graduation rates.
- iii. Will bring course changes for approval & ask for release time support from administration once program is robust.
- b. Presentation by Jay Mueller, Bookstore manager.
 - i. Ordering procedures: HEOA – federal law requiring university's to provide total cost per semester, including textbooks. Provide ISBN's so students can go to alternate sources. Faculty should not provide textbook information, if choices are not definite. Faculty should let bookstore know if older editions are o.k., but publishers will only send current edition. Orders may be submitted online.
- c. Counseling course change proposals – tabled.
- d. NCATE Visit – Senate & AAC meeting is scheduled for Monday, November 14th at 3:00 in TEC 202. Several committee members will be able to attend. It was suggested that School of Education provide some useful bullet points we might want to discuss.

Adjourned at 4:50 p.m.

Faculty Senate Meeting on 10/26/11

1. “Flagged” programs will continue to be the responsibility of the Academic Affairs Committee (AAC) to resolve.
2. Request for release time for the Chair of AAC was unanimously approved by Senate. The issue will be moved forward through the proper channels so that (hopefully) the full faculty will vote on the issue and that if approved, wording will be added to the Faculty Handbook. (Dr. Gilbert Rivera voiced his support of this measure.)
3. Retained-Term Track Voting Rights – Proposed language

‘A retained-term faculty member with at least two years of full-time continuous service to NMHU may be granted voting rights on a specific committee for a period of one year with Department, Committee, and Faculty Senate approval.

No more than one retained-term faculty member will have voting rights on any given committee. Retained-term faculty members will not be eligible to be given voting rights on the Faculty Affairs and the Academic Affairs committee.’

The above measure was tabled. All are urged to get specific input from faculty colleagues as to their opinion on this issue.

4. Regarding the AAC’s proposal for attendance at AAC meetings, Dr. Romine, chair of Faculty Senate, shared the following from the Faculty Handbook. She further stated that, although not specifically mentioned, the AAC is bound by this statement. It is found on page 5-1, Section V of the handbook. Dr. Romine said that no action is required by AAC regarding attendance at its meetings. The policy states:

“Committee members who miss three meetings per year without any suitable excuse or explanation being proffered to the committee chair shall be dropped from that committee. The committee chair shall then notify the Executive Committee of Faculty Senate of the new opening so that a new member of that committee can be chosen.”

Respectfully Requested,

Pete LeRoy

10/27/11