

# Academic Affairs Committee Minutes

December 03, 2014

Approved January 21, 2015

- 1. Roll Call (3:05 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, Casey Applegate-Aguilar, Helen Blythe, Bill Hayward, Jean Hill, Carol Linder, Benito Pacheco, Michael Petronis, 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 19<sup>th</sup>, 2014 were approved with one correction.

## 4. Communication from the Administration

- Last week, the university lost an incredible student, Ms. Paige Martinez. Dr. Aguilar recognized the commitment Ms. Mary Basler, Media Arts Administrative Associate, has for our students. Ms. Basler's persistence led to the investigation. There is also appreciation from the administration for faculty and staff, including Dr. Fidel Trujillo and Ms. Kim Blea, for help with grief counselling and addressing the situation.
- The initial email regarding the investigation was sent based on the limited information given to the administration. The administration had to take the conservative approach and warn the campus about any possible threat.
- Dr. Aguilar noted the need for emergency contact information for all students and the need to keep this information up to date.
- Strategic Planning: The committee is looking at where we are headed and how we will get there; what are our strengths and how do we expand on them; what is our relationship with the region. The steering committee wants to look at our vision. The plan will be developed by the campus community and the regional community together in order to create a plan that will be useful and won't just sit on the shelf.

## 5. Communication from the Chair

- Program reviews of English and Forestry were sent to Dr. Aguilar.
- Motion to  
add to the program review guidelines that a member from the subcommittee who reviewed the program will be present at the review of the program review meeting with Dr. Aguilar and the departmental faculty if the departmental faculty request a subcommittee member at the meeting.  
(Woodford-Gormley/Watson)

Motion passes (12 in favor, 0 opposed, 0 abstentions)

#### **6. Communication from the Registrar**

- a. Spring enrollment report out yesterday; 39 up from last year; up head count; down in credit units.
- b. Spring admission down 80 from last year.
- c. Fall 2015 admissions down 458; admitted students is up, but the overall numbers are way down.
- d. Looking at targeted admissions for students with higher GPA and those interested in certain programs such as STEM majors; targeted students will get awards and notification much more quickly.
- e. ACT scores are not an admissions requirement, but a registration requirement. Students get stopped at the registering for classes stage.
- f. Final grades memo went out today. The final date has been extended to Tuesday, December 16.

#### **7. Communication from the Faculty Senate**

- a. There was no meeting last week.

#### **8. Communication for subcommittees**

- a. Undergraduate appeals committee – Nothing new since last meeting.
- b. Graduate appeals committee – Nothing new since last meeting.
- c. Ballen –November 25<sup>th</sup> was the deadline. There was one submission. It will be sent to committee members today and then discussed.

#### **9. ESS Proposals**

- a. Request to submit the track deletion of Pre-professional Athletics Training Track on the program revision form instead of a course revision form.
- b. ESS course revisions.
  - i. HLTH 151 is a course name revision.
  - ii. HLTH 3xx needs a new course number. The original course number was reassigned. Questions about course numbers and prerequisites.
- c. ESS program revisions
  - i. Health Promotion and Wellness program revision. Six courses were removed and replaced. One class added was SOC 330 Research Methods as the methodology is the same for Public Health and Sociology. This brings the major in alignment with other universities' health promotion and wellness programs. Question about the Sociology Research Methods class and the impact on the sociology department. SOC 330 is offered every semester and there is room for the Health students. Questions about impact on current students in the major and course substitutions. Mr. Raine recommended creating a course substitutions memo. Discussion of the core science and math classes required for the major.

- ii. Health Education Emphasis. Two courses were removed and replaced. Questions about the grading scale on the syllabus.
- iii. Health Minor. Two courses were removed and replaced. Questions about online classes.

## **10. Geology Proposals**

- a. Minor changes to the program including more lab sections to give students more field experience. Mr. Raine said these changes should take effect with the new catalog.

## **11. Honors classes – course proposals**

- a. History of the honors program reviewed. Honors classes that are on the spring schedule have not yet been officially approved. Discussion of what should be brought to the Academic Affairs Committee.
- b. Letters have to be at the end of the course number not at the beginning. Discussion about the mechanics of honors classes. A new course proposal is required to have the course with the course number with an h.

## **12. Learning Communities – presentation and discussion**

- a. Members of the committee, Ms. Casey Applegate-Aguilar, Mr. Benito Pacheco, Dr. Jean Hill, Dr. Craig Conley, and Dr. Carol Linder presented the committee's recommendations and asked for feedback.
- b. The committee recommends having Freshman Forum: INDP135N count for academic credit and be required. The committee also recommends that all first time freshman be required to take a learning community of two linked general core class classes that would count toward graduation along with Freshman Forum.
- c. Discussion of adding another credit to the requirements, extended core requirements, purpose of learning communities, using learning communities in recruiting material, where Freshman Forum would fit in DegreeAudit, if Freshman Forum needs to show up in DegreeAudit, would Freshman Forum be a graduation requirement, would it be a proficiency requirement, and what types of Freshman would be required to take a Learning communities.
- d. Discussion of the need to review the extended core and proficiency requirements.
- e. Motion to  
    approve the Freshman Experience Program as submitted  
    (Vidal-Lieberman/Geagon)  
    Motion passes (11 in favor, 0 opposed, 1 abstentions)

Note: Earlier program revision and course revision votes were held until after all presentations were completed.

- a. Motion to  
    approve the ESS course and program revisions as submitted.

(Loewen/Christensen)

Motion passes (12 in favor, 0 opposed, 0 abstentions)

b. Motion to

approve the program revision for geology, with the amendment that it take effect fall 2015, as submitted.

(Loewen/Christensen)

Motion passes (12 in favor, 0 opposed, 0 abstentions)

c. Motion to

approve the honors course proposals as submitted.

(Geagon /Lieberman)

Motion passes (12 in favor, 0 opposed, 0 abstentions)

**13. Retroactive Withdrawals**

- a. Tabled.

**14. Appeals procedures**

- a. Tabled

**15. Program Review Schedule and Process – update and clarification**

- a. Biology will not have their report until early/middle spring. Biology will probably be moved to the spring semester.

**16. Proposed minors in NRM – discussion**

- a. Tabled.

**17. Late Additions to the Agenda (minor items only)**

- a. Tabled.

**18. Adjournment** Meeting adjourned at 5:15