

Academic Affairs Committee Minutes

November 5, 2014 Draft Minutes

Approved November 19, 2014

1. **Roll Call (3:03 pm) Members Present:** Judy Barnstone, Todd Christensen, Craig Conley, Patricia Cruz, Lara Heflin, John Jeffries, April Kent, Kerry Loewen, Seonsook Park, Jesus Rivas, P.J. Sedillo, Carmen Vidal-Lieberman, Ruthy Watson.
Also in Attendance: Henrietta Maestas, Carolyn Newman, Michael Raine
Absent: Teresita Aguilar, Karen Brooks, Margot Geagon, Geri Glover, Aline Harrison proxy for Shirley Meckes, Donna Woodford-Gormley.
2. **Approval of the Agenda**
The agenda was approved with one addition.
3. **Approval of the Minutes**
Minutes of October 15th, 2014 were approved.
4. **Communication from the Administration**
 - a. No representative.
5. **Communication from the Chair**
 - a. No report.
6. **Communication from the Registrar**
 - a. Nonattendance drops by faculty – Mr. Michael Raine contacted the UNM registrar who sent him their policies. UNM allows faculty to drop students for nonattendance up until the last day of class. Ms. Eileen Sedillo will look at financial aid implications of dropping students throughout the semester. Faculty would have to take attendance under this policy.
 - b. Ms. Henrietta Maestas discussed the issue of double counting classes for majors, concentrations, and minors. Some students are told they need additional credits to fulfil a minor and that they can't double count a class for a major and a minor. Sometimes there is disagreement between what the department says, what is in Degree Audit, and what the office of the registrar sees as requirements. There is no written policy about how to deal with double counting and departments seem to have different policies. The registrar's office wants to be sure that students are told the same thing and that the integrity of all degrees is maintained.
 - c. Discussion included the purpose of minors, if double counting is harmful or not, and what other universities do. Mr. Raine would like a university wide policy on this issue. Mr. Kerry Loewen will bring this issue to Faculty Senate next week. Mr. Raine would also like to get a definition of a concentration, an emphasis, and a track at Highlands.
 - d. Motion to
have the Faculty Senate discuss this issue and report back to the Academic Affairs Committee
(Christensen/Rivas)

Motion passes (11 in favor, 0 opposed, 0 abstentions)

7. Communication from the Faculty Senate

- a. Dr. Aguilar and Dr. Romine have been meeting to strategize on revisions to the Faculty Handbook on issues like the dean search, and adjunct and term faculty.
- b. Center for Teaching Excellence committee is talking about multiple sites on campus for activities. The director's office will likely be in the Teacher Education Center.
- c. Raton courses will be discontinued.
- d. HED work group is getting good membership responses.
- e. Dr. Linda LaGrange is setting up a committee about indirect funds.
- f. Fractional grading will begin fall 2015 pending BOR approval.
- g. New honors calculations will be implemented this semester.
- h. Faculty research proposals went out.

8. Communication for subcommittees

- a. Undergraduate appeals committee – There are currently six appeals. The majority are about financial aid and the business office. It is unclear if these appeals should be dealt with by the subcommittee as they are financial not academic in nature. Mr. Raine recommended that the subcommittee contact Dr. Fidel Trujillo to see if there is an appeals process through his office. Mr. Raine suggested a pre-term meeting between key stakeholders to head off problems like those in the appeals.
- b. Graduate appeals committee – Three appeals have been completed. One is under review. The committee might be meeting via ITV to discuss appeals.
- c. Ballen – The call for submissions is out. It will be resent to the whole campus as global email. The deadline is at the end of the month.

9. Program Revisions – Education

- a. Motion to
approve the program revision for the Early Childhood Multicultural Education AA degree and minor.
(Rivas/ Christensen)
Motion passes (10 in favor, 0 opposed, 1 abstentions)
- b. Proposal for two graduate certificates for Early Childhood Multicultural Education and Elementary Education. The certificate would allow the program to apply for financial aid. New programs need to apply for federal financial aid.
- c. Discussion of Early Childhood Multicultural Education graduate certificate included course work, value of certificates, the nature of graduate certificates, post-baccalaureates certificates, second bachelor's degrees, financial aid implications, license requirements, and HED reaction to the number of credits. Mr. Raine said the second bachelor degree issue should be revisited.
- d. Motion to
approve the graduate certificate for Early Childhood Multicultural Education
(Vidal-Lieberman/Rivas)

- Motion withdrawn
- e. Motion to
 table the vote until we have addressed the second BA issue
 (Loewen/Heflin)
 Motion passes (11 in favor, 0 opposed, 0 abstentions)
 - f. Mr. Raine will send his memo on second bachelor degrees to the chair and
 vice chair who will share it with on Dropbox.

10. Biology new course proposals and program revision

- a. Discuss and questions about the wildlife management classes in different
 departments.
- b. Motion to
 approve program revision including Biol 498 and approve the following
 courses: Biol 440/540 Conservation Biology, Biol 457/557 Advanced
 Wildlife Management, Biol 470/570 Comparative Animal Behavior as
 submitted with the omission of Biol 478/578 Evolutionary Psychology. The
 program revision will begin fall 2015.
 (Loewen/Christensen)
 Motion passes (11 in favor, 0 opposed, 0 abstentions)

11. NRM new course proposal

- a. Motion to
 approve the new NRM course proposal, For 3xx Principles of Wildlife
 Management, as submitted
 (Loewen/Christensen)
 Motion passes (11 in favor, 0 opposed, 0 abstentions)

12. Program Review – Schedule of Reviews - deferred until 11/19

13. Use of Release funds

- a. Further discussion of this issue.
- b. Mr. Kerry Loewen will bring this issue to the Faculty Senate.

14. Retroactive Withdrawals – update

- a. Tabled

15. Appeals procedures

- a. Tabled

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

- a. Discussion of Spanish placement exam, proficiency requirements, and
 credits.

17. Adjournment Meeting adjourned at 5:04