

Academic Affairs Committee Minutes

October 15, 2014

Approved November 5, 2014

- 1. Roll Call (3:08 pm) Members Present:** Judy Barnstone, Todd Christensen, Margot Geagon, Geri Glover, Lara Heflin, Gil Gallegos proxy for John Jeffries, April Kent, Kerry Loewen, Aline Harrison proxy for Shirley Meckes, Seonsook Park, Jesus Rivas, P.J. Sedillo, Carmen Vidal-Lieberman, Ruthy Watson, Donna Woodford-Gormley.

Also in Attendance: Teresita Aguilar, Michael Raine

Absent: Karen Brooks, Craig Conley, Patricia Cruz

2. Approval of the Agenda

The agenda was approved.

3. Approval of the Minutes

Minutes of October 1st, 2014 were approved.

4. Communication from the Administration

- a. A current priority is the finalization of the degree plans. All plans are due to the Academic Affairs Office by Nov. 15. There will be discussions about scheduling informed by the degree plans.
- b. An email call for nominations for the Higher Learning Commission (HLC) Campus Committee has gone out. A similar email will go out about the strategic planning committee soon. The HLC committee and the strategic planning committee are connected, but separate processes. Committees should be constituted by the end of October.
- c. Recruitment plans. There is not enough communication across units, and there needs to be a move toward a more strategic recruitment plan. Faculty input is important. Capacity of programs and program strengths are key parts of recruitment planning. Decline in enrollment of both freshmen and transfer students is a concern.
- d. Dean selections. Dean searches will go forward. The first step is to get the committees together. Discussions with Faculty Senate will continue.
- e. Center of Teaching Excellence. The Vice President for Academic Affairs will meet with the Faculty Senate Executive Committee to discuss implementation.
- f. Question about ACT requirement for incoming freshmen and lower enrollment. There is very little data yet. The requirement will be back up for discussion.

5. Communication from the Chair

- a. Graduation honors recommendation was approved by Faculty Senate. The recommendation is being sent it on.
- b. +/- grading system approved by Faculty Senate and will start fall 2015 pending BOR approval.

- c. Social Work co-requisites revisions were not approved by the Social Work curriculum committee. Changes are on hold until it goes to the curriculum committee.
- d. Dr. Woodford-Gormley is going to revive the requirement that paperwork must be submitted 10 days in advance to the chair for review.

6. Communication from the Registrar

- a. The rest of the catalog should be up on the web by Monday. Please review what is online and let Mr. Michael Raine know if there are any errors.
- b. Print copies of the catalog will be available in January. The print run will be limited.

7. Communication from the Faculty Senate

- a. Six tenured faculty are needed for Faculty Affairs Committee membership.
- b. Academic Integrity policy is being worked on.
- c. Dean selection language was approved by the senate and is going to the full faculty.
- d. Student Senate reported that money is available for conferences and training for students. They asked faculty to spread the word to students.
- e. Staff Senate is discussing compensation for staff who write grants. Staff Senate would like to do an administrative evaluation and would like the senate's form as a starting point.

8. Communication for subcommittees

- a. Undergraduate appeals committee – Received an undergraduate appeal that was financial in nature. Ms. Germaine Alarcon will let the chair know whether or not this appeal should be heard by the subcommittee.
- b. Graduate appeals committee – Two appeals are being reviewed.
- c. Ballen – Call for proposals should be out soon. The current Ballen scholar, Alexis Diaz Pimienta, will be here Nov 3-15. He will screen his films, give lectures, visit class, and lead workshops.

9. Program Revisions – Early Childhood Education

- a. Program revision for the Early Childhood Multicultural Education AA degree and minor. They need to be brought up to date with the new courses. The plans have to be in line with the rest of the state's agreements.
- b. Old program, new program, and conversion chart handouts were reviewed.
- c. Questions and discussion included the course level for the AA program, financial aid implications (there are none), the move to online classes, the nature of the program, and the career opportunities for early childhood education.
- d. A program revision cover sheet is needed.
- e. Motion to
table the vote until there is a coversheet.
(Loewen/Rivas)

Motion passed (5 in favor, 0 opposed, 8 abstentions)

10. Program Review – Schedule of Reviews

- a. Program review reports for Forestry and English are being written.
- b. Media Arts will get back to the committee at the beginning of spring.
- c. Psychology is amassing data for their review.
- d. Business is working on the review and is in the process of defining objectives for each concentration,
- e. Biology will pin down a date at the next department meeting.
- f. Geology is working on the review.
- g. Political Science will probably not be reviewed this semester.
- h. Math will be in the spring.
- i. Dr. Woodford-Gormley asked that reviews be submitted by the end of this semester or the very beginning of spring semester.
- j. Dr. Aguilar wants part of the review process to be a two way discussion/meeting with administration and the program and possibly the Academic Affairs review subcommittee at the end of the process. Dialog is needed and the report to administration should not be the end of process.
- k. Motion
to revise the end of the program review process so that after the Academic Affairs Committee is done with the review and has submitted the report to the Vice President for Academic Affairs, the Vice President for Academic Affairs will schedule a meeting with the unit after which a representative from the unit will give a verbal report to Academic Affairs Committee.
(Vidal-Lieberman/Christensen)
Motion passed (13 in favor, 0 opposed, 0 abstentions)
- l. A list of all programs has been made available on drop box from Mr. Raine. Rolling program review process discussed.

11. Use of Release funds

- a. Dr. Jesus Rivas reported on problems with release funds not being used to hire temporary faculty. Dr. Rivas reported that requests to hire faculty with release funds has met with pushback from the dean. Classes are being canceled as new faculty cannot be hired.
- b. Question if there is a university policy on the use of release funds.
- c. Committee members are asked to bring this matter to their departments and report back at the next meeting.

12. Retroactive Withdrawals – update

- a. Draft revisions of the retroactive withdrawals policy is available on drop box. The words in italics are changes to the current policy. This document will be discussed at next meeting.

13. Appeals procedures

- a. Tabled.

14. Late Additions to the Agenda (minor items only)

15. Adjournment Meeting adjourned at 5:00