

# Academic Affairs Committee Minutes

March 19, 2014

(Approved April 2, 2014)

- 1. Roll Call (3:05 pm) Members Present:** Todd Christensen, Craig Conley, Patricia Cruz, Cristina Duran, Margot Geagon, John Jeffries, Warren Lail, Kerry Loewen, Seonsook Park, Jesus Rivas, Carmen Vidal-Lieberman, Ruthy Watson, Donna Woodford-Gormley, Cheryl Zebrowski

**Also in Attendance:** Michael Raine, Teresita Aguilar

**Absent:**

## 2. Approval of the Agenda

The agenda was approved with the addition of update on forms. (Vidal-Lieberman /Conley)

## 3. Approval of the Minutes

Minutes of March 5th were approved with corrections to titles in items 7a and 13a. (Lail /Rivas)

## 4. Communication from the Administration

- The Foundation Board met with a few faculty to review their activities. The Nursing accreditation visit finished today, with a few minor suggestions. Dean Searches have begun. Dr. Aguilar is part of a Higher Education Work Group which focuses on teacher education and testing of students. Deans of Education will continue the discussion.
- Dr. Aguilar would like faculty input as to what can be done to help immigrant faculty get green cards, so that she can create a policy for the university.
- There will be an administration meeting this Saturday to look at the university's strategic plan and budgeting.

## 5. Communication from the Chair

- Dual Credit – Concurrent enrollment may be coming our way.

## 6. Communication from the Registrar

- Applications are down by 785 from last year, but the percentages remain the same: 33% admitted and 67% incomplete applications
- The office is looking at getting rid of some forms, and move to workflow, as well as reducing the number of required signatures. Course substitution form will be a test case.

## 7. Communication from the Faculty Senate

The Faculty Senate did not meet last week as it was Spring break.

## 8. Communication from Subcommittees

- Undergrad appeals: none
- Graduate appeals: Current appeals. Want the entire committee's opinion on how many times a student should be allowed to extend time to complete a

- thesis. AAC recommended checking with dean, advisor, etc. and then making sure student is informed that this will be the last extension if that should be the decision.
- c. Ballen Endowment: Starts next week.
  - d. Forms: Forms will go into workflow. Fewer signatures. Electronic signatures may be an "I approve" checkbox.
  - e. Program review documents are due April 2<sup>nd</sup>.

### **9. Course proposal – Geol 4xx**

- a. Motion made to approve the course number change with a correction to the syllabus title. (Vidal-Lieberman/Watson) Amendment proposed to change the motion to approve the creation of the Geographic Information Systems Capstone Seminar with a change of the title on the syllabus. Motion passed unanimously.

### **10. Library Website Evaluation**

- a. Cheryl Zebrowski distributed a short survey regarding redesign of the library website for faculty to complete.

### **11. Dual Degree Programs**

- a. We should have a consistent policy. Upper level classes should not be double-dipped.
- b. Should students have to take common core if changed since last degree? Most agreed that they should not have to.
- c. Motion made to accept the proposal put forward by the registrar regarding 2<sup>nd</sup> BA degree policy and catalog language clarification regarding 2<sup>nd</sup> major. It was amended to revise several sentences. Remove the sentence in the first paragraph: "students are not permitted to enroll in any degree program that is the same or closely related to a previously earned degree at the same level (e.g., B.S. in Chemistry and B.A. in Biology)." Add the following to the 3<sup>rd</sup> bullet: "Upper division coursework". (Lail/Conley) Motion carried unanimously.

### **12. 120 Credit Minimum Graduation Requirement**

- a. Dr. Aguilar gave a summary of peer institutions as well as New Mexico's requirements. She also provided a list of benefits and implications if NMHU goes to 120 credit minimum in order to graduate.
- b. Accreditation criteria may require more than 120 credits.
- c. There should not be a Reduction in Force, because students should be taking a minimum of 15 hours, so classes may be larger. They will also be graduating sooner, so more classes will need to be offered.
- d. Will the extended common core be examined to drop? Humanities are concerned, but this will come through the faculty, not administration.
- e. Programs which drop requirements will have to come through AAC.

- f. Dr. Aguilar would like to ask everyone to seriously look at their program, but is not mandating that programs meet a 120 credit limit. Each department will still determine its requirements.
- g. It will take time to phase in more programs at 120 hours, so programs do not have to revise their requirements by next fall.
- h. This move will make us more competitive with other universities.
- i. Motion made to recommend that NMHU establish the minimum requirement for baccalaureate degrees to 120 semester hours. (Lail/Geagon) Amendment proposed to add the following: "with the knowledge that departments may require more credit hours." Motion passed unanimously.

**13. Late Arrivals**

- a. none

**14.** Meeting adjourned at 4:50 p.m.