

Academic Affairs Committee Minutes
February 19, 2014
(Approved March 5, 2014)

1. **Roll Call** (3:02 pm) **Members Present:** Todd Christensen, Craig Conley, Patricia Cruz, Cristina Duran, Margot Geagon, John Jeffries, Kerry Loewen, Seonsook Park, Jesus Rivas, Carmen Vidal-Lieberman, Ruthy Watson, Donna Woodford-Gormley, Cheryl Zebrowski
Also in Attendance: Michael Raine, Linda LaGrange
Absent: Warren Lail

2. Approval of the Agenda

The agenda was approved with the addition of discussion of the Monkey survey under item 13. (Loewen/Watson)

3. Approval of the Minutes

Minutes of Feb. 5th were approved. (Conley/Vidal-Lieberman)

4. Communication from the Administration

- a. Dr. LaGrange will be meeting with the registrar regarding fillable forms, as well as certificate programs.

5. Communication from the Chair

- a. After creating our fillable forms, it was realized that all NMHU forms should be fillable and a separate committee has been formed with Dr. Lail volunteering to be on the committee.
- b. Program review procedures have been approved by faculty senate and by VPAA to do a test run.
- c. Will set time-limits on items on the agenda so we can get through them.

6. Communication from the Registrar

- a. Freshmen admissions report. Same percentage of admissions as last year, but applications are down. 50 transfer students have been admitted.

7. Communication from the Faculty Senate

- a. Dr. Christensen gave a brief summary of the Faculty Senate meeting. Trying to find regular meeting time for all committees. Summer orientations will be a two day session just before semester starts to encourage more student engagement. Faculty see some issues with registering so many people in so short a time. Jean Hill would like to rewrite the faculty productivity form. Electronic signature will be taken up by the forms committee. A SharePoint file will be set up for Academic Affairs Committee. The arbitrator of the dean searches has 30 days to make a recommendation.

8. Communication from Subcommittees

- a. Undergrad appeals: approved 1 appeal
- b. Graduate appeals: none

- c. Ballen Endowment: The schedule is being developed. Will review the application for a fall endowment. Dr. Vidal-Lieberman has volunteered to be on the committee.

9. Program Review Update

- a. Dr. Aguilar wanted an addition of learning outcomes, which was added to section III-Competencies.
- b. English and Forestry program reviews will be due April 2nd.
- c. Rough drafts may be posted to Dropbox for review.

10. Dual Degree Programs

- a. There is not a clear definition of related programs. Perhaps defined by the number of overlapping courses.
- b. There is an issue with course substitutions if a student has too much overlap.
- c. Motion made to table a vote on the issue. (Rivas/Jeffries) Motion carried unanimously.

11. Graduate Grading Policy

- a. Most everyone seems to be in favor of the policy.
- b. Comments: Programs may have a stricter policy which must be defined in the catalog. Get rid of D, but is necessary for GPA computation. Some didn't like the Passing, but Poor notation.
- c. Motion made to clarify the graduate grading policy language for the catalog, handbook and transcript per the memo dated January 28, 2014 from Michael Raine, Registrar, and Director of Admissions. (Loewen/Geagon) Motion carried with one abstention.

12. +/- Grading

- a. Michael reports that in 1993-95 we had fractional grades, and then dropped in the 1997 policy. He suggests that there should be a definite majority to approve such a policy.
- b. It will take a lot of work to implement it.
- c. Faculty seem to be split on the issue
- d. Discussion about dropping a C-, or not including A+. In the survey a few years ago, one of the questions was which grading policy faculty would prefer, with all options presented. The survey is in Dropbox.
- e. The process for this decision is that AAC forwards our recommendation to faculty senate who would then take it from there, hopefully with a discussion from all faculty.
- f. It was felt that students should have no say about this issue.
- g. Triggers for grade appeals is usually financial aid, which +/- will affect.
- h. Motion made to table a vote on this issue. (Loewen/Rivas) Motion carried unanimously.

13. Late Arrivals

- a. Dr. Vidal-Lieberman is chair of an ad-hoc committee to revise student course evaluations, which has put out a Monkey Survey. Very few faculty have responded because it's a time consuming process. It was suggested that any survey have ten questions at the most.

14. Meeting adjourned at 4:41.