

Academic Affairs Committee Minutes

November 19, 2014 Draft Minutes

Approved December 3, 2014

- 1. Roll Call (3:03 pm) Members Present:** Judy Barnstone, Todd Christensen, Craig Conley, Patricia Cruz, Margot Geagon, Geri Glover, Lara Heflin, John Jeffries, April Kent, Kerry Loewen, Seonsook Park, Jesus Rivas, Carmen Vidal-Lieberman, Ruthy Watson, Donna Woodford-Gormley.

Also in Attendance: Teresita Aguilar, Michael Raine

Absent: Karen Brooks, Aline Harrison proxy for Shirley Meckes, P.J. Sedillo,

2. Approval of the Agenda

The agenda was approved.

3. Approval of the Minutes

Minutes of November 5th, 2014 were approved.

4. Communication from the Administration

- a. ACT admissions requirement will hopefully be addressed at the Board of Regents December 16th meeting. Faculty survey results will be presented to the board.
- b. Dean search language proposed for the Faculty Handbook has been sent out. Dr. Aguilar and the Faculty Senate Executive Committee has developed a procedure for the dean searches. It will be presented to the board.
- c. Dr. Aguilar met with the Media Arts department about a proposal for an MFA degree, which is a terminal degree. The proposal is going to the graduate council for discussion.
- d. There is a proposal to have all freshmen take a learning community. At least 14 sections will be involved with learning communities.
- e. 70% of degree plans have been received. Dr. Aguilar will continue to work with units who have not completed their plans.
- f. Dr. Aguilar has met with all chairs and deans to discuss degree plans, creative scheduling, and creative workloads.

5. Communication from the Chair

- a. The Ballen scholar visit successfully concluded. The scholar, Alexis Pimienta, is in discussions on ways to continue working with Highlands University.
- b. There is only one Academic Affairs meeting left for the semester. Agenda items must be submitted soon.

6. Communication from the Registrar

- a. Admissions reports have started. A higher percentage of applicants are being admitted, but the pool of applicants is much smaller than before.
- b. For fall the total applications are down. 414 down in freshman applications.
- c. Discussion of causes of drop in applications.

- d. The memorandum on second bachelor degree requirements is available in drop box.
- e. Discussion of post-baccalaureate certificates and the funding formula.

7. Communication from the Faculty Senate

- a. President Search: The chair of the board will look at documents from previous searches and at the next meeting present a procedure.
- b. The Raton Center will be closed on Dec. 15. Inventory is being taken. The building will be given to another government entity.
- c. The Center for Teaching Excellence advisory board is getting ready to meet.
- d. The Ballen Scholar proposal deadline is Nov. 25.
- e. Student Senate has money for graduate students' travel.
- f. Undergraduate fund still has money for clubs.
- g. Staff Senate needs a new president. Working on supplement proposal on grants.
- h. Campus forums on identity and direction have been held and there will be future forums.
- i. The ad hoc committee on student evaluations present recommendations.
- j. International education committee asked for changes in membership.

8. Communication for subcommittees

- a. Undergraduate appeals committee – Dr. Ruthy Watson and Dr. Craig Conley met with Dr. Fidel Trujillo about the financial appeals. Dr. Trujillo has taken the current six financial appeals. In the future, Ms. Germaine Alarcon will first send financial appeals to Dr. Trujillo's office. One appeal is left, and it is a returning appeal that had been denied. This appeal missed a deadline.
- b. Graduate appeals committee – Three appeals have been completed. There was one appeal that could not be addressed by the subcommittee; Dr. LaGrange's office will send the student a letter. There are no open appeals left.
- c. Ballen – Deadline for proposals is the end of the month.

9. Program Review – reports on English and Forestry

- a. Drafts of committee responses to both reviews are available in drop box.
- b. Forestry program review – recommendation to include more numbers from the review document. Recommendation to move discussion of revised program review process to a separate document.
- c. English program review – discussion of philosophy part of the department and timeline of the report. Recommendation to remove material from the fall 2014 semester from the report.
- d. Discussion of the review process, schedule of reviews, who organizes the reviews, the need for a policy, possibility of an outside consultant/external reviewer, flagging of programs by the state, and an early alert for programs in trouble.
- e. Motion to

clean up any errant language and remove the sections that do not belong and send the reports the Vice President for Academic Affairs.

(Loewen/Rivas)

Motion passes (13 in favor, 0 opposed, 0 abstentions)

10. Program Review – Schedule of Reviews

- a. All programs scheduled for review will get their reports to the committee by the end of the fall semester or the beginning of the spring semester.
- b. In the spring semester, Political Science and Math will be asked to do program review.

11. Use of Release funds

- a. No action on this issue by Faculty Senate yet.

12. Retroactive Withdrawals – update

- a. Dr. Margot Geagon reported that the committee has worked on the language for retroactive withdrawal. It is available on drop box. Please review the document and be prepared to discuss at the next meeting.

13. Appeals procedures

- a. Tabled.

14. ESS revisions

- a. Tabled.

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

- a. Tabled.

16. Adjournment Meeting adjourned at 4:53